JCCC

Spring 2020

CONTINUING EDUCATION Catalog

Johnson County Community College

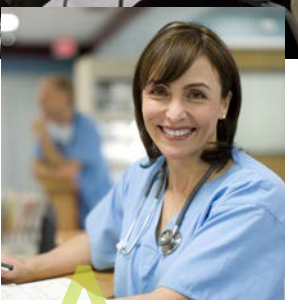
JOHNSON COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION

jccc.edu/ce

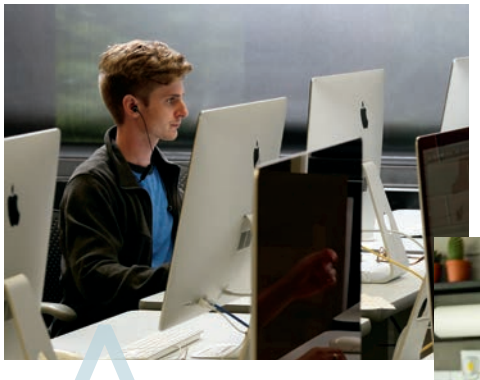
computer technology • business development • leisure • life skills

Contents | Workforce Development

Advance your career with our business and leadership courses.



Earn CEUs in your field of expertise.



Learn the latest computer skills in state-of-the-art labs.

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CONTINUING EDUCATION

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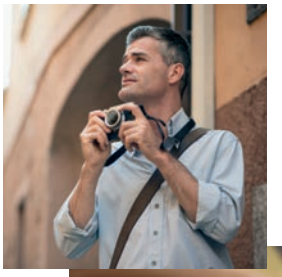
Gain valuable skills to enhance the quality of your life.



Do something for yourself and take up a new hobby.

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jccc.edu/ce

Registration is now open. Register today!

How to Register for Courses

Online Registration System

Register for a Continuing Education course online, through our Course Search at jccc.edu/ce and click "Continuing Ed Course Search." Search for a course and click "Registration Available."

The system allows you to:

- Create and update your own account 24/7
- View the history of the courses you've taken
- View and print your own invoices
- Create and manage accounts and course registrations for family members or company employees
- Purchase both online courses and face-to-face courses in the same easy transaction

By Phone: 913-469-2323

Register by phone using your credit card between 8 a.m. and 5 p.m. Monday through Friday.

By Mail

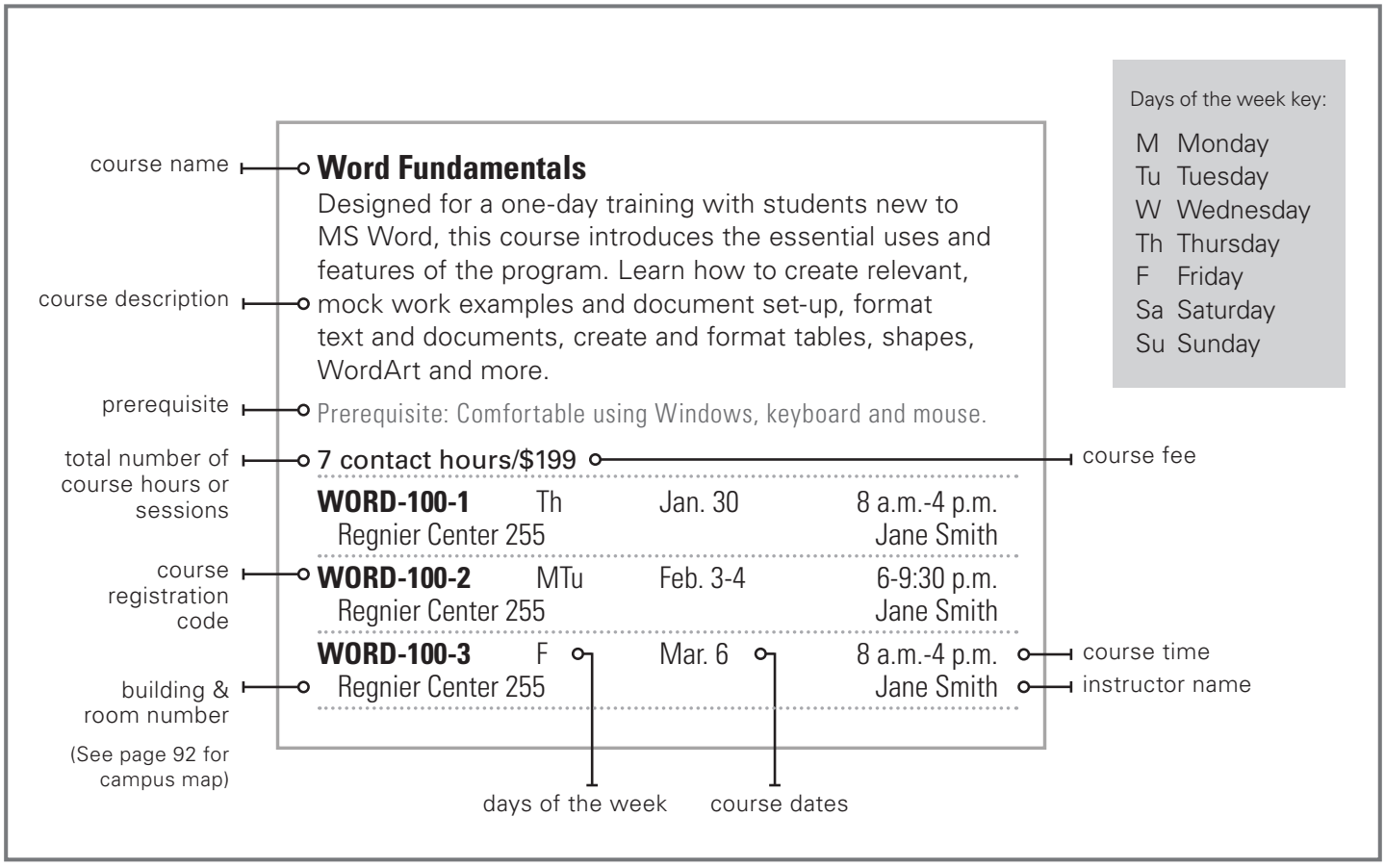
Complete the registration form in the back of this catalog. Enclose a check or money order made payable to JCCC. Write the student's name in the bottom left corner of your check.

Sign the form and return to:
Continuing Education Registration,
Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

In Person

Register in person at the Continuing Education Registration office, Regnier Center 173 on the JCCC campus. Registration is open from 8 a.m. to 5 p.m. Monday through Friday.

Understanding Course Listings



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64 Small Business Tax Workshops
64 Small Business Marketing
65 Small Business Finance
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65 Government Contracting
65 Intellectual Property
65 Small Business Management

WEB ONLINE

Creating WordPress Websites
Learn to create attractive, sophisticated blogs and websites – without any coding! WordPress is the world's most popular website publisher, powering more than 25% of all internet sites. **$175**

Creating Webpages
Create and post your own website on the internet using HTML in this extensive, hands-on, six-week workshop. **$175**

Introduction to CSS3 and HTML5
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. **$175**

For more online courses, visit
jccc.edu/ce/online

WEB

Web Design Certificate

Earn this certificate if you complete all courses within one year. Recommended course sequence:

- HTML5 and CSS3 Fundamentals*
- HTML5 and CSS3 Advanced*
- Animate
- Dreamweaver
- WordPress

* HTML5 and CSS3 Essentials may be taken instead of HTML5 and CSS3 Fundamentals and Advanced.

Web Development Certificate

If you complete all courses within one year, you will earn this certificate. Recommended course sequence:

- HTML5 and CSS3 Fundamentals*
- HTML5 and CSS3 Advanced*
- Introduction to Web Development
- Programming Fundamentals
- JavaScript
- React JavaScript
- Node.js

* HTML5 and CSS3 Essentials may be taken instead of HTML5 and CSS3 Fundamentals and Advanced.

HTML5 and CSS3 Fundamentals
Examine the basics of foundational web technology and create functional webpages using HTML5. Learn to configure text, color and page layout with Cascading Style Sheets. Explore new CSS3 properties, web design best practices and how to publish to the web.

Prerequisite: Comfortable using Windows, keyboard and mouse.

28 contact hours/$799

WEB-001-20 Regnier Center 255	TuWThF	Jan. 14-17	8 a.m.-4 p.m.
WEB-001-21 Regnier Center 255	TuTh	Feb. 4-27	6-9:30 p.m.

HTML5 and CSS3 Advanced
Learn to master the semantic markup available in HTML5 and discover how to use CSS3 to create amazing looking websites without resorting to complex workarounds. Create dynamic, efficient graphics with SVG and Canvas, and use new APIs to add geolocation and offline functionality.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

14 contact hours/$399

WEB-002-14 Regnier Center 253	MTu	Mar. 2-3	8 a.m.-4 p.m.
WEB-002-15 Regnier Center 255	WTh	Mar. 18-26	6-9:30 p.m.

HTML5 and CSS3 Essentials
Complete your foundational web technology in 5 days. Create functional webpages using HTML5. Configure text, color and page layout with Cascading Style Sheets. Explore new CSS3 properties, web design best practices and how to publish to the web. Transition to the semantic markup available in HTML5 and discover how to use CSS3 to create amazing looking websites. Create dynamic, efficient graphics with SVG and Canvas, and use new APIs to add geolocation and offline functionality.

40 contact hours/$1150

WEB-015-3 Regnier Center 253	TuWTh	Apr. 14-23	8 a.m.-5 p.m.

Animate
Animate CC (previously known as "Flash Professional") is a platform-agnostic application for designing assets, animation, and interactive content of all kinds for a multitude of platforms—and all with the same tools and workflows.

Prerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$399

WEB-003-15 Regnier Center 255	MW	Mar. 30-Apr. 8	6-9:30 p.m.
WEB-003-16 Regnier Center 255	ThF	May 21-22	8 a.m.-4 p.m.

Dreamweaver

Design and build a website while exploring Dreamweaver's features and functions. Move from basic web design to professional-looking websites ready for upload.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

21 contact hours/$599

WEB-004-15 Regnier Center 255	MTuW	Apr. 13-15	8 a.m.-4 p.m.
WEB-004-16 Regnier Center 255	MTuW	Apr. 27-May 6	6-9:30 p.m.

WordPress

Set up, create and customize a WordPress site, beginning with creating a website and multiple pages. Install and modify themes. Discuss how to use WordPress as a content management system, create menus and modify the CSS behind the theme. Add videos and podcasts.

Coursework includes RSS for syndication and basic analytics.

Prerequisite: HTML5 and CSS3 Fundamentals or equivalent experience.

14 contact hours/$399

WEB-005-17 Regnier Center 252	WTh	Apr. 14-23	6-9:30 p.m.
WEB-005-18 Regnier Center 252	WTh	May 13-14	8 a.m.-4 p.m.

Introduction to Web Development

This course introduces students to the tools, technologies and methodologies to build websites. The goal is to understand industry vocabulary and techniques used by people already in the web development world.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

WEB-007-16 Regnier Center 253	Th	Mar. 5	8 a.m.-4 p.m.
WEB-007-17 Regnier Center 252	MW	Mar. 9-11	6-9:30 p.m.
WEB-007-18 Regnier Center 252	Th	Apr. 16	8 a.m.-4 p.m.

Programming Fundamentals

Receive an introduction to fundamental programming skills, focused on object-oriented topics such as classes, objects, methods and properties.

Course content uses JavaScript (ES6) to build on programming skills.

Prerequisite: Comfortable using Windows, keyboard and mouse.

28 contact hours/$799

WEB-014-13 Regnier Center 253	TuTh	Mar. 31-Apr. 23	6-9:30 p.m.
WEB-014-14 Regnier Center 250	MW	Apr. 27-May 6	8 a.m.-4 p.m.

Lead Project Teams with Confidence

Earn a Project Management certificate in 70 hours.

Six courses are all you need to increase your marketability.

1. **Project Management Essentials**
2. **Effective Communication for Project Managers**
3. **Effective Project Scheduling and Control**
4. **Estimating and Managing Project Costs**
5. **Project Quality Management**
6. **Project Risk Management**

Coursework also provides foundation for the CAPM certification.

Are you an experienced project manager?

Prepare for the PMP exam with our in-depth PMP Test Prep course!

For more information, contact cait@jccc.edu or call 913-469-3891.

See pages 26-28 for course information.

JavaScript
Tour JavaScript, an important part of modern web applications. Learn to respond to user interactions and update webpages dynamically using the Document Object Model. Features from ECMAScript 6 (ES6) are covered.

Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals or equivalent experience.

35 contact hours/$999

WEB-011-9	MTuWTh	Apr. 27-May 12	6-9:30 p.m.
Regnier Center 254			

React JavaScript
Get up to speed with React, an open-source library for building web-based user interfaces. Set up a React project using Webpack. Build a basic React component. Use React features such as handling events, using routes passing properties and state.

Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals and JavaScript Programming or equivalent experience.

28 contact hours/$799

WEB-009-9	WTh	May 13-21	8 a.m.-4 p.m.
Regnier Center 254			

Node.js
Build asynchronous, event-driven applications using Node.js, a server-side platform built in JavaScript. Cover the basics of Node.js before creating simple services to store and retrieve objects using MongoDB.

Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals and JavaScript Programming or equivalent experience.

28 contact hours/$799

WEB-010-8	TuWTh	May 26-Jun. 10	6-9:30 p.m.
Regnier Center 254			

DIGITAL MARKETING

Digital Marketing Certificate
Earn this certificate if you complete all courses within one year. Courses are not required in any specific sequence.

- Email Marketing
- Google Analytics
- Search Engine Optimization
- Social Media Marketing
- WordPress

Email Marketing
Email delivers significant ROI and may increase brand loyalty. It is a powerful tool in a marketing plan. Learn email marketing basics, manage details, and track and measure results.

14 contact hours/$399

DIGMK-002-15	TuTh	Feb. 4-6	8 a.m.-4 p.m.
Regnier Center 254			
DIGMK-002-16	WTh	May 6-14	6-9:30 p.m.
Regnier Center 252			

Google Analytics
Improve ROI of website marketing efforts by understanding how to use the primary resource available to measure and analyze what is driving traffic to a website – Google Analytics. See how the science, tools and technologies of web analytics come together to receive to understand visitor trends, traffic channels, characteristics and behavior. Information can lead to optimizing web usage and performance.

14 contact hours/$425

DIGMK-005-15	WTh	Jan. 29-30	8 a.m.-4 p.m.
Regnier Center 254			
DIGMK-005-16	MW	Mar. 30-Apr. 8	6-9:30 p.m.
Regnier Center 253			

Search Engine Optimization (SEO)
Take a systematic approach to the art and science of search engine optimization (SEO). Set the foundation of SEO efforts and move to building an SEO strategy. Use tools and tasks needed to create a comprehensive SEO plan.

Prerequisite: Comfortable with Windows, keyboard and mouse. HTML5 and CSS3 Fundamentals recommended but not required.

14 contact hours/$425

DIGMK-004-18	MTu	Mar. 2-3	8 a.m.-4 p.m.
Regnier Center 254			
DIGMK-004-19	WTh	May 20-28	6-9:30 p.m.
Regnier Center 253			

Social Media Marketing
Make social media an active part of the marketing plan. Turn customer conversations regarding brand, product, service and company into a sustainable competitive advantage.

14 contact hours/$399

DIGMK-001-19	MTu	Feb. 24-25	8 a.m.-4 p.m.
Regnier Center 254			
DIGMK-001-20	TuTh	Mar. 17-26	6-9:30 p.m.
Regnier Center 253			

DESIGN & MODELING

AutoCAD Fundamentals
This introductory course enables students to create basic 2D drawings using AutoCAD. This course covers commands for creating, editing, annotating and plotting drawings.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

ACAD-001-9	MW	Feb. 3-19	6-9:30 p.m.
Regnier Center 250			Mike Vodehnal

Bluebeam
This course will take learners from the beginning steps of managing the User Interface to the powerful redline and markup capabilities housed within Bluebeam Revu, including Revu's cloud-based collaboration functionality, Bluebeam Studio. It will be taught by local, industry professionals with real-world examples of how Bluebeam has been used by local firms, big and small, to save time, money and errors.

12 contact hours/$399

ACAD-007-5	TuTh	Apr. 1-9	6-9 p.m.
Regnier Center 250			Jason Hascall

Be a Cybersecurity Leader

With the latest advances in technology, the complexity of cyberattacks evolves.

Knowledgeable cybersecurity professionals are vital to identify security vulnerabilities and eliminate potential threats to financial data, client files and confidentiality.

Introductory Cybersecurity Courses

- Information Security Essentials
- Security Architecture and Design
- Introduction to Hacking, Defense and Response

Baseline Cybersecurity Courses

- Security+ Review and Test Prep – meets DOD 8570 compliance

Exam Prep Cybersecurity Courses

- Certified Information System Security Professional (CISSP) Review and Test Prep*
- EC-Council Certified Ethical Hacker (CEH) Review and Test Prep*

** Advanced courses offered once a year unless requested*

Be a recognized information security leader who understands cybersecurity strategy, as well as hands-on implementation in any business to design, develop and manage the overall security of an organization.

See pages 20-21 for course information.

Exploring the World of GIS

Learn about Geographic Information Systems (GIS) and the fundamentals of map making, cartography and spatial analysis. Students will get hands-on experience with ESRI ArcGIS Pro by building interactive maps using the latest tools and technologies. Viewing, editing, and analyzing maps impacts our understanding of data and allows us to solve problems quickly

Prerequisite: Ability to use a computer comfortably.

18 contact hours/$525

DESMOD-200-3 Regnier Center 250	TuTh	Feb. 11-27	6-9:30 p.m.
DESMOD-200-4 Regnier Center 250	MW	Apr. 13-29	6-9:30 p.m.

Revit Architecture Fundamentals

This introductory course enables students to create full 3D architectural models and include them in working drawings. Topics include creating floor plans, elevations, adding building components and creating sheets for plotting.

Textbook included in course fee.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

ACAD-004-9 Regnier Center 250	TuW	Jan. 14-29	6-9:30 p.m. Mike Vodehnal

Revit Structure Fundamentals

Structure Fundamentals is designed to teach the concepts and principles from building design through construction documentation using the Autodesk Revit Structure software. Course introduces students to the user interface and the basic building components of the software that makes it a powerful and flexible structural modeling tool.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

ACAD-003-8 Regnier Center 250	TuTh	Mar. 2-19	6-9:30 p.m. Mike Vodehnal

SketchUp—Your Ideas in 3D—Mac or Windows

Effectively communicate your drawings on paper with clear scale and dimensions in 3D. You will gain basic skills for 3D modeling techniques and incorporate the model to develop 2D construction documentation into the LayOut software. Together we'll create a simple model to navigate through the software tool menus to develop an understanding of the potential possibilities using SketchUp Pro and Layout platforms

12 contact hours/$399

DESMOD-100-3 Regnier Center 245	MW	Mar. 2-11	6-9 p.m.
DESMOD-100-4 Regnier Center 245	MW	Apr. 27-May 6	6-9 p.m.

GRAPHIC DESIGN

Adobe Design Essentials Certificate

Earn this certificate if you complete all courses within one year.

- Adobe Acrobat
- Illustrator Fundamentals
- InDesign Fundamentals
- Photoshop Fundamentals

Adobe Acrobat—Mac or Windows

Navigate and organize PDF documents and create a PDF document from within Adobe Acrobat. Modify PDF content by rearranging, editing and formatting existing text; and by adding headers, footers, watermarks and backgrounds. Explore document review techniques, including the use of comments, markups and automated reviews, such as Page View Sharing and Collaborate Live. Learn to produce high-quality PDF documents for press and discover geospatial data in a PDF map. Insert multimedia content, audio, video and flash files, and add bookmarks and links. Improve accessibility in a document. Explore prepress techniques – color management, proofing, converting colors, color separations, managing inks, trapping and transparency flattening. Manage security issues with password encryption and digital signatures.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

ACRB-004-8 Regnier Center 245	F	Feb. 28-Mar. 6	8 a.m.-4 p.m.
ACRB-004-9 Regnier Center 245	MW	May 11-20	6-9:30 p.m.

Illustrator Specialist Certificate

Earn this certificate if you complete all courses within one year.

- Illustrator Fundamentals
- Illustrator Advanced

Illustrator Fundamentals—Mac or Windows

Create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Explore how to apply color and gradients and work with text and layers.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

ILL-001-18 Regnier Center 245	MTu	Jan. 6-7	8 a.m.-4 p.m.
ILL-001-19 Regnier Center 245	MTu	Feb. 17-25	6-9:30 p.m.
ILL-001-20 Regnier Center 245	ThF	Apr. 9-10	8 a.m.-4 p.m.

Illustrator Advanced—Mac or Windows

Discover advanced techniques for working with paths, masks, fills and strokes in Adobe Illustrator. Explore how to customize colors and swatches. Enhance the appearance of artwork through effects and styles. Work with slices to optimize and export images for the web.

Prerequisite: Illustrator Fundamentals or equivalent experience.

14 contact hours/$425

ILL-003-14 Regnier Center 245	ThF	Apr. 2-3	8 a.m.-4 p.m.
ILL-003-15 Regnier Center 245	TuTh	Apr. 28-May 7	6-9:30 p.m.

InDesign Specialist Certificate

Earn this certificate if you complete all courses within one year.

- InDesign Fundamentals
- InDesign Advanced

InDesign Fundamentals—Mac or Windows

Present documents with a well-designed, professional look. Use paragraph and character styles, layout features, and panels to enable easy customization of both text and graphics. Discover how to build tables and prepare documents for print or web delivery.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

IND-001-17 Regnier Center 245	ThF	Jan. 9-10	8 a.m.-4 p.m.
IND-001-18 Regnier Center 245	MTu	Jan. 27-Feb. 4	6-9:30 p.m.
IND-001-19 Regnier Center 245	ThF	Apr. 16-17	8 a.m.-4 p.m.

InDesign Advanced—Mac or Windows

Create interactive documents for viewing in a web browser with various features such as buttons, page transitions, movies and audio files, hyperlinks and animation. Learn to manage long documents, external files, styles and advanced page layouts.

Prerequisite: InDesign Fundamentals or equivalent experience.

14 contact hours/$425

IND-003-13 Regnier Center 245	MW	Mar. 16-25	6-9:30 p.m.
IND-003-14 Regnier Center 245	ThF	May 21-22	8 a.m.-4 p.m.

Photoshop Specialist Certificate

Earn this certificate if you complete all courses within one year.

- Photoshop Fundamentals
- Photoshop Advanced

Photoshop Fundamentals—Mac or Windows

Use Adobe Photoshop to create professional-looking images for both print and the web. Identify components of the Photoshop environment; explore methods of selecting image areas. Modify and manipulate selections. Learn to work with text, layers and layer effects. Adjust, retouch and resize images. Prepare images for printing and the web. Optimize color management for print. Explore techniques for adjusting image quality and make color adjustments.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

PHTSH-001-19 Regnier Center 245	WTh	Jan. 15-16	8 a.m.-4 p.m.
PHTSH-001-20 Regnier Center 245	TuTh	Mar. 3-12	6-9:30 p.m.
PHTSH-001-21 Regnier Center 245	TuW	Apr. 7-8	8 a.m.-4 p.m.

Photoshop Advanced—Mac or Windows

Learn to use color fills, gradients, patterns and overlays. Create masks, layers, grayscale and clippings to show or hide various parts of an image. Explore how to create, edit and convert type to paths. Learn the differences between raster and vector graphics. Apply a variety of creative effects and prepare images for use in video productions.

Prerequisite: Photoshop Fundamentals or equivalent experience.

14 contact hours/$425

PHTSH-003-16 Regnier Center 245	WTh	Mar. 4-5	8 a.m.-4 p.m.
PHTSH-003-17 Regnier Center 245	TuTh	May 12-21	6-9:30 p.m.

After Effects—Getting Started—Mac or Windows

Adobe After Effects provides you an opportunity to enhance and add to your video in the postproduction process. Get started by creating a composition and familiarizing yourself with workspaces. You'll learn basic animation by applying effects to a layer and importing footage using Adobe Bridge and working with imported Illustrator layers. Spend time creating and formatting animated text. Use shape layers and begin to build upon it by adjusting anchor points, animating a background and other layers. Finally, get familiar with masks by creating and editing them. You'll gain confidence with puppet tools, so you can add natural motion and record animation in real time.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

ADBCC-001-7 Regnier Center 245	ThF	Feb. 20-21	8 a.m.-4 p.m.
ADBCC-001-8 Regnier Center 245	TuTh	Apr. 7-16	6-9:30 p.m.

GRAPHIC DESIGN ONLINE

Adobe Dreamweaver CC

Learn to create and manage websites using Adobe Dreamweaver. You will insert pictures and media objects into webpages. Use Cascading Style Sheets to format and layers and tables to design layout for webpages. Lastly, you will manage sites using Dreamweaver's site management tools. You will need a copy of Dreamweaver CC in order to do coursework. **$399**

Adobe InDesign DC

Adobe InDesign allows you to design and produce stunning documents on your desktop printer or using a professional printer. Convert documents to PDF format or publish them on a website. This course will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. You will need a copy of Adobe InDesign to do coursework. **$399**

Photoshop CC for the Digital Photographer

Master techniques to edit and enhance your digital images and add a professional polish to your work. No image editing experience needed. This course will take you from novice to accomplished photo editor. **$150**

For more online courses, visit
jccc.edu/ce/online

After Effects Advanced—Mac or Windows

Adobe After Effects provides you an opportunity to enhance and add to your video in the postproduction process. Build on the basics and learn to use the roto brush tool so its easier to separate an object from is background making it easier to work with separately. You'll work on color correction and set-up motion graphics templates. Some advanced editing techniques will be covered so you'll learn stabilizing a shot, checking for drift and removing motion blur. Experiment with some 3D features available by adding ambient light, realistic shadows and importing a background. Wrap it up by reviewing rendering, compression and use on mobile devices.

Prerequisite: After Effects – Getting Started or equivalent experience.

14 contact hours/$425

ADBCC-002-3 Regnier Center 245	MTu	May 11-12	8 a.m.-4 p.m.

Premiere Pro—Getting Started—Mac or Windows

Premiere Pro is a video editing program. Get started with organizing your project, get to know the media browser panel and use Adobe Stock. You will begin by monitoring footage and modifying clips and working with sync lock and track lock. You'll become more confident with transitions and work through advanced editing techniques.

Prerequisite: Comfortable using Windows or Mac OS X, keyboard and mouse.

14 contact hours/$425

ADBCC-007-6 Regnier Center 245	MTu	Feb. 3-4	8 a.m.-4 p.m.
ADBCC-007-7 Regnier Center 245	TuTh	Mar. 17-26	6-9:30 p.m.

Premiere Pro—Making It Happen—Mac or Windows

Premiere Pro is a video editing program. Build on the basics by using the techniques you learned in Getting Started by using motion-related effects and editing multiple-angle footage. You'll gain confidence with audio characteristics and adjusting dialogue. Build in video effects and improve your project with color-oriented workflow and make compositing part of your projects.

Prerequisite: Premiere Pro – Getting Started or equivalent experience.

14 contact hours/$425

ADBCC-008-4 Regnier Center 245	ThF	May 7-8	8 a.m.-4 p.m.

Premiere Pro—Wrapping it Up—Mac or Windows

Premiere Pro is a video editing program. Wrap up your class project in this course by getting familiar with the Essential Graphics panel, creating titles and reviewing final project management steps. Once it's ready, you will learn about and try export options and uploading files to social media.

Prerequisite: Premiere Pro –Making It Happen or equivalent experience.

7 contact hours/$225

ADBCC-009-3 Regnier Center 245	W	May 13	8 a.m.-4 p.m.

MICROSOFT OFFICE

Microsoft Office Essentials Certificate

Earn this certificate if you complete all courses within one year.

- Access Fundamentals
- Excel Fundamentals
- Outlook Fundamentals
- PowerPoint Fundamentals
- Word Fundamentals

Access Specialist Certificate

Earn this certificate if you complete all courses within one year.

- Access Fundamentals
- Access Advanced

Access Fundamentals

Designed for students new to Microsoft Access, this course includes creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties and queries.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

ACCESS-161-26 Regnier Center 253	Th	Jan. 16	8 a.m.-4 p.m.
ACCESS-161-27 Regnier Center 253	TuW	Feb. 12-13	6-9:30 p.m.
ACCESS-161-28 Regnier Center 221	WTh	May 6-7	6-9:30 p.m.

Access Advanced

Designed for students already using Microsoft Access, this course includes designing a relational database, split forms, creating and modifying reports, parameter and crosstab queries, customizing input forms and reports.

Prerequisite: Access Fundamentals or equivalent experience.

7 contact hours/$199

ACCESS-163-21 Regnier Center 254	F	Mar. 6	8 a.m.-4 p.m.
ACCESS-163-22 Regnier Center 254	WTh	May 20-21	6-9:30 p.m.

Excel Specialist Certificate

Earn this certificate if you complete all courses within one year.

- Excel Fundamentals
- Excel Intermediate
- Excel Advanced

Excel Fundamentals

Our content introduces essential uses, tools and features of Microsoft Excel. Enter, edit and format data. Manage data in a single worksheet and manage workbooks. Link worksheets and create basic functions. Design and edit charts. Organize large amounts of data.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

EXCEL-161-73 Regnier Center 254	Th	Jan. 9	8 a.m.-4 p.m.
EXCEL-161-74 Regnier Center 253	TuW	Jan. 14-15	6-9:30 p.m.
EXCEL-161-75 Regnier Center 254	F	Feb. 21	8 a.m.-4 p.m.
EXCEL-161-76 Regnier Center 254	W	Mar. 4	8 a.m.-4 p.m.
EXCEL-161-77 Regnier Center 254	WTh	Mar. 11-12	6-9:30 p.m.
EXCEL-161-78 Regnier Center 254	Th	Apr. 9	8 a.m.-4 p.m.

Excel Intermediate

Expand Excel knowledge with an in-depth look at conditional formatting, advanced text and analysis functions, vlookup, outlines and subtotals.

Prerequisite: Excel Fundamentals or equivalent experience.

7 contact hours/$199

EXCEL-162-56 Regnier Center 254	F	Jan. 31	8 a.m.-4 p.m.
EXCEL-162-57 Regnier Center 234	WTh	Mar. 18-19	6-9:30 p.m.
EXCEL-162-58 Regnier Center 254	W	Apr. 1	8 a.m.-4 p.m.
EXCEL-162-59 Regnier Center 252	MTu	May 4-5	6-9:30 p.m.

Excel Advanced

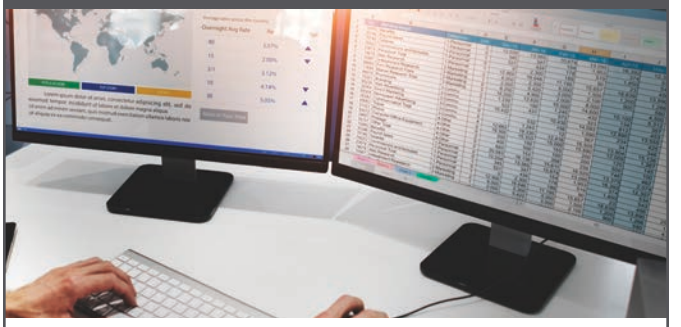
This course is designed for students looking for discussion on tables, pivot tables, pivot charts, financial functions, structured references, goal seek and workbook protection.

Prerequisite: Excel Intermediate or equivalent experience.

7 contact hours/$199

EXCEL-163-45 Regnier Center 255	F	Feb. 14	8 a.m.-4 p.m.
EXCEL-163-46 Regnier Center 254	W	Mar. 25	8 a.m.-4 p.m.
EXCEL-163-47 Regnier Center 252	MTu	Apr. 6-7	6-9:30 p.m.
EXCEL-163-48 Regnier Center 254	MTu	Apr. 20-21	6-9:30 p.m.
EXCEL-163-49 Regnier Center 250	TuW	May 6-7	6-9:30 p.m.

MICROSOFT OFFICE ONLINE



Introduction, Intermediate, Advanced Excel 2016, 2019/Office 365

Do you work with numbers? Then you need to master Microsoft Excel 2016, 2019/Office 365. Discover how this powerful MS Office program can boost your productivity. Develop skills to become more valuable to your organization. These courses will teach you dozens of shortcuts and tricks for setting up, analyzing and displaying fully formatted worksheets quickly and efficiently. **$150**

For more online courses, visit
jccc.edu/ce/online

Design & Modeling

See page 8-9 for upcoming courses.

Design Your Future

Architects, engineers, designers and construction professionals rely on innovative design tools to create precise 2D and 3D drawings. Draw upon the expertise of JCCC Continuing Education instructors with hands-on training in:

- Sketch-Up
- GIS
- Bluebeam
- Revit Structure Fundamentals
- Revit Architecture Fundamentals
- AutoCAD Fundamentals

For more information, contact cait@jccc.edu or call 913-469-3891.

Excel VBA Programming

Create procedures to run in response to specific events. Work with control structures and develop user forms to accept or display data. Validate the data entry in user forms. Debug and handle errors in code.

Prerequisite: Excel Advanced or comparable knowledge.

14 contact hours/$399

EXCEL-165-5 Regnier Center 232	MW	Mar. 2-11	6-9:30 p.m.
EXCEL-165-6 Regnier Center 252	MTu	May 11-19	6-9:30 p.m.

Outlook Fundamentals

Our content introduces the essential skills: working with email, organizing contacts, managing folders, calendars, notes, tasks and mobile device integration.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

OUTL-161-21 Regnier Center 252	Th	Feb. 27	8 a.m.-4 p.m.
OUTL-161-22 Regnier Center 253	TuW	Apr. 28-29	6-9:30 p.m.

PowerPoint Specialist Certificate

Earn this certificate if you complete all courses within one year.

- PowerPoint Fundamentals
- PowerPoint Advanced

PowerPoint Fundamentals

Learn essential skills to create a presentation. Start formatting slides using document themes, bulleted lists and outlines. Modify by formatting text, transitions, clip art and graphics. Finalize by printing presentations and slide show delivery.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

PPT-161-18 Regnier Center 253	W	Jan. 22	8 a.m.-4 p.m.
PPT-161-19 Regnier Center 232	TuW	Apr. 14-15	6-9:30 p.m.

PowerPoint Advanced

Expand knowledge and discuss formatting and editing tables and charts. Learn tools for collaborating with others, managing and merging comments and readying a presentation for final delivery.

Prerequisite: PowerPoint Fundamentals or equivalent experience.

7 contact hours/$199

PPT-163-13 Regnier Center 255	MTu	May 18-19	6-9:30 p.m.

Word Specialist Certificate

Earn this certificate if you complete all courses within one year.

- Word Fundamentals
- Word Intermediate
- Word Advanced

Word Fundamentals

This course introduces students to the essential features of the program. Create relevant mock work examples. Students learn document set-up, text formatting, how to create and format tables, shapes and WordArt.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

WORD-161-19 Regnier Center 254	F	Jan. 24	8 a.m.-4 p.m.
WORD-161-20 Regnier Center 254	MTu	Mar. 16-17	6-9:30 p.m.

Word Intermediate

Expand your expertise using special text effects, mail merging and tools essential to long documents. You will create relevant, mock work examples of a newsletter and table of contents.

Prerequisite: Word Fundamentals or equivalent experience.

7 contact hours/$199

WORD-162-15 Regnier Center 254	Th	Apr. 2	8 a.m.-4 p.m.
WORD-162-16 Regnier Center 255	WTh	May 20-21	6-9:30 p.m.

Word Advanced

Expand knowledge by discussing, sharing and securing documents, macros and integrating Word with Excel, PowerPoint and the web.

Prerequisite: Word Intermediate or equivalent experience.

7 contact hours/$199

WORD-163-13 Regnier Center 232	TuW	Apr. 21-22	6-9:30 p.m.

Office 365 Overview

Now that you have Office 365, how can it work for you? Learn about Office 365, how to log in and details about different licensing options. Not sure what cloud services and apps you should know and use? Learn about each one along with its capabilities. Some hands-on exercises will introduce you to Teams, Groups/SharePoint, Delve/One Drive.

This course is primarily lecture, discussion and demo.

You may use your Office 365 log-in to follow along.

