WE’VE GOT
LIVE ONLINE
OPTIONS FOR YOU!
jccc.edu/ce
Learn the latest computer skills in state-of-the-art labs.

Advance your career with our business and leadership courses.

Earn CEUs in your field of expertise.

Start a business with help from the Small Business Development Center.
Life and Leisure

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Gain valuable skills to enhance the quality of your life.

Do something for yourself and take up a new hobby.

jcccc.edu/ce
As always, JCCC Continuing Education brings you dynamic opportunities to enhance career development and deepen personal enrichment. As we all adjust to the realities of living through a pandemic, we know with certainty that education informs progress. JCCC Continuing Education has adapted our content and delivery formats to offer the engaging training you need at the time and place you want it. Whether it’s on campus or online, public courses or private training, JCCC Continuing Education offers options to suit your needs and preferences.

In the fall, **Continuing Education courses will be offered both on campus and online.** JCCC’s Return to Campus Guidelines adhere to all county social distancing guidelines. Should we need to suspend in-person training, many courses will seamlessly transition to an online format. If you prefer learning online, we encourage you to explore our new online delivery formats. Throughout the catalog, online courses are indicated with icons 📚 📚 📚. More details about our delivery formats are available on page 5.

Whatever format you choose, learning continues at JCCC. New courses this fall include: **Business Continuity Planning, Leveraging LinkedIn for Your Personal Brand & Business, Art and Architecture of Medieval Europe** and so many more. We are delighted to bring you more than 100 new, self-paced online courses. While these courses are not all listed in the catalog, you can find a complete list at [ce.jccc.edu](http://ce.jccc.edu).

Finally, I invite you to participate in our new online EDTalks program. EDTalks are free weekly educational programs offered to the community via Zoom. EDTalks feature a live online presentation by a subject matter expert and ample time for questions and answers. You can view upcoming EDTalks topics and sign up at [jccc.edu/EDTalks](http://jccc.edu/EDTalks). Examples of past EDTalks topics include:

- Where Did the Time Go? Improve Productivity through Time Management and Organization
- Taking Care of Mental Health in a Global Pandemic
- Visual Highlights of the U.S. National Parks
- Electrical Safety in the Home
- “Ask HR...” Tips and Advice from an HR Professional

Should you have any questions about Continuing Education learning opportunities or how to register, please contact us at CERegistration@jccc.edu or call 913-469-2323. We look forward to serving you!

Karen Martley
Vice President, JCCC Continuing Education
JCCC Continuing Education offers multiple course delivery formats, providing the training you and your team need at the time and place you want it. Whether it’s instructor-led or on-demand, public or private, JCCC has a delivery option to match your needs and preferences.

**In-person Training Courses**
In-person Training courses are traditional, instructor-led classes offered in a classroom at JCCC.

**LIVE Online Courses**
Live Online courses provide engaging courses remotely via your computer, laptop or other appropriate device. You can log in to the actual classroom using Zoom and virtually attend the Live Online course. You participate in real-time discussions with your instructor and fellow students via technology. Within 2 business days prior to the course start date, you will receive course access links.

**Dual Format Courses**
If you see this icon, this course is available in both in-person and live online formats simultaneously. Select your preferred format at registration.

**Online Courses**
Online courses can be on-demand learning that allows you to develop the skills you need at your own pace, or these can be 6-week or longer online courses that are facilitated by an instructor. You have access to your course anytime day or night for the duration noted in the description. Online courses combine videos, reading and knowledge checks.

**Customized Training**
Our customized training programs are tailored to meet the needs of your business or organization. We align instruction with your organization’s needs and values, while managing logistics and delivering customized training that works for you.

**WHAT TECHNOLOGY DO I NEED TO BE SUCCESSFUL IN AN ONLINE CE COURSE?**
You will need access to:
- a reliable computer
- a reliable Internet connection (preferably high speed)
- a web camera with a microphone (required only for Live Online courses)

Some courses may have additional requirements. Please review recommendations in the course listing before you register, and reach out to Registration (ceregistration@jccc.edu) if you have questions.
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–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–Friday.