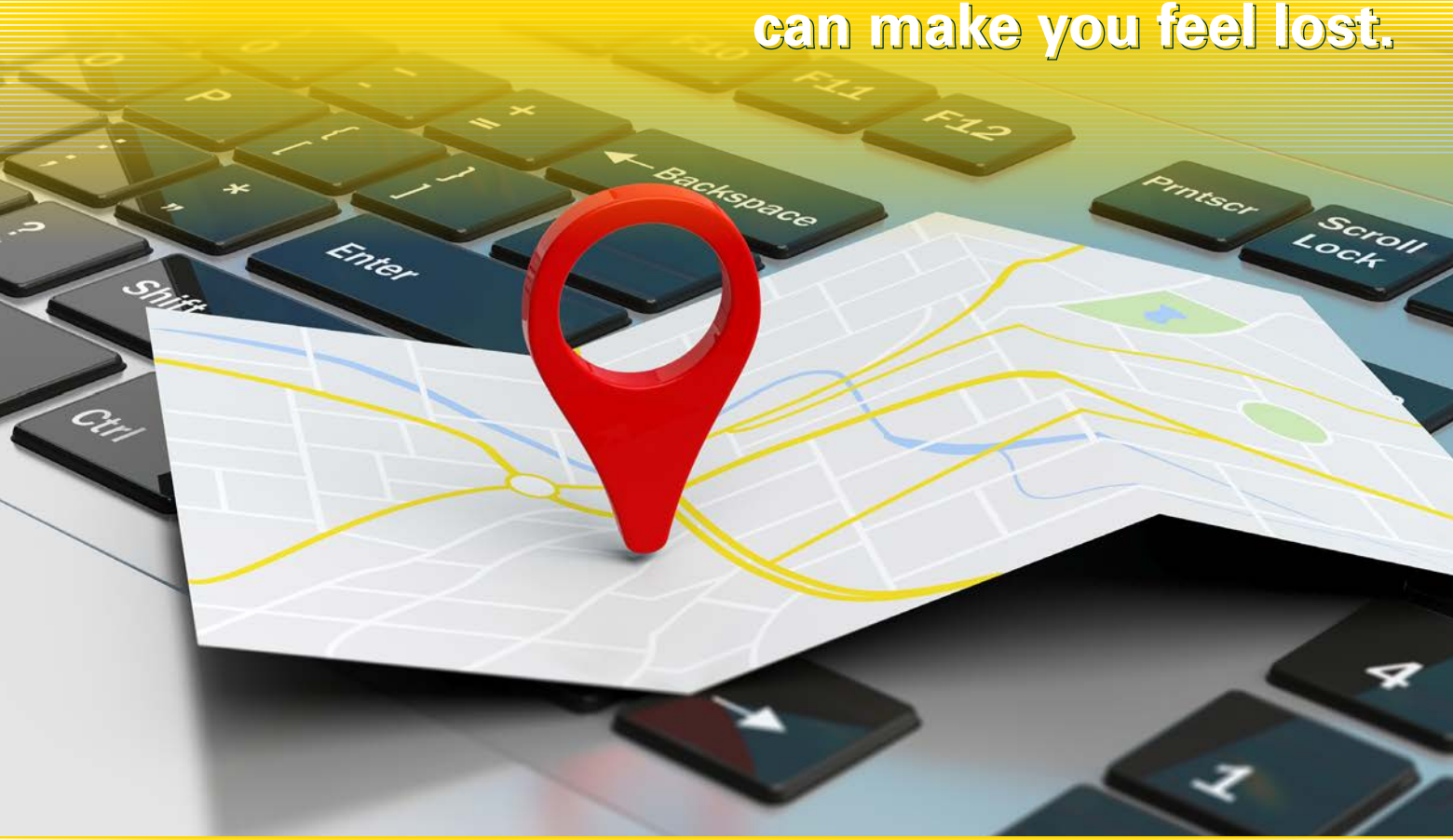
Prerequisites: Proficient using a computer, keyboard and mouse

3.5 contact hours/$99

MSOFC-200-1 Regnier Center 234	M	Jan. 27	1-4:30 p.m. William Mitchell
MSOFC-200-2 Regnier Center 234	W	Mar. 11	1-4:30 p.m. William Mitchell
MSOFC-200-3 Regnier Center 234	M	Apr. 20	1-4:30 p.m. William Mitchell

WHAT IN THE WORLD (WIDE WEB)?

Sometimes new technology can make you feel lost.



Let our patient and experienced instructors translate technical language and make you feel at home.

- Internet Safety
- File Organization
- Social Media
- Software Changes

Introductory Computing courses

Register now

See page 21 for course details.

Call 913-469-3891 for more information.

Microsoft Teams—Getting Started

Get your team on board to effectively use Cloud Services available in Office 365 Teams. We'll help you with hands-on examples to effectively communicate in a dedicated workspace with group chat, meetings, phone calls and conferencing. Use traditional applications like Word and Excel for your team source documents. See how to create a team across organizations regardless of where you are located. Discover how to hold a web conference and share content. Take this opportunity to discover what you need to use and implement when you return to your office.

Bring your Office 365 log-in information to use during classroom exercises.

Prerequisites: Proficient using a computer, keyboard and mouse.

6 contact hours/$99

MSOFC-201-1 Regnier Center 221	Th	Apr. 9	12:30-4:30 p.m. William Mitchell
MSOFC-201-2 Regnier Center 254	F	May 8	12:30-4:30 p.m. William Mitchell

Microsoft Planner—Getting Started

Find the help you need to get your project set up effectively using Cloud Services available in Office 365 called Planner. Work through hands-on examples to effectively assign the project team, tasks, files and communicate in a dedicated workspace with group chat. Effectively integrate your traditional applications like Outlook, OneNote and SharePoint. Manage more than one project plan in one place. When you leave you should be able to confidently get started with any project. Take this opportunity to discover what you need to use and implement when you return to your office.

Bring your Office 365 login information to use during classroom exercise.

Prerequisites: Proficient using a computer, keyboard and mouse.

3 contact hours/$99

MSOFC-102-2 Regnier Center 234	Th	May 14	1:30-4:30 p.m. William Mitchell

SharePoint Site User

Work with SharePoint to share information and collaborate on projects in an efficient and cost-effective manner. Learn to use a SharePoint Team Site to access, store and share documents and other information. Manage document versions and synchronize data with Microsoft Office applications.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

SHPOINT-135-2 Regnier Center 254	TuW	Feb. 4-5	6-9:30 p.m.

SharePoint Site Owner

Create, configure and manage a SharePoint Team Site. Implement custom forms and learn how to assign permissions and access rights to sites, users, lists and documents.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

SHPOINT-136-2 Regnier Center 221	WTh	Mar. 18-19	6-9:30 p.m.

DATA MANAGEMENT

Big Data Certificate

Earn this certificate if you complete all courses within one year. Recommended course sequence:

- Big Data – NoSQL Database Essentials
- Essentials for Apache Hadoop
- Data Analyst Training – Using Pig and Hive

Big Data—NoSQL Database Essentials

New technologies have emerged termed Big Data or NoSQL (meaning Not Only SQL). Relational and traditional databases are unable to keep up with the challenges of managing structured and unstructured data. These Big Data databases are designed for speed and to scale to vast sets of data. Students study Big Data concepts, technologies and the techniques to manage them. Topics include Hadoop, emerging tools like MongoDB and other NoSQL databases.

This course is primarily lecture/discussion with demos.

Prerequisites: Prior relational database experience is suggested.

7 contact hours/$399

BIGDATA-005-8 Regnier Center 232	Th	Feb. 13	8 a.m.-4 p.m.

Essentials for Apache Hadoop

Apache Hadoop is the platform of choice for industry Big Data analysis. Expertise in operating Hadoop clusters and developing Hadoop applications are necessary. Apache Hadoop technologies are introduced: Map Reduce, Hadoop Distributed File System (HDFS), Hive, Pig, HBase, Sqoop, Flume and Hue.

Prerequisites: Prior relational database experience is suggested.

7 contact hours/$399

BIGDATA-006-8 Regnier Center 253	Th	Feb. 27	8 a.m.-4 p.m.

Data Analyst Training—Using Pig and Hive

Apache Hive is Hadoop's data warehouse infrastructure and it makes multistructured data accessible to analysts, database administrators and others without Java programming expertise. Apache Pig applies the fundamentals of familiar scripting languages to the Hadoop cluster. Hive and Pig allows the management and manipulation of data in a Hadoop cluster without Java programming experience. In this hands-on course, students learn how Apache Pig and Apache Hive enable data transformations and analyses via filters, joins and user-defined functions. Participants learn how to apply data analytics and business intelligence skills to Big Data, including how to access, manipulate, and analyze complex data sets using HiveQL and other scripting languages.

Prerequisites: Essentials for Apache Hadoop course or comparable knowledge, in addition to familiarity with SQL, including joins and subqueries.

21 contact hours/$1,299

BIGDATA-007-9 Regnier Center 232	WThF	Mar. 25-27	8 a.m.-4 p.m.

Data Analysis with Excel Certificate

Earn this certificate if you complete all courses within one year. Courses are not required in any specific sequence.

- Excel Data Analysis: PivotTables, Dashboards and PowerPivot
- Excel Data Analysis: Business Analytics with Power BI

Excel Data Analysis: PivotTables, Dashboards and PowerPivot

Excel dashboards offer an excellent method to both analyze and visualize the data. Dashboards contain one or more PivotTables and PivotCharts, allowing large amounts of detailed data to be dynamically reorganized by the user for analytics and business intelligence. Excel also provides PowerPivot to organize, manipulate and report data. Learn to build and use PivotTables, PivotCharts, Excel Dashboards and PowerPivot for Excel.

Prerequisites: Excel Advanced or equivalent experience.

14 contact hours/$799

BIGDATA-001-11 Regnier Center 254	MTu	Feb. 17-18	8 a.m.-4 p.m.

Excel Data Analysis: Business Analytics with Power BI

Data and the need for analyzing large amounts of data is expanding quickly. Excel Power BI consists of four powerful tools: PowerPivot, Power View, Power Query and Power Maps. These tools organize, manipulate and report data, allowing for self-service business intelligence. Students learn step by step how to analyze and visualize their data using the tools included in Power BI, primarily using PowerPivot and Power View.

Prerequisites: Excel Advanced or equivalent experience.

14 contact hours/$799

BIGDATA-002-8 Regnier Center 254	MTu	May 4-5	8 a.m.-4 p.m.

Python Programming Certificate

Earn this certificate if you complete all courses within one year.

- Introduction to Python Programming
- Advanced Python Programming

Introduction to Python Programming

Python is a multipurpose scripting language for the web. Students learn basics of writing and running Python scripts. Advanced topics include file operations, regular expressions, working with binary data and how to use Python modules. Other discussion includes the IDLE environment, control flow constructs, strings, I/O, collections, classes, modules and regular expressions.

Prerequisite: Programming/Scripting experience suggested.

21 contact hours/$1,299

BIGDATA-008-14 Regnier Center 252	MTuW	Jan. 27-29	8 a.m.-4 p.m.
BIGDATA-008-15 Regnier Center 252	MTuW	Apr. 27-29	8 a.m.-4 p.m.

DATA MANAGEMENT ONLINE

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a working knowledge of this powerful and universal database programming language. Discover how to use SQL to sort and retrieve data from tables and to filter retrieved data. **$175**

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL). Learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. Master advanced techniques for updating various types of data stored in your tables. **$175**

Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision-making and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. **$175**

Learn online. Stay on course.

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jccc.edu/ce/online

Advanced Python Programming

The Advanced Python course is the continuation of the Introduction to Python programming. In this course, learn advanced Python techniques including: Object-Oriented Programming with Python; List comprehensions, mapping and filtering; lambda functions; advanced sorting; and working with regular expressions. Topics also include Working with databases, Relational Databases, CSV files, JSON and XML as well as testing and debugging.

Prerequisite: Introduction to Python Programming or equivalent experience.

14 contact hours/$799

BIGDATA-009-7 Regnier Center 232	WTh	May 20-21	8 a.m.-4 p.m.

Data Visualization with Tableau Certificate

Earn this certificate if you complete all courses within one year.

- Introduction to Data Visualization with Tableau
- Advanced Data Visualization with Tableau

Introduction to Data Visualization with Tableau

Tableau users turn massive amounts of data into easily understood visualizations. Tableau's Data Engine translates actions into ad hoc queries and builds the visualization quickly. Students learn to connect to data, navigate the Tableau interface, build and format visualizations and build interactive dashboards. Topics include: tableau architecture, filters, graphs, maps, table calculations and aggregating data.

Prerequisite: Understanding of databases.

21 contact hours/$1,299

BIGDATA-003-10 Regnier Center 253	WThF	Jan. 8-10	8 a.m.-4 p.m.
BIGDATA-003-11 Regnier Center 253	MTuW	Mar. 16-18	8 a.m.-4 p.m.

Advanced Data Visualization with Tableau

Participants learn to master charts and build sophisticated dashboards with guided analytics. This is the continuation of Introduction to Data Visualization with Tableau's work with parameters, calculations, dates, if statements, data blending, story points and collaboration.

Prerequisites: Introduction to Data Visualization with Tableau or equivalent experience.

14 contact hours/$799

BIGDATA-004-10 Regnier Center 232	MTu	Mar. 23-24	8 a.m.-4 p.m.

SQL Server Developer Certificate

Earn this certificate if you complete all courses within one year. Introduction to SQL Server is the recommended first course.

- Introduction to SQL Server
- SQL Server T-SQL Programming
- SQL Reporting Services
- SQL Server Integration Services

Introduction to SQL Server

Learn to use the SQL Server Management Studio to build basic and advanced Structured Query Language (SQL) statements to retrieve and update data in a database. Topics include: Management Studio, retrieving data from one or more tables, joins, subqueries, insert, update and delete, data types, and SQL Server Functions using SQL DDL commands for creating databases, tables, and views are also discussed. Special emphasis is given to Functions, Joins and Subqueries.

Content applies to SQL Server 2012 or SQL Server 2016.

Prerequisites: Basic understanding of relational databases and exposure to simple SQL SELECT statements.

21 contact hours/$1299

SQL-002-15 Regnier Center 250	WThF	Feb. 5-7	8 a.m.-4 p.m.
SQL-002-16 Regnier Center 232	TuWTh	Feb. 11-20	6-9:30 p.m.

FULL-SERVICE WEB DEVELOPMENT TRAINING

Invest your money and time wisely.

Our Web Development courses are led by **industry specialists** for business-savvy professionals who want **high-caliber courses** at **affordable prices**.

We're **centrally located** nearby your home or office with courses scheduled during work hours or in the evening.

Take a look at our front-end coding training options. You'll see a huge difference!

See pages 6-8 for upcoming courses.

For more information, contact cait@jccc.edu or call 913-469-3891.

SQL Server T-SQL Programming

Transact-SQL (T-SQL) is a full-featured programming language that extends the power of SQL. Students learn to use T-SQL syntax and statements to write effective code for querying and modifying data in SQL Server. Topics include: coding Scripts, T-SQL modules, Stored Procedures, Functions and Triggers. Discuss cursors, transactions and locking.

Content designed for developers or database administrator. Course is delivered using SQL Server 2012.

Prerequisites: Introduction to SQL Server or equivalent experience.

21 contact hours/$1299

SQL-003-15 Regnier Center 250	WThF	Mar. 18-20	8 a.m.-4 p.m.
SQL-003-16 Regnier Center 232	MW	Mar. 23-Apr. 8	6-9:30 p.m.

SQL Reporting Services

A primary service in the SQL Server BI Platform is SSRS. It is an enterprise-level reporting platform allowing the creation of reports and BI solutions. Learn to author, deploy and manage reports using Microsoft SSRS. Microsoft Report Builder is introduced.

Course content applies to SQL Server 2012 or SQL Server 2016.

Prerequisites: Introduction to SQL Server or equivalent experience.

14 contact hours/$799

SQL-004-12 Regnier Center 254	TuTh	Jan. 21-30	6-9:30 p.m.
SQL-004-13 Regnier Center 253	MTu	Apr. 20-21	8 a.m.-4 p.m.

SQL Server Integration Services

A primary service in the SQL Server BI Platform is SSIS. SQL Server Integration Services (SSIS) replaces Data Transformation Services. Students learn to use SSIS, including transforming data, creating workflows and maintaining SQL Server. Major topics include Import and Export Wizard, SSIS Control Flow, SSIS Data Flow, SSIS Workflow and deploying SSIS Packages.

Content is delivered using SQL Server Integration Services 2012. Content applies to SQL Server 2012 or SQL Server 2016.

Prerequisites: Introduction to SQL Server or equivalent experience.

14 contact hours/$799

SQL-005-13 Regnier Center 252	ThF	Apr. 30-May 1	8 a.m.-4 p.m.
SQL-005-14 Regnier Center 253	MTu	May 11-19	6-9:30 p.m.

Oracle SQL–An Introduction

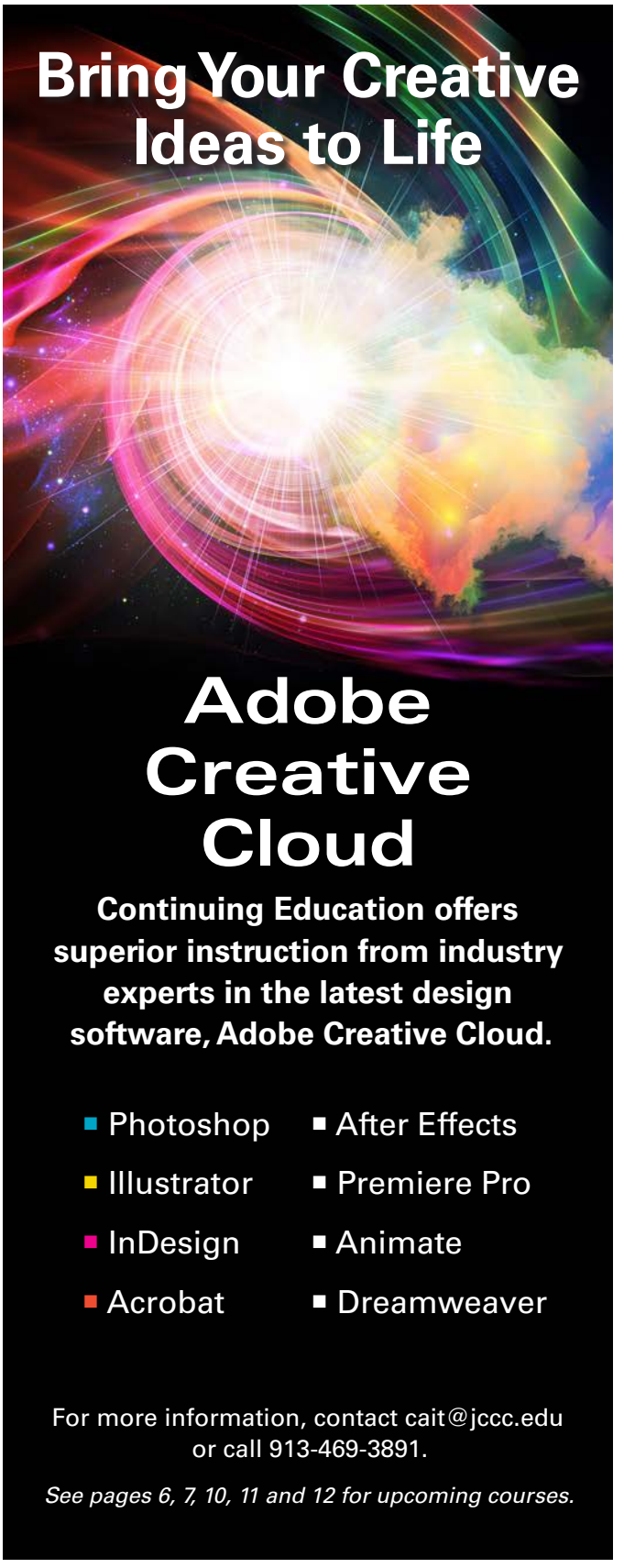
In Oracle SQL-An Introduction students learn basic and advanced Structured Query Language (SQL) commands using SQL Developer. Participants learn to issue query commands against a populated sample database. Special emphasis is given to joins, subqueries and how to build an efficient query. This course is designed for developers, analysts, database administrators and information workers who need to use SQL commands effectively.

This course is taught using Oracle Database 12c.

Prerequisites: Basic computer skills.

14 contact hours/$799

SQL-006-3 Regnier Center 252	ThF	Apr. 2-3	8 a.m.-4 p.m. Cheryl Roth



NETWORKING AND SECURITY ONLINE

Certified Information Security Manager (CISM)
The ISACA Certified Information Security Manager (CISM) exam is designed to certify the competency of security professionals to manage designs; oversee and assess an enterprise's information security. The exam covers competency in the following domains: information security governance; information security; incident management; information risk management and compliance; information security program development and management. **$599**

Certified Information Systems Auditor (CISA)
The ISACA Certified Information Systems Auditor (CISA) exam is designed to certify the competency of security professionals to audit, control, monitor and assess information technology and business systems. It covers the process of auditing information systems governance and management of IT; protection of information assets; maintenance and service management; information systems operations; and much more. **$599**

Introduction to PC Security
Learn possible risks and what you can do to protect your personal and business data from the outside world. A security expert will teach you the fundamentals of PC and network security. **$150**

For more online courses, visit
jccc.edu/ce/online

NETWORKING

A+ Certification
Build a solid IT foundation with A+ Essentials and A+ IT Technician information. Focus on successful completion of both CompTIA's A+ exams.

Prerequisite: Comfortable with Windows and basic computer hardware.

56 contact hours/$1,699

NETSEC-001-11	MW	Mar. 16-May 6	6-9:30 p.m.
Regnier Center 236			

Network+ Certification
Learn to install, configure and troubleshoot a computer network. Learn fundamental building blocks to form a modern network, such as protocols, topologies, hardware and network operating systems. Explore these concepts: TCP/IP, Ethernet, wireless transmission and security. Focus on successful completion of the CompTIA Network+ exam objectives.

Prerequisite: A+ Certification or equivalent experience.

35 contact hours/$1,499

NETSEC-002-10	MW	Feb. 3-Mar. 4	6-9:30 p.m.
Regnier Center 236			

Implementing and Administering Cisco Networking Technologies (CCNA)
Launch your technical career with CCNA Certification. We will prepare you for the Implementing and Administering Cisco Networking Technologies (200-301 CCNA) exam. For preparation, our instructor-led discussion and hands-on labs will cover a broad range of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.

Prerequisite: Understanding of network fundamentals suggested

56 contact hours/$2,499

NETSEC-013-1	MW	Mar. 30-May 13	6-9:30 p.m.
Regnier Center 238			Simon Remigio

SECURITY

Cybersecurity Certificate
If you complete all courses within one year, you will earn this certificate. Recommended course sequence:

- Information Security Essentials
- Security Architecture and Design
- Introduction to Hacking, Defense and Response

Information Security Essentials
Discuss an overview of the most relevant practices in information security. Students explore the techniques and methodologies used to configure, build, deliver and troubleshoot network security. Topics include: role of information security in the enterprise, formal data classification, enterprise identity management, components of comprehensive and layered security architecture, and the threat of viruses, worms, Trojans and improper configurations.

14 contact hours/$799

NETSEC-006-8	TuW	Feb. 18-19	8 a.m.-4 p.m.
Regnier Center 253			

Security Architecture and Design
Get an overview of cybersecurity control technologies. Discuss security policies and perimeter security fundamentals. Learn to design network borders for maximum security and monitor them for unauthorized activity. After an introduction to firewalls, packet filtering and access lists, discuss how to set up routers, special-purpose firewalls and general-purpose security hosts. Focus on security-conscious design, both for green field projects and existing networks needing expansion or improvement.

Prerequisites: Information Security Essentials or equivalent experience.

14 contact hours/$799

NETSEC-007-8	ThF	Feb. 20-21	8 a.m.-4 p.m.
Regnier Center 253			

Security+ Review and Test Prep

Review topics and exam preparation for the CompTIA Security+ Exam. The Security+ exam acknowledges an understanding of foundation-level security standards. This international vendor-neutral security certification demonstrates both compliance and competence in the security industry. Review all areas of the Security+ exam including systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. The application and testing process and key test topics and practice questions are reviewed.

Prerequisite: Industry experience suggested.

35 contact hours/$1,995

NETSEC-003-11	MTuWThF	Feb. 3-7	8 a.m.-4 p.m.
Regnier Center 232			

Introduction to Hacking, Defense and Response

This two-day course provides a comprehensive overview of hacking and cybersecurity defense and response tools and techniques. It incorporates several hands-on exercises using the same attack methods used by hackers and cybersecurity professionals. The course starts with a discussion of why people hack and how they hack. It then focuses on the methods used, including the initial footprinting of the target, scanning the network and finally enumerating target host machines. The second day focuses on the measures necessary to protect your network from the threat. Topics include understanding your network traffic, firewalls, host hardening, intrusion detection systems and network design.

Tools used for this course include: Nessus, Nmap, SuperScan, Snort, Fport, John the Ripper and many others.

Prerequisites: Security Architecture and Design or equivalent experience.

14 contact hours/$799

NETSEC-008-9	MTu	May 4-5	8 a.m.-4 p.m.
Regnier Center 253			

INTRODUCTORY COMPUTING

Computer Basics

Content includes basic functions of Windows: browsing the internet safely, sending and receiving email, organizing files and folders, viewing photos and videos, and listening to music. Students learn to configure the desktop and start menu to make the home computer more user-friendly.

6 contact hours/$99

INTCOM-100-2	ThF	Feb. 13-14	1-4 p.m.
Regnier Center 252			

Introduction to the iPad

Learn to navigate an iPad in this course. Work with the iPad to navigate screens, connect to Wi-Fi, find information on the web, check email and use preinstalled apps. Learn to download the latest apps from the App Store.

The iPad lab will provide an iPad to use during class. Content is suitable for all iPad generations.

6 contact hours/$99

INTCOM-001-11	MTu	Mar. 16-17	1-4 p.m.
Regnier Center 252			

INTRODUCTORY COMPUTING ONLINE

Computer Skills for Workplace

Get a great introduction to Windows 10 and Office 2016. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's workplace. Learn how to use common office software to work faster and more efficiently. **$150**

Introduction to PC Troubleshooting

Learn how to maintain and optimize a Windows PC. Intro to PC Troubleshooting takes you step by step through typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem and giving you skills to solve them. **$150**

Keyboarding

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric and symbol keys; create, save and edit word processing documents; and successfully take a timed writing test during a job interview. **$150**

For more online courses, visit
jccc.edu/ce/online

Introduction to Microsoft Office

Discover basic functions in Microsoft Word, Excel and PowerPoint. Enter and edit text, create, save and print documents, and insert graphics in Word. Using Excel, students will enter and edit text, values, formulas and pictures. Save workbooks in various formats. Learn to create a presentation in PowerPoint.

6 contact hours/$99

INTCOM-002-21	MTu	Jan. 13-14	1-4 p.m.
Regnier Center 252			
INTCOM-002-22	MTu	Apr. 20-21	1-4 p.m.
Regnier Center 252			

Introduction to Social Media

Social media networks are introduced regularly. Social media is great for keeping in touch with friends and family, staying involved in the community and learning about world events. See and post pictures. Find and share information about hobbies and interests. Receive an overview of social media (Facebook, Twitter, Pinterest) and discover what networking sites are best to use for your specific interests. We'll even assist in the set up of personal social media accounts.

Prerequisite: Active email account. Social media accounts are optional.

6 contact hours/$99

INTCOM-003-15	ThF	May 7-8	1-4 p.m.
Regnier Center 252			Bethany Spilde

Computer Technology: Certificate Flowchart

DATA MANAGEMENT

Big Data Certificate
- Big Data – NoSQL Database Essentials
- Essentials for Apache Hadoop
- Data Analyst Training – Using Pig and Hive

SQL Server Developer Certificate
- Intro to SQL Server
- SQL Server T-SQL Programming
- SQL Reporting Services
- SQL Server Integration Services

Data Visualization with Tableau Certificate
- Introduction to Data Visualization with Tableau
- Advanced Data Visualization with Tableau

Data Analysis with Excel Certificate
- Excel Data Analysis: PivotTables, Dashboards and PowerPivot
- Excel Data Analysis: Business Analytics with Power BI

Python Programming Certificate
- Introduction to Python Programming
- Advanced Python Programming

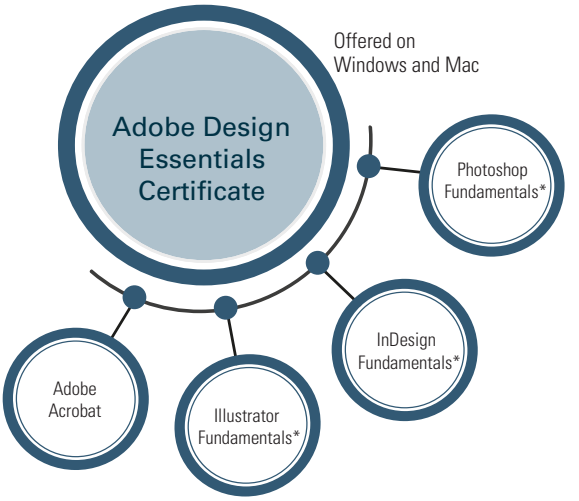
NETWORK AND SECURITY

Cybersecurity Certificate

Cybersecurity Test Prep Courses
- Security +
- Certified Ethical Hacker
- Certified Information Security Specialist (CISSP)

Network Test Prep Courses
- A+
- Network+
- Implementing and Administering Cisco Networking Technologies (CCNA)

Computer Technology: Certificate Flowchart



* Individual Specialist Certificates also available

Project Management Certificate

WEB DESIGN AND DEVELOPMENT

Digital Marketing Certificate

- Email Marketing
- Google Analytics
- Search Engine Optimization
- Social Media Marketing
- WordPress

Web Design Certificate

- HTML5 and CSS3 Fundamentals*
- HTML5 and CSS3 Advanced*
- Animate
- Dreamweaver
- WordPress

Web Development Certificate

- HTML5 and CSS3 Fundamentals*
- HTML5 and CSS3 Advanced*
- Introduction to Web Development
- Programming Fundamentals
- JavaScript
- React JavaScript
- Node.js

* HTML5 and CSS3 Essentials may be taken instead of Fundamentals and Advanced

PROCESS IMPROVEMENT

Business Process Management

Business process management helps organizations leverage processes to achieve goals and be successful. Once processes are implemented, they must be monitored, evaluated and optimized to make sure they are still meeting the goals that they were designed to accomplish. A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will introduce participants to business process management. Students will learn how business processes can help improve their company's bottom line by providing a higher level of quality and consistency for customers.

4 contact hours/$154

LSS-130-5	Th	Feb. 20	5:30-9:30 p.m.
Regnier Center 144			Brad Snyder

Lean Six Sigma Black Belt Online

The American Society for Quality defines the duties of a Black Belt as a professional who can explain Six Sigma philosophies and principles, including supporting systems and tools. A Black Belt should demonstrate team leadership, have a thorough understanding of all aspects of the DMAIC model and Lean enterprise concepts, and the ability to use specific Lean tools.

Successful certification requires completion of all assignments and quizzes, plus an 80% minimum score on the comprehensive, open book final exam.

Certification also requires completion and submittal of your real-life project which is sanctioned by your organization's management as being of significance. Each student is provided with three hours of one-on-one mentoring by a certified Master Black Belt throughout their project.

Prerequisite is an earned JCCC Green Belt certificate, or a minimum 80% score on a no-cost comprehensive entrance assessment. Call 913-469-2386 to schedule assessment.

136 contact hours/$2,820

LSS-212-3	MW	Jan. 6-Apr. 22	6:30-7:30 p.m.
Online (live chat session)			Stephen Webster
LSS-212-4	TuTh	Jan. 7-Apr. 23	6:30-7:30 p.m.
Online (live chat session)			Stephen Webster

Lean Six Sigma Green Belt Certificate

Green Belts are professionals well versed in the Lean and Six Sigma methodologies and understand the application of process improvements that eliminate nonvalue-added steps, reduce lead time and begin to reduce process variations. They collect data, make initial interpretations and begin to formulate recommendations that are fed to Black Belts or the sponsoring managers.

This updated program is divided into three modules:
1. Define Phase
2. Measure Phase
3. Analyze, Improve and Control Phases

If you complete all courses and pass a final exam, you will earn this certificate.

Lean Six Sigma Green Belt—1. Define

This module covers an introduction to Lean Six Sigma concepts, including Lean Operations, Project Management, Team Development and Management, and Design for Six Sigma. It focuses on the Define Phase, which establishes the project goals, customer requirements and project deliverables and expectations.

This first module is a prerequisite for the other two modules, which should be taken in sequence.

15 contact hours/$784

LSS-001-7	Tu	Jan. 21-Feb. 18	6-9 p.m.
Regnier Center 155			Brad Snyder

Lean Six Sigma Green Belt—2. Measure

In this module, you will learn to identify key measures, create and execute data collection plans, examine process variation, and establish performance baselines. These abilities will be enhanced by learning how to calculate Sigma levels throughout the process.

The first module is a prerequisite for this module. The third module should be taken in sequence.

15 contact hours/$784

LSS-002-6	Tu	Mar. 3-Apr. 7	6-9 p.m.
	Class will not meet Mar. 17.		
Regnier Center 155			Brad Snyder

Lean Six Sigma Green Belt—3. Analyze, Improve and Control

In this module, you will learn how to analyze the data collected from the Lean Six Sigma process to look for root causes, as well as quantify the gap between "current state" and the "desired state." Additionally, you will learn how to search for improvement opportunities in the process. In the Improve Phase, you will learn how to generate and test possible solutions, select the best solutions, and design implementation tests. The Control Phase focuses on documenting and implementing the tools identified in the Implementation plan, including the monitoring plan, creating and updating standardized processes, documenting procedures, creating and deploying response plans, and transferring ownership of the updated process.

The second module in the series is a prerequisite for the Analyze, Improve and Control module, which should be taken in sequence.

15 contact hours/$784

LSS-003-6	Tu	Apr. 21-May 19	6-9 p.m.
Regnier Center 155			Brad Snyder

Lean Six Sigma Green Belt for Healthcare

Health systems today face many of the same challenges that have prompted manufacturers and service providers to focus on continuous improvement practices. These challenges include customer demands and expectations for high quality; escalating competition that is driving the need to reduce waste and lower costs; and multidimensional problems that require cross-organizational solutions. Designed for healthcare professionals, this 45-hour, instructor-led course will teach participants how to identify, frame and effectively solve quality problems in healthcare organizations at the Green Belt level using D-M-A-I-C tools and processes.

Successful students will achieve 80% on the comprehensive final exam to be certified as a JCCC Lean Six Sigma Green Belt, and earn 4.5 Continuing Education Units (CEUs). This course is a prerequisite to Lean Six Sigma Black Belt.

45 contact hours/$2,352

LSS-120-7	Th	Jan. 30-May 14	6-9 p.m.
Regnier Center 155			Alan Huxman

New Product Development Process Using Lean

Effective implementation of Lean throughout the enterprise is one of the most difficult yet beneficial endeavors any business can achieve. New product development process is a key element for any business to survive or grow. This course will help you to understand the fundamental elements of a successful new product development process and how to reduce waste and assure the business processes are Lean.

4 contact hours/$149

LSS-101-6	M	Mar. 30	1-5 p.m.
Regnier Center 155			Bert Benton

Process Improvement with Gap Analysis

The gap analysis tool can help you define problems and identify areas for process improvement in clear, specific, achievable terms. It can also help you define where you want to go and how you are going to get there. This course will give you the skills that you need to perform an effective gap analysis that will solve problems, improve processes, and take your project, department or organization to the next level.

4 contact hours/$154

LSS-131-5	Th	Feb. 27	5:30-9:30 p.m.
Regnier Center 144			Brad Snyder

PROJECT MANAGEMENT ONLINE

Project Management Fundamentals

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. **$150**

Certified Associate in Project Management (CAPM) Exam Prep

Entry-level project managers will gain knowledge and skills to successfully complete the Project Management Institute's nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the CAPM exam. **$2,199**

Introduction to Microsoft Project 2013, 2019/Office 365

Discover how to effectively plan, implement and control projects using Microsoft Project 2013 or 2019/Office 365. From sequencing tasks, producing a baseline and assigning resources and costs, to tracking progress, analyzing variances and revising your project plan, Microsoft Project organizes all your project's details quickly and effectively. **$150**

For more online courses, visit
jccc.edu/ce/online

PROJECT MANAGEMENT

Project Management Certificate

Earn this certificate if you complete all courses within one year. Project Management Essentials is the recommended first course.

- Project Management Essentials
- Effective Communication for Project Managers
- Effective Project Scheduling and Control
- Estimating and Managing Project Costs
- Project Quality Management
- Project Risk Management

Project Management Essentials

Project management uses principles, techniques and tools to execute projects effectively and efficiently to reach business goals. Through lecture, discussion and case studies, gain an overview of project management concepts and principles. Topics include the project management framework, process groups and knowledge areas. Specific issues discussed: project authority, leadership skills and stakeholder communication strategies.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI and 21 Technical PMI Talent Triangle PDUs (21 PDUs).

The PMBOK® Guide book is provided. PMBOK Guide and PMP are registered trademarks of Project Management Institute.

21 contact hours/$1299

PM-001-26 Regnier Center 232	MTuW	Jan. 13-15	8 a.m.-4 p.m.
PM-001-27 Regnier Center 232	WTh	Jan. 22-Feb. 6	6-9:30 p.m.
PM-001-28 Regnier Center 221	MW	Feb. 24-Mar. 11	6-9:30 p.m.
PM-001-29 Regnier Center 232	MTuW	Mar. 30-Apr. 1	8 a.m.-4 p.m.
PM-001-30 Regnier Center 221	WTh	Apr. 8-23	6-9:30 p.m.

Effective Communication for Project Managers

Build successful communication and effectively connect with others. Discover influence strategies and gain skills to effectively persuade technical and non-technical audiences. Discover skills critical to building solid work relationships and become a more persuasive communicator. Gain valuable insights into personal communication styles and that of others. Take away hands-on skills for productively receiving and transmitting information, ideas and thoughts. Become skilled at analyzing situations and selecting the most productive communication strategies to use. Content goal is designed for business professionals to be strong and effective communicators to a variety of audiences across organizational boundaries. Aimed at project managers, business analysts, team leaders, and those seeking professional advancement.

Courses offer PDUs and satisfy Project Management Institute's (PMI) classroom requirements for the PMP® certification. Course content is approved by PMI and 14 Leadership PMI Talent Triangle PDUs (14 PDUs).

Prerequisite: Project Management Essentials or equivalent experience.

PMP is a registered trademark of Project Management Institute.

14 contact hours/$799

PM-006-22 Regnier Center 221	WTh	Feb. 12-20	6-9:30 p.m.
PM-006-23 Regnier Center 232	MTu	Mar. 18-19	8 a.m.-4 p.m.
PM-006-24 Regnier Center 232	WTh	Apr. 23-24	8 a.m.-4 p.m.
PM-006-25 Regnier Center 232	TuW	May 19-28	6-9:30 p.m.

Effective Project Scheduling and Control

Project managers must understand time management and how scheduling software can help in creating and tracking a project plan. Learn time management using the Microsoft Project scheduling tool. Topics include the PMBOK time management processes, scheduling concepts, developing and analyzing schedules, creating and tracking a project plan using Project, managing float, the critical path method (CPM), resource management, and reporting the project plan.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI. This course has been approved for 14 Technical PMI Talent Triangle PDUs (14 PDUs).

Prerequisite: Project Management Essentials or equivalent experience.

PMP is a registered trademark of Project Management Institute.

14 contact hours/$799

PM-003-21 Regnier Center 232	TuW	Feb. 25-26	8 a.m.-4 p.m.
PM-003-22 Regnier Center 232	TuTh	Mar. 10-19	6-9:30 p.m.
PM-003-23 Regnier Center 232	WTh	May 6-14	6-9:30 p.m.

Estimating and Managing Project Costs

Cost management is key in project management. Completing a project on time and within budget will determine its success. When developing the project plan, realistic estimates are necessary in making key decisions about project funding and selection. This course addresses the cost management knowledge area, developing project estimates, determining budget and practicing earned value management.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).

Prerequisite: Project Management Essentials or equivalent experience.

PMBOK Guide and PMP are registered trademarks of Project Management Institute.

7 contact hours/$399

PM-002-21 Regnier Center 232	Tu	Jan. 28	8 a.m.-4 p.m.
PM-002-22 Regnier Center 232	TuTh	Mar. 24-26	6-9:30 p.m.
PM-002-23 Regnier Center 232	W	Apr. 15	8 a.m.-4 p.m.

SUPPLY CHAIN ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Supply Chain Management Fundamentals

This course covers the formal supply chain cycle starting with long-range production and sales and capacity plans, and ending with planning, implementing and controlling daily manufacturing schedules. It includes the fundamentals of customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning and production activity control (PAC). **$129**

Purchasing Fundamentals

Learn to define customer needs, purchase requisitions and orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. Business law and contracts are also covered. **$129**

Distribution and Logistics Management

Learn about physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores and returned goods. This course addresses technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce) and distribution resource planning (DRP). **$129**

For more online courses, visit
jccc.edu/ce/online

Project Quality Management

Ensure process and product quality when creating project deliverables. Students master the quality planning process, quality planning tools, metrics and quality assurance.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).

Prerequisite: Project Management Essentials or equivalent experience.

PMP is a registered trademark of Project Management Institute.

7 contact hours/$399

PM-005-21 Regnier Center 232	W	Mar. 4	8 a.m.-4 p.m.
PM-005-22 Regnier Center 234	MTu	Apr. 1-2	6-9:30 p.m.
PM-005-23 Regnier Center 232	Tu	Apr. 28	8 a.m.-4 p.m.

Project Risk Management

Successful project management includes identifying, analyzing and responding to risk. Students gain an understanding of risk management and elements of a risk management plan. Students discuss risk impact identification, risk prioritization and communication methods. Learn to monitor and control risk throughout the project life cycle.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).

Prerequisite: Project Management Essentials or equivalent experience.

PMP is a registered trademark of Project Management Institute.

7 contact hours/$399

PM-004-20 Regnier Center 232	Th	Mar. 5	8 a.m.-4 p.m.
PM-004-21 Regnier Center 234	MTu	Mar. 30-31	6-9:30 p.m.
PM-004-22 Regnier Center 232	M	Apr. 27	8 a.m.-4 p.m.

PMP® Test Prep

Obtain a comprehensive review of the PMBOK® Guide specific to knowledge areas and certification process. Students use information to prepare for the PMP® certification examinations. Content solidifies student's knowledge and understanding of the project management tools and processes. Discussion includes: the application and testing process for PMP®. Discuss key test topics: project integration, time, cost, quality, communication and risk.

Courses offer PDUs and satisfy the Project Management Institute's (PMI) classroom requirements for the PMP® certification. Content is approved by PMI.

Prerequisite: Industry experience with Project Management. Outside coursework is suggested before the first class, and will be available 10 to 14 days before the first session. Contact our department at cait@jccc.edu for more details.

PMBOK and PMP are registered trademarks of Project Management Institute.

35 contact hours/$1699

PM-010-23 Regnier Center 234	MW	Feb. 3-Mar. 4	6-9:30 p.m.
PM-010-24 Regnier Center 250	MTuWThF	Feb. 10-14	8 a.m.-4 p.m.
PM-010-25 Regnier Center 250	MTuWThF	Mar. 23-27	8 a.m.-4 p.m.
PM-010-26 Regnier Center 234	MW	Apr. 6-May 6	6-9:30 p.m.

Understanding Agile Development

Agile is a framework for managing product development. Get comfortable with the Agile mindset and principles – an incremental, iterative, integrated approach to ensure your products meet the needs of users and stakeholders. Learn how Agile works and how it differs from traditional approaches like waterfall. Choose the right Agile framework for your situation. As you move through class learn what to look for in a good agile team and mechanics of planning. This overview will have some hands-on practice and lots of discussion on implementing Agile.

Prerequisite: Experience managing projects.

14 contact hours/$799

PM-200-3 Regnier Center 250	ThF	Mar. 5-6	8 a.m.-4 p.m.
PM-200-4 Regnier Center 250	WTh	May 20-28	6-9:30 p.m.

MS Project Fundamentals

Start a new plan, build task list and assign resources in Project. Explore how to share the plan and track process. Capture and edit work and cost details. Use Gantt charts and other options to visualize project schedules. Share resources and consolidate projects.

Prerequisite: Comfortable using Windows, keyboard and mouse, and knowledge of project management terms and functions.

14 contact hours/$399

PROJ-171-1 Regnier Center 253	WTh	Mar. 4-12	6-9:30 p.m.
PROJ-171-2 Regnier Center 253	WTh	May 6-14	6-9:30 p.m.

HR MANAGEMENT

Human Resource Certification Preparation Program

This course prepares you for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams. Course material includes business management and strategy, workforce planning, HR development, compensation and benefits, employee relations and risk management.

39 contact hours/$1,199

HR-050-8	M	Mar. 23-Jun. 22 Class will not meet May 25.	6-9 p.m.
Carlsen Center 232			Loretta Summers

SHRM Essentials of Human Resources

This course will provide you with an overview of the human resource function and covers real-life HR issues and today's most vital and timely topics, including employment law, recruiting and selecting qualified employees, compensation and benefits, orientation and training, and the employee performance process. If you are new to human resources or simply want to strengthen your employee management skills, this course is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation, and help advance your career.

Online survey/pretest instructions will be emailed prior to class.

16 contact hours/$499

HR-001-11	WTh	Feb. 19-20	8 a.m.-5 p.m.
Regnier Center 157			Loretta Summers
HR-001-12	WTh	May 6-7	8 a.m.-5 p.m.
Regnier Center 157			Loretta Summers

SHRM Learning System

This course prepares you for the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification exams. Course material covers the SHRM Body of Competency and Knowledge (BoCK) including the People, Organization, Workplace and Strategy knowledge domains. The new SHRM Certification is designed to ensure that your qualifications meet the ongoing demands of business and prepare you to drive organizational success.

Pickup information will be emailed prior to the start of class.

39 contact hours/$1199

HR-005-6	Tu	Mar. 24-Jun. 16	6-9 p.m.
Carlsen Center 232			Loretta Summers

ASSESSMENT

DiSC Assessment

Written in an informal and conversational style, the DiSC Classic 2.0 report offers personalized feedback that helps people understand the strengths and challenges of their behavioral style. In addition, the report teaches individuals about the powerful DiSC model, and allows them to see how other types of people may have different but equally valid preferences.

Call 913-469-2386 for access details.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$59

ASSMT-003-4
To arrange a 2020 assessment, call 913-469-2386.

HR MANAGEMENT ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist or corporate executive. **$129**

Understanding the Human Resources Function

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

Keirsey Temperament Sorter®

The Keirsey Temperament Sorter®-II (KTS®-II) is the most widely used personality instrument in the world. It is a powerful 70 question personality instrument that helps individuals discover their personality type. Temperament is a configuration of observable personality traits, such as habits of communication, patterns of action, and sets of characteristic attitudes, values and talents. It also encompasses personal needs, the kinds of contributions that individuals make in the workplace, and the roles they play in society. Dr. David Keirsey has identified mankind's four basic temperaments as the Artisan, the Guardian, the Rational, and the Idealist. Each temperament has its own unique qualities and shortcomings, strengths and challenges. What accounts for these differences? To use the idea of temperament most effectively, it is important to understand that the four temperaments are not simply arbitrary collections of characteristics, but spring from an interaction of the two basic dimensions of human behavior: our communication and our action, our words and our deeds, or, simply what we say and what we do.

Call 913-469-2386 for access details.

Fee includes professional phone consultation with certified administrator.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$89

ASSMT-006-4
To arrange a 2020 assessment, call 913-469-2386.

Human Resource Management

We offer courses to help those who want to enter the HR field and those looking to obtain their certification.

- SHRM – Essentials® of Human Resources
- SHRM – Learning System® for SHRM-CP and SHRM-SCP Preparation
- HRCP for PHR and SPHR Preparation

We also offer 12 courses that have been approved by SHRM and HRCI for recertification hours.

We can bring many of these courses to your workplace.

For more information, call 913-469-2386

See pages 28-29 for course information.

Leadership Mirror 360º

Using easy-to-interpret reports, Leadership Mirror® displays strengths and development needs of individuals and groups. Web-based 360° assessment surveys may be created, distributed and collected for groups or individuals in a variety of positions, based on your needs. This "look in the mirror" provides a unique and important understanding of an individual's strengths and growth areas, so development can be focused on the competencies required for successful performance.

Call 913-469-2386 for access details.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$199

ASSMT-002-4
To arrange a 2020 assessment, call 913-469-2386.

ManagerReady® Assessment

ManagerReady® is a breakthrough, frontline leader assessment that delivers the same quality of diagnosis and benefits as a full-blown assessment center at a fraction of the cost. Unlike multiple-choice tests where you choose what you would do or say, you take action and solve problems, interacting with team members as you would in an assessment center. These real-world situations measure your readiness across nine critical managerial competencies.

Call 913-469-2787 for additional details.

Fee includes professional phone consultation with certified administrator.

Price shown is for individual and may vary for group debrief sessions.

4.5 contact hours/$599

ASSMT-001-4
To arrange a 2020 assessment, call 913-469-2386.

Myers-Briggs Type Indicator®

The Myers-Briggs Type Indicator® is the most widely used personality assessment of its kind, based on well-researched and validated personality theory. When you understand your type preferences, you can approach your own work in a manner that best suits your style, including: how you manage your time, problem-solving, best approaches for decision-making, and dealing with stress. Knowledge of type can help you better understand the culture of the place you work, develop new skills, understand your participation in teams, and cope with change in the workplace.

Call 913-469-2386 for access details.

Fee includes professional phone consultation with certified administrator.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$99

ASSMT-007-4
To arrange a 2020 assessment, call 913-469-2386.

TAKE 3 SAVE 15%

RECEIVE A 15% DISCOUNT
when you register for three or more courses in a single transaction.

StrengthsFinder 2.0

Do you have the opportunity to do what you do best every day? Chances are, you don't. All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths. This assessment gives an in-depth analysis of your strengths and will help you understand how each of your top five themes plays out in your life, both professionally and personally, so you can build and apply your strengths and fulfill your potential.

Call 913-469-2386 for access details.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$19

ASSMT-004-4
To arrange a 2020 assessment, call 913-469-2386.

Thomas-Kilmann Conflict Mode Instrument

Because no two individuals have exactly the same expectations and desires, conflict is a natural part of our interactions with others. The Thomas-Kilmann Conflict Mode Inventory (TKI) is a self-scoring assessment that takes about 15 minutes to complete. Training will include an in-depth analysis of five varying conflict styles (competitive, collaborative, avoidant, compromising and accommodating). Discussion will surround the interpersonal dynamics of the various conflict modes in the workplace setting; application of specific techniques to work with the various modes; and ways to be mindful of your own preferred mode in the workplace.

Call 913-469-2386 for access details.

Fee includes professional phone consultation with certified administrator.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$119

ASSMT-008-4
To arrange a 2020 assessment, call 913-469-2386.

TTI Success Insights

What if you had a better way to discover talent, engage teams, advance leaders and perform with excellence? Using the TTI Success Insights assessment, you can clearly define how people prefer to receive communication, better predict what they will hear and respond to and uncover what messages they will take to heart. This product uses – but goes way beyond – DiSC. It may be used as a tool in candidate selection for positions.

Call 913-469-2386 for access details.

Fee includes professional phone consultation with certified administrator.

Price shown is for individual and may vary for group debrief sessions.

1 contact hour/$99

ASSMT-005-4
To arrange a 2020 assessment, call 913-469-2386.

BUSINESS & LEADERSHIP

Business Leadership Certificate

Earn this certificate if you complete all courses within one year. Communicating for Leadership Success is the recommended first course.

- Building and Sustaining Trust
- Coaching for Peak Performance
- Communicating for Leadership Success
- Delegating with Purpose
- Developing Yourself and Others
- Driving Change
- Resolving Workplace Conflict

NEW! Professional Assistant Certificate

Earn this certificate if you complete the four required courses and two half-day courses within one year.

Required Courses

- Finance for Non-Financial Professionals (full-day)
- Skills for the Professional Assistant (full-day)
- Building a Team Even if You Aren't the Leader (full-day)
- Editing, Revising and Polishing Business Writing (half-day)

Electives (select any two half-day courses)

- Stress Management
- Embracing Change
- Problem-Solving and Decision-Making
- Grammar, Punctuation and Proofreading Tips
- Persuasive Writing in Business
- Research Skills for Business
- Working With You Is Killing Me
- Breaking Down Barriers through Awareness: Unconscious Bias

Advanced Coaching

Advance your coaching skills through "active coaching" and understand the importance of seeing the daily opportunities that exist, even when those opportunities do not offer the chance to have a detailed discussion. This course will focus on the moments that we, as leaders, sometimes miss as opportunities to bring out the very best in all direct reports and empower those employees to get things done. This course allows learners to share their challenges with each other.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-121-13	W	May 20	8 a.m.-noon
Regnier Center 146			Chrysanthemum Crawford

BUSINESS LEADERSHIP ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Achieving Success with Difficult People

Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? This class provides helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity. **$129**

Fundamentals of Supervision and Management

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. **$129**

Leadership

Leadership skills can help you gain the respect and admiration of others, while allowing you to enjoy success in your career and more control over your destiny. Leadership skills can be learned and developed; even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

Breaking Down Barriers through Awareness: Unconscious Bias

We all have prejudices that we are not even aware we have. Buried prejudice and biases are surprisingly influential underpinnings to all of the decisions we make, affecting our feelings and, consequently, actions. This phenomenon is called unconscious bias. The concept of unconscious bias or "hidden bias" has come into the forefront because the dynamics of diversity are changing. Primarily, it is very important to understand biases in order to overcome them. Your willingness to examine the filters through which you view and interpret yourselves and others is an important step in understanding the roots of stereotypes and prejudice in our society and in our workplaces.

4 contact hours/$149

BUS-160-10F Regnier Center 146	F	Apr. 3	8 a.m.-noon Loretta Summers

Building and Sustaining Trust

What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and organizational commitment. This course introduces the Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common trust breakers that can quickly erode or break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-126-27F Regnier Center 146	Th	Jan. 16	1-5 p.m. Mary Jean Billingsley
BUS-126-28F Regnier Center 146	Tu	Feb. 18	1-5 p.m. Mary Jean Billingsley
BUS-126-29F Regnier Center 146	F	Mar. 27	8 a.m.-noon George Ferguson
BUS-126-30F Regnier Center 144	Th	May 7	5:30-9:30 p.m.

Building Intercultural Work Teams

In our global world, working within diverse teams that reach across many cultures is a critical business need. Learn powerful strategies and practical skills needed to bridge crucial differences in language, culture and business protocols.

4 contact hours/$129

BUS-134-6F Regnier Center 146	M	Mar. 23	1-5 p.m. Gordon Billingsley

Coaching for Peak Performance

This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, learners can have more effective and efficient interactions. The session incorporates a fast-paced game to understand the techniques. Since both proactive and reactive coaching discussions can be challenging, participants will use their own situations to make the course especially relevant to them.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-133-28F Regnier Center 146	Th	Jan. 30	8 a.m.-noon Leann Eaken
BUS-133-29F Regnier Center 146	W	Mar. 4	1-5 p.m. Gayle Hopkins
BUS-133-31F Regnier Center 144	Th	Apr. 30	5:30-9:30 p.m. Simon Casas

Delegating with Purpose

Delegation is a critical skill for leaders in today's "do more with less" business environment. Fewer resources, changing motivations, virtual employees and global workforces are just a few of the challenges leaders face as they attempt to meet ever-increasing workplace demands. In this course, leaders learn the skills they need to address these challenges, gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Learn to identify the tasks needed to delegate, select the most appropriate individuals, assess capabilities and commitment, and plan the delegation discussion including the level of decision-making authority, amount of support, and methods for measuring and monitoring the delegation.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-127-28F Regnier Center 146	Tu	Jan. 28	8 a.m.-noon Jennifer Olberding
BUS-127-29F Regnier Center 146	Tu	Feb. 25	1-5 p.m. Simon Casas
BUS-127-30F Regnier Center 146	W	Mar. 11	1-5 p.m. Jeanie Lauer
BUS-127-31F Regnier Center 144	Th	May 21	5:30-9:30 p.m. Simon Casas

Developing Yourself and Others

Development is critical to attracting and retaining talent, driving employee engagement, preparing future leaders, and ultimately ensuring the success of the organization. Clearly, development is equally important to leaders as well as direct reports. In this course, learners are introduced to a practical process to guide their own and their direct reports' development planning efforts. The outcome is a meaningful development plan that supports the current and future business needs of the organization.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-110-21F Regnier Center 144	Th	Feb. 6	5:30-9:30 p.m.
BUS-110-22F Regnier Center 146	W	Mar. 4	8 a.m.-noon Gayle Hopkins
BUS-110-23F Regnier Center 144	Th	Apr. 23	5:30-9:30 p.m. Loretta Summers
BUS-110-24F Regnier Center 146	W	May 20	1-5 p.m. Chrysanthemum Crawford

Business Language Services

JCCC can help your company close a language gap.

Today's global economy impacts business in many ways.

We can help improve your business by improving your employees' ability to interact with each other and with clients around the world.

- Occupational Spanish
- ESL Grammar and Writing
- Pronunciation Improvement
- Foreign Languages
- American Sign Language

For more information, call 913-469-2323.

Driving Change

This course helps leaders implement change in the workplace so they can avoid the problems that plague 70% of failed change initiatives. Driving Change provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three Change Accelerators to turn resistance into commitment, and inspire team members to take ownership of change.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-113-22F Regnier Center 146	F	Jan. 24	8 a.m.-noon Bert Benton
BUS-113-23F Regnier Center 146	W	Mar. 25	1-5 p.m. Cheryl Wright
BUS-113-24F Regnier Center 146	Th	Apr. 30	8 a.m.-noon Jennifer Olberding
BUS-113-25F Regnier Center 146	Tu	May 12	5:30-9:30 p.m. Gordon Billingsley

Effective Supervisory Skills

As a supervisor, you are asked to empower your workforce using a team approach for greater productivity. Learn how to provide leadership for groups and hold them accountable for their own productivity, how to involve employees in their own appraisals, and strategies for training new employees.

7 contact hours/$195

BUS-131-31 Regnier Center 146	Th	Feb. 20	8 a.m.-4 p.m. Donnie Simpson
BUS-131-32 Regnier Center 144	W	May 6	8 a.m.-4 p.m. Donnie Simpson

Embracing Change

If there's one thing all organizations in today's economy have in common, it's that they are undergoing change. But change can only be effective if the employees impacting your bottom line embrace it. Their ability to adapt will determine the competitiveness and success of your organization. This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience and are introduced to best practices that will enable them to tackle and overcome the new business challenges of today and tomorrow.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-108-15F Regnier Center 146	F	Feb. 14	8 a.m.-noon George Ferguson
BUS-108-16F Regnier Center 146	F	May 8	1-5 p.m. Gordon Billingsley

Research Skills for Business

In this age of information overload, it can be hard to know where to find good information that you can trust. If you're doing research for an important project, report or proposal, how do you find information that you can count on? This course will teach you how to research any topic using a number of different tools. We will start with basic techniques, such as reading, memory recall, note-taking and planning. We will also talk about creating different kinds of outlines for different stages of your project, and how to move from the outline to actual writing, editing and polishing. Most importantly, we will talk about how to use all kinds of sources. After you complete this course, you'll be ready to find reliable information on any topic, and turn that information into a compelling, accurate piece of writing.

4 contact hours/$154

BUS-179-3F Regnier Center 146	Th	Jan. 23	8 a.m.-noon Gordon Billingsley

Resolving Workplace Conflict

Today's business environment presents new and growing challenges forcing organizations to continually increase productivity, improve quality, shorten cycle time and reduce costs. Survey after survey confirms that people are working longer and harder at jobs that are more complex and have a wider range of responsibilities. At the same time, the way people work and communicate with one another is changing, creating added stress and complexity. The homogenous, single-function, colocated group is being replaced by dispersed, cross-functional teams with diverse areas of expertise. An unfortunate but natural byproduct of these challenges is conflict. This course teaches leaders how to recognize the signs of escalating conflict and take appropriate action to minimize damage.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-119-24F Regnier Center 146	W	Feb. 5	8 a.m.-noon Jennifer Olberding
BUS-119-25F Regnier Center 146	F	Mar. 13	8 a.m.-noon Chrysanthemum Crawford
BUS-119-26F Regnier Center 144	W	Apr. 22	1-5 p.m. Cheryl Wright
BUS-119-27F Regnier Center 146	W	May 13	5:30-9:30 p.m. Donnie Simpson

Skills for the Professional Assistant

Work is not the only thing that matters in life, but most of us want to take pride in what we do. While we don't have to like the people we work with, or report to, at the very least we should be able to interact positively with them. The biggest influence on our job satisfaction is our relationship with others.

Our work should not be a burden to us and our offices shouldn't be battlefields. We are human beings working with other human beings. This course is about working to the best of your abilities, and encouraging the best in those who work with you, or for you.

7 contact hours/$199

BUS-178-5F Regnier Center 146	F	Apr. 24	8 a.m.-4 p.m. Leann Eaken

Stress Management

Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure and misunderstood. Many feel the demands of the workplace have become too much to handle. The financial impact of stress on corporate America is staggering. This course explores the causes of such stress, and suggests appropriate initiatives for the company and its employees to undertake.

Topics in this course include the factors that impact our ability to manage stress, the cost of stress on ourselves and our companies, stress management as both a company and an individual initiative, and de-stress techniques you can use.

4 contact hours/$129

BUS-190-2F	Th	Apr. 23	8 a.m.-noon
Regnier Center 146			Jennifer Olberding

The A.R.T. of Interviewing

Research shows that how an interview is conducted has a huge impact on an organization in terms of its reputation as an employer of choice and the quality of hires. However, the vast majority of resources on the topic are aimed only at the job seeker, while advice to interviewers is hard to find. This course focuses on the responsibility of the interviewer to provide the job candidate with a quality experience and explores the consequences of interviewer behaviors. It raises learners' awareness of the important role that they play, and equips them with skills to run an effective interview that yields meaningful behavioral data.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-114-14	F	Jan. 31	8 a.m.-noon
Regnier Center 146			Mary Jean Billingsley

The Abilene Paradox

Travel the road to Abilene and you'll arrive at a place where deeply held, logical values fall victim to group dynamics. It's a bumpy ride culminating in meaningless outcomes and blame, but you can skip the trip if you know how to read the road signs.

In this age of corporate scandals and lack of accountability, or for even the best of organizations, this parable by Dr. Jerry B. Harvey about a needless family trip to Abilene offers a compelling lesson for groups: Make sure you've received everyone's honest input on the action you're about to take. People will often "go along to get along" if they have any doubt at all about what will happen if they present opposition. Leaders must create a workplace where people are free to disagree and are encouraged to voice their true opinions.

4 contact hours/$174

BUS-186-4	W	Apr. 15	1-5 p.m.
Regnier Center 144			Jeanie Lauer

Time Management

Time is money, and a lot of it gets lost in disorganization and disruption. Review ways you can organize and prioritize for greater workplace efficiency. Learn to get a grip on how to organize your office space and workflow, use your planner effectively, say no without guilt, and delegate some of your work.

4 contact hours/$129

BUS-136-10	Th	May 14	1-5 p.m.
Regnier Center 146			Gayle Hopkins

Train the Trainer

In today's business climate, more and more people are becoming trainers, either by choice or because their job demands it. Often they are thrust into a difficult situation without much understanding of what training is or how to do it well. This course is designed to provide you with skills, information and practical experience to become an effective workplace trainer. Topics include facilitation techniques, learning design, PowerPoint design tips, dealing with difficult students, presentation skills and much more.

8 contact hours/$229

BUS-184-5	W	Apr. 29	8 a.m.-5 p.m.
Regnier Center 144			Gayle Hopkins

NEW!

Unintended Consequences

This is a hands-on, facilitated workshop based on case studies where the directives looked great on paper, but had unintended consequences in execution. Participants will work as cross-functional teams to examine the turning points and recommend possible solutions. Participants will implement critical thinking techniques, strategic planning methods, problem-solving skills, and presentation capabilities. It is important for leaders to understand how decisions made to solve one situation can have long-term and/or multiple outcomes.

4 contact hours/$174

BUS-191-1	W	Apr. 15	8 a.m.-noon
Regnier Center 144			Jeanie Lauer

Working With You Is Killing Me

From chronic complainers to idea-stealers, boundary pushers to just plain jerks, a toxic co-worker can ruin your day – and your life! Everyone (including the lucky few who've never had to work with a difficult person) will benefit from this program. It brilliantly portrays how employees on any career path and at any level of an organization can be undone by a problem co-worker. The amount of time spent worrying, avoiding, raging and obsessing over toxic employees can affect performance on the job and peace at home. This course provides the antidote, showing exactly how to take responsibility for addressing the problem and putting a stop to it all. Learn how to "unhook" from difficult situations physically, mentally, verbally and with a business tool (memo, email, log).

4 contact hours/$174

BUS-183-7F	W	Mar. 11	8 a.m.-noon
Regnier Center 146			Jeanie Lauer

FINANCE ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Accounting Fundamentals
Learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. Get hands-on experience with handling accounts receivable and payable, payroll procedures, sales taxes and various common banking activities. **$129**

Accounting Fundamentals II
Explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. **$129**

Business Finance for Nonfinancial Personnel
Using practical explanations and real-life examples, this course shows how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions. **$129**

For more online courses, visit
jccc.edu/ce/online

FINANCE

Business Accounting Certificate

Earn this certificate if you complete four courses within one year.

- Accounting Basics
- Analyzing Financial Statements
- Budgeting Fundamentals
- Cost Accounting
- Not-for-Profit Finance and Accounting
- Profit Planning and Cost Analysis

Accounting Basics
You will learn the essential language, concepts and processes of accounting, presented in a practical, nontechnical fashion. Cover the nature of accounting and generally accepted accounting principles, as well as the process of accounting, accounting equations, debits and credits, and accounting cycles. Explore how to create financial statements, balance sheets, statements of income and retained earnings, statements of changes in financial position, and more.

12 contact hours/$295

FIN-104-10	WThF	Feb. 12-14	1-5 p.m.
Regnier Center 146			Mike Fallis
FIN-104-11	TuWTh	May 12-14	5-9 p.m.
Regnier Center 183			Mike Fallis

Budgeting Fundamentals
There's no doubt, budgeting is critical to bottom-line performance. You will cover the basics of budgeting in a simple, nontechnical manner. Topics include budgeting concepts and terms; planning, building and implementing a budget; and budgetary management and control. The preparation of operating and capital budgets is emphasized.

Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.

8 contact hours/$209

FIN-100-7	MTu	Apr. 20-21	1-5 p.m.
Regnier Center 157			Constance Farmer

Cost Accounting
Cost accounting is the part of managerial accounting which identifies, defines, allocates, measures, reports and analyzes current and predicted costs. Cost information is accumulated by a firm's information system and then assigned to various segments and activities (departments, segments, branches, products, territories, etc.).

Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.

8 contact hours/$209

FIN-102-8	MW	Apr. 6-8	1-5 p.m.
Regnier Center 146			Mike Fallis

Finance for Non-Financial Professionals
In this course, you will learn the language of finance and accounting; how to read balance sheets and income statements; how to analyze retained earnings and cash flow statements; how to calculate key financial ratios, and more. This information-packed workshop has been developed following the accelerated learning model of teaching adults. Interactive exercises, relevant examples and attendee participation reinforce learning and keep the session interesting and fun.

8 contact hours/$209

FIN-106-11F	Tu	Mar. 24	8 a.m.-5 p.m.
Regnier Center 146			Bill Kay

Not-For-Profit Finance and Accounting

This workshop will educate you on how to read and understand a not-for-profit's financial statements, while providing those responsible for the finance and accounting functions a basic understanding of the financial and accounting reporting practices for a not-for-profit organization.

8 contact hours/$209

FIN-107-5	F	Feb. 28	8 a.m.-5 p.m.
Regnier Center 146			Bill Kay

Profit Planning and Cost Analysis

Learn the necessary information to make better business decisions. You will learn to identify various cost behaviors, predict costs using Excel, use cost-volume-profit calculations, business segment reporting, how to create static and flexible budgets and performance reports, how to measure performance through use of return on investment and residual income methods, use operations performance metrics, make vs. buy decisions, know when to add or drop product lines, discounted cash flows, and use Excel for capital investment analysis and financial statement analysis. The course is presented in a practical, hands-on and supportive fashion.

Those without an accounting background are strongly encouraged to start with Accounting Basics before registering for the other courses.

12 contact hours/$295

FIN-103-9	WTh	Feb. 26-27	8 a.m.-3 p.m.
Regnier Center 146			Robert Henn

COMMUNICATIONS

Business Communication Certificate*

Earn this certificate if you complete the following three full-day courses and three other half-day Communications courses within one year.

- Building a Team Even If You Aren't the Leader
- Speaking/Presenting for Business Meetings
- Writing for Business Results

** Completion of this certificate can be transferred as 3 credit hours toward BUS 150 Business Communications.*

Be Prepared: Fundamentals of Crisis Communication

When things go wrong is when your employees, customers and community need you most; and when it comes to crisis communications, every second counts. A well-designed crisis communication plan can determine your company's reputation and even its survival. In this one-day workshop, learn how to prepare for your own worst-case scenario by 1) identifying and developing resources; 2) outlining procedures including the identification of your team and third-party partner; 3) developing an assessment and response protocol that includes the impact of social media; 4) identifying internal and external needs; and 5) developing an education plan for management and employees. Crisis communication is best planned when cooler heads can prevail, and this step-by-step course will help you do just that.

7 contact hours/$199

COM-114-6	F	Mar. 6	8 a.m.-4 p.m.
Regnier Center 146			Gordon Billingsley

COMMUNICATION ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Mastering Public Speaking

You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers – fear. **$129**

Facilitating Adult Learners

If you're training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed – and you'll know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students. **$129**

Fundamentals of Technical Writing

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? Consider entering the well-paying field of technical writing. Learn the fundamentals that all successful technical writers use. Discover how to combine the art of publishing with the science of technology to translate complex information into easy-to-understand language. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

Building a Team Even If You Aren't the Leader

Working within and leading a team requires excellent communication skills. Through interactive exercises and discussions, you will understand teams and team members, embrace diversity and unity, investigate conflict and its resolution, recognize hazards to the team and its mission, identify leadership and communication styles, practice interpersonal techniques, use a function matrix and a decision grid, and learn the guidelines for urgent situations.

7 contact hours/$195

COM-108-7F	Th	May 7	8 a.m.-4 p.m.
Regnier Center 146			Karen Anderson

Communicating for Leadership Success

This foundation course introduces leaders to the essential interaction skills that are critical to leadership success. These interaction essentials are the core behaviors that leaders need to be effective in the many situations they handle on a daily basis, such as coaching, delegating and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to spark action in others to achieve business results. They will also learn how to provide positive feedback that recognizes and motivates individuals and teams, as well as developmental feedback that helps others get back on track.

This DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

COM-100-29F	Tu	Jan. 14	1-5 p.m.
Regnier Center 146			Donnie Simpson
COM-100-30F	W	Feb. 19	8 a.m.-noon
Regnier Center 146			Bert Benton
COM-100-31F	Th	Mar. 12	5:30-9:30 p.m.
Regnier Center 144			
COM-100-32F	F	Apr. 3	1-5 p.m.
Regnier Center 146			Loretta Summers
COM-100-33F	Th	May 14	8 a.m.-noon
Regnier Center 146			Gayle Hopkins

Grammar, Punctuation and Proofreading Tips

The tools, tips and techniques presented in this course will help you to develop the competence and confidence you need in written communication. You will concentrate on grammar concerns: effective sentence structure, proper punctuation and correct word usage. You will be able to compose appropriate written correspondence with clarity and conciseness by the end of the course.

4 contact hours/$129

COM-103-8F	Tu	Mar. 3	8 a.m.-noon
Regnier Center 146			Karen Anderson

Grant Writing Finally Made Easy

Develop your grant writing skills and reduce time spent in the process with the exclusive step-by-step method you will experience in this course. It begins with an introduction to grant writing with templates, and culminates with the business of grant writing, including ethics and professionalism. Learn how to identify potential funding sources, write goals and objectives, develop evaluation and sustainability plans, and prepare and justify budgets. Included in the course are the workbook and electronic template files to get you well on your way to applying for competitive funding from government agencies, foundations and corporations; a process that requires a combination of both art and science.

4 contact hours/$149

COM-123-8	F	Mar. 6	8 a.m.-noon
Regnier Center 144			Barbara Wright

How to Transform Disagreement in Meetings

Meetings can dissolve into a mess of entangled opinions and injured feelings or sensibilities. Whether you are the meeting leader or a participant, you can use techniques that will defuse the confusion. Teams that function well embrace dispute and conflict as a way to uncover the best decisions and plans of action. Once the team has navigated through the disagreement, members find commitment and trust on the other side. Learn strategies for transforming disagreement into agreement.

4 contact hours/$129

COM-106-7F	Th	Feb. 6	1-5 p.m.
Regnier Center 146			Karen Anderson

Listening to the Verbal and Nonverbal

Almost everyone has heard of "Active Listening", but have you heard of the other eight kinds? Listening is a neglected leadership skill. By honing your listening skills, you will gather information, develop rapport and influence those around you. Consider words, meanings and messages within the context of nonverbal communication. Learn how to project confidence and calm at your next meeting, determine if your customer is telling the full truth, and understand your boss's silence.

4 contact hours/$129

COM-101-6F	Th	Feb. 6	8 a.m.-noon
Regnier Center 146			Karen Anderson

Persuasive Writing for Business

Whether it's reports, proposals, presentations, letters or emails, every business communication exists to persuade as well as inform. Learn the principles of persuasion and the practical skills that can advance your career and leadership potential.

4 contact hours/$129

COM-111-8F	F	Jan. 31	1-5 p.m.
Regnier Center 146			Gordon Billingsley

Speaking and Presenting for Business Meetings

Help tame the anxiety you feel when you have to stand up or speak up in a meeting. Practice tips from "professionals who speak" and from "professional speakers." Learn four components to include with each point and four ways to connect with your audience. Discover movement, gesture, vocal and facial expression, speed, volume, pitch and pause as the tools of your trade. Deliver a personal or organizational story with the "Simple Steps to Storytelling." Small-group and share-pair exercises will provide a safe place to polish your speaking and presenting skills.