Understanding Course Listings

<table>
<thead>
<tr>
<th>course name</th>
<th>course description</th>
<th>prerequisite</th>
<th>total number of course hours or sessions</th>
<th>course registration code</th>
<th>building &amp; room number</th>
<th>days of the week</th>
<th>course dates</th>
<th>course fee</th>
<th>instructor name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Fundamentals</td>
<td>Designed for a one-day training with students new to MS Word, this course introduces the essential uses and features of the program. Learn how to create relevant, mock work examples and document set-up, format text and documents, create and format tables, shapes, WordArt and more.</td>
<td>Prerequisite: Comfortable using Windows, keyboard and mouse.</td>
<td>7 contact hours/$199</td>
<td>WORD-100-1</td>
<td>Regnier Center 255</td>
<td>Tu</td>
<td>Aug. 25</td>
<td>8 a.m.–4 p.m.</td>
<td>Jane Smith</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WORD-100-2</td>
<td>Regnier Center 255</td>
<td>MTu</td>
<td>Oct. 26-27</td>
<td>6-9:30 p.m.</td>
<td>Jane Smith</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>WORD-100-3</td>
<td>Regnier Center 255</td>
<td>F</td>
<td>Dec. 4</td>
<td>8 a.m.–4 p.m.</td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

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

Workforce Development

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Computer Technology
8  Web
10  Digital Marketing
11  Design & Modeling
12  Graphic Design
14  Microsoft Office
18  Data Management
21  Networking
21  Security
23  Introductory Computing
24  Certificate Flowchart

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Business Skills Development
26  Process Improvement
27  Project Management
30  HR Management
31  Assessment
32  Business & Leadership
36  Finance
38  Communications

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Careers and Trades
40  Commercial Driver’s License
40  Early Childhood Education
42  Career Planning
42  Mediation
44  Electrical
44  HVAC
44  Plumbing
45  Safety

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Healthcare
47  Seminars, Courses & Events
52  Career Programs & Training

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Small Business Development
58  Small Business Basics
59  QuickBooks®
59  Small Business Tax Workshops
60  Small Business Marketing
60  Small Business Finance
61  Exporting
61  Government Contracting
61  Intellectual Property
61  Small Business Management
Computer Technology

WEB ONLINE
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

Introduction to C# Programming
You’ll start with programming fundamentals: input/output operations, decision-making and looping. Explore benefits of object-oriented programming, with vivid, real-life examples. Gain hands-on experience with sequential data files. You’ll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your own computer. $175

Creating Web Pages
Create and post your very own website using HTML. You will learn the best strategies for planning the content, structure and layout of your website; creating pages with neatly formatted text; building links between the pages and more! This course also covers search engine optimization and powerful no-cost or low-cost web marketing strategies. $175

How to Get Started in Game Development
Why not start a career in the game development industry. Industry forecasts indicate gaming will be worth close to $100 billion in the next 2 years. Use your talent, creativity and enthusiasm to meet demand in this industry. Whether you want to launch your own independent game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. $175

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

WEB Development Certificate

Earn this certificate if you complete all courses within 1 year. Recommended course sequence:
- HTML5 and CSS3 Fundamentals*
- HTML5 and CSS3 Advanced*
- Introduction to Web Development
- Programming Fundamentals

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

Animate
Animate CC is an application for designing animation and interactive content of all kinds for a multitude of platforms—and all with the same tools and workflows.
Prerequisite: Adobe Creative Cloud account.
14 contact hours/$399

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: Adobe Creative Cloud account and HTML5 and CSS3 Fundamentals (or equivalent experience).
21 contact hours/$599

HTML5 and CSS3 Fundamentals
Examine the basics of foundational web technology and create functional web pages 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.
28 contact hours/$799

For registration assistance, call 913-469-2323.
Computer Technology

HTML5 and CSS3 Advanced
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 equivalent experience).

14 contact hours/$399
WEB-002-17  TuTh  Oct. 20–29  6–9:30 p.m.
Regnier Center 254/Live Online

HTML5 and CSS3 Essentials
Complete your web technology foundation in 5 days. Create functional web pages 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/$1,150
WEB-015-4  TuTh  Aug. 25–Sep. 2  8 a.m.–6 p.m.
Regnier Center 254/Live Online

Introduction to Web Development
Be introduced 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.

7 contact hours/$199
WEB-007-19  MW  Sep. 14–16  6–9:30 p.m.
Regnier Center 253/Live Online

JavaScript
Tour JavaScript, an important part of modern web applications. Learn to respond to user interactions and update web pages 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-011-11  MW  Nov. 2–Dec. 7  6–9:30 p.m.
Regnier Center 253/Live Online

Achieve Your Industry-Recognized Certification
FOCUS ON KEY EXAM CONCEPTS.