7 contact hours/$195

COM-109-7F	Th	Apr. 2	8 a.m.-4 p.m.
Regnier Center 146			Karen Anderson

Storytelling in Business

Organizations and employees have important stories that need to be told. However, doing so in an efficient, factual and intriguing manner can be difficult. This instructor-led, virtual course will examine the importance of a good story in business, narrative elements and techniques, and teach you the best way to explain your story, your organization's story, and your data's story.

Course is fully online and presented live using the Zoom platform. Course is not recorded, and attendance is required at times stated. High-speed Internet connection required.

4 contact hours/$129

COM-115-4	W	Apr. 29	5-9 p.m.
Online			Karen Anderson

NEW!

Writing Executive Summaries

Executive summaries are used to convey larger amounts of business information to decision-makers quickly and concisely. Although they are of critical importance, the information and data is often difficult to put together in an efficient and straightforward way. This skill can be an asset to you and your organization. Examine key topics and how they impact your executive summary, such as knowing your audience, presenting each piece of information or data in the best way, and the use of context, scale, reach and time. Additionally, you will examine how using proper writing, editing, formatting and persuasion techniques can help get your message across.

4 contact hours/$174

COM-124-2	F	May 8	8 a.m.-noon
Regnier Center 146			Gordon Billingsley

Writing for Business Results

From writer to readers to results – each element in effective business writing helps create memorable and informative connections that lead to actions and the business at hand. We will review good writing skills, such as readability and flow factors. We will consider parallelism, voice, vocabulary, sentence structure, paragraph development and document organization. Practice collaborative writing and common messages such as inquiries, responses to complaints and compliance requests, and bad news. Additional topics include email management, ancillary elements of letters, and informal and formal reports and proposals.

7 contact hours/$195

COM-104-8F	Th	Mar. 5	8 a.m.-4 p.m.
Regnier Center 146			Karen Anderson

Stay Out of High Water!

Renew Cross Connection and Backflow Certificates

Earn or maintain your Cross Connection and Backflow Assembly Tester Prevention Certification at JCCC. Then, conveniently take your ASSE 5110 exam shortly after completing your coursework.

Complies with Kansas, Missouri, OSHA/USEPA and ASSE requirements.

See course information on page 46.

COMMERCIAL DRIVER'S LICENSE

Truck Driver Training—CDL Class A

Completion of our combined week and weekend truck driver training program will prepare you for entry-level driving positions within the trucking industry. Prepare for the Kansas or Missouri Commercial Driver License Class A performance exam and ready yourself for a challenging and rewarding career in the trucking industry. This 160-hour training program includes classroom, self-study instruction, range and over-the-road training. The outcomes of the program are directly aligned to the federal guidelines established for entry-level drivers, which can be found in the Federal Motor Carrier Safety Regulation (FMCSR) and the state guidelines for earning the Class A commercial driver's license.

JCCC's CDL Class A certificate meets all state and federal requirements for truck driver training. This program has been approved for the Workforce Investment Act. Not eligible for the Take 3 Discount.

Call 913-469-3836 for the registration code, after you have attended the CDL orientation and completed the steps listed under program details and requirements at jccc.edu/cdl.

160 contact hours/$4700

CDL-002-13	SuTuThSa	Feb. 4-Apr. 5	6-8:30 p.m.
Logistics Park Kansas City Classroom			Franklin Perez
CDL-002-14	SuTuThSa	Apr. 7-Jun. 7	6-8:30 p.m.
Logistics Park Kansas City Classroom			Franklin Perez

Truck Driver Training Program—CDL Class A Orientation

If you are interested in a career that takes you out on the open road and across the country, attend this free information session to learn about JCCC's CDL Class A Truck Driver Training program. You will discuss qualifications needed in order to be accepted.

Not eligible for the Take 3 Discount.

2 contact hours/Free

CDL-001-12	Tu	Jan. 7	2-4 p.m.
Logistics Park Kansas City Classroom			Bob McNay
CDL-001-13	Tu	Feb. 25	2-4 p.m.
Logistics Park Kansas City Classroom			Bob McNay
CDL-001-14	Tu	Apr. 28	2-4 p.m.
Logistics Park Kansas City Classroom			Bob McNay

EARLY CHILDHOOD EDUCATION

American Heart Association Heartsaver: Pediatric First Aid and CPR

This course is designed to meet the regulatory requirements for child care workers in all 50 states. Learn to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. You will cover the four steps of pediatric first aid and modules in pediatric first aid, child/infant CPR AED, adult CPR AED and asthma care training. Upon successful completion, you will receive a course completion card that is valid for 2 years. Both sessions must be taken to receive the certification.

Kansas/Missouri Core Content Area V –Level 1, CDA Subject Area 1. Kansas and Missouri approved.

6 contact hours/$79

EC-005-6	Th	May 7-14	6:30-9:30 p.m.
Regnier Center 175			Mindy Stadler

NEW!

Cultivating Creative Mindsets in the Toddler and Preschool Classroom

Do you ever find yourself planning or offering creative activities that just stay within your comfort zone? Dare to be different!! Challenge yourself to think outside the box in order to inspire innovation and ignite creativity in your toddlers and preschoolers.

Kansas/Missouri Core Content Area II –Level 2, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

EC-070-1	M	Apr. 6	6:30-8:30 p.m.
Regnier Center 181			Christy Bean

Designing Ethical Practices to Support Families and Teachers

Do you face problems with the families you work with that you do not know how to solve? Explore sources of conflict with parents and learn resolution strategies that meet the needs of families and of teachers. Learn how to develop reciprocal relationships with your families that help them feel valued, honored and an important part of their child's education.

Kansas/Missouri Core Content Area IV – Level 3, CDA Subject Area 5. Kansas and Missouri approved.

2 contact hours/$19

EC-071-1	M	Apr. 20	6:30-8:30 p.m.
Regnier Center 181			Juanita Springate

Equipping Children for Success Series: Academic and Educational Coaching

Explore and answer the following questions: What is the difference between noticing and judging? How can "noticing" the children help them succeed? How should you respond to a tantrum? What is a Safe Place and why do children need it?

Kansas/Missouri Core Content Area V – Level 1, CDA Subject Area 3. Kansas and Missouri approved.

2 contact hours/$19

EC-012-3	Tu	Jan. 28	6:30- 8:30 p.m.
Regnier Center 175			Mindy Stadler

EARLY CHILDHOOD EDUCATION ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Teaching Preschool: A Year of Inspiring Lessons

If you have been teaching preschoolers you know what short attention spans they have. Get equipped with a solid lesson plan template and lots of interchangeable activities to choose from – inspiration for the whole year. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

Equipping Children for Success Series: Rituals, Routines and Praise

Explore and answer the following questions: What are the rituals and routines that we implement in our children's lives? Why do we have them and how do they help children succeed?

Kansas/Missouri Core Content Area V – Level 1, CDA Subject Area 3. Kansas and Missouri approved.

2 contact hours/$19

EC-013-3	Tu	Feb. 25	6:30-8:30 p.m.
Regnier Center 175			Mindy Stadler

Equipping Children for Success Series: Setting Limits and Responding to Misbehavior

Explore and answer the following questions: What is the difference between discipline and punishment? What are logical and natural consequences, and how do we use them to help children succeed?

Kansas/Missouri Core Content Area V – Level 5, CDA Subject Area 3. Kansas and Missouri approved.

2 contact hours/$19

EC-014-3	Th	Mar. 26	6:30-8:30 p.m.
Regnier Center 175			Mindy Stadler

Public Works Courses that Work for YOU!

Employees, managers and supervisors of public works, municipalities and construction teams, we've built courses that follow your plans. From problem-solving to reading civil engineering prints, you'll find topics that are relevant to your work site.

Coming soon: Advanced Mini-Excavator Training

See pages 45-47 for course descriptions.

NEW! **Mindfulness and Movement: Strategies for a Calmer and Happier Learning Environment**

Learning self-regulation and mindfulness skills help children develop the self-control and social-emotional intelligence needed for lifelong success. Learn the benefits of intentional mindfulness and brain-based movement activities. Practice what you have learned so you can implement movement and mindfulness strategies in your settings to nurture positive classroom environments and enhance student learning.

Kansas/Missouri Core Content Area II –Level 3, CDA Subject Area 3. Kansas and Missouri approved.

2 contact hours/$19

EC-072-1	Tu	Apr. 28	6:30-8:30 p.m.
Regnier Center 175			Lindsey Cramer

Spring Art: Process vs. Product

You will focus on the child's process of art rather than the final product. Spring time "process-oriented" hands-on art projects will be presented. Come ready to dig in and have some fun!

Kansas/Missouri Core Content Area II – Level 2, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

EC-069-1	M	Mar. 9	6:30-8:30 p.m.
Regnier Center 181			Rachel Roozrokh

STEAM Series:
Integrating Math into the Early Childhood Classroom

Move past rote memorization and learn how to teach mathematical concepts through concrete experiences. Discuss ways to embed math in almost all your daily classroom activities. Explore ways to help your children learn how to compare quantity and size, patterns, symmetry, spatial relationships, geometry and more!

Kansas/Missouri Core Content Area II – Level 2, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

EC-020-2	Th	Mar. 5	6:30-8:30 p.m.
Regnier Center 175			Lindsey Cramer

Teaching Children to Manage Their Emotions

Do you ever label children who throw tantrums as troublemakers? Sometimes you just need a different way to view their behavior. Learn to figure out what they need and how to talk to them to get their needs met. Discuss different skills to use to modify their behavior.

Kansas/Missouri Core Content Area VI – Level 3, CDA Subject Area 7. Kansas and Missouri approved.

2 contact hours/$19

EC-068-1	M	Feb. 3	6:30-8:30 p.m.
Regnier Center 181			Juanita Springate

CAREER PLANNING

Exploring a New Career Path

Are you an adult who is still trying to figure out what you want to do when you grow up? Our signature workshop is geared toward adults who want to, or perhaps need to, make a career change, but are not sure what they want to do and are searching for answers. Workshop package includes: MBTI and Strong assessments, skills inventory, work values scale, internal barrier evaluation, career exploration and transition plans, and a 100-page workbook.

Assessment instructions will be emailed before first class session.

12 contact hours/$159

CAREER-001-11 Regnier Center 142	Sa	Jan. 18-25	9 a.m.-4 p.m. Jennifer Schmidt
CAREER-001-12 Regnier Center 142	Sa	Apr. 4-11	9 a.m.-4 p.m. Jennifer Schmidt

CAREER PLANNING ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

12 Steps to a Successful Job Search

In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

WATT ARE YOU WAITING FOR?

If you get a charge out of working with electricity (but you're not a licensed electrician), let us ground you in these topics:

- **Switches and lighting**
- **GFCI/AFCI and circuit breakers**
- **CATV, telephone, CAT5**
- **Fire detection**
- **Home automation**
- **Solar power**

Property maintenance workers, homeowners and handy people—check out ***Electrical Maintenance for Nonelectrical Professionals*** and AMP up your skills!

For more information, email TradesandRail@jccc.edu.

Recognize and Reduce Risk

Creating and maintaining a safe work environment is key to business success. Get top-notch training in environmental, health and safety standards that protect your workers and promote profitable, productive business strategies.

We offer these courses and more:

- OSHA 10 and 30 Hour General Industry
- OSHA 10 and 30 Hour Construction
- Disaster Site Worker Training
- Flagger Training
- Confined Space Training

Register today and stay safe!

See page 47 for course descriptions.

MEDIATION

NEW! **Bias that Bites: The Illusion of Neutrality in Mediation**

As a mediator you are expected to be a neutral party. But what happens when bias creeps in and changes the trajectory of the mediation? As our world continues to expand, it is imperative that you understand and effectively mediate across different cultures without personal biases. Discuss how bias negatively impacts neutrality and leads to ineffective communication in mediation. You will gain tools for increasing cultural awareness, managing bias and gaining clarity to patterns of bias which include situational, structural and personal bias in mediation.

Approval for CLE and CME with the Kansas Supreme Court and the Missouri Bar is pending.

3 contact hours/$99

MEDIATION-416-1 Regnier Center 157	Th	Mar. 19	1-4 p.m. Dionne King

Civil Mediation Practicum

The Civil Mediation Practicum involves co-mediating three actual court cases under the supervision of a state-approved mediator. To become state-approved you must co-mediate all three cases in the content area in which you wish to specialize (core, civil, domestic, juvenile dependency or parent/adolescent).

This Practicum will meet the Civil requirement only. Contact registration staff at 913-469-2323 for more information.
Prerequisites: Principles of Core Mediation, Core Mediation Practicum and Civil Mediation Training.

6 contact hours/$399

MEDIATION-002-4		Jan. 2-Dec. 11	By appointment

Civil Mediation Training

You will focus your mediation skills to practice resolving disputes between employers and employees, management and labor, businesses and consumers, government and environmental groups, and residents and communities. The training techniques include lecture, video, class discussion, demonstrations and student role-plays.

Upon completion of this course and the Civil Practicum you can apply with the state of Kansas to be an approved Civil mediator. Approval for CLE and CME with the Kansas Supreme Court and the Missouri Bar is pending.

Prerequisite: Principles of Core Mediation.

24 contact hours/$479

MEDIATION-200-7 Regnier Center 157	WThF	Feb. 26-28	8 a.m.-5 p.m. Henry Cox

Core Mediation Practicum

The Core Mediation Practicum involves co-mediating three actual court cases under the supervision of a state-approved mediator. To become state-approved you must co-mediate all three cases in the content area in which you wish to specialize (core, civil, domestic, juvenile dependency or parent/adolescent).

This Practicum will meet the Civil requirement only. Contact registration staff at 913-469-2323 for more information.
Prerequisite: Principles of Core Mediation.

6 contact hours/$399

MEDIATION-001-4		Jan. 2-Dec. 11	By appointment

Domestic Relations Mediation Training

You will learn to apply mediation principles to situations involving divorcing parents who are in dispute over their children, disputes pertaining to access to their children or co-parenting matters. Course material includes a review of mediation principles, application to divorce situations, child development, conflict theory, ethics, Kansas laws, resource development, and networking. Participate in several role-play activities to practice your skill development.

Upon completion of this course and a Domestic Practicum you can apply with the state of Kansas to be an approved Domestic mediator. Approval for CLE and CME with the Kansas Supreme Court and the Missouri Bar is pending. Prerequisite: Principles of Core Mediation.

24 contact hours/$479

MEDIATION-300-7	ThFSa	Apr. 23-25	8 a.m.-5 p.m.
Regnier Center 157		Elizabeth Mayfield and Deborah Medlock	

NEW!

Market Your Mediation Practice

Promoting your practice is a full-time commitment. Explore six major marketing strategies: direct touch, writing, speaking, training, social media, referrals and networking. Be prepared to complete activities created by dispute resolution marketing expert Natalie Motin-Armstrong. Conversation will also include the ethics involved in marketing your practice.

Approval for CLE and CME with the Kansas Supreme Court and the Missouri Bar is pending.

6 contact hours/$139

MEDIATION-415-1	W	Feb. 5	8 a.m.-3 p.m.
Regnier Center 175			Dawn Kuhlman

Principles of Core Mediation: How to Settle Disputes

You will gain valuable information about the mediation process and how it can be used to effectively settle conflicts. Our instructors are state-approved mediators who will teach you the stages of core mediation, which involves neighbor-to-neighbor disputes, as well as the guidelines for using mediation in your current position.

Upon completion of this course and the Practicum you can apply with the state of Kansas to be an approved Core mediator. Approval for CLE and CME with the Kansas Supreme Court and the Missouri Bar is pending.

24 contact hours/$529

MEDIATION-100-16	ThFSa	Jan. 16-18	8 a.m.-5 p.m.
Regnier Center 157		Robert Bacic and Julie MacLachlan	
MEDIATION-100-17	ThFSa	Mar. 12-14	8 a.m.-5 p.m.
Regnier Center 157		Robert Bacic and Julie MacLachlan	

CONSTRUCTION

Problem-Solving in Operations

Through classroom learning and exercises, students in this course will: understand various problem-solving methodologies, understand and apply brainstorming activity, gain ability to identify and map the cause and effect relationship for a defined problem, develop alternate solutions to address developed causes and be able to prioritize solutions and prepare implementation plan.

16 contact hours/$195

TRADES-001-3	ThF	Jan. 30-31	8 a.m.-4:30 p.m.
Career and Technical Education Center 142			Day Boswell

TRADES ONLINE

Electrical and Electronic Fundamentals

Learn basic concepts and uses of electrical equipment including resistors, capacitors, amplifiers and oscillators in residential environments. Discuss the principles of electricity and electronics, different types of circuits, safety measures, codes, and rules and regulations. Learn to use electrical test equipment and diagnostic tools. **$715**

250 HOURS, 12 MONTHS, SELF-PACED

Spanish for Construction

Spanish for Construction is a self-paced, online Spanish course designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry. **$175**

For more online courses, visit
jccc.edu/ce/online

Reading Civil Engineering Plans

Through classroom learning and exercises you will understand grading plans, contour lines, locating underground pipelines, profile sheets, road sections, cross sections and detour plans. Learning to read grade, symbology and lines will be covered as well and understanding cut, slope, fill stakes in the field.

Objectives:

1. Interpret civil engineering drawings for use in operations
2. Recognize basic symbology in civil engineering drawings
3. Knowledge of cut and slope as determined from civil engineering drawings
4. Knowledge of fill stakes and markings used in civil engineering projects

4 contact hours/$55

CNST-002-3	Th	Mar. 26	8 a.m.-noon
Career and Technical Education Center 142			David Hamby

ELECTRICAL

Introduction to the National Electrical Code

This course is designed for apprentice electricians with limited experience in the National Electrical Code, and those interested in taking the Journeyman Electrician licensing exam. Topics to be covered include an introduction to the NEC, common residential wiring codes, basic grounding requirements, conductor ampacity tables, raceway and box sizing, and protection of transformers and motors.

Bring 2014 National Electrical Codebook (approximately cost $100), notebook, highlighter and pen to class.

40 contact hours/$535

ELEC-211-5	M	Jan. 27-May 18	5:30-8 p.m.
	Class will not meet Mar. 16.		
Regnier Center 183			Charlie Randazzo

Master Electrician Exam Prep

If you are an electrician with at least 5 years of working experience in the National Electrical Code, this course will prepare you to sit for the Master Electrician licensing exam. Topics to be covered include advanced calculations and requirements of the NEC, as well as best practices for passing the examination. Dependent on location where you plan to test, different editions of the NEC are used. Your instructor will use the 2014 NEC book for the purpose of instruction.

Bring the National Electrical Codebook that you plan to use for testing (approximately cost $100), notebook, highlighter and pen.

40 contact hours/$535

ELEC-002-14	TuTh	Jan. 14-Feb. 25	5-8 p.m.
	On Thursday Feb. 20: Class meets from 5-9 p.m.		
Career and Technical Education Center 142			Andrew Duckett
ELEC-002-15	TuTh	Apr. 7-May 19	5-8 p.m.
	On Thursday May 14: Class meets from 5-9 p.m.		
Career and Technical Education Center 142			Andrew Duckett

HVAC

Mechanical / HVAC Exam Prep

This course prepares you for the Journeyman or Masters Licensing Exam.

Bring a calculator, yellow highlighter, architect ruler, ductulator, two 1-inch binders to class. You will need to contact your local city or county codes office directly to apply for the exam.

Bring the suggested books/materials for this course: International Code Council (ICC): 2012 International Mechanical Code® (IMC®) (Loose Leaf) with tabs; 2012 International Fuel Gas Code® (IFGC®) (Loose Leaf) with tabs; Fundamentals of HVACR -3rd Ed.; Author: Stanfield/Skaves, ISBN-13: 978-013401616; High Pressure Boilers -5th Ed.; Author Steingress, ISBN-13: 978-0826943156.

25 contact hours/$499

HVAC-002-6	MWSa	Feb. 10-29	5:30-8 p.m.
Career and Technical Education Center 141			Howard Hendren

Refrigerant Handling (EPA 608) Technician Certification

For HVACR technicians and contractors, this course will provide knowledge of the EPA regulations under Section 608 of the Clean Air Act and the corresponding EPA-approved certification exam(s) required of persons who handle, maintain, service, repair or dispose of appliances containing regulated refrigerants.

Upon successful completion of exam(s), you can be certified in any or all the following: Type I – servicing Small Appliances; Type II – servicing or disposing of High-or Very High-Pressure Appliances, except small appliances and MVACs; Type III – servicing or disposing of Low-Pressure Appliances; Universal – servicing all types of equipment.

To best prepare for this course, it is strongly suggested that you review the study guide (sent electronically upon registration) in advance. Exams are closed-book. Bring a pen/pencil and highlighter to class.

8 contact hours/$279

HVAC-005-1	Sa	Mar. 28	
Career and Technical Education Center 142			Howard Hendren

PLUMBING

Cross Connection Control / Backflow Prevention Certification

Course and exam comply with Kansas, Missouri, OSHA/USEPA and ASSE requirements for Backflow Prevention Assembly Testers. Learn about cross connection, backflow accidents and preventers, contamination, thermal expansion, and pollution and fire protection systems.

A study guide is included. A written and hands-on exam will be administered at the end of the course. You must have at least 5 years of experience in a plumbing, pipefitting or related industry field.

40 contact hours/$549

PLMB-002-10	WThFSa	Jan. 8-11	7 a.m.-6 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-002-11	MTuWTh	Mar. 16-19	7 a.m.-6 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-002-12	FSa	Apr. 24-May 2	7 a.m.-6 p.m.
Career and Technical Education Center 141			Howard Hendren

Cross Connection Control / Backflow Prevention Recertification

Kansas and Missouri require recertification every three years for Backflow Prevention Assembly Testers.

A written and hands-on exam will be administered at the end of the course. During registration, participants must provide their ASSE Certification Number, failure to do so will void registration into the course. Individuals holding certifications from alternate organizations (non-ASSE) may be eligible to convert their certification. A conversion does incur an additional $55 fee to the course fee. Call 913-469-3919 or email to tradesandrail@jccc.edu to verify your certification is ASSE reciprocated and enroll.

8 contact hours/$375

PLMB-003-23	F	Jan. 24	8 a.m.-5 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-003-24	F	Feb. 21	8 a.m.-5 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-003-25	F	Mar. 20	8 a.m.-5 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-003-26	F	Apr. 10	8 a.m.-5 p.m.
Career and Technical Education Center 141			Howard Hendren
PLMB-003-27	F	May 8	8 a.m.-5 p.m.
Career and Technical Education Center 141			Howard Hendren

Plumbing Exam Prep

This course prepares you for the Journeyman or Master Plumber Exam.

You will need to contact your local city or county codes office directly to apply for the exam.

Bring the International Code Council (ICC): 2012 International Plumbing Code® (IPC®) (loose leaf) with tabs; 2012 International Fuel Gas Code® (IFGC®) (loose leaf) with tabs; a yellow high-lighter, architect ruler, calculator, 2 one-inch binders.

25 contact hours/$499

PLMB-004-7	MWSa	Mar. 23-Apr. 15	5:30-8 p.m.
Career and Technical Education Center 141			Howard Hendren

SAFETY

Electrical Safety

Working with electricity can be shocking and this is why safety is so vital. This electrical safety course is designed to teach safety if you are working on or around electrically energized equipment. Based upon the NFPA-70e standard, the course will help companies meet their obligation to fulfill requirements set forth in OSHA 29 CFR Part 1910, Subpart S. You will learn safety-related work practices, how to recognize electrical hazards, arc flash-causes and more.

8 contact hours/$195

SAFETY-849-2	M	Feb. 3	8 a.m.-4:30 p.m.
Career and Technical Education Center 142			Dallas Engel

Lockout/Tagout Training

While performing service or maintenance to equipment and machinery, Lockout/tagout is a necessary program to have in place for the safety and well-being of the maintenance employees and operators. This short program can be combine with most training programs or can be taken independently as a great refresher of the importance and practice of lockout/tagout procedures.

2 contact hours/$59

SAFETY-806-2	M	Feb. 24	2-4 p.m.
Career and Technical Education Center 142			Dallas Engel

OSHA 10-Hour General Industry

This course is intended to provide entry-level employees with understanding and awareness of recognizing and preventing hazards in a general industry setting. If you are working in the manufacturing, warehouse, distribution, retail industry as an entry-level general industry worker, this course is for you.

You will learn how to: understand emergency planning purpose and practice; determine and use exit routes; practice electrical safety; use PPE properly; understand proper use of ladders and fall protection requirements.

12 contact hours/$239

SAFETY-801-4	M	Mar. 16-30	8 a.m.-noon
Career and Technical Education Center 142			Dallas Engel

OSHA 10-Hour Construction

If you or members of your team work in construction, they most likely need to receive the OSHA 10 Hour-Construction training. To understand the hazards that exist on the job site and beyond, this training will help you be aware of what is required. Learn about fall protection, hit-by hazards, caught-in hazards, hand and power tool hazards as well as PPE requirements and use.

12 contact hours/$239

SAFETY-802-2	M	Apr. 13-27	8 a.m.-noon
Career and Technical Education Center 142			Dallas Engel

OSHA 30-Hour General Industry

This course is intended to provide a supervisory level understanding and general awareness of environmental health and safety as it relates to OSHA compliance issues. A more in-depth review of recognizing, avoidance, abatement, preventing and reporting of hazards in a general industry setting will be covered as well as the worker's rights in filing a complaint. Course is intended for those who are working in the manufacturing, warehouse, distribution, retail industry with some level of safety responsibility.

Subjects covered in this course include but are not limited to: managing safety and health; job site inspections, accident investigations and more.

32 contact hours/$649

SAFETY-807-2	TuWThF	Mar. 10-13	8 a.m.-4:30 p.m.
			Dallas Engel

OSHA 7600—Disaster Site Worker

Are your workers prepared when disaster strikes? Be aware that preincident training is essential to worker safety and health before a disaster occurs. All disaster site personnel need awareness of the hazards that exist in a disaster site, as opposed to a traditional construction worksite. This includes use of PPE, air-purifying respirators and decontamination procedures. This course provides the necessary training for utility, demolition, debris removal, heavy equipment operation or clean-up services, in response to natural of man-made disasters.

16 contact hours/$435

SAFETY-803-2	F	May 1-8	8 a.m.-4:30 p.m.
Career and Technical Education Center 142			Dallas Engel

Healthcare

Starts	Course Name	Page
Jan. 9	Sleep: Its Effects on Our Brains and Our Health	58
Jan. 10	Kindred Spirits: A Look at What Research Is Saying About Staying Social as We Age	55
Jan. 11	Basic Life Support (CPR) for Healthcare Provider	50
Jan. 15	Anxiety: What Is It and Why Do So Many People Seem to Have It?	49
Jan. 18	Understanding Adolescence: Issues, Development and Activities to Help	60
Jan. 24	When Grief Turns into Depression: How the DSM-5 Differentiates the Two and Helping Seniors Cope with Loss	61
Jan. 25	Ventilator Modes: When to Use Them and Why?	61
Jan. 29	Generational Differences in the Healthcare Workplace	54
Jan. 31	Gluten-Free Diets: Is it Fact-Based or a Passing Fad?	54
Feb. 3	Cutting-Edge Treatments for Anxiety	52
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Feb. 8	Basic Life Support (CPR) for Healthcare Provider	50
Feb. 12	Music and the Mind-Body Connection	56
Feb. 13	Lung Trauma and Acute Lung Contusion in the Injured Patient	55
Feb. 14	Making a Pilgrimage: Current Trends of the Ancient Practice	56
Feb. 20	The Role of the Healthcare Professional in Pharmacy Benefit Optimization	60
Feb. 21	Mindfulness and Mental Health: How an Ancient Tool Can Help You Reclaim Your Present, Your Body and Your Life	56
Feb. 22	Youth Suicide Awareness Training	61
Feb. 26	Helping Clients Understand Their Medicare Benefits	55
Feb. 28	Personal and Professional Ethics and Boundaries in the Age of Smartphones: How to Achieve Balance When We're Always "On"	57
Mar. 2	Current and Innovative Treatments for Depression	51
Mar. 3	Cancer Support for the Whole Family, the Whole Time	50
Mar. 4	Dementia Care Certificate: A Comprehensive Journey Toward Hope.	53
Mar. 5	Spanish for Healthcare Professionals: Level 1.	58
Mar. 7	Autism Spectrum Disorder: Diagnosis, Assessment and Treatment	50
Mar. 10	Rehabilitation Complications and Barriers Following Stroke.	57
Mar. 14	Basic Life Support (CPR) for Healthcare Provider	50
Mar. 14	Pharmacy Technician Boot Camp: Test Prep	57
Mar. 19	The Real Pain of the Opioid Epidemic	60
Mar. 24	Effective Low Vision Solutions that Every Clinician Can Use	53
Mar. 25	Practical Insights from Neuroscience	57
Mar. 27	Generational Addiction: Older Adult Substance Abuse and Its Emotional, Physical and Mental Toll	54
Mar. 31	Exploring Exercise for the Elderly and Neurologic Population	54
Apr. 3	Nursing and Social Work Ethics: Controversy, Conflict and Accountability	56
Apr. 9	Recognizing Elder Self-Neglect	57
Apr. 10	Spirituality: Exploring the '4th Dimension' of Substance Abuse Recovery	59
Apr. 11	Basic Life Support (CPR) for Healthcare Provider	50
Apr. 14	Entering Elderhood: An Exploration of Music and Identity for Older Adults	53
Apr. 17	Your Last Chapter: Documenting Final Wishes	61
Apr. 18	Supporting Persons Living with Serious Persistent Mental Illness in Long-Term Care	59
Apr. 21	Diabetes: Still Deadly and On the Rise	53
Apr. 22	Heal Your Gut, Change Your Life	55
Apr. 24	Basics of Mental Illness and Suicide: Diagnosis, Assessments and Referrals	50
Apr. 25	Anxiety and Depression Impacting America.	49
Apr. 28	Current Trends in Parkinson's Disease	51
May. 1	The Psychology of You: The Impact of Psychology in Our Daily Lives	59
May. 8	Dealing with Difficult People: The Annoying, The Aggravating and The Indifferent	52
May. 9	Basic Life Support (CPR) for Healthcare Provider	50
May. 14	Vaping: Is it Safe?	60
May. 15	The Cycle of Trauma: Practical Insights on How and Why Trauma History Gets Emulated in Work and Personal Relationships and How to Stop It	59
May. 19	Cultivating Cultural Humility	51
May. 21	Vaccine Information and Practical Usage for the Healthcare Worker	60

HEALTHCARE SEMINARS, COURSES & EVENTS

6 Keys to Healthy Aging: Staying Mentally Strong Despite Setbacks

Never before in history have we had the luxury of extending our lives past our 60s and using state-of-the-art medical care to improve both our quality and quantity of life. But with these perks comes questions about how functioning, independence, and even sexuality will play out as one extends their life. There is a lot of information out there about aging well or wisely, but is it all evidenced-based research and is it in our best interests? This course offers tools to take an honest inventory of your values to determine how you want to make the best of your last 20 years of life. Leave feeling hopeful with practical tips on how to age well.

RNs, LPNs, LMHTs, LPCs, LCPCs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- State three common myths about aging in the U.S.
- Identify two factors related to lifestyle and socialization that affect aging
- Identify three strategies to lower risks for disease and disability

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-020-2	F	Feb. 7	8:30-11:30 a.m.
Regnier Center 181			Sally King

NEW!

Anxiety and Depression Impacting America

On average, about one of every six adults will experience depression symptoms at some point in their life. According to the CDC, depression affects about 16 million American adults every year. Often, other mental health conditions go hand in hand with depression. Specifically, those who experience depression also struggle with anxiety disorders that include intense and uncontrollable feelings of anxiety, fear, worry and even panic. Explore the DSM-5 diagnosis and treatment for both anxiety and depression disorders, such as cognitive behavior therapy techniques that work to treat symptoms of depression and anxiety. Other topics explored will include medication and how technology may be impacting anxiety.

RNs, LPNs, social workers, LPCs and LCPCs will earn 3.5 contact hours. This course meets BSRB criteria for diagnosis and treatment.

Learning Objectives:

- Discuss the diagnostic criteria for generalized anxiety disorder and depression
- Discuss the diagnostic criteria and the presenting symptoms for social anxiety disorder
- Discuss effective treatments for symptoms, such as cognitive behavior therapy and research-based medications

3.5 contact hours/$56 *Network Member Fee: $19*

HCSEM-237-2	Sa	Apr. 25	8:30 a.m.-noon
Regnier Center 175			Katie Vena

Approved Providerships Kansas State Board of Nursing
JCCC is approved as a provider of continuing education by the Kansas State Board of Nursing. These course offerings are approved for the designated contact hours applicable for RN, LPN or LMHT relicensure. Kansas State Board of Nursing approved provider number LT0027-0549.

National Certification Board for Therapeutic Massage and Bodywork
JCCC is recognized by the National Certification Board for Therapeutic Massage and Bodywork to offer continuing education for Certified Massage Therapists. We adhere to the NCBTMB Continuing Education Guidelines. Number: 450580-08.

Kansas Respiratory Care Society
JCCC is approved as a CEU Evaluator for Live Respiratory Continuing Education on behalf of the Kansas Respiratory Care Society, a chapter society of the AARC. Providership # KRCS 037

Kansas Occupational Therapy Association
Approved to deliver continuing education clock hours by the Kansas Occupational Therapy Association. Each course is individually approved.

Kansas Physical Therapy Association
Approved to deliver continuing education clock hours by the Kansas Physical Therapy Association. Each course is individually approved.

Kansas Adult Care Home Administrators
The Center for Professional Education is recognized by the Kansas Department for Aging and Disability Services (KDADS) as a provider of continuing education for Kansas licensed adult care home administrators. Offerings with content relevant to ACHA practice are approved for the indicated number and type of continuing education clock hours for Kansas licensed ACHAs by the KDADS. Long-Term Sponsorship Number: LTS-A0004.

Kansas Behavioral Sciences Regulatory Board
JCCC is approved as a provider of social work continuing education by the Kansas Behavioral Sciences Regulatory Board. License number 02-005.

Check the seminar descriptions for complete details on continuing education credits.

Anxiety: What Is It and Why Do So Many People Seem to Have It?

People who may have previously described stress, worry and nervousness, now label these symptoms as anxiety and it is pervasive in today's society. Many treat anxiety with medication to cope with common life events such as taking standardized tests, dealing with workplace demands and attending family events. Review causes of anxiety and the reasons for its increased treatment with medication. The diagnosis of anxiety will be discussed, as well as ways to assess this disorder. Attention will be focused on evidence-based methods used to treat anxiety.

RNs, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours.

Learning Objectives:

- Describe the main anxiety disorders in the DSM-5 and their symptoms
- Identify methods that can be used in evaluating people with anxiety, including using self-report inventories and clinical interviews to develop a comprehensive assessment and treatment plan
- Discuss key components of anxiety treatment, including medication and evidenced-based counseling approaches

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-028-2	W	Jan. 15	8:30 a.m.-3:30 p.m.
Regnier Center 181			Stuart Waldman

Autism Spectrum Disorder: Diagnosis, Assessment and Treatment

Autism spectrum disorder affects 3.5 million Americans and is one of the fastest growing developmental disabilities in America, yet it remains confusing and difficult to understand. This course will review the early signs of autism that parents and clinicians agree need further evaluation. Criteria for diagnosis according to the DSM-V will be covered as well as a variety of assessments and best practice treatment options now available.

APRNs, RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours.

This course meets BSRB criteria for diagnosis and treatment.

Learning Objectives:

- Learn the diagnostic criteria and levels for ASD, according to the DSM-5
- Study the history of the disease and our progress toward treatment options
- Discuss the research-based activities that work to promote social skills and sensory integration with ASD

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-014-5	Sa	Mar. 7	8:30 a.m.-3:30 p.m.
Regnier Center 175			Katie Vena

Basic Life Support (CPR) for Healthcare Provider

Develop a basic understanding of the cardiovascular and respiratory systems, discuss medical and environmental emergencies as they might relate to CPR, as well as gain insight into the structure and function of the emergency medical services system. You will demonstrate the most current practical CPR skills including CPR and airway obstruction techniques on adults, children and infants. Additionally the automated external defibrillator (AED) will be introduced.

Upon successful completion of all American Heart Association standards, you will receive affirmation at the Basic Rescuer level (Healthcare Provider).

This course is not eligible for healthcare CEUs.

Learning Objectives:

- List and describe the signs/symptoms of an AMI (heart attack)
- Describe the major parts/functions of the cardiovascular and respiratory systems
- Given an adult, child and infant mannequin, perform pulmonary resuscitation and procedures for removing an airway obstruction
- Given an adult, child and infant mannequin, perform one-rescuer CPR
- Given an adult, child and infant mannequin, perform two-rescuer CPR
- Demonstrate the proper use of barrier devices
- Describe the use and function of automated external defibrillators

8 contact hours/$65

HCSEM-244-5	Sa	Jan. 11	8:30 a.m.-4:30 p.m.
Regnier Center 175			Debbie Allen
HCSEM-244-6	Sa	Feb. 8	8:30 a.m.-4:30 p.m.
Regnier Center 175			Debbie Allen
HCSEM-244-7	Sa	Mar. 14	8:30 a.m.-4:30 p.m.
Regnier Center 175			Debbie Allen
HCSEM-244-8	Sa	Apr. 11	8:30 a.m.-4:30 p.m.
Regnier Center 175			Debbie Allen
HCSEM-244-9	Sa	May 9	8:30 a.m.-4:30 p.m.
Regnier Center 175			Debbie Allen

Basics of Mental Illness and Suicide: Diagnosis, Assessments and Referrals

We've come a long way since the days of the 1950s replacing Value DSM, both in purpose and clinical understanding of mental illness diagnoses and symptomology. Mental health concerns are now some of the most disabling health conditions in our urban and industrialized world. It's critical that clinicians understand the purpose, scope and power that the DSM-5 has in the diagnostic world and whether it's still relevant. Get a practical review of the major mental health diagnoses such as major depressive disorder, anxiety disorders, trauma-based disorders, bipolar disorders and schizophrenia. Practical tips on how to assess and refer services in our changing economic and nonprofit climate will also be reviewed.

APRNs, RNs, LPNs, LMHTs will earn 3 contact hours. Social workers, LPCs, LCPCs and psychologists will earn 3 diagnosis contact hours. ACHAs will earn 3 (RC) contact hours.

Missouri LCSWs may be able to self-submit this course to fulfill the requirement for suicide prevention training and education.

Learning Objectives:

- Discuss the initial purpose of the DSM-5 and how this has evolved since its inception.
- Discuss process used to create the new DSM-5 and why it has been controversial
- Determine the major mental illness diagnoses and relevant changes per the DSM-5
- Discuss assessment and referral strategies for clients with mental illness

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-214-3	F	Apr. 24	8:30-11:30 a.m.
Regnier Center 181			Sally King

NEW!

Cancer Support for the Whole Family, the Whole Time

According to American Cancer Society, 1.7 million Americans will be diagnosed with cancer in 2019. What issues most affect these people? How are these patients and families supported in our community? Learn about the most common concerns of cancer patients and how to support the whole family.

RNs, LPNs, social workers and ACHAs will earn 3 contact hours.

Learning Objectives:

- Learn about the scope of cancer incidence and most common concerns of cancer patients
- Understand ways to support families impacted by cancer
- Develop effective communication skills when working with cancer patients
- Identify community resources available to families impacted by cancer

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-260-1	Tu	Mar. 3	5:30-8:30 p.m.
Regnier Center 181			Clara Anderson Sainte

Cultivating Cultural Humility

Healthcare providers work with people of many diverse backgrounds. Our codes of ethics teach us not to discriminate and to treat all people with respect, but many providers struggle to keep up with the many languages, traditions, religious practices and other cultural differences presented by their clients. Rather than striving for cultural competence, in this course, we will explore cultural humility as the most ethical approach to meeting the needs of a diverse clientele. Come ready to explore your own cultural lenses as you learn how to meet the needs of your clients.

APRNs, RNs, LPNs, LMHTs, respiratory therapists and registered dietitians will earn 3 contact hours. Social workers, LPCs, LCPCs and psychologists will earn 3 ethics contact hours. ACHAs will earn 3 (RC) contact hours.

Approval is pending for PTs and OTs.

Learning Objectives:

- Participants will identify the sections of their code of ethics related to working with people of diverse backgrounds
- Participants will identify and reflect upon the most important aspects of their own cultural backgrounds
- Participants will identify two techniques for cultivating cultural humility in their day-to-day work

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-220-2	Tu	May 19	8:30-11:30 a.m.
Regnier Center 181			Rachelle Morgan

Current and Innovative Treatments for Depression

Depression is painful and can be debilitating even in the mild to moderate range. It robs clients of living their lives as they want to. This workshop will focus on an eclectic array of current and innovative treatments for depression. Equip yourself with a large toolbox of empirically supported techniques and flexible perspectives. Treatment approaches will include positive psychology, acceptance and commitment therapy, behavioral activation therapy, updated cognitive behavioral therapy, and other innovative approaches by depression experts Richard O'Conner and Steve Ilardi. Clinicians will learn a range of practical, easy-to-apply techniques.

RNs, LPNs, LPCs, LCPCs, social workers and psychologists will earn 6 contact hours.

Learning Objectives:

- Understand the key principles of positive psychology and how they can be applied to depression
- Apply tenets of acceptance and commitment therapy to working effectively with long-term depression
- Use behavioral activation therapy to help promote movement and positive action
- Integrate an updated framework of cognitive behavioral therapy with a multimodal treatment approach
- Learn Richard O'Conner's broad-based approach to treating depression

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-025-2	M	Mar. 2	8:30 a.m.-3:30 p.m.
Regnier Center 181			John Wade

HEALTHCARE ONLINE

Medical Scribe – Allied Health Professional

The course provides a simulated practice of recording verbal communication encountered during patient-doctor interaction and the recording of clinical events as they unfold. It also includes a study of procedures related to the retrieval of diagnostic test results. Students who complete this course are eligible to sit for the American Healthcare Documentation Professional Group National Certification exam. **$1,699**

Personal Fitness Trainer Career Prep

Through a variety of practical and theoretical applications, the student will learn how to assess each client and develop programing that incorporates different fitness methods, with the goal of providing the client with a comprehensive approach to fitness. Upon completion of this course, the student will be prepared to sit for the American College of Sports Medicine Person Trainer certification exam and start working with clients. **$3,999**

For more online courses, visit
jccc.edu/ce/online

Current Trends in Parkinson's Disease

Parkinson's disease is a slowly progressive neurodegenerative brain disorder that affects over 1 million Americans. Symptoms typically involve multiple systems that affect motor control, cognitive function and speech. Current research focuses on early detection to help identify and slow the progression of symptoms. In this course you will be brought up to date on current practices of comprehensive Parkinson's care and detailed evidence-based rehabilitation strategies that keep patients as functional and independent for as long as possible.

RNs, LPNs, social workers, registered dietitians, respiratory therapists and counselors will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Discuss the pathophysiology, diagnosis and stages of Parkinson's disease
- List the different signs and symptoms of Parkinson's
- Identify types of medications and advanced treatments available for individuals with Parkinson's
- List evidence-based treatments available for Parkinson's in the rehabilitation setting

4 contact hours/$64 *Network Member Fee: $22*

HCSEM-118-2	Tu	Apr. 28	1-5 p.m.
Regnier Center 181			Amy Nichols

Cutting-Edge Treatments for Anxiety

Those suffering from anxiety disorders experience significant, life-disrupting emotional pain, ranging from avoidance behaviors and obsessional thinking to crippling levels of distress. However, anxiety disorders are often very responsive to proper treatment approaches and sometimes more so than medications. Learn a variety of cutting-edge, empirically supported treatment approaches for working with a range of anxiety disorders. DSM-5 criteria for anxiety disorders will be reviewed.

RNs, LPNs, social workers, psychologists, LPCs, LCPCs will earn 6 contact hours.

This course meets BSRB criteria for diagnosis and treatment.

Learning Objectives:

- Review DSM-5 criteria for diagnosing anxiety disorders
- Understand the driving forces that create the self-reinforcing cycle of anxiety
- Implement strategies to help clients defuse the grip of anxiety
- Help clients learn to shift perspective during moments of worry and panic
- Learn to help clients remain consistently effective even during times of higher anxiety

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-003-2	M	Feb. 3	8:30 a.m.-3:30 p.m.
Regnier Center 181			John Wade

Dealing with Difficult People: The Annoying, The Aggravating and The Indifferent

The daily grind of coping with controlling, whining and super-aggressive personalities can lead to smoldering anger and persistent irritation. Instead of silently enduring the annoying, the aggravating and the indifferent, we need skills that allow us to manage the irritations without damaging professional relationships. If you've longed for the skills to say exactly what you mean without offending, to ask for different behaviors without creating defensiveness and to motivate those who are seemingly indifferent, join us as we discuss success strategies for dealing with difficult people.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Describe 12 challenging personalities
- Identify techniques for remaining calm during difficult encounters
- List methods to reduce defensiveness in ourselves and others
- Describe 5 conflict management techniques
- Discuss the role of forgiveness in maintaining healthy relationships

7 contact hours/$112 *Network Member Fee: $37*

HCSEM-172-2	F	May 8	8:30 a.m.-3:30 p.m.
Regnier Center 181			Judy Zinn

CUSTOMIZED HEALTHCARE TRAINING

CAREER TRAINING
- Biotechnology
- Electronic health records
- Pharmacy technician
- ECG technician

CONTINUING EDUCATION
- Latest disease care
- Meditation-based stress relief
- Motivational interviewing
- Pharmaceutical updates

CULTURE CHANGE
- Healthcare workflow
- Interprofessional healthcare teamwork
- Implementation of new tools/software

DEVELOPING AND MAINTAINING ONLINE TRAINING
- Human subjects
- Mandatory training
- Evidence-based care

PROFESSIONAL CERTIFICATION EXAM PREPARATION
- Medical coding

PROFESSIONAL MAINTENANCE
- ACLS
- CPR
- Dental hygiene refresher
- Nitrous oxide

We've got the training you need. If you don't see it here, just ask!

Request more information at jccc.edu/customhealthcare or contact healthcare@jccc.edu or call 913-469-3811.

Dementia Care Certificate: A Comprehensive Journey Toward Hope

Alzheimer's disease and other dementias are on the rise and so far we have no cure. The emotional, physical and financial toll these illnesses demand from family members and the healthcare professions is mind-boggling, yet the dollars spent in research is minimal in comparison to cancer, cardiac diseases and many others. Dementia is now the sixth leading cause of death in America and the burden of care is overwhelming. All this said, there is hope. Hope for the person with the illness and hope for the caregivers whether family, friend or professional. That hope lies in understanding and knowledge. This one-of-a-kind program is designed to provide you with insights and information you may never hear anywhere else to alter your approach, change environments, understand medications, design activities, improve interactions, reduce negative behaviors and improve quality of life for persons with dementia.

RNs, LPNs, counselors, registered dietitians and social workers will earn 18 contact hours. ACHAs will earn 18 (RC) hours. CNAs and home health aides will receive a certificate of completion for the program.

Learning Objectives:

- Learn the neurological progression of Alzheimer's disease and the cognitive/functional changes that occur with it
- Correlate the neurological stages of dementia with causes for behavioral issues
- Develop nonpharmacological interventions for behavioral issues based on neurological changes and perceptions
- Identify five symptoms for depression in persons with dementia
- Identify four premises for structuring activities for persons with dementia
- State five ways to maintain dignity and quality of life for someone with dementia in all stages of the disease
- Discuss self-care and stress intervention techniques for caregivers
- Discuss and identify four resources for respite care and identifying needs for LTC placement

18 contact hours/$288 *Network Member Fee: $96*

HCSEM-013-6	WThF	Mar. 4-6	8:30 a.m.-3:30 p.m.
Regnier Center 181			Penny Shaffer

Diabetes: Still Deadly and On the Rise

Diabetes is the seventh leading cause of death in America. In 2012, 29.1 million people (9.3% of the population) had diabetes, consuming $245 billion in total costs. Around 1.4 million Americans are diagnosed with diabetes every year, with 208,000 of those under 20. Diabetes contributes to hypertension, hyperlipidemia, cardiovascular disease, strokes, blindness, renal failure and amputations. In this compelling workshop, you will learn the pathophysiology of Diabetes Type I and Type II, prevention strategies and nonpharmacological and pharmacological treatments.

APRNs, RNs, LPNs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- Identify the differences between Type I diabetes, Type II diabetes and prediabetes
- Discuss complications that can result from uncontrolled diabetes
- Identify strategies to prevent Type II diabetes
- Review nonpharmacological treatments for diabetes
- Review the different classes of available antidiabetic medications
- Identify available patient resources to assist in diabetes management

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-104-4	Tu	Apr. 21	5:30-8:30 p.m.
Regnier Center 181			Heather Epps

NEW! Effective Low Vision Solutions that Every Clinician Can Use

You don't specialize in low vision, but many or your patients have a low vision diagnosis like macular degeneration or glaucoma as a secondary issue. As you work together you notice it's actually a primary barrier! They are asking for help and you need to have solutions available in your work area.

APRNs, RNs, LPNs, social workers will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Identify the 4 most common age-related low vision diagnoses and their resulting deficits on the patient
- Describe at least 3 alternative strategies for handling daily clinic duties with a patient who has low vision
- Identify 4 low vision solutions for improving independence and safety in the home

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-259-1	Tu	Mar. 24	8:30-11:30 a.m.
Regnier Center 181			Brandy Archie

Entering Elderhood: An Exploration of Music and Identity for Older Adults

Psychosocial growth and development do not have to end in adulthood. A primary developmental task of the final years of life is to reflect on the past, evaluating whether one's life has been well lived; and given the right conditions, older adults can transcend the negative aspects of aging into maturity. In this course, explore Erikson's final stages of psychosocial development and the theory of gerotranscendence, using a musical lens. Find out how these theories work with older adults and learn how to use music as a tool for life review.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hour. Approval is pending for PTs and OTs.

Learning Objectives:

- Participants will describe Erik Erikson's eighth stage of development and how this theoretical construct fits with an older adult in their life or work
- Participants will describe gerotranscendence and how this theory fits with an older adult in their life or work
- Participants will describe one music-based technique for life review

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-211-2	Tu	Apr. 14	8:30-11:30 a.m.
Regnier Center 181			Rachelle Morgan

NEW! Exploring Exercise for the Elderly and Neurologic Population

The benefits of exercise are thoroughly researched for healthy and neurological populations. However, many Americans are not aware of the benefits or know the exact physical activity guidelines recommended. This course will provide you with the information needed to educate your patients on the benefits of exercise for the aging population, in addition to those with neurological conditions such as Parkinson's disease, multiple sclerosis and Alzheimer's disease. Special topics will be discussed that are pertinent to each population.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LPCPs and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Normal aging and changes in the body
- Benefits of physical activity for the brain
- Exercise recommendations for the elderly
- Specific exercises for patients that are falling, and those with specific neurological conditions

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-256-1	Tu	Mar. 31	1-4 p.m.
Regnier Center 181			Amy Nichols

NEW! Generational Addiction: Older Adult Substance Abuse and Its Emotional, Physical and Mental Toll

The older adult population is often overlooked when one thinks about high-risk substance abusers – but think again – the stats are compelling. Substance abuse, especially with prescription drugs, in the over 60 age group is one of the fastest emerging health issues as they consume more prescribed and over-the-counter medications than any other group in the United States. Diagnosis can be difficult as substance abuse often mimics other chronic conditions. Add on the shame with admitting to addiction and older adults often find themselves not asking for help or masking the abuse, often with the help of well-meaning but enabling family members. How do professionals screen and diagnose this issue with the DSM-5? This presentation will introduce the prevalence, demographic, identification and assessment of prescription drug abuse in the senior population. Various treatment modalities and options will be reviewed as well as helpful real-world strategies for friends, family, staff of senior centers, volunteers and professionals in recognizing potential problems and the protocol to refer for help.

RNs, LPNs, LMHTs, LPCs, LCPCs and social workers will earn 3 contact hours. This course meets KSBSRB for diagnosis and treatment.

Learning Objectives:

- Learn the latest stats on older adult prescription drug abuse
- Identify specific medications that tend to be high risk for addiction/misuse
- Review DSM-5 diagnosis and assessment tools for potential problems
- Learn treatment modalities and program options
- Understand basic strategies and protocols for community, family members and professionals for recognizing and referring help

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-266-1	F	Mar. 27	8:30-11:30 a.m.
Regnier Center 181			Sally King

NEW! Generational Differences in the Healthcare Workplace

"What's the matter with these kids today?" "They just order me around and won't explain anything." These are but two of the common statements made by persons from older and younger healthcare workforce participants. Often, different values, experiences, knowledge and expectations put different cohorts at odds with one another. This session focuses on the four generational cohorts and their characteristics. Discover strategies that each person can use with different cohort members to improve workplace productivity and harmony.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Identify the four major generational cohorts in today's healthcare workforce
- Discuss characteristics associated with these cohorts
- Identify strategies that promote productivity in a multigenerational healthcare workforce

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-265-1	W	Jan. 29	5:30-8:30 p.m.
Regnier Center 181			Novella Perrin

Gluten-Free Diets: Is It Fact-Based or a Passing Fad?

Gluten-free diets are being discussed everywhere as a healthy diet for the general population. However, only those with Celiac disease are required to avoid gluten. So what is the reasoning behind the explosion of gluten-free foods and avoiding gluten including the most common antigens in gluten? Join this research-based course to discuss the plethora of diseases linked to wheat ingestion and the connection between the gut, the brain, autoimmunity and neurological disorders.

APRNs, RNs, LPNs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- Understand the current scientific knowledge on gluten and its effect on the body
- Discuss the scientific/medical reasons to avoid gluten
- Express the understanding of gluten-based autoimmunity
- Discuss the gluten-free diet and its components

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-189-2	F	Jan. 31	1-4 p.m.
Regnier Center 181			Pam Johnson

Heal Your Gut, Change Your Life

A new era of medicine is emerging with the understanding that gut microbiota plays a significant role in the body's overall health and immune system. Though in its infancy, many important revelations have come to light on how gut microbiota may be affecting disease at the cellular level in ways we did not realize. Learn from a retired physician what research is discovering about our standard American diet and how it is making us sick. You will be surprised by what her research and personal journey will teach you.

APRNs, RNs, LPNs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- Discuss the human microbiome and its effects on the immune system
- State four factors that emphasize the importance of a healthy gut
- List five components of a healthy diet
- Explore the map to health and wellness

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-024-3	W	Apr. 22	1-4 p.m.
Regnier Center 181			Pam Johnson

Helping Clients Understand Their Medicare Benefits

A recent study indicated that over 90% of Medicare beneficiaries do not understand the system or the benefits and coverage it provides. As healthcare professionals, we often interface with senior clients who are ill, need care and treatment, but are often reluctant to accept care until they first know what it will cost in dollars and cents. In this interactive course, we will bring clarity to a complex system and clearly define all parts of coverages, as well as eligibility, costs and system structure (deductibles, copays, etc.). We'll take a look at various coverage options that will help you navigate your clients' healthcare needs and costs.

RNs, LPNs, social workers, LPCs, LCPCs, psychologists, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Clearly define Medicare Parts A, B, C and D what they cover and what they don't
- Identify various enrollment periods and eligibility
- Learn Medicare costs both monthly and those incurred as one accesses benefits

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-151-8	W	Feb. 26	5:30-8:30 p.m.
Regnier Center 181			Jeffrey David

NEW! Kindred Spirits : A Look at What Research Is Saying About Staying Social as We Age

Be social like your life depends on it! The latest research is saying that individuals with adequate social relationships have a 50% greater likelihood of survival compared to those with poor or insufficient social relationships. Now we have the science to prove that your patient's weekly quilting circle actually does extend their life! Come learn tips on how to encourage aging well in yourself and others – both mentally and emotionally – and what this has to do with friendships, exercise, sunlight levels, and the role of genetic vulnerability. There will be a review on how "being social" changes as you come into your senior years, and how to keep those friendships alive and resilient!

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours.

Learning Objectives:

- Participants will review the typical grief and loss issues related to aging
- Participants will gain understanding on the research related to socialization and self-care
- Participants will gain understanding in coping skills and the keys to resiliency in older adults

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-261-1	F	Jan. 10	8:30-11:30 a.m.
Regnier Center 181			Sally King

Lung Trauma and Acute Lung Contusion in the Injured Patient

Injuries to the lung parenchyma are contusions (bruise) of the lung caused by chest trauma and occur following both blunt and penetrating trauma. Excess fluid and blood accumulate in the lungs with resulting morbidity and mortality secondary to interference with gas exchange. This course will familiarize you with types of injuries, and their causes and will improve your diagnostic skills for diagnosis and treatment of these injuries. Learn about chest tubes, pulmonary repair and thoracotomies.

RNs, LPNs, respiratory therapists, LPCs, LCPCs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Review lung injury and chest trauma
- Explain the causes, signs and symptoms of lung contusion, including the significance of arterial blood gases, the role of PEEP and mechanical ventilation options
- Explore the different treatment options used for lung contusion and its complications
- Learn about multidisciplinary care, which delivers a team approach and customized treatment plans

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-038-3	Th	Feb. 13	5:30-8:30 p.m.
Regnier Center 181			Saeed Jalilpoor

Making a Pilgrimage: Current Trends of the Ancient Practice

The ancient practice of making a pilgrimage is having a resurgence around the world. Pilgrims or seekers are stepping away from their fast-paced lives, mainly spent indoors, and are walking to sacred sites, participating in rituals for healing, finding renewal and purpose, and sharing the experience with people from many cultures and traditions. Can pilgrimage be a metaphor for life and can you "pilgrim in place" verses traveling to a site? Learn about the historical perspectives and current trends of pilgrimages, as well as the connection between chronic illness, grief and mourning, and the restorative effects nature has on our brains.

RNs, LPNs, social workers, LPCs and LCPCs will earn 7 contact hours.

Learning Objectives:

- Identify four ways to incorporate the ideas of pilgrimage into everyday life
- Identify four ways pilgrimages can be helpful with issues around grief and loss and with chronic illness
- State three reasons the phenomenon of pilgrimage from around the world are increasing
- Recognize both the historical perspective as well as current trends of pilgrimages

7 contact hours/$112 *Network Member Fee: $37*

HCSEM-057-3	F	Feb. 14	8:30 a.m.-4:30 p.m.
Regnier Center 181			Therese McKechnie

NEW!

Mindfulness and Mental Health: How an Ancient Tool Can Help You Reclaim Your Present, Your Body and Your Life

As human beings, we have at our disposal unprecedented, countless advances in science and technology unlike any previous generation. Yet, our modern human lifestyle comes with a price tag. In fact, we are in a mental wellness crisis – overdoses and suicides are skyrocketing, and most humans report they are unhappy. If you find yourself plagued by feelings of being overwhelmed – stretched and pulled and too busy, constantly multitasking, fatigued and tired, drifting through life without direction or purpose – perhaps your body and emotions are trying to tell you something important. Mindfulness practice offers an ageless answer to our modern predicament. This experiential course is designed to give you a firm grounding in both theory and practice. You will walk away with powerful and practical tools that you can immediately to help ground you in the present, tune in to your body and its valuable messages, and rebalance your life.

RNs, LPNs, social workers, LPCs, LCPCs, registered dietitians and massage therapists will earn 6 contact hours.

Learning Objectives:

- Describe 3 things mindfulness is not
- Name 3 definitions of mindfulness
- Identify the 3 "selves" of the mind
- Name 3 metaphors for mindfulness
- Describe 3 benefits and 3 challenges of mindfulness
- Recognize 3 basic skills of mindfulness
- Identify 3 classic mindfulness practices

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-258-1	F	Feb. 21	8:30 a.m.-3:30 p.m.
Regnier Center 181			James LeCluyse

Music and the Mind-Body Connection

Watch any person bopping to a beat, and it's clear we humans feel music in our bodies and our souls. Why is this so? And how can we use music to benefit ours and our clients' health and well-being? In this course, learn about the neurological, physiological and emotional impact of music, and experience simple music techniques to promote arousal and relaxation that you can integrate into your clinical work and self-care practice.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours.

Learning Objectives:

- Describe the concepts of entrainment and the ISO principle as related to music and physical functioning
- Describe a music and movement technique to promote arousal and attention
- Describe a music listening technique to promote relaxation

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-148-3	W	Feb. 12	8:30-11:30 a.m.
Regnier Center 181			Rachelle Morgan

Nursing and Social Work Ethics: Controversy, Conflict and Accountability

Doing the right thing isn't as easy as it sounds. At first glance, nursing and social work codes of ethics appear straightforward and seemingly without controversy. After all, the primary goal of health professionals is doing their best for patients/clients. Nursing and social work ethics support that goal. So, where's the controversy? An in-depth review of nursing and social work codes of ethics reveals that potential conflicts can exist between personal/political beliefs, between members of our own profession and between professionals and their employing organizations. All these issues can be addressed within our codes of ethics. Additionally, research suggests that professionals are influenced by social/cultural values and those same social and cultural values may cause professionals to lose their adherence to the professional codes they are obligated to uphold. This is especially troubling as our society remains polarized on important healthcare issues addressed within our codes of ethics. If adherence to the professional code of ethics deteriorates, patient/client care suffers and professionals lose their ability to be a positive force for constructive change within the institutions where they are employed and society at large. Join us to examine ways to enhance your practice through letting professional ethics guide your decisions and actions.

RNs, LPNs and social workers will earn 6 contact hours. This course meets BSRB criteria for ethics.

Learning Objectives:

- List the 9 provisions of the ANA Code of Ethics
- Discuss key interpretive statements accompanying the ANA Code of Ethics
- Identify strategies to facilitate enhanced ethical practice
- Describe the key principles of the NASW Code of Ethics
- Examine how to use the ANA Code of Ethics and the NASW Code of Ethics to solve ethical challenges
- Explain the definition of a "guilty bystander"

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-187-2	F	Apr. 3	8:30 a.m.-3:30 p.m.
Regnier Center 181			Judy Zinn

Personal and Professional Ethics and Boundaries in the Age of Smartphones: How to Achieve Balance When We're Always 'On'

If you use technology like Facebook, Twitter and smartphones, join us for an informative ethics course led by Sally King, Licensed Specialist Clinical Social Worker. Learn effective strategies to boost mental health and resiliency in our rapidly changing world of cyberconnection. You will also review how to stay ethically centered with clients when boundaries become increasingly tested via social networking, and how to watch out for burnout due to technology.

RNs, LPNs, social workers, LPCs and LCPCs will earn 3 contact hours. ACHAs will earn 3 (A) hours. This course meets BSRB criteria for ethics.

Learning Objectives:

- Learn the latest statistics on mental health epidemics and their possible relationship to technology
- Recognize the warning signs that technology is taking over and putting you at risk for an ethical or boundary issue
- Identify 3 tips for keeping boundaries strong in light of social networking within one's personal life and with clients

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-193-2	F	Feb. 28	8:30-11:30 a.m.
Regnier Center 181			Sally King

Pharmacy Technician Boot Camp: Test Prep

The two-day course provides knowledge and information using a common-sense approach to help uncertified pharmacy technicians pass a certification exam and become a CPhT. National law, calculations, brand/generic drugs, pharmacology and medication classes, quality assurance, insurance and billing, CMS and pharmacy operations will be covered in this test prep program. Technicians will be provided with a manual designed for the active learning environment of this course. We will show you how to break down the test and evaluate yourself for success.

Pharmacy technicians will earn 16 contact hours from the Kansas Board of Pharmacy.

Learning Objectives:

- Solve problems involving dosage and concentration calculations
- Explain the different third-party payer systems and how they relate to pharmacy
- Identify common drug classes, drug indications and side effects
- Apply pharmacy technicians knowledge and skills to common situations

16 contact hours/$256

HCSEM-197-5	SaSu	Mar. 14-15	8 a.m.-5 p.m.
Regnier Center 146			Qadir Fazli

Practical Insights from Neuroscience

Neuroscience is a critically important factor in both our personal and professional lives, and that importance continues to be discovered and expanded. This course will use a neurological view to examine how to better understand ourselves and others, distinguish between various mental states, and relate pain, emotion and decision-making to help us become better friends, family members, caregivers and healthcare professionals.

RNs, LPNs, social workers, counselors, registered dietitians and respiratory therapists will earn 3 contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Learn how to become more self-aware
- Understand challenging relationships
- Become more effective at personal and professional communication

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-267-1	W	Mar. 25	8:30-11:30 a.m.
Regnier Center 181			Sharon Lowenstein Poisner

NEW!

Recognizing Elder Self-Neglect

Nationwide, elder self-neglect accounts for more substantiated Adult Protective Services cases than any other form of abuse or neglect. Learn and practice practical and effective tools to identify, assess and engage seniors who are at risk for self-neglect.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours.

Learning Objectives:

- Define elder self-neglect
- Identify prevalence of elder self-neglect
- Identify cues to determine risk of self-neglect
- Learn and practice strategies to assess and engage seniors regarding self-neglect

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-257-1	Th	Apr. 9	8:30-11:30 a.m.
Regnier Center 181			Caroline Dawson

Rehabilitation Complications and Barriers Following Stroke

Unfortunately setbacks can occur when a patient is recovering from a stroke leading to readmissions and further debilitation. Luckily, research and data has shown that some of these barriers can be prevented or held to a minimum with the proper intervention from the healthcare team. By attending this workshop you will learn about early mobilization following stroke and what to look for when caring for stroke survivors from the acute stages all the way to home care.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- State 3 recent recommendations for early mobilization following stroke in the acute care setting
- Discuss the prevalence of falls, treatment and objective measures to keep stroke patients safe
- State 4 ways fatigue affects stroke survivors and recommendations for managing fatigue
- State 3 common sites of pain and prevalence of pain in stroke survivors
- State 3 of the highest rates of infections following stroke, including risk factors and how to prevent infection

4 contact hours/$64 *Network Member Fee: $21*

HCSEM-058-2	Tu	Mar. 10	1-5 p.m.
Regnier Center 181			Amy Nichols

CAREER PROGRAMS

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Class size is limited. **Register soon!**

Sleep: Its Effects on Our Brains and Our Health

Approximately 20% of Americans report that they get less than 6 hours of sleep on average and those who report they get 8 hours or more has decreased significantly. Sleep loss is taking its toll on our physical and emotional health, on our nation's workplace productivity, and our highways' accident rates. Sleep deprivation is increasingly being recognized as important to our mental and physical health. Learn more on why we all need a good night's sleep.

RNs, LPNs, respiratory therapists, LPCs, LCPCs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Review the importance of sleep patterns
- Review sleep/wake disorders
- Discuss how sleep quality affects the quality of waking life including productivity, emotional regulation, weight, creativity and vitality
- Discuss the effects of adequate sleep on blood pressure and diabetes
- Review the literature on adequate sleep amounts required for health
- Discuss sleep apnea and current treatments

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-039-3	Th	Jan. 9	5:30-8:30 p.m.
Regnier Center 181			Saeed Jalilpoor

Spanish for Healthcare Professionals: Level 1

This course is designed to teach Spanish that can be used immediately in day-to-day communication with patients. Pronunciation, work-specific language, phonetic encoding and listening activities are part of each lesson. This is a customized real-life Spanish program designed to prepare the non-Spanish speaking healthcare professional to better interact with and care for Spanish-speaking patients.

Textbook is included in the price.

APRNs, RNs, LPNs, respiratory therapists, social workers, registered dietitians, licensed mental health technicians and counselors will earn 16 contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Obtain basic health information and patient history in Spanish
- Perform assessment and routine procedures in Spanish
- Prepare patients for procedures in Spanish
- Discuss medications with patients in Spanish
- Assist and interact with patients' families in Spanish

16 contact hours/$256 *Network Member Fee: $85*

HCSEM-198-2	Th	Mar. 5-Apr. 23	6-8 p.m.
Regnier Center 145			Jeannette Shumaker

Spirituality: Exploring the '4th Dimension' of Substance Abuse Recovery

A useful paradigm for addiction treatment is that of a bio-psycho-social-spiritual disease. Most clinicians have a handle on the bio-psycho-social part, but many of us struggle with comprehension, familiarity and facility in exploring the spiritual angle with clients. This course will examine various models and definitions of spirituality, and look at its importance in treatment and recovery. Spirituality will be explored via three contemporary schools of treatment and recovery: acceptance and commitment Therapy (ACT); dialectical behavior therapy (DBT); and the 12 steps of Alcoholics Anonymous.

RNs, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours.

This course meets BSRB criteria for diagnosis and treatment.

Learning Objectives:

- Define and explain the meaning of "spirituality" from the perspective of addiction treatment and recovery
- Understand the importance of spirituality in addiction treatment and recovery
- Know and be able to use professionally and/or personally the core constructs of ACT, DBT and the 12 steps with regards to the spiritual dimension
- Recognize the DSM-5 criteria for substance use disorders

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-126-2	F	Apr. 10	8:30 a.m.-3:30 p.m.
Regnier Center 181			James LeCluyse

Supporting Persons Living with Serious Persistent Mental Illness in Long-Term Care

The course gives care providers an understanding of what severe persistent mental illness entails. It gives an overview of daily living in a long-term care facility and the impact it has on residents and their care providers. We will identify the challenges and rewards of providing person-centered care and helping individuals prepare for reintegration to community living.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Understand severe persistent mental Illness
- Learn how to provide person-centered care in a long-term care facility
- Learn techniques that support persons with severe persistent mental illness
- Identify practices that improve quality of life and maximize personal development
- Understand the trends of persons living with SPMI in long-term care facilities
- Find out how persons with mental illness impact your 5-star rating

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-234-2	Sa	Apr. 18	9 a.m.-4 p.m.
Regnier Center 175			Candace Webb-Cohen

NEW!

The Cycle of Trauma: Practical Insights on How and Why Trauma History Gets Emulated in Work and Personal Relationships and How to Stop It

Trauma sounds complex and intimidating, but in essence it's wounding and a part of the human condition. Most human beings have experienced at least one trauma in their lifetime, and most of us have experienced more. What does it mean when someone is resilient through trauma vs. getting entangled and falling prey to PTSD, depression, relationship problems and general instability? Learn what trauma is, what it isn't, how it impacts the brain, and why it's an important conversation for any human service/helping agency. Review common roles that one can fall into (victim, persecutor and rescuer), in work and in relationships, if awareness and mindfulness are not taught, and how to bring insight so trauma re-enactment can stop permanently.

APRNs, RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours.

Learning Objectives:

- Understand how trauma impacts brain and relational development
- Learn the roles that trauma survivors often defer to when under stress
- Discover how to get out of the cycle of trauma and abandon old roles for healthier ones

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-262-1	F	May 15	8:30-11:30 a.m.
Regnier Center 181			Sally King

The Psychology of You: The Impact of Psychology in Our Daily Lives

Psychology is truly information we can use because it impacts our lives at all levels, from the decisions we make to the friends we have to the careers we choose. Even at subtle levels, psychology is at work in our daily lives, even if we are not aware of it. For instance, our memory is poorer on nice sunny days, and our willpower goes down when we are hungry. Come learn the variety of ways that psychology affects our daily lives, including: environmental factors, decision-making, the irresistible pull of irrational behavior, friendships and relationships, parenting, work, technology and modern life. The more we know about the impact of psychology, the more effectively we and our patients can apply psychological principles to daily choices and decision-making, and have more control in our own lives.

RNs, LPNs, psychologists, social workers, LPCs and LCPCs will earn 6 contact hours.

Learning Objectives:

- State 4 subtle ways our environment impacts us
- State 3 principles of good decision-making and understand the pull of irrational behavior
- Identify 3 key elements of good relationships and friendships
- State 4 research-based principles of good parenting

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-050-3	F	May 1	8:30 a.m.-3:30 p.m.
Regnier Center 181			John Wade

NEW!

The Real Pain of the Opioid Epidemic

The United States is in the midst of a public health crisis involving the misuse of and addiction to opioid drugs. Opioid overdose rates are on the rise, and about 130 people per day lose their lives due to opioid overdose. As a healthcare professional, you play an important role in helping to reverse this trend. During this course, you will learn how the opioid epidemic evolved, the devastating consequences, and prevention and treatment strategies.

APRNs, RNs, LPNs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- Discuss the history and consequences of the opioid epidemic
- Review what opioids are, how they work, and what makes them addictive and potentially dangerous
- Discuss addiction, and how to identify signs and symptoms
- Identify signs and symptoms of opioid overdose
- Discuss strategies to address prevention and treatment of opioid addiction

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-255-1	Th	Mar. 19	5:30-8:30 p.m.
Regnier Center 181			Heather Epps

The Role of the Healthcare Professional in Pharmacy Benefit Optimization

Health insurance is a complex system. To effectively understand it requires a health literacy skill level that a recent study showed only 12% of U.S. adults possess. Healthcare professionals play a vital role in improving the health literacy of their patients, promoting collaboration between the different members of the healthcare team, and ensuring that their patients get the treatment they need for an affordable cost. This interactive workshop focuses on the pharmacy benefit portion of health insurance, and will provide you with tools to help your patients better understand and optimize their pharmacy benefit.

APRNs, RNs, LPNs, LMHTs, LPCs, LCPCs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Discuss methods to improve the health literacy of patients, as it relates to pharmacy benefits
- Learn how to help patients navigate their pharmacy benefit
- Review available resources to help patients lower prescription costs

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-221-4	Th	Feb. 20	5:30-8:30 p.m.
Regnier Center 181			Heather Epps

Understanding Adolescence: Issues, Development and Activities to Help

Adolescence can be a difficult period in life for many. This training will look at many of the aspects of the teenage years and the challenges of bullying, peer pressure, social media and brain development. This interactive presentation will give you many ideas on how you can help today's teenagers through this phase of life.

RNs, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours.