Networking
- A+ Exam Prep
- Network+ Exam Prep
- Implementing and Administering CISCO Networking Technologies (CCNA) Exam Prep

Project Management
- PMP® Exam Prep

Security
- Security+ Exam Prep
- EC-Council Certified Ethical Hacker Exam Prep
- Certified Information Systems Professional (CISSP) Exam Prep

Register today — FOCUS on success!
913-469-3891  cait@jccc.edu

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

Lead Project Teams with Confidence
Earn a Project Management certificate in 70 hours.

6 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

913-469-3891 cait@jccc.edu

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.

28 contact hours/$799

WEB-014-16 TuTh Sep. 29–Oct. 22 6–9:30 p.m.
Regnier Center 253/Live Online

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-005-21 TuTh Sep. 15–24 6–9:30 p.m.
Regnier Center 253/Live Online

WEB-005-22 WTh Dec. 2–3 8 a.m.–4 p.m.
Regnier Center 253/Live Online

DIGITAL MARKETING

Digital Marketing Certificate

Earn this certificate if you complete all courses within 1 year.

- Email Marketing
- Google Analytics
- Search Engine Optimization
- Social Media Marketing
- WordPress
- YouTube: The Business of Telling Your Story

Leveraging LinkedIn for Your Personal Brand and Business
Become one of the 40% who visit LinkedIn daily—and start leveraging the world's largest professional networking site to take your personal brand and network to a new level! LinkedIn has become an important part of every professional's personal brand and career. In this hands-on course, you will have the opportunity to take your profile to "all-star" status, while learning the hidden and advanced features built into LinkedIn.

4 contact hours/$195

DIGMK-010-2 W Sep. 23 12:30–4:30 p.m.
Regnier Center 253/Live Online
Bethany Spilde

For registration assistance, call 913-469-2323.
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-002-18  WF  Sep. 9–11  8 a.m.–4 p.m.
Regnier Center 254/Live Online
DIGMK-002-19  TuTh  Nov. 10–19  6–9:30 p.m.
Regnier Center 253/Live Online

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 and understand visitor trends, traffic channels, characteristics and behavior. Information can lead to optimizing web usage and performance.

14 contact hours/$425
DIGMK-005-19  MW  Oct. 19–21  8 a.m.–4 p.m.
Regnier Center 254/Live Online
DIGMK-005-20  MW  Dec. 7–16  6–9:30 p.m.
Regnier Center 221/Live Online

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 for a comprehensive SEO plan.

Prerequisite: HTML5 and CSS3 Fundamentals recommended but not required.

14 contact hours/$425
DIGMK-004-22  MW  Oct. 5–14  6–9:30 p.m.
Regnier Center 253/Live Online
DIGMK-004-23  WTh  Dec. 9–10  8 a.m.–4 p.m.
Regnier Center 253/Live Online

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-001-22  MTu  Aug. 31–Sep. 1  8 a.m.–4 p.m.
Regnier Center 253/Live Online
DIGMK-001-23  TuTh  Oct. 27–Nov. 5  6–9:30 p.m.
Regnier Center 253/Live Online

YouTube: The Business of Telling Your Story
Telling your story benefits your brand awareness, expands your social reach and boosts SEO. Learn proven, practical guidelines for developing and implementing video marketing. Cover key strategies and video optimization, distribution and promotion strategies to other sites and blogs. Understand advertising opportunities, important metrics and analysis.

Prerequisite: Experience with SEO and Social Media Marketing.

14 contact hours/$425
DIGMK-006-2  MTu  Nov. 2–3  8 a.m.–4 p.m.
Regnier Center 253/Live Online

Design & Modeling Essentials for 2D and 3D Certificate
Earn this certificate if you complete all courses within 1 year.
• AutoCAD Fundamentals
• Bluebeam
• Exploring the World of GIS
• Revit Architecture Fundamentals
• Revit Structure Fundamentals
• SketchUp—Your Ideas in 3D—Mac or Windows

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: Autodesk account and software.

21 contact hours/$599
ACAD-001-11  MW  Sep. 14–30  6–9:30 p.m.
Regnier Center 250/Live Online  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-007-7  TuTh  Dec. 1–10  6–9 p.m.
Regnier Center 250/Live Online  Jason Hascall

Exploring the World of GIS
Learn about Geographic Information Systems (GIS) and the fundamentals of mapmaking, cartography and spatial analysis. Students will get hands-on experience with ESRI ArcGIS Pro 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.