Learning Objectives:

- Identify the stage of psychosocial development in teenagers
- Understand why the teenage brain is more susceptible to conformity
- Learn 3 interventions to help engage teenagers and promote communication

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-074-2	Sa	Jan. 18	8:30 a.m.-3:30 p.m.
Regnier Center 175			Katie Vena

Vaccine Information and Practical Usage for the Healthcare Worker

Now more than ever, it is critical to discuss immunizing with patients. This seminar will review the latest information on vaccines including: the diseases they prevent, their practical use, effects, differences, administration schedules and practical applications. The importance of vaccine promotion to reduce preventable disease outbreaks and pandemics will also be discussed.

APRNs, RNs, LPNs, LMHTs, LPCs, LCPCs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Discuss how vaccines work within the body
- Explain how vaccines stop or reduce the impact of diseases
- Explain the vaccine schedules for children/teens and adults
- Discuss the importance of vaccine public awareness
- Discuss healthcare professionals' role with immunizations

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-218-3	Th	May 21	8:30-11:30 a.m.
Regnier Center 181			Sam Boyajian

Vaping: Is it Safe?

Use of e-cigarettes and vaping is a new trend in adult and adolescents populations. Many are under the impression that this is a safe alternative to smoking or chewing tobacco. It has health hazards for lungs, the oral cavity and more.

APRNs, RNs, LPNs, LMHTs, respiratory therapists, social workers, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. Approval is pending for PTs and OTs.

Learning Objectives:

- Discuss the history of vaping
- Discuss the risks and hazards associated with e-cigarettes, and multiple content in e-liquid
- Discuss the diseases, treatment and management of disease associated with vaping
- Explain evidence-based information with the individuals who use electronic vaporizers

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-212-2	Th	May 14	5:30-8:30 p.m.
Regnier Center 181			Saeed Jalilpoor

Ventilator Modes: When to Use Them and Why?

Ever wonder why the ventilator is set on a particular mode, or why changes were made to the settings on that mode? Why do we intubate sometimes, but not others? This course will discuss the different modes that are used, and why. It will also discuss other options to endotracheal intubation, such as noninvasive ventilation, as well as ECMO, HFOV, nitric oxide, heliox and more.

APRNs, RNs, and LPNs and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

Learning Objectives:

- Describe different types of ventilator modes
- Understand the different modes of use and when they are used
- Identify changes made to ventilation by bloodwork
- Identify alternatives to endotracheal intubation, when and why to use them

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-268-1	Sa	Jan. 25	9 a.m.-noon
Regnier Center 175			Regina Bailey

NEW!

When Grief Turns into Depression: How the DSM-5 Differentiates the Two and Helping Seniors Cope with Loss

Hear the latest need-to-know information about grief and depression in your clients and what the DSM-5 has to say about it. There will be a review of medication issues and complicating factors such as chronic disease or dementia, as well as how to assess and refer for depression, grief, bipolar, schizophrenia and anxiety disorders in clients. Participants will also learn the latest information on the role lifestyle plays in one's risk for depression as they age and how you can encourage mental and physical wellness in your clients. Receive pointers on behavioral interventions that work for emotionally fragile clients such as dialectical behavioral therapy, acceptance and commitment therapy, and the burgeoning trauma-informed care interventions. Resources and treatment issues to consider when engaging with clients who struggle with multiple losses often compounded by clinical depression will be reviewed.

RNs, LPNs, LMHTs, LPCs, LCPCs and social workers will earn 3 contact hours. This course meets KSBSRB for diagnosis and treatment.

Learning Objectives:

- Identify the difference between clinical depression and normal grief
- Understand how chronic illness or other comorbid factors complicate situations, such as suicide or trauma
- Learn about risk factors for complicated grief and chronic depression
- Identify screening tools and therapy strategies to bolster resiliency

6 contact hours/$96 *Network Member Fee: $32*

HCSEM-264-1	F	Jan. 24	8:30 a.m.-3:30 p.m.
Regnier Center 181			Sally King

Your Last Chapter: Documenting Final Wishes

The last chapter of life will happen to all of us. It may come abruptly with an accident or sudden illness, or it may come as a natural conclusion to a chronic condition or just merely with old age. If someone had to step into your life and assume responsibility of paying your bills, handling your healthcare discussions, and communicating with your friends and service providers, how would they know what to do? How would they know where to find things? What if information was in online accounts? How would they know what you would want done with your medical care and your possessions? How often do we find our clients and their families in this position? The Last Chapter is a comprehensive easily updated workbook with a digital companion that allows a person to compile their information, decisions and documents in one place. Participants will receive the workbook as part of this class. You will discuss advanced directives, the benefit of adding narratives to your wishes, creating a care log, empowering surrogates, hospice/palliative care, final disposition choices, organ donations, family dynamics, digital files, funerals/memorials, where-to-store decisions and leaving a legacy.

RNs, LPNs, LMHTs, social workers, LPCs and LCPCs will earn 4 contact hours. ACHAs will earn 4 (RC) hours.

Learning Objectives:

- Identify 4 ways to help clients make some decisions on what is important to them at end of life and in their dying process
- State 3 strategies for recognizing the value of preplanning for their loved ones left behind
- Identify 3 ways to empower clients to document their wishes and have discussions with family to share their desires
- Establish 4 strategies for helping clients feel relief to have these important decisions made and documented

4 contact hours/$64 *Network Member Fee: $21*

HCSEM-069-2	F	Apr. 17	8:30 a.m.-12:30 p.m.
Regnier Center 181			Therese McKechnie

Youth Suicide Awareness Training

In 2018, many states adopted the requirement that all teachers, counselors and anyone in the healthcare field complete two hours of youth suicide awareness and prevention training to obtain and maintain their license. This training will cover prevention, awareness, warning signs, evaluation and treatment to meet these requirements.

APRNs, RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 3 contact hours.

This course meets BSRB criteria for diagnosis and treatment.

This course meets Missouri's 2018 adopted requirement for all professional counselors to have suicide assessment, referral, treatment and management training as a condition of licensure.

Learning Objectives:

- Discuss youth suicide assessment
- Discuss youth suicide referral and treatment
- Discuss youth suicide management training

3 contact hours/$48 *Network Member Fee: $16*

HCSEM-222-5	Sa	Feb. 22	8:30-11:30 a.m.
Regnier Center 175			Katie Vena

AMERICA'S SBDC KANSAS

At the Kansas Small Business Development Center at Johnson County Community College, our goal is to help your business SUCCEED.

The Kansas Small Business Development Center offers workshops and courses to help you start, manage and grow your business.

Some of the specific ways the KSBDC can help your business include:

- ✓Develop a business plan
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- ✓Develop a sales process
- ✓Understand your customer
- ✓Develop a marketing plan
- ✓Incorporate social media into your business
- ✓Understand search engine optimization
- ✓Analyze product cost and pricing
- ✓Determine the feasibility of exporting
- ✓Analyze inventory control procedures
- ✓Buy or sell a business
- ✓Determine the feasibility of government procurement

For more information, go to jccc.edu/ksbdc, call 913-469-3878 or email ksbdc@jccc.edu.

SMALL BUSINESS BASICS

Business Basics in a Day—How to Start a Business

This day-long seminar will cover the basics of starting a small business, including determining whether your idea is feasible, creating a business plan, choosing a legal entity, forming financial projections, marketing, developing a web presence and bookkeeping. Guest presenters will include an attorney, a commercial banker and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions.

This active learning module includes hands-on computer lab time.

Box lunch is provided.

8 contact hours/$75

BUSBASICS-700-29	W	Jan. 22	8 a.m.-4 p.m.
Regnier Center 255		John Addessi and Jack Harwell	
BUSBASICS-700-30	Tu	Feb. 18	8 a.m.-4 p.m.
Regnier Center 255		John Addessi and Jack Harwell	
BUSBASICS-700-31	Th	Mar. 19	8 a.m.-4 p.m.
Regnier Center 255		John Addessi and Jack Harwell	
BUSBASICS-700-32	W	Apr. 15	8 a.m.-4 p.m.
Regnier Center 234		John Addessi and Jack Harwell	
BUSBASICS-700-33	Tu	May 19	8 a.m.-4 p.m.
Regnier Center 255		John Addessi and Jack Harwell	

Business Basics Online

This feature-rich online course covers the basics of starting a small business, including determining whether your idea is feasible, conducting market research, creating a business plan, choosing a legal entity, forming financial projections, funding a small business and bookkeeping issues. Video presenters will include Kansas SBDC business advisors, an attorney, a commercial banker and an accountant.

Study at your own pace.

Students will receive access to online tools and resources to conduct market research and write a business plan.

8 contact hours/$59

BUSBASICS-704-5	Register anytime	
Online		John Addessi

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Learn how to set up your business using this popular desktop accounting program – the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business.

Facilitated by a Certified QuickBooks® Pro-Advisor.

8 contact hours/$199

QB-100-25 Regnier Center 234	TuTh	Jan. 21-23	8:30 a.m.-12:30 p.m. Michele Janson
QB-100-26 Regnier Center 221	TuTh	Mar. 10-12	12:30-4:30 p.m. Michele Janson
QB-100-27 Regnier Center 221	MW	Apr. 20-22	12:30-4:30 p.m. Michele Janson

QuickBooks® Fundamentals—for Online Users

Learn how to set up your business using this popular online accounting program – the right way. In this beginning-level seminar, you will learn how to create your own chart of accounts; set up customers and vendors; generate invoices, receive payments and sales receipts; pay bills and write checks; track credit card purchases and balances; reconcile accounts and bank fees; track and pay sales taxes; and produce customized financial statements and reports that will help you manage your business.

Facilitated by a Certified QuickBooks® Pro-Advisor.

8 contact hours/$199

QB-101-17 Regnier Center 234	TuTh	Jan. 7-9	8:30 a.m.-12:30 p.m. Julie Michalski
QB-101-18 Regnier Center 234	MW	Feb. 10-12	12:30-4:30 p.m. Michele Janson
QB-101-19 Regnier Center 234	TuTh	Apr. 7-9	12:30-4:30 p.m. Michele Janson

QuickBooks® Advanced—for Desktop Users

Do you already have a working knowledge of QuickBooks® Desktop but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!

This course is for QuickBooks® Desktop users. Bring your own questions. Participants should be familiar with QuickBooks® or have completed the Fundamentals course.

Facilitated by a Certified QuickBooks® Pro-Advisor.

4 contact hours/$79

QB-106-1 Regnier Center 234	Tu	Mar. 17	8:30 a.m.-12:30 p.m. Cathy Martin
QB-106-2 Regnier Center 234	W	Apr. 23	12:30-4:30 p.m. Cathy Martin

SMALL BUSINESS DEVELOPMENT CENTER ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Introduction to QuickBooks® Online

You'll learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks® Online. With the online version, you gain the advantage of computing in the cloud so that your files will be available to you virtually anytime, anywhere. **$149**

Introduction to QuickBooks® 2016-2019

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks® is designed especially for the small-to midsized-business owner who needs a fully functional accounting system that's also easy to use. **$139**

Start Your Own Online Business

Creating your own online business is a reality for anyone with an Internet connection. Whether you're looking to generate a nice side income or become your own boss, this course will give you a solid foundation for building and growing your digital business. **$119**

For more online courses, visit
jccc.edu/ce/online

QuickBooks® Advanced—for Online Users

Do you already have a working knowledge of QuickBooks® Online but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more!

This course is for QuickBooks® Online users. Bring your own questions. Participants should be familiar with QuickBooks® or have completed the Fundamentals course.

Facilitated by a Certified QuickBooks® Pro-Advisor.

2 contact hours/$79

QB-107-1 Regnier Center 234	Tu	Mar. 17	1:30-3:30 p.m. Cathy Martin

Learn to use QuickBooks® the right way

One-stop, valuable QuickBooks® training in a computer lab setting with small class sizes

- **QuickBooks® Fundamentals (for desktop users)**
- **QuickBooks® Fundamentals (for online users)**
- **QuickBooks® Advanced (for desktop users)**
- **QuickBooks® Advanced (for online users)**

AMERICA'S SBDC KANSAS

Kansas Small Business Development Center at JCCC

jccc.edu/ksbdc

See page 63 for course details.

SMALL BUSINESS TAX WORKSHOPS

IRS Small Business Tax Workshop

Learn the basics of complying with IRS regulations, including business use of the home, self employment tax, employee versus independent contractor, payroll taxes and electronic filing (EFTPS). Also learn record keeping requirements for business expenses, including vehicle use. Presented by an experienced CPA and tax accountant.

4 contact hours/$45

TAX-202-19 Regnier Center 145	W	Feb. 5	1-5 p.m. Janet Fanska
TAX-202-20 Regnier Center 145	M	Mar. 30	1-5 p.m. Janet Fanska
TAX-202-21 Regnier Center 145	W	May 13	1-5 p.m. Janet Fanska

Kansas Retail Sales and Compensating Use Tax

This workshop covers the basics of sales tax and use tax as it applies to retail business, as well as the appropriate uses of the different exemptions that may be encountered. Other topics discussed include record keeping for audit compliance and estimated tax payments. This information is presented by a tax specialist with the Kansas Department of Revenue.

3 contact hours/$20

TAX-200-30 Regnier Center 145	Tu	Jan. 28	9 a.m.-noon Carl York
TAX-200-31 Regnier Center 145	W	Feb. 19	1-4 p.m. Carl York
TAX-200-32 Regnier Center 145	W	Mar. 25	1-4 p.m. Carl York
TAX-200-33 Regnier Center 145	Tu	Apr. 21	9 a.m.-noon Carl York
TAX-200-34 Regnier Center 145	Th	May 14	9 a.m.-noon Carl York

Kansas Sales and Compensating Use Tax for Construction Contractors

This presentation by the Kansas Department of Revenue specifically targets construction contractors and subcontractors. The workshop covers how sales tax applies to materials and labor, project exemption certificates, sales tax returns and billing.

2.5 contact hours/$15

TAX-201-30 Regnier Center 145	Tu	Jan. 28	1:30-4 p.m. Carl York
TAX-201-31 Regnier Center 145	W	Feb. 19	9-11:30 a.m. Carl York
TAX-201-32 Regnier Center 145	W	Mar. 25	9-11:30 a.m. Carl York
TAX-201-33 Regnier Center 145	Tu	Apr. 21	1:30-4 p.m. Carl York
TAX-201-34 Regnier Center 145	Th	May 14	1:30-4 p.m. Carl York

SMALL BUSINESS MARKETING

Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads

Learn how Web tools can be used effectively, and gain an understanding of issues to consider in creating your digital strategy for promoting and expanding your business. Computer lab time included for keyword analysis, search engine optimization (SEO) and content creation. An attorney will also discuss the legal issues encountered when doing business via the internet, including electronic contracts.

5 contact hours/$75

SBMKTG-500-14 Regnier Center 253	TuTh	Feb. 4-6	6-8:30 p.m. John Addessi
SBMKTG-500-15 Regnier Center 234	MW	Apr. 6-8	3-5:30 p.m. John Addessi

Small Business Development

SMALL BUSINESS FINANCE

Know Your Numbers and Make More Money

Learn to read and interpret basic financial reports, explore three fundamental ways to increase profitability, and identify key financial indicators. Gain a better understanding of how to use financial reports to operate a more profitable business.

Formerly titled, Improve Your Company's Profitability: Understanding Your Financial Statements.

3 contact hours/$35

BUSFIN-800-14 Regnier Center 145	Th	Jan. 30	1:30-4:30 p.m. Jack Harwell
BUSFIN-800-15 Regnier Center 145	Tu	Mar. 24	1:30-4:30 p.m. Jack Harwell
BUSFIN-800-16 Regnier Center 145	W	May 6	1:30-4:30 p.m. Jack Harwell

EXPORTING

Going Global Via Exporting

Kansas businesses export nearly $12 billion in goods and the United States actually has a trade surplus in services. If you want a larger market for your product or service, this class will show you how to determine demand overseas and find the best and biggest target markets. We will also discuss ways to guarantee payment, offer terms to your buyers, fund an international expansion and more.

2.5 contact hours/$35

EXPORT-402-1 Regnier Center 255	Tu	Feb. 25	2:30-5 p.m. John Addessi

International Market Research for Exports

You have a great product or service and you believe there's an export market out there in the world, but where? This self-paced, online course will take you through the process of determining which countries may be the best prospective markets. You will be introduced to more than a half-dozen research tools and databases and will learn how to create an Excel country scorecard to sort the data and find your top international markets. The course materials will then introduce your next steps in exploring that market and making international trade connections.

Must be enrolled before Dec. 7 to take this class.

4 contact hours/$35

EXPORT-401-3	Online	Register anytime	John Addessi

Riddle of the Exporter

Do you have a great product or service that you may be able to market internationally? Are you looking to diversify your markets to protect or expand your business? Learn how to sell to the 95% of the world's consumers who are outside the U.S.! This daylong seminar will take you through the steps of exporting: readiness, market research, market entry, legal, regulatory compliance, transportation, payments/finance and cultural issues.

Box lunch provided.

8 contact hours/$199

EXPORT-400-5 Regnier Center 255	F	Apr. 17	8 a.m.-5 p.m. John Addessi

GOVERNMENT CONTRACTING

Competing for Government Contracts: Basic Training

This introductory seminar is an overview of the critical first steps associated with pursuing government contracts. The Kansas Procurement Technical Assistance Center (PTAC) presents information on how to get started in the government contracting arena including federal, state and local government registrations and certifications. The seminar will also cover Kansas PTAC services available to assist businesses in all aspects of government contracting.

Not eligible for Take 3 discount. Course registration required.

2.5 contact hours/Free

GOVCON-300-31 Regnier Center 145	W	Jan. 8	8:30-11 a.m. Jessica Johnson
GOVCON-300-32 Regnier Center 145	W	Feb. 12	8:30-11 a.m. Jessica Johnson
GOVCON-300-33 Regnier Center 145	W	Mar. 18	8:30-11 a.m. Jessica Johnson
GOVCON-300-34 Regnier Center 145	W	Apr. 8	8:30-11 a.m. Jessica Johnson
GOVCON-300-35 Regnier Center 145	Tu	May 5	8:30-11 a.m. Jessica Johnson

INTELLECTUAL PROPERTY

Trademark and Copyright Basics

For the small business owner wanting to learn how to protect their business name, logo, content and creative works. Focus is on protecting trademarks and copyrights while avoiding infringing upon the rights of others. The basics of the patent process will also be addressed.

Taught by an attorney who provides practical and useful information.

2.5 contact hours/$30

INTPROP-600-14 Regnier Center 145	Th	Feb. 6	2:30-5 p.m. Rick Gier
INTPROP-600-15 Regnier Center 145	Tu	Apr. 28	2:30-5 p.m. Rick Gier

SMALL BUSINESS MANAGEMENT

Planning to Exit Your Business

Like death and taxes, you will exit your business – the question is whether it happens on your terms. This class will walk you through the steps of planning your exit, explore the pros and cons of the different succession options and share templates for your exit plan. In addition to the planned exit, the smart business owner has a plan for the unexpected. We will discuss contingency planning and how to arrange for a smooth(er) transition of your business in the event of death or disability outside of your control.

This is a Do-It-Yourself workshop that will provide you the tools and knowledge to plan for your business succession.

3 contact hours/$49

BUSMGMT-901-1 Regnier Center 145	Tu	Feb. 4	1-4 p.m. Jack Harwell
BUSMGMT-901-2 Regnier Center 145	W	Apr. 22	9 a.m.-noon Jack Harwell

Cook Like a Pro!

Take top-notch training from JCCC's award-winning culinary faculty back to your kitchen when you register in our new course series–

Professional Cooking for the Home Cook.

Expect to work hard, get dirty, do dishes and eat great meals prepared by you!

Get started with **Pre-Cooking Basics** to practice knife skills, learn to use recipes and master measuring.

After that, you'll be prepped for these **8 courses that will elevate your expertise in the kitchen.**

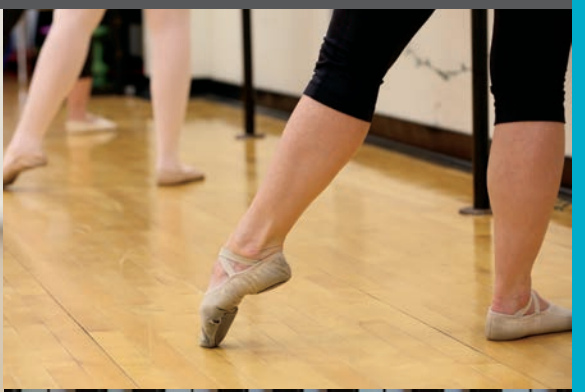
- ▣ Chicken Fabrication and Braising
- ▣ Lamb, Roasting and Deep Frying
- ▣ Fresh Pasta Production, Beef and Stewing
- ▣ Rice, Corn, Beans, Stock, Broth and Soup
- ▣ Pork, Gravy, Blanching and Production Plating
- ▣ Shellfish Cookery, Poaching, Broiling and Steaming
- ▣ Mushrooms and Ancient Grains— The Cuisine of Russia
- ▣ Breakfast and Brunch

See all the delicious details on pages 72-73.

Get Cookin'!

JCCC CONTINUING EDUCATION

Life and Leisure



Leisure

68 Arts & Crafts
70 Aviation
70 Dance
71 Egyptology
71 Fitness Center
72 Food & Wine
73 Foreign Language
76 Home
76 Garden
77 Music
80 Photography
81 Sports & Recreation
82 Travel

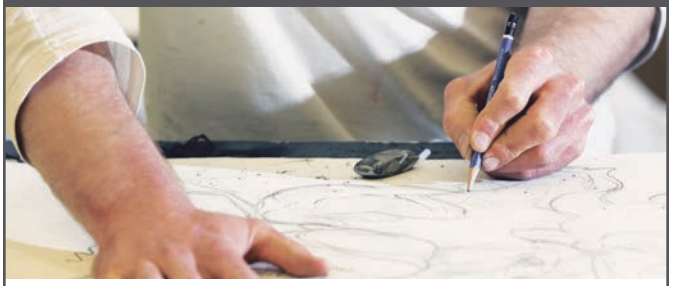
Life Skills

84 Adult Education/GED®
85 Adult Education
86 English as a Second Language (ESL)
87 ESL Advanced & Professional
89 Driver Education
90 Motorcycle Training
91 Money Management
92 Sign Language

Youth Programs

95 Contemporary Creations
95 Early Explorations

ARTS & CRAFTS ONLINE



Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Drawing for the Absolute Beginner

Have you always been interested in drawing, but never really knew how to get started? Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be! **$129**

For more online courses, visit
jccc.edu/ce/online

ARTS & CRAFTS

NEW!

Calligraphy Basics

Explore various aspects of casual calligraphy and hand lettering using a pointed brush, marker brush and pressure point pen. Gain a better understanding of how to use each of the tools to help you create your own personal style of casual, fun and expressive lettering.

All levels welcome. You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

3 contact hours/$39

ART-040-1	Sa	Feb. 8	1-4 p.m.
Carlsen Center 224			Peter Noth

Drawing Fundamentals

Designed for the serious beginner and experienced artist alike. Develop your ability to draw what you see through a classically-inspired approach.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

ART-002-3	Th	Feb. 6-Mar. 26	6-9 p.m.
Carlsen Center 232			Matt Krawcheck

Explore Abstract Watercolor

Discuss contemporary painting styles and watercolor painting techniques while, of course, having plenty of time to paint. This is a course for all skill levels.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

21 contact hours/$129

ART-110-6	Th	Jan. 30-Mar. 12	6-9 p.m.
Carlsen Center 224			Mary Ann Coonrod

Facing Portrait Drawing Head-On

Discover many of the concepts of a beginning drawing course (i.e. gesture, value, measurement, composition, etc.) while focusing on heads and portraits. You will learn to construct the head, neck and face using simple geometric forms. You will also learn the bones and muscles of the head and explore character and personality.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

ART-012-3	W	Feb. 12-Apr. 1	6-9 p.m.
Carlsen Center 212			Matt Krawcheck

Jewelry Making I, Beginning

Use a variety of tools, materials (silver, gold, copper), chemicals and stones to make a project of your choice, such as a ring, pendant or bracelet.

Bring your ideas to the first session and the instructor will discuss your project ideas with you. Then choose your project materials and tools.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

Materials cost, including tools, will vary depending on the project selected.

The classroom may not have all the tools necessary for your project.

15 contact hours/$119

ART-250-12	Sa	Jan. 18-Feb. 22	8:30-11:30 a.m.
	Class will not meet Feb. 15.		
Fine Arts & Design Studios 126			Pamela Miller
ART-250-13	Sa	Apr. 25-May 23	8:30-11:30 a.m.
Fine Arts & Design Studios 126			Pamela Miller

Jewelry Making II, Beginning

You will have another opportunity to work on a project of your choice.

For students who have completed JCCC's Beginning Jewelry I.

18 contact hours/$139

ART-251-11	Sa	Mar. 7-Apr. 11	8:30-11:30 a.m.
Fine Arts & Design Studios 126			Pamela Miller

Knit and Crochet Workshop

Choose your own project – knit or crochet. Pick from sweaters, afghans or nonwearables. You will receive individual attention specific to your project.

Must know how to knit or crochet.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$139

ART-200-23	Tu	Jan. 21-Mar. 10	1-4 p.m.
Regnier Center 144			Julie Wallace
ART-200-24	Tu	Jan. 21-Mar. 10	6-9 p.m.
Regnier Center 144			Julie Wallace
ART-200-25	Tu	Mar. 24-May 12	1-4 p.m.
Regnier Center 144			Julie Wallace
ART-200-26	Tu	Mar. 24-May 12	6-9 p.m.
Regnier Center 144			Julie Wallace

Learn to Crochet

Learn to chain, single and double crochet, and much more in this four-session course. Start with really easy scarves, hats and functional items for the home, and see where your creativity takes you!

Patterns will be provided by instructor.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

12 contact hours/$99

ART-210-6	M	Feb. 24-Mar. 23	6-9 p.m.
	Class will not meet Mar. 16.		
Regnier Center 146			Julie Wallace
ART-210-7	M	Apr. 27-May 18	6-9 p.m.
Regnier Center 146			Julie Wallace

Learn to Knit

Each student will learn the basic techniques of knitting in easy beginner projects like scarves, hats and purses. Individual attention allows each knitter to work at their own pace.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

12 contact hours/$99

ART-205-8	M	Jan. 27-Feb. 17	6-9 p.m.
Regnier Center 146			Julie Wallace
ART-205-9	M	Mar. 30-Apr. 20	6-9 p.m.
Regnier Center 146			Julie Wallace

Oil Painting I, Classical

This course is the perfect introduction to oils for those with minimal to no experience. Instruction will involve selection of your subject, supplies needed, preparation of canvas, composition and subject transfer, value recognition and study, art vocabulary, use, mixing and application of medium, color theory, copyrights and canvas preservation. You will learn from instructors and fellow students in a fun, safe environment.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

ART-050-9	Tu	Feb. 11-Mar. 31	9 a.m.-noon
Grace Covenant Presbyterian Church	TBA		George Moeller
ART-050-10	Th	Feb. 13-Apr. 2	6-9 p.m.
Grace Covenant Presbyterian Church	TBA		George Moeller

Oil Painting II, Classical

This course will continue color mixing and value studies, along with encouraging students to develop their own style. Demonstrations will include landscapes, still life and portraits.

Prerequisite: Oil Painting I

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

ART-051-9	Tu	Feb. 11-Mar. 31	9 a.m.-noon
Grace Covenant Presbyterian Church	TBA		Connie Mowe
ART-051-10	Th	Feb. 13-Apr. 2	6-9 p.m.
Grace Covenant Presbyterian Church	TBA		Connie Mowe

Sculptural Welding Workshop

Design an art piece by welding and cutting steel using electric and gas welding equipment. We will also use a metal bender, grinders, saws, drills and more.

Wear shoes that cover your feet, and clothes that you don't mind getting dirty.

No prior experience necessary.

Supplies will be discussed in the first class. Cost of supplies is fully dependent on your project.

18 contact hours/$219

ART-150-13	Sa	Mar. 7-21	12-6 p.m.
Fine Arts & Design Studios 125			Dave Norem
ART-150-14	Sa	May 2-16	12-6 p.m.
Fine Arts & Design Studios 125			Dave Norem

NEW!

The Glory of Gothic Calligraphy

Learn the basic fundamentals of hand lettering gothic calligraphy using a broad-edged pen/ink. Everything from how to hold the pen to flourishing your work will be covered as well as how to apply 23kt gold leaf and decorating your lettering with gouache.

Course is open to all levels.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

16 contact hours/$129

ART-041-1	Tu	Mar. 10-Apr. 28	6-8 p.m.
Carlsen Center 224			Peter Noth

NEW!

The Tale of Mr. and Mrs. Rabbit

Mr. and Mrs. Rabbit go to town for the Easter Parade. Create a decoration, using a beautiful color palette, that you can enjoy for years to come.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

5 contact hours/$69

ART-356-1	Th	Feb. 27-Mar. 5	6-8:30 p.m.
Carlsen Center 212			Betty Erhard

Watercolor, Beginning to Intermediate

You will explore many techniques such as water control, brushstroke movement, washes, wet-in-wet, dry brush, lift out and glaze. Using still life, flowers and photographs, each classtime will include a painting demonstration followed by opportunities to practice with instructor guidance.

You are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

No prior experience necessary.

24 contact hours/$149

ART-100-10	Tu	Mar. 10-Apr. 28	6:30-9:30 p.m.
Carlsen Center 212			Diren He

AVIATION

Drone Photography

Take your photographs to a new height. This course will give you the fundamentals of aerial photography. Participants will learn from an experienced drone operator about the camera settings on a drone and the techniques and equipment necessary to get great shots.

It is recommended that participants have already taken Introduction to UAV Drones.

3 contact hours/$49

AVI-002-8	Sa	Mar. 7	2-5 p.m.
Logistics Park Kansas City Classroom			Earnest McCoy

Flying Companions

This course provides passengers and companions of pilots a basic understanding of what it is like to fly in a general aviation aircraft, and helpful tips to be a well prepared and helpful crewmate. Learn the basics of how an airplane flies, what equipment is in the plane, what the pilot is doing and how the passenger can help the pilot.

6 contact hours/$79

AVI-105-2	Sa	Apr. 11	9 a.m.-4 p.m.
Regnier Center 145			Mark Boguski

Instrument Rating Ground School

After a pilot earns their Private Pilot Certificate, many pilots go on to complete their instrument training and receive an Instrument Rating. The requirements for an Instrument Rating are to pass a Knowledge Exam (an FAA computer-based test) and a Practical Test with an FAA Designated Pilot Examiner. This course will prepare the student to pass the knowledge test.

40 contact hours/$349

AVI-150-2	TuTh	Jan. 28-Mar. 12	6-9 p.m.
Regnier Center 142			Mark Boguski

Introduction to UAV Drones

This four-hour introductory course is designed to give students knowledge of Unmanned Aerial Systems (UAS) operations. Training includes an overview of the different types of Unmanned Aerial Vehicles (UAVs) or systems, FAA rules and regulations, safety measures and best practices, risk management, roles and responsibilities, operational planning, a basic understanding of flight control and more.

4 contact hours/$89

AVI-001-9	Sa	Mar. 7	9 a.m.-1 p.m.
Logistics Park Kansas City Classroom			Earnest McCoy

Private Pilot Ground School

Take that first step in earning your Private Pilot certification! Gain the knowledge necessary to pass the FAA Private Pilot exam and get a step up on your flight instruction. This course is a great introduction to flying for students that are contemplating taking flying lessons, as well as a structured course environment for students looking for an interactive ground school where they can accelerate their learning.

Approval to take the FAA Private Pilot Written Exam requires an instructor endorsement which is at the sole discretion of the course instructor per FAR 61.35. The FAA Private Pilot Written Exam is not included in this course and must be taken at an authorized FAA testing facility.

The course will feature multimedia lectures, guided discussion and use of online aviation resources, as well as a visit to an FAA Control Tower.

48 contact hours/$399

AVI-100-5	MW	Mar. 2-Apr. 29	6-9 p.m.
	Class will not meet Mar. 16 or 18.		
Regnier Center 157			Mark Boguski

DANCE

Ballet I

Designed for students with minimal to no ballet experience. You will be introduced to the basic elements of ballet, including barre exercises and center work, and will develop body awareness, strength, flexibility, alignment, coordination and an appreciation for ballet in a fun, safe environment.

Ballet shoes and comfortable athletic wear are required for this course.

8 contact hours/$99

DANCE-250-6	Tu	Jan. 21-Mar. 10	5:30-6:30 p.m.
Gym 007			Lindsey Smith Dinneen

Ballet II

Continue your ballet experience with additional work on basic elements of ballet, including barre exercises and center work. You will develop body awareness, strength, flexibility, alignment, coordination, and an appreciation for ballet in a fun, safe environment.

Ballet shoes and comfortable athletic wear are required for this course.

8 contact hours/$99

DANCE-251-2	Tu	Mar. 24-May 12	5:30-6:30 p.m.
Gym 007			Lindsey Smith Dinneen

Ballroom Dancing, Beginning

Join us for a fun, easy-going introduction to ballroom dancing. Designed for true beginners, so absolutely no dance experience is needed! You will learn how to lead and follow, as well as some basic figures for waltz, foxtrot, swing and rumba.

Shoes worn for class must be comfortable and non-floor scuffing.

This course is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$99

DANCE-001-8	F	Jan. 10-Feb. 28	6:30-7:30 p.m.
Gym 007			Lance Haggard and Jana Stuart
DANCE-001-9	F	Mar. 6-Apr. 24	6:30-7:30 p.m.
Gym 007			Lance Haggard and Jana Stuart

Ballroom Dancing, Intermediate

Geared for those who have taken our Beginning Ballroom course or have done some ballroom dancing and want to build on what you already know. You will briefly review figures and concepts taught in our beginning course then quickly move on to new figures to build on what you know. Learn new dances such as cha-cha, tango or mambo. Let us know what you want and we will try to accommodate!

Shoes worn for class must comfortable and non-floor scuffing. This course is for couples only.

Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$99

DANCE-002-1	F	Mar. 6-Apr. 24	7:30-8:30 p.m.
Gym 007			Lance Haggard and Jana Stuart

Four Count Swing, Beginning

Whether it's to blues, rock, techno, disco, or country; you and your partner will love dancing together using this easy-to-learn style of swing. This exciting and timeless swing dance requires little area and is especially suitable for night clubs, weddings and social events.

Shoes worn for class must comfortable and non-floor scuffing.

This course is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$99

DANCE-101-3	F	Jan. 10-Feb. 28	7:30-8:30 p.m.
Gym 007			Lance Haggard and Jana Stuart

Tap Dance I

This course is the perfect introduction to tap dance for students with minimal to no dance experience. Learn the basic elements of tap, including exploration of rhythmic movement and technique, in a fun, safe environment.

Tap shoes and comfortable athletic wear are required for this course.

8 contact hours/$99

DANCE-200-6	Tu	Jan. 21-Mar. 10	6:30-7:30 p.m.
Gym 007			Lindsey Smith Dinneen

Tap Dance II

Continue your tap dance experience with additional work on elements of tap, including exploration of rhythmic movement and technique.

Tap shoes and comfortable athletic wear are required for this course.

8 contact hours/$99

DANCE-201-2	Tu	Mar. 24-May 12	6:30-7:30 p.m.
Gym 007			Lindsey Smith Dinneen

EGYPTOLOGY

NEW!

Animals in Ancient Egypt

From tomb walls to companionship to food, animals were ever-present in ancient Egyptian art and material culture. Examine the depictions, symbolism, and natural history of animals in ancient Egypt such as felines, canids, birds, quadrupeds, reptiles and more.

8 contact hours/$89

EGYPT-011-1	W	Apr. 8-29	7-9 p.m.
Carlsen Center 128			Stacy Davidson

Egyptian Hieroglyphs I

Learn how to read and write in the hieroglyphic language of the ancient Egyptians. Topics include the alphabet, pronunciation, vocabulary and simple grammar. Your instructor has a graduate degree in Egyptology with a specialty in ancient Egyptian language and literature.

A textbook is required for this course and can be purchased through your preferred vendor: Hieroglyph Detective: How to Decode the Sacred Language of the Ancient Egyptians by Nigel Strudwick; ISBN 9780811869850.

16 contact hours/$129

EGYPT-001-2	Tu	Mar. 31-May 19	7-9 p.m.
Carlsen Center 128			Stacy Davidson

NEW!

Nubia: Egypt's Southern Neighbor

Nubia stretched from present-day southern Egypt to central Sudan. Though the region is well-known as a source of gold for ancient Egyptians, the contributions of the Nubians to Egypt's military, politics, religion and culture are often overlooked. Explore the archaeology, art, religion, language and cultures of Nubia including the tradition of powerful royal women, the origins of Egypt's 25th dynasty, and the expansive pyramid fields of Meroe.

8 contact hours/$89

EGYPT-012-1	Tu	Feb. 4-25	7-9 p.m.
Carlsen Center 232			Stacy Davidson

FITNESS CENTER

Lifetime Fitness Center

JCCC's Lifetime Fitness and Wellness Center is designed to improve fitness levels through physical activity. The center has cardiovascular and strength-training equipment and a circuit consisting of steppers and resistance machines. A professional physical educator is on duty at all times to assist you and answer your questions. Registration for Lifetime Fitness provides unlimited access to the Fitness Center during hours of operation.

To check hours of operation, or for more information, call 913-469-4432. Hours of operation change when credit coursees are not in session.

$99

FITNESS-001-8	SuMTuWThFSa		Jan. 20-May 22
Gym 103			Joe Weis

FOOD & WINE

NEW! **Breakfast and Brunch**

You will work in teams to produce and enjoy the following menu: Eggs Benedict, citrus and berry salad, stuffed French toast, cheese grits souffle and poofed red potatoes.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-117-1	Tu	May 5	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Chicken Fabrication and Braising**

Learn chicken fabrication, braising, pasta cookery, compound butters and timed evaporation. You will work in teams to produce and enjoy the following menu: chicken braised with caramelized garlic, egg noodles with parsley compound butter, and carrots a la vichy.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-110-1	Tu	Feb. 4	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

Easter Peek-a-Boo Sugar Egg and Marzipan Figures

Join Chef Damian Fraase in our state-of-the-art Hospitality and Culinary Academy to create a peek-a-boo sugar egg. You will decorate the egg inside and out using royal icing piped decorations and figures. Learn techniques for piping and complementing colors. Leave with a beautiful finished product that will definitely be a talking point with family and friends.

It is required that students wear long pants and close-toed shoes.

5 contact hours/$99

FOOD-020-2	Sa	Apr. 4	9 a.m.-2 p.m.
Wylie Hospitality and Culinary Academy 144			Damian Fraase

NEW! **Fresh Pasta Production, Beef and Stewing**

You will make fettuccine pasta from scratch, discuss beef grades and aging, and practice the cooking techniques of stewing, pan-searing and boiling. You will work in teams to produce and enjoy the following menu: stout beer beef stew, fettucine with parsley butter, and cure corned beef for the next class on St. Patrick's Day.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-112-1	Tu	Mar. 3	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Lamb, Roasting and Deep Frying**

Learn and practice emulsification, roasting, deep frying and pan frying. You will work in teams to produce and enjoy the following menu: panko-crusted lamb lollipop, roasted leg of lamb, pommes frites, tempura sweet potatoes and acorn squash.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-111-1	Tu	Feb. 18	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Mushrooms and Ancient Grains—The Cuisine of Russia**

You will work in teams to produce and enjoy the following menu: mushroom, radish and garlic salad, shredded potato cakes with mushroom gravy, chicken Kiev, golden beets and carrots braised in beer, steel-cut oats, and barley risotto style morel mushrooms.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-116-1	Tu	Apr. 21	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Pork, Gravy, Blanching and Production Plating**

You will fabricate, stuff and truss pork loin for roasting, as well as practice blanching, roasting and gravy. You will work in teams to produce and enjoy the following menu: pork loin stuffed with mushroom duxelles, port wine cream gravy, roasted baby potatoes, and green bean bundles with compound herb butter.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-114-1	Tu	Mar. 31	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

Pre-Cooking Basics

Laying the groundwork for a good culinary experience, you will practice knife skills, learn to use recipes, and master measuring techniques. An understanding of taste and good food are introduced. You will practice taste balance by producing cream of tomato soup.

This course is a prerequisite for the Professional Cooking for the Home Cook Series. The remaining courses may be taken in any order.

It is required that students wear long pants and close-toed shoes.

2.5 contact hours/$49

FOOD-100-3	Tu	Jan. 28	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster
FOOD-100-4	M	Mar. 16	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster
FOOD-100-5	M	Apr. 20	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Rice, Corn, Beans, Stock, Broth and Soup**

Discuss the staple ingredients rice, corn and beans, as well as practice the fundamentals of stock, broth and soup production. You will work in teams to produce and enjoy the following menu: risotto Milanese, chicken stock, chicken broth, pressure cooker bean soup, skillet corn bread, shrimp and grits.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-113-1	Tu	Mar. 17	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

NEW! **Shellfish Cookery, Poaching, Broiling and Steaming**

Dive into a deep exploration of shellfish. Practice poaching, broiling and steaming. You will work in teams to produce and enjoy the following menu: mussels and clams a la nage, shrimp scampi, diver scallops with clam and leek sauce beurre blanc, vermicelli and rice pilaf, and broiled asparagus.

This course is part of the Professional Cooking for the Home Cook Series.

It is required that students wear long pants and close-toed shoes.

The Pro Cooking Basics course is a prerequisite and must be taken prior to this course.

2.5 contact hours/$69

FOOD-115-1	Tu	Apr. 7	5:30-8 p.m.
Wylie Hospitality and Culinary Academy 146			Michael Milster

Uncorking the Skills of Entertaining with Wine

Let the imaginative side of your wine knowledge bloom! Learn how to host a wine tasting, wine dinner and even start your own wine dinner club. The importance of glassware, serving wines in the correct order, and the etiquette of gifting and receiving wine will be covered. Learn about matching the wine to the occasion, the art of selecting "crowd pleasers" and the service of sparkling and dessert wines. Of course, we will cover food-pairing options (beyond cheese!) to serve with your wine selections, as well as the basics of business entertaining at restaurants.

3 contact hours/$39

FOOD-002-2	Sa	Feb. 22	9 a.m.-noon
Regnier Center 145			Frank Bramwell and Maria Bramwell

Uncorking the World of Wine

Take your wine knowledge to a new level with a wine lover's course! Two certified wine professionals will show you how to recognize the components of wine and experience the connection between aroma, taste and flavor. They'll help you navigate varietals, regions, labels, tasting techniques, food pairing concepts, restaurant wine lists, glassware, organic agriculture and more. You'll get an insider's look at the best strategies for exploring Napa and Sonoma valleys, as well as tips for purchasing, storing and serving wine. This is not a tasting course, but you'll love the homework assignments! There's never been a more exciting time to learn about wine.

7.5 contact hours/$79

FOOD-001-12	Tu	Feb. 11-25	6:30-9 p.m.
Regnier Center 175			Frank Bramwell and Maria Bramwell
FOOD-001-13	Th	Feb. 13-27	6:30-9 p.m.
Regnier Center 175			Frank Bramwell and Maria Bramwell

FOREIGN LANGUAGE

Chinese, Beginning I

Learn the basic elements of spoken and some written Chinese (Mandarin) in an informal and fun environment. Students will regularly engage in asking questions, word pronunciation, sentence patterns and practicing conversations. The course will focus on the appropriate and everyday use of Chinese in different cultural contexts.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Chinese in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873352. (If using the JCCC Bookstore, mention that it is for a Continuing Education course.)

16 contact hours/$139

CHIN-001-6	Th	Jan. 23-Mar. 26	7-9 p.m.
	Class will not meet Feb. 13 and Mar. 19.		
Carlsen Center 124			Jackie Shao

Chinese, Beginning II

Continue study of Chinese by improving your pronunciation, common expressions and basic conversations. You will learn basic strokes of Chinese characters and recognize a list of frequently used words. Learn more Chinese etiquette and cultures.

Prerequisite: Chinese, Beginning I or comparable knowledge

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Chinese in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873352. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

14 contact hours/$139

CHIN-002-2	Th	Apr. 2-May 21	7-9 p.m.
	Class will not meet Apr. 9.		
Carlsen Center 124			Jackie Shao

French 1a

This course is an introduction to the fundamentals of the French language taught in an informal and fun environment. It is based on the study and use of basic French grammar, vocabulary development, word pronunciation, and common phrases. Students will be able to read, write, and speak in simple French sentences, and learn about Francophone culture.

16 contact hours/$139

FREN-002-6	Th	Feb. 6-Mar. 26	6:15-8:15 p.m.
Regnier Center 146			Jeri Howell

French 1b

This follow-up course continues to focus on the study and use of basic French grammar, vocabulary development, word pronunciation and common phrases.

Prerequisite: French 1a or equivalent knowledge

16 contact hours/$139

FREN-003-6	Th	Apr. 2-May 21	6:15-8:15 p.m.
Regnier Center 146			Jeri Howell

FOREIGN LANGUAGE ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

French, Beginning Conversational

Learn common French words, phrases and cultural tips for leisure and business. This course makes pronunciation simple with phonetic spellings for every word you learn. You'll be able to hear and practice the language with a click of your mouse! **$129**

Instant Italian

You'll learn how to ask directions, book a room, order a meal and much more! Phonetic spellings of words and phrases make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian. Cultural notes are included. **$129**

Speed Spanish

This course is for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for combining Spanish words together to form sentences. In no time, you'll be able to go into any Spanish-speaking situation and converse in Spanish. **$129**

For more online courses, visit
jccc.edu/ce/online

French for Travelers

This course will teach "survival" French for travelers in French-speaking countries. Students will learn handy phrases to use when greeting people, ordering a meal, shopping, or asking directions. They will also learn about French culture.

No prior knowledge of French necessary.

A textbook is recommended for this course and can be purchased through your preferred vendor or at the JCCC Bookstore: French for Travelers by Fodor; ISBN 9781400014866. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

20.25 contact hours/$139

FREN-001-6	Sa	Jan. 11-Mar. 7	9:45 a.m.-noon
Regnier Center 146			Helene Perriguey-Keene

German for Travelers

This basic conversational course is intended for those preparing to travel to German-speaking countries in Europe. Simple phrases will be introduced and practiced each class period. By the end of the course, students should be able to understand and participate in everyday conversations in German. There will be an emphasis on pronunciation, intonation and vocabulary acquisition. Additionally, cultural differences and customs in German-speaking European countries will be discussed.

16 contact hours/$139

GER-001-8	Tu	Jan. 21-Mar. 10	6-8 p.m.
Regnier Center 183			Kate Austin

Hebrew, Learning to Read

Discover how to read Hebrew in a fun and creative way. Learn to read and write the Hebrew alphabet and vowels system. By the conclusion you will be able to read any word in Hebrew, have a vocabulary of about 50 words, and be able to use simple sentences and common phrases.

No previous knowledge of Hebrew is needed.

16 contact hours/$139

HEB-001-5	MW	Mar. 2-25	6-8 p.m.
Carlsen Center 130			Orit Kamara

Italian for Travelers I

Learn basic Italian phrases and conversation with emphasis on practical usage while traveling. Topics will include how to get around, cuisine, shopping, culture and regions of Italy.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Italiano! Italian for Travelers by Lisa Powers ISBN 9781513634661. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

16 contact hours/$139

ITAL-001-8	Tu	Jan. 21-Mar. 10	6:30-8:30 p.m.
Carlsen Center 128			Lisa Power

Italian for Travelers II

In this continuation of Italian for Travelers I, you will learn new, practical conversational skills as well as reading and writing. Additional verb tenses will be introduced.

Prerequisite: Italian for Travelers or comparable knowledge.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Italiano! Italian for Travelers by Lisa Powers; ISBN 9781513634661. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

12 contact hours/$99

ITAL-002-4	Tu	Mar. 24-Apr. 28	6:30-8:30 p.m.
Carlsen Center 122			Lisa Power

Crappie University

Do more "catching" than fishing!

Get a new angle on cutting-edge techniques from pros. Sign up today for this accelerated course in crappie fishing strategy.

8 a.m.-5 p.m. | Saturday, Jan. 25 | $89

To register and find out more, visit jccc.edu/ce or call 913-469-2323.

See page 81 for course description.

CRAPPIE U UNIVERSITY
WWW.CRAPPIEUNIVERSITY.COM

JOHNSON COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION

Spanish for Travelers

Planning a trip to a Spanish-speaking country? You will learn useful vocabulary, phrases and cultural tips to aid you in socializing and communicating, which will make your trip even more enjoyable.

No prior knowledge of Spanish necessary.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Spanish in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873307. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

16 contact hours/$139

SPAN-001-6	Tu	Mar. 3-Apr. 21	6-8 p.m.
Carlsen Center 130			Jeannette Shumaker

Spanish Immersion Program I

Learn Spanish faster and more effectively using daily life Spanish phrases and idiomatic expressions. You will be immersed in a truly authentic Spanish conversation that includes functional grammar and motivational methods with easy-to-learn updated strategies and techniques.

No prior knowledge of Spanish necessary.

16 contact hours/$149

SPAN-050-16	TuTh	Jan. 7-30	6:30-8:30 p.m.
Carlsen Center 130			José Guerra
SPAN-050-17	TuTh	Feb. 4-27	6:30-8:30 p.m.
Carlsen Center 130			José Guerra

Spanish Immersion Program II

This course is a continuation of Spanish Immersion Program I. You will be immersed in the Spanish language, learning and using functional grammar, vocabulary development, word pronunciation and common phrases.

16 contact hours/$149

SPAN-051-8	TuTh	Mar. 24-Apr. 16	6:30-8:30 p.m.
Carlsen Center 126 B			José Guerra

Spanish Immersion Program III

This course is a continuation of Spanish Immersion Program II. You will be immersed in the Spanish language learning, and using advanced grammar, vocabulary, pronunciation, and common phrases and idioms.

16 contact hours/$149

SPAN-052-6	TuTh	Apr. 21-May 14	6:30-8:30 p.m.
Carlsen Center 126B			José Guerra

NEW!

Spanish Immersion Program IV

This course is a continuation of Spanish Immersion Program III. You will be immersed in the Spanish language learning, and using advanced grammar, vocabulary, pronunciation, and common phrases and idioms.

16 contact hours/$149

SPAN-053-1	TuTh	May 19-Jun. 11	6:30-8:30 p.m.
Carlsen Center 130			José Guerra

HOME

Home Buying 101

Get the latest information on purchasing a home. Understand the local market conditions, the home buying process, title insurance, inspections, timelines, financing, how much can you afford, closing costs, what it takes to get prequalified and more.

4 contact hours/$49

HOME-001-12	Sa	Jan. 25	9 a.m.-1 p.m.
Regnier Center 157			Cindy DiCianni
HOME-001-13	Sa	Apr. 4	9 a.m.-1 p.m.
Regnier Center 146			Cindy DiCianni

Landlording Like a Pro

Are you thinking about buying rental property or do you already own a few properties and want to learn how to be better at leasing/managing those properties? Learn how to maximize the return on your properties and save time (and headaches).

4 contact hours/$49

MNY-020-1	Tu	Mar. 3-10	7-9 p.m.
Regnier Center 175			Kandy Meehan

GARDEN

Advanced Beekeeping—Queen Rearing

Queen rearing is a highly specialized process and an important part of beekeeping. There are many practices, variations and processes which you will review in-depth. You will learn the DooLittle and Miller queen rearing methods, as well as best practices for queen grafting and successfully raising your own queens.

2 contact hours/$29

GRDN-104-2	W	Apr. 15	6:30-8:30 p.m.
Carlsen Center 211			Robert Hughes

Advanced Beekeeping—Splitting Hives and Catching Swarms

Are you ready to learn several methods to increase beehives? Explore different ways to acquire new bees and how to strengthen your current hives. Most beekeepers lose a few hives over the winter. You will discover the easiest and fastest methods to replace these hives.

2 contact hours/$29

GRDN-105-2	W	Apr. 22	6:30-8:30 p.m.
Carlsen Center 211			Robert Hughes

Beekeeping I

This is an introductory course into beekeeping. We will review the importance of honey bees in our everyday life. Participants will learn about the life cycle of the honey bee, their history, and become familiar with today's beekeeping techniques.

4 contact hours/$59

GRDN-100-6	W	Mar. 4-11	6:30-8:30 p.m.
Carlsen Center 211			Robert Hughes

Beekeeping II
This course offers an in-depth review of current beekeeping practices. You will study beekeeping in the classroom and explore a beehive in the field. The course will give you hands-on experience working a beehive.

4 contact hours/$59

GRDN-101-6	W	Mar. 18-25	6:30-8:30 p.m.
Carlsen Center 211			Robert Hughes

Beekeeping III
This course will be a fun and active way to learn how to be a successful backyard beekeeper. We will provide the basic knowledge needed to keep and manage a healthy beehive, and produce honey and beeswax. You will learn about bee behavior, hive management, diseases, pests, swarming and how to harvest honey right from your own backyard.

4 contact hours/$59

GRDN-102-6	W	Apr. 1-8	6:30-8:30 p.m.
Carlsen Center 211			Robert Hughes

Herbs for Beginners
May is the perfect time to plant more herbs! Become more familiar with growing herbs and their many culinary and medical uses with this hands-on course. Learn which are perennials or annuals and how best to grow each in your garden. In addition, learn about medicinal uses, useful recipes for the kitchen and the many ways to preserve the herbs you grow.

3 contact hours/$39

GRDN-004-3	Sa	May 23	9 a.m.-noon
Horticultural Science Center 121			Sherri Thomas

Keeping Backyard Chickens
An animal lover's guide to sustainable agriculture on a small scale. Chickens provide natural bug control, as well as breakfast. Learn the how and why and what in order to avoid the perils of raising chickens on a domestic scale.

3 contact hours/$39

GRDN-200-3	Tu	Apr. 7	6-9 p.m.
Regnier Center 181			Emily Winchester

MUSIC

Guitar: Beginning
Learn how to play the guitar with JCCC music professor Harvey Fitzer. This course is intended to provide an introduction to the art of guitar playing and basic skills such as reading music, playing melodies, playing basic chords, using different strumming patterns, tuning the guitar and fingerpicking.

Bring a guitar to class. A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Leonard Guitar Method Book 1-w/CD by Will Schmid, 2nd Edition; ISBN 9780793533923 and Progressive Rhythm Guitar by Gary Turner; ISBN 9780959540475. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

8 contact hours/$119

MUSIC-010-13	M	Jan. 27-Mar. 23	6-7 p.m.
	Class will not meet Mar. 16.		
Office and Classroom Building 192			Harvey Fitzer
MUSIC-010-14	M	Mar. 30-May 18	6-7 p.m.
Office and Classroom Building 192			Harvey Fitzer

HOME & GARDEN ONLINE

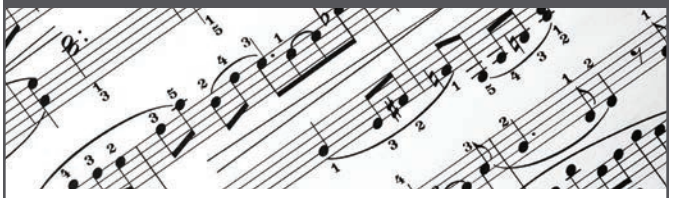
Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment, select and produce plants appropriate to your climate zone and produce quality material. **$129**

Introduction to Interior Design
Delve into color theory, interior design styles and trends, spatial arrangements, floor plans, and 'green' design. Explore various interior design careers. Step by step, complete your first project: a fully developed room design complete with spatial layout, lighting and finish selections. **$129**

For more online courses, visit
jccc.edu/ce/online

MUSIC ONLINE



Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Introduction to Guitar
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Learn to read music, play clear and beautiful notes and chords, and control your rhythm, tempo and volume. **$129**

Music Made Easy
If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. **$129**

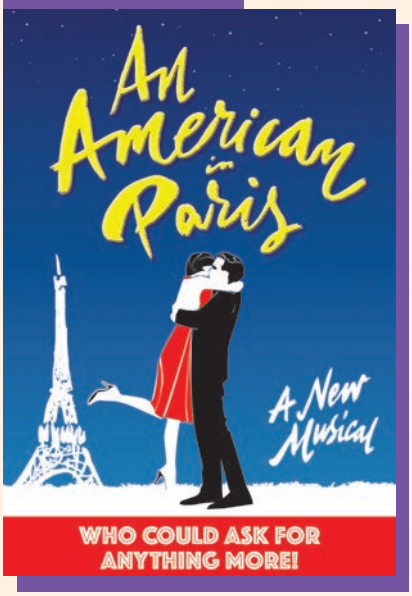
For more online courses, visit
jccc.edu/ce/online

JOHNSON COUNTY COMMUNITY COLLEGE

CARLSEN CENTER

2019-2020 SEASON ON SALE NOW

FEB. 15–16



An American in Paris

Tony Award®-winning musical about an American soldier, a mysterious French girl and an indomitable European city features some of George and Ira Gershwin's most beloved music.

MAR. 20–21

DRUM TAO 2020

Back by popular demand! Athletic bodies and contemporary costumes combine with explosive, large-scale Japanese drumming, precise choreography, and innovative visuals.

APR. 2

The Reminders

A rare and remarkable musical duo seamlessly blends soulful sounds and roots music with insightful messages and thoughtful lyrics, creating a global musical experience.

ENDLESS **VARIETY,** MATCHLESS **TALENT!**

Tickets start at **$25**! Build a season package of **5 SHOWS** (or more) and save **10%**.

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FREE PARKING | WINE & BEER AVAILABLE | NO ONLINE FEES

Harmonica: Beginning

This course is intended to provide an introduction to the art of harmonica playing. You will learn the proper way to hold the harmonica and produce a clear tone, chords and notes taught by the use of harmonica tablature. In addition, you will use the chords and notes to play popular songs.

No prior knowledge of music reading is required. Bring a harmonica in the Key of C to class. A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Progressive Beginner Harmonica by Peter Gelling; ISBN 9781864691719. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

8 contact hours/$119

MUSIC-020-8	M	Mar. 2-Apr. 27	7-8 p.m.
	Class will not meet Mar. 16.		
Office and Classroom Building 192			Harvey Fitzer

Johnson County Chorus

If you enjoy singing in a mixed chorus, this is the group for you. The chorus sings a wide variety of choral literature, from masterworks to contemporary selections. Performances require concert dress: men will wear tuxedos; women will purchase concert dress.

You are expected to have prior experience singing in a chorus. For more information, contact Sheri Cook-Cunningham at scookcun@jccc.edu.

33 contact hours/$129

MUSIC-100-6	Tu	Jan. 21-May 2	7:30-9:30 p.m.
	Chorus concert: May 3, 2020, at 3 p.m.		
Office and Classroom Building 192			Sheri Cook-Cunningham

Piano: Beginning for Adults

It is never too late to become a piano player. Join JCCC music professor, Victor Olvera, for a solid introduction into the world of piano playing. This course is intended to provide an introduction to the art of keyboard playing. Basic skills such as reading music, basic notation, keyboard techniques and beginning piano repertoire will be covered.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Alfred's Group Piano for Adults by E.L. Lancaster, 2nd Edition; ISBN 9780739053010. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

8 contact hours/$119

MUSIC-001-13	Sa	Jan. 25-Mar. 14	3-4 p.m.
Office and Classroom Building 362			Victor Olvera
MUSIC-001-14	Sa	Mar. 28-May 16	3-4 p.m.
Office and Classroom Building 362			Victor Olvera

Piano: Intermediate for Adults

This course is intended as a review and tune-up for adults with prior piano keyboard experience. Keyboard skills, technique and repertoire will be tailored to the individual student's skill level. Following an informal assessment, you'll explore additional techniques and improvisational methods.

A textbook is recommended for this course and can be purchased through your preferred vendor or at the JCCC Bookstore: Alfred's Group Piano for Adults by E.L. Lancaster, 2nd Edition; ISBN 9780739053010. If using the JCCC Bookstore, mention that it is for a Continuing Education course.

8 contact hours/$119

MUSIC-002-13	Sa	Jan. 25-Mar. 14	2-3 p.m.
Office and Classroom Building 362			Victor Olvera
MUSIC-002-14	Sa	Mar. 28-May 16	2-3 p.m.
Office and Classroom Building 362			Victor Olvera

Reaching New Heights!

Instrument Rating Ground School

Take the next step as a pilot. Prepare to complete your instrument training to enable you to fly under Instrument Flight Rules

See page 70 for course information.

PHOTOGRAPHY ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Discover Digital Photography
Discuss the basics of digital photography, equipment, software, the digital darkroom, printing and internet and email use along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. **$129**

Mastering Your Digital SLR Camera
Learn how to use your DSLR to take beautiful photos. Start out by learning about the many features and controls of your DSLR. By the end of this course, you'll truly be a DSLR master, and most of all, you'll be able to use your camera to take the photos you've always dreamed of. **$129**

Photographing People with Your Digital Camera
Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children and babies simple. After a review of the basics, you'll discover the best way to photograph faces, repair common problems, and take professional portrait and formal group shots. **$129**

For more online courses, visit
jccc.edu/ce/online

PHOTOGRAPHY

Advanced Photoshop Tips and Tricks—Creative Retouching
Learn how to change the image into something different. You will look at features in Photoshop like composites, spot color, changing scale, as well as printing.

Bring a photo on a flash drive.

Prerequisites: Basic and Intermediate Photoshop Tips and Tricks or basic Photoshop knowledge.

2 contact hours/$29

PHOTO-033-3	Tu	Apr. 21	7-9 p.m.
Regnier Center 234			Jim Mathis

Basic Photoshop Tips and Tricks—Understanding the Digital Image
Learn about pixels, cropping and sizing, perspective control, curves, color and the use of layers in Photoshop.

Bring a photo on a flash drive. No prior Photoshop experience needed.

2 contact hours/$29

PHOTO-031-3	Tu	Apr. 7	7-9 p.m.
Regnier Center 234			Jim Mathis

Camera Basics I
Explore the fundamentals of digital cameras. Learn about camera settings, lenses, shutter speed, color balance, depth of field, and much more. The course includes a final session where students will walk around a location and put into practice all fundamentals learned in the classroom.

Bring your camera and camera manual to class. Not recommended for point-and-shoot cameras.

10 contact hours/$109

PHOTO-001-9	M	Feb. 17-Mar. 16	7-9 p.m.
Carlsen Center 224			Bruce Bandle

Creative Photography
This course emphasizes the art and creativity in the medium of photography. Through a series of topical assignments, you will be challenged to create interesting and unique images, which are then viewed and critiqued by the class. Often, you will be asked to share with the class how you went about creating an image. This is all done in a friendly and supportive fashion. Open to everyone who enjoys photography in either film or digital format.

Class meets every other week.

21 contact hours/$139

PHOTO-015-5	Sa	Feb. 1-Apr. 25	9 a.m.-noon
	Class meets Feb. 1, 15, 29, Mar. 2, 28, Apr. 11, 25		
Carlsen Center 224			Larry Hodes

Digital Photography Basics
Learn about the world of digital photography. Topics will include: digital vs. film, digital workflow, white balance, different kinds of digital cameras, composition and using various shooting modes.

If you have a digital camera, bring it to class along with your manual.

3 contact hours/$49

PHOTO-005-8	Sa	Feb. 1	9 a.m.-noon
Carlsen Center 212			Gary George

Intermediate Photoshop Tips and Tricks—Basic Retouching
Use the clone tool, healing brushes and other Photoshop tools to improve your photographs by cleaning up skin tones, eliminating distractions, and highlighting the important parts of the image.

Bring a photo on a flash drive.

Prerequisites: Basic Photoshop Tips and Tricks or basic knowledge of Photoshop.

2 contact hours/$29

PHOTO-032-3	Tu	Apr. 14	7-9 p.m.
Regnier Center 234			Jim Mathis

Portrait Photography

This nonstudio course will provide an introduction to some basic aspects of portrait photography. Information will be provided to help you take better photographs of friends and family. Topics covered will be lens selection, camera settings, posing subjects, white balance and simple lighting.

Bring a camera and manual to class.

6 contact hours/$69

PHOTO-025-3	Sa	Apr. 4-11	9 a.m.-noon
Carlsen Center 212			Gary George

SPORTS & REC

Crappie University 2020

Crappie University is an eight-hour accelerated one-day course in crappie fishing taught by knowledgeable experts with years of experience in guiding, tournament fishing and pursuing year-round fun in catching America's favorite panfish, the crappie. Learn a wide range of tips and techniques, including making the most of your electronics for finding and catching crappie in all seasons. The curriculum is all new for 2020, so here's your opportunity to make sure you do more "catching" than fishing in the new year.

Lunch is not provided.

Students ages 14-17 are welcome to register if attending with an adult who is also registered.

8 contact hours/$89

SPORT-102-1	Sa	Jan. 25	8 a.m.-5 p.m.
Regnier Center 101			

Golf, Beginning

This course is for new or first-time golfers. Learn basic swing fundamentals and develop a general knowledge of the game.

Clubs furnished (or you may bring your own); cost includes driving range and green fees. Wear comfortable clothes and shoes. An email with meeting location information will be sent shortly before class starts.

7 contact hours/$159

SPORT-001-18	Tu	Mar. 31-May 12	5:30-6:30 p.m.
Sykes/Lady Overland Park Golf Course			Elizabeth Smart
SPORT-001-19	W	Apr. 1-May 13	5:30-6:30 p.m.
Sykes/Lady Overland Park Golf Course			Elizabeth Smart
SPORT-001-20	Th	Apr. 2-May 14	5:30-6:30 p.m.
Sykes/Lady Overland Park Golf Course			Elizabeth Smart

TAKE 3 COURSES
SAVE 15%
RECEIVE A 15% DISCOUNT
when you register for three or more courses in a single transaction.

PERSONAL DEVELOPMENT ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Genealogy Basics

If you are a newcomer or an amateur genealogist, this course will help guide you to the most useful websites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to make your family history come alive. **$129**

Keys to Effective Communication

With the help of a patient instructor and a supportive community of your fellow students, you will work step by step through the process of becoming a great conversationalist. Learn to use communication to build rapport and create environments of trust, warmth, and respect. **$129**

Lose Weight and Keep it Off

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. **$129**

Learn online. Stay on course.

For more online courses, visit
jccc.edu/ce/online

Companions in the clouds!

Prepare for takeoff by being a savvy crewmate.

Learn these basics:
- how an airplane flies
- how equipment works
- pilot procedures

Become an ace passenger! Register today in our **Flying Companions** course.

See page 70 for course information.

TRAVEL

European Travel Guide

Dive a little deeper into what Europe has to offer. Explore over a dozen beautiful options, including cities like Barcelona, Prague, Sevilla, Dubrovnik, Budapest, the Swiss Alps, the Loire Valley and the French Riviera, Tuscany, St. Petersburg, Copenhagen, plus discover some unforgettable spots like Mont Saint-Michel (France), the Alhambra (Spain), Fjords of Norway, the Dingle Peninsula (Ireland) and Lake Como (Italy).

2.5 contact hours/$39

TRAVEL-005-3	Tu	Apr. 21	6:30-9 p.m.
Regnier Center 175			Robert Pearson

European Travel Planning—Edinburgh, Dublin and Southwest Ireland

Planning a vacation to Edinburgh, Dublin or the beautiful shores of Southwest Ireland? The two most important decisions are where to go and what to see. Whatever your focus, this course is designed to help you plan the perfect trip. We will share firsthand accounts, inside tips, cost saving ideas, and photos to help you design the perfect itinerary.

2.5 contact hours/$39

TRAVEL-010-4	Tu	Apr. 14	6:30-9 p.m.
Regnier Center 175			Robert Pearson

European Travel Planning—Italy

Planning a vacation to Italy? The two most important decisions are where to go and what to see. Whatever your focus, this course is designed to help you plan the perfect trip. We will share firsthand accounts, inside tips, cost saving ideas, and photos to help you design the perfect itinerary.

2.5 contact hours/$39

TRAVEL-001-5	Tu	Apr. 7	6:30-9 p.m.
Regnier Center 175			Robert Pearson

Expedition to Egypt: A Travelogue

Whether you are planning a trip to Egypt or want to visit from the comfort of your chair, join Egyptologist Stacy Davidson for an Egyptian travelogue. Highlights will be the major tourist sites (including the Pyramids of Giza, the Valley of the Kings, and Karnak Temple) and will give a historical, geographic, cultural, linguistic and artistic background to the Egypt of the pharaohs.

2 contact hours/$39

TRAVEL-050-2	Tu	Mar. 3	7-9 p.m.
Carlsen Center 232			Stacy Davidson

National Parks Travel Planning—Western United States

The beauty and diversity of the National Parks in the Western USA is unmatched. Tour many of the major destinations including Yellowstone, Tetons, Mount Rainier, Redwoods, Badlands, Mount Rushmore, Grand Canyon, Arches, Zion, Bryce Canyon, Mesa Verde, Canyonlands, Denali, Glacier Bay, Haleakala and Yosemite. For each of these parks we will share photos and stories, plus discuss how to make the most of your limited time by covering many of the must-see attractions, lodging options and suggested hikes/scenic drives.

2.5 contact hours/$39

TRAVEL-020-3	Tu	Apr. 28	6:30-9 p.m.
Regnier Center 145			Robert Pearson

ACCELERATING OPPORTUNITY: KANSAS (AO-K)

Need a GED® and a job—FAST?

Study for the GED® test and train for a new career!

AO-K = DOUBLE TIME TOWARD A HIGH SCHOOL DIPLOMA AND CAREER

Accelerating Opportunity Kansas

This dual enrollment program combines preparation for a high school diploma with technical education to help you successfully launch an in-demand career in **healthcare, web technologies, railroad conductor, automotive technology, or welding**.

AO-K uses a team-teaching approach to maximize individual attention and success. A specialized teaching team will help you improve your basic reading, writing and math skills within the context of career technical training. You may even qualify for **FREE tuition** for pathway courses.

? TO LEARN MORE

AO-K Coordinator

913-469-7690 | jcae@jccc.edu

Johnson County Adult Education — Johnson County Community College — JCAE — ABE | GED | ESL

jccc.edu/aok

A proud partner of the AmericanJobCenter® network

ADULT BASIC EDUCATION/GED® PREPARATION

Johnson County Adult Education Adult Basic Education/GED® Program

Sponsored by JCCC and the Johnson County Library

Improve reading, writing and math skills. Study for the GED® exam and earn a Kansas high school diploma.

New students can enroll in January and March.

A $50 nonrefundable materials fee is due at registration.

If you are age 16 or 17, a high school attendance disclaimer must be presented at testing.

To register for classes, there are two options:

- Call CE Registration at 913-469-2323, Jan. 6-9 and Mar. 2-5 from 8 a.m.-5 p.m. Credit or debit card preferred, no cash accepted. Registration will end when classes have filled.
- Register in-person at the location where you will attend classes. Jan. 6-9 and Mar. 2-5, 9 a.m.-2 p.m. and 5-8 p.m. Credit or debit card preferred, no cash accepted. Registration will end when classes have filled. (No evening registration on Jan. 6.)

Note: If you are planning to take the GED® exam, you will need a government-issued document with a photograph such as a passport or driver's license.

For more information call 913-469-7621 or visit jccc.edu/adulteducation.

GED® Testing
For GED® test information, go to jccc.edu/adulteducation or call 913-469-7621.

GED® Graduation
Students who pass the GED® examination are invited to participate in the annual GED® graduation ceremony to be held each May

Call 913-469-7621 or go to jccc.edu/adulteducation for more information.

If you are under 18 years old
Due to the passage of the Kansas Compulsory School Attendance Law, if you are 16 or 17, you must obtain a Compulsory Attendance Disclaimer and Compulsory Attendance Exemption form from your local public high school to attend Johnson County Adult Education classes. Bring both forms with you for your orientation session.

Emancipated minors
You will need to bring your court-ordered document with you when you come to orientation and testing.

Married 16- and 17-year-olds
You will need to bring your marriage certificate with you when you come to orientation and testing.

JCAE

Let JCAE help you earn your Kansas high school diploma.

It's never too late to complete your high school education with JCCC GED® classes. Then, we'll help you move on to a technical credential or a college degree and a rewarding career.

prepare

graduate

succeed

913-469-7621 jccc.edu/jcae

Convenient Locations • Flexible Schedules • Caring Coaches

JOHNSON COUNTY ADULT EDUCATION
JOHNSON COUNTY COMMUNITY COLLEGE
JCAE
ABE/GED/ESL

ADULT EDUCATION

Adult Basic Education and GED® Preparation

Improve reading, writing and math skills. Study for the GED® exam and earn a Kansas high school diploma.

New students can enroll in January and March 2020.

A $50 nonrefundable materials fee is due at registration.

If you are age 16 or 17, a high school attendance disclaimer must be presented at testing.

To register for classes, there are two options:

- Call CE Registration at 913-469-2323, Jan. 6-9 and Mar. 2-5, from 8 a.m.-5 p.m. Credit or debit card preferred, no cash accepted. Registration will end when classes have filled.
- Register in-person at the location where you will attend classes. Jan. 6-9 and Mar. 2-5, 9 a.m.-2 p.m. and 5-8 p.m. Credit or debit card preferred, no cash accepted. Registration will end when classes have filled. (No evening registration on Jan. 6.)

If you are planning to take the GED® exam, you will need a government-issued document with a photograph such as a passport or driver's license.

Orientation location, dates and times

Orientation and testing begin Jan. 13 or Mar. 10. For more information call 913-469-7621 or visit jccc.edu/adulteducation. All sessions are mandatory. Lack of attendance will result in dismissal.

Choose from four different locations:

1. Antioch Library
2. Olathe Health Education Center
3. West Park Center

Daytime courses	MW	Jan. 22-May 20	9 a.m.-noon
	TuTh	Jan. 21-May 21	9 a.m.-noon
Evening courses	MW	Jan. 22-May 20	6-9 p.m.
	TuTh	Jan. 21-May 21	6-9 p.m.

4. Gardner Library

Evening courses	TuTh	Jan. 21-May 21	4-8 p.m.

College Readiness—Bridge Language Arts

Do you want to go to college, but need to boost your reading and writing skills first? In this course you will develop vocabulary, comprehension and written communication skills.

Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

96 contact hours/$100

LABRIDGE-700-8	TuTh	Jan. 21-May 14	8:30-11:30 a.m.
Regnier Center 142			Cheryl Brown

College Readiness—Bridge Math

Do you want to go to college, but need to boost your math skills first? This course will include whole number review, fractions, decimals, percents, problem-solving, algebra and geometry.

Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

94 contact hours/$100

MATHBRIDGE-701-8	MWF	Jan. 22-May 15	9-11 a.m.
Regnier Center 142			Molly Fisher

ADULT EDUCATION/GED® PREP ONLINE

Improve math, reading and writing skills to move forward with your next step.

Solid math, reading and writing skills open the doors for continued study, a high school diploma, technical training, career success, and greater personal satisfaction and success. Learners will be part of an online course in an instructor-led environment.

To register, contact Margery Downey at mdowney3@jccc.edu or call 913-469-7621. **$50**

For more online courses, visit
jccc.edu/ce/online

Orientation to Literacy Volunteering

If you're interested in working as a literacy volunteer or as a General Educational Development (GED) or English as a Second Language tutor in Johnson County Adult Education, this orientation session is for you.

3 contact hours/Free

VOLUNTEER-100-6	Su	Jan. 5	1:30-4:30 p.m.
Carlsen Center 232			Jill Sigler

TAKE 3 SAVE 15%
RECEIVE A 15% DISCOUNT
when you register for three or more courses in a single transaction.

ENGLISH AS A SECOND LANGUAGE
(LIFE SKILLS COURSES)

ESL Life Skills courses are available for permanent Kansas residents who are 18 years or older.
ESL courses are not available to adults with student visas or adults with tourist visas.
Placement testing is required during the two-day orientation.

All sign-ups, orientations and testing sessions will be done at West Park for both locations.

Follow these three steps:

1. **Sign-up IN PERSON** at **West Park** for the next scheduled orientation and testing. Registration is done on a walk-in basis. No phone sign-ups will be accepted. Daytime and evening registration for all days. You cannot sign up friends or relatives.

Registration dates:	M Jan. 13	9:30 a.m.-12:30 p.m. 5:30-7:30 p.m.
	Tu Jan. 14	9:30 a.m.-12:30 p.m. 5:30-7:30 p.m.

2. Attend your assigned orientation and testing. Bring your appointment card with you.

- Orientations are two days; three hours each day.
- You MUST attend both days.
- Arrive five minutes before scheduled time.
- Late arrivals are rescheduled for the next available time only if space is available.
- Test results determine course level.
- Material fee is due the second day of testing.

WTh	Jan. 15-16	9 a.m.-noon 5:30-9 p.m.
TuW	Jan. 21-22	9 a.m.-noon 5:30-9 p.m.

3. Start Courses

- Courses fill quickly.
- No student is guaranteed a place in class.
- Course days and times are selected during orientation.
- Excellent attendance is required.
- Must be in class on the first day.

MTuWTh	Jan. 27	9 a.m.-noon
MW	Jan. 27	6-9 p.m.
TuTh	Jan. 28	6-9 p.m.

LOCATIONS

West Park Adult Education Center
9780 W. 87th St.
Overland Park, Kansas
913-469-7687

Center of Grace
520 S. Harrison
Olathe, Kansas
913-469-3200

Level Beginning
The Life Skills Pre-Beginning English course is for adult learners who cannot speak or understand English and may have no reading or writing skills in any language.

Level 1
Level 1 learners can understand frequently used words when spoken slowly but speak very little English. Writing or reading is limited to individual words and simple phrases. Conversation is difficult.

Level 2
Level 2 learners understand simple phrases. They also ask and respond to questions using single words or simple phrases. They are in the beginning stages of conversing in social situations with hesitations and broken English. They can read simple material on familiar subjects and are beginning to use basic grammar when writing simple sentences.

Level 3
Level 3 learners are able to speak about and understand topics that are familiar and unfamiliar but may still need repetition. They read simple narratives and directions and write short descriptions or essays.

Not all levels are offered at all class times.

U.S. Citizenship
One of the requirements to become a citizen of the United States is the ability to read, write, understand and speak English. Enrollment in Johnson County Adult Education English as a Second Language courses is often the first step on the path to becoming a U.S. citizen.

Individuals with an advanced ability to read, write, understand and speak English can refer to the United States Citizenship and Immigration Services website, www.uscis.gov, for information about the U.S. naturalization process, requirements and procedures.

Call 913-469-7621 for more information.

ESL ADVANCED AND PROFESSIONAL

Conversational English A

Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. Students will practice speaking in groups about everyday American life.

Intermediate to advanced knowledge of English required.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Practice Makes Perfect: English Conversation by Jean Yates; ISBN 9781259643279. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

20 contact hours/$139

ESLADV-001-10	W	Jan. 22-Mar. 11	9:30 a.m.-noon
Regnier Center 183			Kaye Thompson
ESLADV-001-11	W	Jan. 22-Mar. 11	6-8:30 p.m.
Carlsen Center 124			Kaye Thompson

Conversational English B

Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. Students will practice speaking in groups about American everyday life. Conversational English A and B may be taken in any order.

Intermediate to advanced knowledge of English required.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Practice Makes Perfect: English Conversation by Jean Yates; ISBN 9781259643279. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

20 contact hours/$139

ESLADV-002-7	W	Apr. 1-May 20	9:30 a.m.-noon
Regnier Center 183			Kaye Thompson
ESLADV-002-8	W	Apr. 1-May 20	6-8:30 p.m.
Carlsen Center 124			Kaye Thompson

ESL Grammar Development I

Grammar I and Grammar II are ongoing courses for intermediate/advanced English language learners that can be taken in any order. The instructor integrates reading, listening, speaking and writing exercises with formal instruction.

Students work alone, in pairs and in groups.

Intermediate to advanced knowledge of English required.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Focus on Grammar 3 with Essential Online Resources (5th Edition); ISBN 9780134583297. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

20 contact hours/$139

ESLADV-020-8	Tu	Jan. 21-Mar. 10	6-8:30 p.m.
Carlsen Center 124			Margaret Turner

ESL Grammar Development II

Grammar I and Grammar II are ongoing courses for intermediate/advanced English language learners that can be taken in any order. The instructor integrates reading, listening, speaking and writing exercises with formal instruction.

Students work alone, in pairs and in groups.

Intermediate to advanced knowledge of English required.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Focus on Grammar 3 with Essential Online Resources (5th Edition); ISBN 9780134583297. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

17.5 contact hours/$139

ESLADV-021-6	Tu	Mar. 24-May 5	6-8:30 p.m.
Carlsen Center 124			Margaret Turner

ESL Professional Writing

This course is for non-native English speakers with intermediate/advanced English speaking skills who need to improve workplace writing skills. Students must have prior knowledge of writing and receiving emails, basic knowledge of MS Word, and be familiar with the U.S. keyboard. Course content includes writing clear, concise emails on a variety of topics, memos, short reports and letters.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Send Me an Update by Daphne Mackey; ISBN 9780073533773. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

20 contact hours/$139

ESLADV-030-3	M	Feb. 3-Mar. 30	6-8:30 p.m.
	Class will not meet Mar. 16.		
Regnier Center 142			Margaret Turner

ESL Reading and Vocabulary

This course is for non-native English-speakers who want to improve reading fluency, comprehension and vocabulary. Students will read American English short stories to learn new vocabulary, improve reading, speaking/pronunciation and listening skills.

Advanced knowledge of English required.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Great American Stories 3 by C.G. Draper; ISBN 9780130619419. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

16 contact hours/$129

ESLADV-035-4	W	Feb. 12-Apr. 15	12:30-2:30 p.m.
	Class will not meet Mar. 11 and 18.		
Regnier Center 183			Margaret Turner

SAVE MONEY ON MAINTENANCE!

Gain the knowhow and confidence to become your own mechanic in **Introduction to Motorcycle Maintenance**.

From engines to exhaust, you'll take away basic knowledge of how to make adjustments, perform routine inspections and service to keep your bike road safe.

See page 90 for course information.

JCCC Motorcycle Training

You haven't had this much fun in class since recess!

Rider training courses from basic to advanced

- More course times and smaller classes
- No motorcycle permit required
- Kansas participants can skip the riding skills test at the DMV
- MSF certified rider coaches
- Hands-on course in a controlled off-street environment
- Bikes provided

Visit jccc.edu/ce or call 913-469-3836 for more information.

See page 90 for course information.

DRIVER EDUCATION

Driver Education

This course is designed to give students the fundamentals for driving responsibly, safely and defensively. In addition to the eight-hour classroom portion, each student will receive four to six lessons of behind-the-wheel training that will be scheduled with the instructor and begin the week following the course. Amount of drive time is determined by the instructor as the student achieves the driving competencies.

Students must be at least 14 years old. It is recommended but not necessary for students to have a current learner's permit prior to the course.

For students under 18, we require a parent or legal guardian attend the first 30 minutes of the classroom meeting to complete required forms and learn about the structure of the course. Students must successfully complete the initial Kansas handbook test to remain for the duration of the classroom meeting.

Driving lessons will be scheduled with their classroom instructor.

8 contact hours/$399

DRV-001-123 Regnier Center 181	Sa	Jan. 11	8 a.m.-4:30 p.m. Kim Rehagen
DRV-001-124 Carlsen Center 211	Sa	Jan. 11	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-125 Carlsen Center 211	Sa	Jan. 18	8 a.m.-4:30 p.m. Kathy Sawyer
DRV-001-126 Regnier Center 181	Sa	Jan. 18	8 a.m.-4:30 p.m. Jim Oatman
DRV-001-127 Regnier Center 181	Sa	Feb. 1	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-128 Regnier Center 181	Sa	Feb. 8	8 a.m.-4:30 p.m. Kim Rehagen
DRV-001-129 Carlsen Center 211	Sa	Feb. 22	8 a.m.-4:30 p.m. Kathy Sawyer
DRV-001-130 Regnier Center 181	Sa	Feb. 29	8 a.m.-4:30 p.m. Jim Oatman
DRV-001-131 Carlsen Center 211	Sa	Mar. 7	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-132 Carlsen Center 211	Sa	Mar. 14	8 a.m.-4:30 p.m. Kim Rehagen
DRV-001-133 Carlsen Center 211	Sa	Mar. 28	8 a.m.-4:30 p.m. Kathy Sawyer
DRV-001-134 Carlsen Center 211	Sa	Apr. 4	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-135 Carlsen Center 211	Sa	Apr. 11	8 a.m.-4:30 p.m. Kim Rehagen
DRV-001-136 Regnier Center 181	Sa	Apr. 18	8 a.m.-4:30 p.m. Jim Oatman

courses continued next column

DRV-001-137 Regnier Center 181	Sa	May 2	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-138 Carlsen Center 211	Sa	May 2	8 a.m.-4:30 p.m. Kathy Sawyer
DRV-001-139 Carlsen Center 211	Sa	May 9	8 a.m.-4:30 p.m. Kim Rehagen
DRV-001-140 Regnier Center 181	Sa	May 30	8 a.m.-4:30 p.m. Jim Oatman
DRV-001-141 Carlsen Center 211	Sa	May 23	8 a.m.-4:30 p.m. Vanessa Fernandez
DRV-001-143 TBA	F	May 29	8 a.m.-4:30 p.m. Kim Rehagen

JCCC Defensive Driving (Class Only)

Improve driving techniques and fulfill the state of Kansas requirement for a discount on your car insurance through this systematic and standardized training program. This course consists of classroom training in driving skills that help prevent traffic accidents. You will learn techniques to avoid collisions and violations, how driving safely and responsibly can reward you financially, how drugs, alcohol, and physical and emotional conditions affect driving and why vehicle maintenance is necessary. You will also learn the principles of vehicle dynamics and how vehicle positioning contributes to crashes, and how the right attitude can help prevent both collisions and poor decision-making.

8 contact hours/$99

DEF-001-29 Carlsen Center 211	Sa	Feb. 8	8:30 a.m.-4:30 p.m. Cynthia Galle
DEF-001-30 Carlsen Center 232	Sa	Apr. 11	8:30 a.m.-4:30 p.m. Cynthia Galle
DEF-001-31 Carlsen Center 232	Sa	May 9	8:30 a.m.-4:30 p.m. Cynthia Galle

MOTORCYCLE TRAINING

Female Only—Motorcycle Training

Women only! Are you ready to ride? This course prepares you to properly and safely handle a motorcycle. This is a physically active course. Students must be in condition to handle a motorcycle and have balance and coordination. This weekend course, held on Friday evening, Saturday and Sunday, allows you to quickly qualify for your license.

Motorcycle forms need to be completed prior to class in Regnier Center 173. Driver's license or valid learner's permit is required. Visit ce.jccc.edu to find your course for the training supplies required. Driver's license or valid learner's permit is required.

20 contact hours/$259

MOT-003-8	F	Apr. 17	6-10 p.m.
	SaSu	Apr. 18-19	7 a.m.-4 p.m.
Regnier Center 155			
MOT-003-9	F	May 15	6-10 p.m.
	SaSu	May 16-17	7 a.m.-4 p.m.
Regnier Center 155			

Introduction to Motorcycle Maintenance

This is an introductory course to motorcycle maintenance for beginners, where you'll learn the practical skills required to keep your bike safe and running smoothly. From changing the oil, to adjusting your chain and spotting safety issues. Our trainer will help you understand the basic workings of your motorcycle and its different mechanical components.

16 contact hours/$199

MOT-300-2	Su	Mar. 8-29	1-5 p.m.
Career and Technical Education Center 145			

Motorcycle Training

Are you ready to ride? Develop judgment and technical skills to safely handle a motorcycle. This is a physically active course. Students must be in condition to handle a motorcycle and have balance and coordination. This three-day course allows you to quickly qualify for your license.

Motorcycle forms need to be completed prior to class in Regnier Center 173. Driver's license or valid learner's permit is required. Visit ce.jccc.edu to find your course for the training supplies required.

20 contact hours/$259

MOT-001-165	F	Mar. 20	6-10 p.m.
	SaSu	Mar. 21-22	10 a.m.-7 p.m.
Regnier Center 181			
MOT-001-166	F	Mar. 20	6-10 p.m.
	SaSu	Mar. 21-22	10 a.m.-7 p.m.
Regnier Center 144			Cheryl Rogers and Dennis Rogers
MOT-001-167	F	Mar. 27	6-10 p.m.
	SaSu	Mar. 28-29	7 a.m.-4 p.m.
Regnier Center 144			Andrew Denning
MOT-001-168	F	Mar. 27	6-10 p.m.
	SaSu	Mar. 28-29	7 a.m.-4 p.m.
Regnier Center 181			

courses continued next column

MOT-001-169	F	Mar. 27	6-10 p.m.
	SaSu	Mar. 28-29	10 a.m.-7 p.m.
Regnier Center 183			Cheryl Rogers and Jay Richards
MOT-001-170	F	Apr. 3	6-10 p.m.
	SaSu	Apr. 4-5	7 a.m.-4 p.m.
Regnier Center 181			Andrew Denning and Jay Richards
MOT-001-171	F	Apr. 3	6-10 p.m.
	SaSu	Apr. 4-5	7 a.m.-4 p.m.
Regnier Center 155			Jay Richards
MOT-001-172	F	Apr. 3	6-10 p.m.
	SaSu	Apr. 4-5	10 a.m.-7 p.m.
Regnier Center 183			Cheryl Rogers and Dennis Rogers
MOT-001-173	F	Apr. 10	6-10 p.m.
	SaSu	Apr. 11-12	7 a.m.-4 p.m.
Regnier Center 181			
MOT-001-174	F	Apr. 10	6-10 p.m.
	SaSu	Apr. 11-12	7 a.m.-4 p.m.
Regnier Center 155			
MOT-001-175	F	Apr. 10	6-10 p.m.
	SaSu	Apr. 11-12	10 a.m.-7 p.m.
Regnier Center 183			
MOT-001-176	F	Apr. 17	6-10 p.m.
	SaSu	Apr. 18-19	7 a.m.-4 p.m.
Regnier Center 183			Andrew Denning
MOT-001-177	F	Apr. 17	6-10 p.m.
	SaSu	Apr. 18-19	10 a.m.-7 p.m.
Regnier Center 146			Cheryl Rogers and Dennis Rogers
MOT-001-178	F	Apr. 24	6-10 p.m.
	SaSu	Apr. 25-26	7 a.m.-4 p.m.
Regnier Center 181			
MOT-001-179	F	Apr. 24	6-10 p.m.
	SaSu	Apr. 25-26	7 a.m.-4 p.m.
Regnier Center 144			
MOT-001-180	F	Apr. 24	6-10 p.m.
	SaSu	Apr. 25-26	10 a.m.-7 p.m.
Regnier Center 183			Cheryl Rogers
MOT-001-181	F	May 1	6-10 p.m.
	SaSu	May 2-3	7 a.m.-4 p.m.
Regnier Center 144			
MOT-001-182	F	May 1	6-10 p.m.
	SaSu	May 2-3	7 a.m.-4 p.m.
Regnier Center 183			
MOT-001-183	F	May 1	6-10 p.m.
	SaSu	May 2-3	10 a.m.-7 p.m.
Regnier Center 146			Cheryl Rogers and Dennis Rogers
MOT-001-184	F	May 1	6-10 p.m.
	SaSu	May 2-3	10 a.m.-7 p.m.
Regnier Center 155			Jay Richards
MOT-001-185	F	May 8	6-10 p.m.
	SaSu	May 9-10	7 a.m.-4 p.m.
Regnier Center 181			
MOT-001-186	F	May 8	6-10 p.m.
	SaSu	May 9-10	7 a.m.-4 p.m.
Regnier Center 183			
MOT-001-187	F	May 15	6-10 p.m.
	SaSu	May 16-17	7 a.m.-4 p.m.
Regnier Center 183			

MONEY MANAGEMENT

ABCs of Medicare Insurance

Are you or a loved one turning 65 or becoming eligible for Medicare due to a disability? What are Part A and B of Medicare? How do Medicare supplement plans fill coverage gaps? What is a Plan C, Plan F and let's not forget Part D (prescription drug plan)? Learn about Medicare PPOs and HMOs. This two-hour course will help you master the ABCs of Medicare Insurance.

This course is for educational purposes only; no plan specific benefits will be shared.

2 contact hours/$39

MNY-100-8	Sa	Mar. 7	10 a.m.-noon
Regnier Center 157			Jeffrey David

Basic Investments

Have you ever wished that someone would explain how investments work in such a way that anyone could understand? This course is for the novice investor who needs finance explained on a basic level. Try it, you'll like it!

8 contact hours/$69

MNY-001-8	W	Mar. 11-Apr. 1	6-8 p.m.
Regnier Center 146			Mollie Stephens

Social Security—An Overview

A representative from the Social Security Administration will provide you with the tools necessary to make informed decisions about filing for retirement, survivor, auxiliary, spouse and disability benefits. You will also learn how to use your My Social Security online account and other online services.

There is no fee for this course but registration is required. There will be no walk-ins allowed.

This course is not eligible for the Take 3 Discount.

2 contact hours/Free

MNY-151-11	W	Feb. 12	2-4 p.m.
Regnier Center 181			
MNY-151-12	W	May 13	2-4 p.m.
Regnier Center 181			

ACADEMIC REVIEW ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Introduction to Statistics

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions. **$129**

Math Refresher

You'll get valuable hands-on experience and advice on using a calculator; discounts and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans and more. **$129**

Merrill Ream Speed Reading

Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. Topics are presented in a logical progression for lasting proficiency as a speed reader. **$129**

For more online courses, visit
jccc.edu/ce/online

MONEY MANAGEMENT ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

Personal Finance

Learn to create and use a budget, borrow and invest wisely, understand and control your credit rating, make intelligent decisions about insurance, develop a retirement savings plan, and be better prepared to plan for taxes. **$129**

Real Estate Investing

You will explore how to find, finance and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. **$129**

Stocks, Bonds and Investing

Looking for a good solid class in the basics of stocks, bonds, finance, retirement and investing? You will learn about the stock markets, 401k plans, and retirement, and address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. **$129**

For more online courses, visit
jccc.edu/ce/online

LITERATURE & WRITING ONLINE

Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

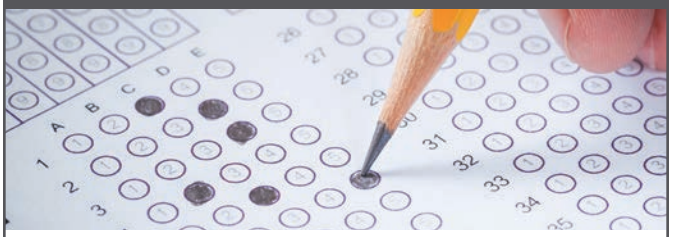
Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Grammar refresher will also cover the basics of English grammar. **$129**

Intro to Screenwriting
Learn everything you need to know to create a script that can sell. Start with the fundamentals of stories — why audiences need them, what they expect from them, and what kinds of stories work time after time. Come up with an idea, develop that tiny spark into a story, and finally how to structure it into a screenplay. **$129**

Writeriffic: Creativity Training
Learn lots of tricks from the published writer's toolbox. Whether you're at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles … liberate the imaginative, inventive bolts of genius that are inside you. **$129**

For more online courses, visit
jccc.edu/ce/online

EXAM PREP ONLINE



Session start dates: Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13

ACT/SAT Test Preparation
ACT/SAT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. You'll also learn how to maximize your time on reading comprehension passages and the passages in the science test. **$129**

GMAT Preparation
Learn test-taking techniques and methods for improving your score while saving time. Review questions will cover critical reasoning and data sufficiency for verbal and quantitative sections. Practice on GMAT tests from previous years. **$129**

GRE Preparation
This online course reviews all question types on the verbal and analytical sections of the GRE. Time-saving techniques and ways to maximize your efforts will be covered for both the paper-based and computer administration segments of the test. **$129**

For more online courses, visit
jccc.edu/ce/online

SIGN LANGUAGE

ABC, 123 and Fingerspelling
This very basic sign language course, which teaches participants the manual alphabet, number signs and fingerspelling, provides an excellent preparation for Sign Language I. In addition, it provides some basic information and details about the Deaf culture.

2 contact hours/$29

ASL-001-8	Sa	Jan. 25	10 a.m.-noon
Regnier Center 145			Michelle Hartegan

Sign Language I
This basic course in sign language will acquaint you with the manual alphabet and the most commonly used signs, leading toward the development of conversational skills.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

16 contact hours/$119

ASL-002-8	TuTh	Jan. 28-Feb. 25	6:30-8:30 p.m.
	Class will not meet Feb. 13.		
Regnier Center 145			Michelle Hartegan

Sign Language II
This course will offer continued development in the language of signs with emphasis on building vocabulary, and developing expressive and receptive signing skills.

Prerequisite: Sign Language I or equivalent knowledge.

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

16 contact hours/$119

ASL-003-6	MW	Mar. 2-30	6:30-8:30 p.m.
	Class will not meet Mar. 18.		
Regnier Center 145			Mark Kerns

Sign Language III
Continue the development of vocabulary building with emphasis on comprehension and expressive signing skills.

Prerequisite: Sign Language II or equivalent knowledge

A textbook is required for this course and can be purchased through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533. If using the JCCC Bookstore, mention that it is for a Continuing Education class.

16 contact hours/$119

ASL-004-3	MW	Apr. 13-May 13	6:30-8:30 p.m.
	Class will not meet Apr. 15 and 22.		
Regnier Center 145			Mark Kerns

Can't make it to campus?

We have **online courses** too.

LEARN ONLINE

STAY ON COURSE

JOHNSON COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION

TO LEARN MORE, VISIT

jccc.edu/ce/online

BUSINESS SKILLS DEVELOPMENT • SMALL BUSINESS DEVELOPMENT
COMPUTER TECHNOLOGY • CAREERS AND TRADES • LIFE SKILLS • LEISURE

JOHNSON COUNTY COMMUNITY COLLEGE
CARLSEN CENTER
ARTS EDUCATION

CULTIVATING WONDER!

Laugh and learn at thoughtful performances that will tug at hearts and challenge minds.

Walk On: The Story of Rosa Parks	Feb. 4	10 a.m. & 1 p.m.
Don't Let the Pigeon Drive the Bus! The Musical	Feb. 27	10 a.m. & 1 p.m.
SEEDS Presented in partnership with JCCC Sustainability Dept.	Mar. 12	10 a.m.

DAYTIME PRICES:
$5 School Groups
$6 Individuals

jccc.edu/CarlsenCenterArtsEd
913-469-4445

THANKS TO: Adams Family Arts Education Endowment, Bank of America, BNSF Railway, Kansas Alliance for the Arts in Education, Kansas Creative Arts Industries Commission, National Endowment for the Arts, Victor and Caroline Schutte Foundation, Yellow Freight System Inc.

SHAWNEE MISSION EDUCATION FOUNDATION
FRANCIS FAMILY FOUNDATION
ARTSKC supported

Get creative at the Nerman Museum!

Saturday art courses for youth combine engaging interactive tours with unique studio projects.

FREE general admission
Also available:

- **FREE** NMOCA Kids family guide folder
- **FREE** activity booklets for K-6th grade
- **FREE** guided tours for groups kindergarten and older, schedule online or email tours@nermanmuseum.org

Nerman Museum of Contemporary Art
913-469-3000 • nermanmuseum.org

Join us! Become a museum member and save $5 on children's courses at the Nerman Museum, get a 10% discount in Café Tempo and more.

CONTEMPORARY CREATIONS

American Indian Art (ages 8-11)

Learn about contemporary American Indian art through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Create a clay vessel with symbols in the museum's studio classroom.

2 contact hours/$15

MUSEUM-104-5	Sa	Feb. 15	10 a.m.-noon
Nerman Museum 213			Cynthia Lofquist
MUSEUM-104-6	Sa	Feb. 15	2-4 p.m.
Nerman Museum 213			Cynthia Lofquist

Pop Art Portraits (ages 8-11)

Learn about graphic design in art through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Create a stylized self-portrait in the museum's studio classroom.

2 contact hours/$15

MUSEUM-145-1	Sa	Apr. 4	10 a.m.-noon
Nerman Museum 213			Wendy Ping
MUSEUM-145-2	Sa	Apr. 4	2-4 p.m.
Nerman Museum 213			Wendy Ping

Symmetry in Art (ages 8-11)

Learn about artistic uses of shapes through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Create your own collage with geometric patterns in the museum's studio classroom.

2 contact hours/$15

MUSEUM-142-3	Sa	Feb. 29	10 a.m.-noon
Nerman Museum 213			Wendy Ping
MUSEUM-142-4	Sa	Feb. 29	2-4 p.m.
Nerman Museum 213			Wendy Ping

Textures in Art (ages 8-11)

Learn about visual textures through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Experiment with different ways to make a printed image using objects in the museum's studio classroom.

2 contact hours/$15

MUSEUM-118-1	Sa	Jan. 25	10 a.m.-noon
Nerman Museum 213			Cynthia Lofquist
MUSEUM-118-2	Sa	Jan. 25	2-4 p.m.
Nerman Museum 213			Cynthia Lofquist

EARLY EXPLORATIONS

Dot Designs (ages 5-7)

Learn about Pointillism through JCCC's diverse and nationally acclaimed permanent collection and exhibitions at the Nerman Museum of Contemporary Art. Create a dot painting using a paintbrush of your own design in the museum's studio classroom.

2 contact hours/$15

MUSEUM-150-3	Sa	Mar. 7	10 a.m.-noon
Nerman Museum 213			Polly Blair
MUSEUM-150-4	Sa	Mar. 7	2-4 p.m.
Nerman Museum 213			Polly Blair

Symbols in Art (ages 5-7)

Learn about symbols and patterns in art through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Explore printmaking processes in the museum's studio classroom.

2 contact hours/$15

MUSEUM-151-3	Sa	Feb. 8	10 a.m.-noon
Nerman Museum 213			Polly Blair
MUSEUM-151-4	Sa	Feb. 8	2-4 p.m.
Nerman Museum 213			Polly Blair

Textures in Clay (ages 5-7)

Learn about textures in art through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Create a relief sculpture tile out of clay in the museum's studio classroom.

2 contact hours/$15

MUSEUM-127-3	Sa	Feb. 22	10 a.m.-noon
Nerman Museum 213			Chelsea Buchanan
MUSEUM-127-4	Sa	Feb. 22	2-4 p.m.
Nerman Museum 213			Chelsea Buchanan

Under the Sea (ages 5-7)

Learn about artwork that shows water through JCCC's diverse and nationally acclaimed permanent collection and exhibitions in the Nerman Museum of Contemporary Art. Create a mixed-media seascape shadow box in the museum's studio classroom.

2 contact hours/$15

MUSEUM-140-3	Sa	Apr. 11	10 a.m.-noon
Nerman Museum 213			Chelsea Buchanan
MUSEUM-140-4	Sa	Apr. 11	2-4 p.m.
Nerman Museum 213			Chelsea Buchanan

Johnson County Community College

JOHNSON COUNTY COMMUNITY COLLEGE

ATB Arts and Technology Building
CC Carlsen Center
CLB Classroom Laboratory Building
COM College Commons Building
CSB Campus Services Building
CTEC Hugh L. Libby Career and Technical Education Center
FADS Fine Arts & Design Studios
GEB General Education Building
GP Galileo's Pavilion
GYM Gymnasium
HCDC Hiersteiner Child Development Center
HSC Horticultural Science Center
ITC Industrial Training Center
LIB Billington Library
NMOCA Nerman Museum of Contemporary Art
OCB Office and Classroom Building
PA Police Academy
PGGG Parking Garage at Galileo's Garden
RC Regnier Center
SC Student Center
SCI Science Building
WH Warehouse
WHCA Wylie Hospitality and Culinary Academy
WLB Welding Lab Building

Off-Campus Locations

Antioch Library
8700 Shawnee Mission Pkwy., Merriam, Kansas

Gardner Library
137 E. Shawnee St., Gardner, Kansas

Grace Covenant Presbyterian
11100 College Blvd., Overland Park, Kansas

KCKCC Area Technical School
6565 State Ave., Kansas City, Kansas

Olathe Health Education Center (OHEC)
21201 W. 152nd St., Olathe, Kansas

Lawrence Peaslee Center
2920 Haskell Ave., Lawrence, Kansas

Logistics Park Kansas City
30750 W 193rd St., Edgerton, Kansas

Smiley's Golf Complex
K7 and K10 Highway, Lenexa, Kansas

Sykes/Lady OP Golf Course
12600 Quivira Road, Overland Park, Kansas

West Park Center
9780 W. 87th St., Overland Park, Kansas

Phone Directory

JCCC Continuing Education

Registration 913-469-2323
Fax registration 913-469-4414
Customized Training 913-469-2750
Small Business Development Center 913-469-3878
Third-Party Billing 913-469-2323

Other Important Numbers

Bookstore 913-469-2413
Carlsen Center Box Office .. 913-469-4445
Bursar's Office 913-469-2567
Credit Class Information 913-469-3803
Student Access Services 913-469-3521
Deaf Services/ Video Phone 913-549-9636

How to Register for Courses

WAYS TO REGISTER

Online

Visit **jccc.edu/ce** and click on "Continuing Ed Course Search" to access the online search. There you will find all course details, including descriptions, locations, fees and more. You can register for a Continuing Education course by selecting "Registration Available" under the **Status** column of your selected course. Once there, select **Register/Sign In Now**.

If you or our Registration Department has previously setup your record in our new Continuing Education registration system, use your user name and password to sign in and add the course to your cart. Otherwise, select **Create Account** to establish a new account for yourself. Call 913-469-2323 with any questions. Payment is due at time of registration.

You can sign up for the wait list of a full course online. If wait list is available, it will be noted in the status column.

Your registration is not complete until you receive email confirmation.

When registering via the course search, the Take 3 discount is automatically applied to your check out, if three or more eligible courses are added to your online cart and paid in one transaction.

By Phone – 913-469-2323

Register by phone using your Visa, Mastercard, Discover or American Express card. Registration is open between 8 a.m. and 5 p.m. Monday through Friday. Call any time up to the day of the first course meeting. Registrations are accepted on a first-come, first-served basis. The registration specialist will need your name, address, email address, phone number, course information, credit/debit or payment card information and date of birth for verification purposes.

By Mail

Complete the registration form in the back of this booklet. Enclose a check or money order made payable to Johnson County Community College. Write the student's name in the bottom left corner of your check. Sign the form and return to:

Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

In Person

Register in person at the Continuing Education Registration office, Regnier Center 173 at the JCCC campus. Registration is open 8 a.m. to 5 p.m. Monday through Friday. You may pay by check, credit card or cash in Regnier Center 173. Write the student's name in the bottom left corner of your check. If you are unable to register and pay during office hours, complete the registration form in the back of this booklet and use the after-hours depository located in the hallway outside the registration office. Only checks are accepted in after-hours depository.

PAYMENT INFORMATION

Confirmation and Cancellations

When registration is completed you will receive an email confirmation.

Formation of all courses depends upon sufficient registration. JCCC reserves the right to cancel, combine or divide courses and to change the time, date or place they meet. The information in the schedule is based on conditions at the time of publication and is subject to change. If a course is changed or cancelled, you will be notified. Please be sure your current address, phone number and email address is in your student record.

Third-Party Billing

Third-party billing authorization will hold your courses and bill your employer, the military, educational trust or government agency provided we receive the appropriate authorization by your payment deadline. JCCC cannot defer payment for students who receive reimbursement directly from an employer or other party. For information, go to jccc.edu and search for third-party billing, or call 913-469-2323. Fax (913-469-4414) or email (ceregistration@jccc.edu) registrations are allowed for third-party company purchase orders. Complete and sign a registration form located in the back of this schedule and include company authorization.

Refunds

A full refund will be made for noncredit courses if the College exercises its right to cancel a course. A request for refund will be honored if a phone or email request is received at the JCCC Continuing Education office four (4) business days before the course begins. For purposes of this policy, a business day is defined as a day of the week from Monday through Friday, excluding such days the College is officially closed. Otherwise, a Continuing Education Refund Appeal Form may be submitted for administrative consideration on a case-by-case basis.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of payment and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services are subject to the College's Refund Policy. Exceptions to this policy may be authorized by the director of operations for Continuing Education.

Returned Checks

If a check made payable to the College is returned by a bank for any reason, the student's records will be placed on hold, and the student will be charged a returned check fee for each returned check.

OTHER IMPORTANT INFORMATION

Abbreviations

M=Monday	**F**=Friday
Tu=Tuesday	**Sa**=Saturday
W=Wednesday	**Su**=Sunday
Th=Thursday	**Online**=Online course

Admissions

Courses usually are open to anyone 18 or older. Activities designed for younger students will have the age range indicated in the course description.

Books and Supplies

All books, materials and supplies are included in the registration fee unless otherwise indicated. Some books are available at the JCCC Bookstore on campus. Call the bookstore at 913-469-3822 for hours of operation.

Holiday Closure

Courses will not meet on College holidays. JCCC will be closed Jan. 1 and Jan. 20.

Inclement Weather Policy

Whenever the College's regular credit classes are cancelled, all Continuing Education courses also will be cancelled. College and district cancellations are announced on local radio and television stations. College closures will also be listed on our home page at jccc.edu. All cancelled courses will be made up at a later date, if possible.

Transcripts

Select courses in this schedule are transcripted. JCCC transcripts may be sent to other institutions, employers or individuals by completing a transcript request form. These forms are available online at jccc.edu. Type "Continuing Education transcript" into the Search box.

All transcript requests must have the student's signature. There is no fee for transcript requests. Transcripts are available approximately one month after you have completed a course.

Email: ceregistration@jccc.edu

Send faxed requests to 913-469-4414.

Send requests by mail to:

Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

Register today!
jccc.edu/ce

JCCC Continuing Education Registration Form

- Use this form to register for Continuing Education courses.
- Use a separate form for each individual being registered.
- Copies of the form are acceptable.
- When registration is completed you will receive an email confirmation. This email will also include more information about your course and instruction to access your student account.

Have you previously registered at JCCC? Yes ☐ No ☐

_____ Male ☐ Female ☐
Date of birth

First name _____Middle name
Last name

_____
Address: personal ☐ business ☐ _____ Business name (if applicable)

City _____ State _____ZIP

Home phone _____ Cell phone _____ Work phone _____ ext.
Email address

If you are registering for healthcare courses and you are a healthcare professional, complete the following:

_____ _____
Professional category _____ License # _____ State

Course code	Course title	Fee
	Total fee enclosed	**$**

To register by mail:

Enclose a check or money order made payable to Johnson County Community College (JCCC). Write the student's legal name in the bottom left corner of your check.

Sign this form and return to:

Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299
Check #

Signature _____ Date

I have read and understand the refund and returned check policies found in the CE catalog. These policies are also viewable on our website at jccc.edu by searching for policy 312.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students with Disabilities 913-469-3521 (Deaf Services/video phone 913-549-9636. The Access Services office is located in the Success Center on the second floor of the Student Center.

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