18 contact hours/$525
DESMOD-200-6  MW  Oct. 12–28  6–9 p.m.
Regnier Center 250  Tim Johnston

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.
Prerequisite: Autodesk account and software.

21 contact hours/$599
ACAD-004-12  MW  Nov. 2–18  6–9:30 p.m.
Regnier Center 250/Live Online  Mike Vodehnal

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Prerequisite: Autodesk account and software.

21 contact hours/$599
ACAD-004-12  MW  Nov. 2–18  6–9:30 p.m.
Regnier Center 250/Live Online  Mike Vodehnal
SketchUp—Your Ideas in 3D—Windows Only
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-110-2 TuTh Sep. 29–Oct. 8 6–9 p.m.
Regnier Center 250
Danny Canchola

Adobe Design Essentials Certificate
Earn this certificate if you complete all courses within 1 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 and explore document review techniques. 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 and manage security issues with encryption and digital signatures. Manage security issues with password encryption and digital signatures.
Prerequisite: Adobe Creative Cloud account
14 contact hours/$425
ACRB-004-11 ThF Sep. 17–18 8 a.m.–4 p.m.
Regnier Center 245/Live Online

Adobe Print Professional Workshop
Create a project from concept to print-ready completion. We’ll work through the best practices to use efficient workflow to plan and create a final project integrating Illustrator, InDesign and Photoshop. Your final result can be an excellent complement to your portfolio. You’ll be involved in a guided workshop with creative freedom.
Prerequisite: Completed an Adobe course in any one of the Adobe software at JCCC and Adobe Creative Cloud account.
12 contact hours/$525
ABDC-100-2 ThF Nov. 12–13 9 a.m.–4 p.m.
Regnier Center 245/Live Online
Chad McAtee

Adobe Video Editing Specialist Certificate
Earn this certificate if you complete all courses within 1 year. Recommended course sequence:
• Premiere Pro—Getting Started
• Premiere Pro—Making It Happen
• Premiere Pro—Wrapping It Up
• After Effects—Getting Started
• After Effects Advanced

After Effects—Getting Started—Mac or Windows
Adobe After Effects provides you an opportunity to enhance and add to your video in the post production 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: Adobe Creative Cloud account.
14 contact hours/$425
ABDC-002-5 MTu Nov. 9–17 6–9:30 p.m.
Regnier Center 245/Live Online

After Effects Advanced—Mac or Windows
Adobe After Effects provides you an opportunity to enhance and add to your video in the post production process. Build on the basics and learn to use rotoscope tool so its easier to separate an object from the 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, 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) and Adobe Creative Cloud account.
14 contact hours/$425
ABDC-010-1 ThF Aug. 27–28 8 a.m.–4 p.m.
Regnier Center 245/Live Online
Mary White

Audition Essentials
Create an audio experience your audiences won’t forget! Develop excellent video production workflows to create, mix and design sound effects to complete any video and audio project for pristine production.
Prerequisite: Experience with Adobe CC and at least Premiere Pro—Getting Started or After Effects—Getting Started, and Adobe Creative Cloud Account.
14 contact hours/$425
ABDC-001-11 ThF Oct. 8–9 8 a.m.–4 p.m.
Regnier Center 245/Live Online

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

Illustrator Specialist Certificate

Earn this certificate if you complete all courses within 1 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: Adobe Creative Cloud account.

14 contact hours/$425

ILL-001-23 MTu
Sab. 21–22
8 a.m.–4 p.m.
Regnier Center 245/Live Online

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) and Adobe Creative Cloud Account.

14 contact hours/$425

ILL-003-17 MW
Oct. 19–28
6–9:30 p.m.
Regnier Center 245/Live Online

InDesign Specialist Certificate

Earn this certificate if you complete all courses within 1 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: Adobe Creative Cloud account.

14 contact hours/$425

IND-001-22 WTh
Sep. 2–10
6–9:30 p.m.
Regnier Center 245/Live Online

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) and Adobe Creative Cloud account.

14 contact hours/$425

IND-003-16 WTh
Sep. 23–24
8 a.m.–4 p.m.
Regnier Center 245/Live Online

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

Session start dates: self-paced/on-demand

Adobe Illustrator CC
Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will provide a good overview of the tools and features of Illustrator. Create artwork using the various tools including the pencil and pen tools. Learn the various ways to apply color to artwork. Lastly, work with layers, the 3D effects and symbols. You will need to have a copy of Adobe Illustrator CC in order to do coursework. $399 | 32 Hours/180 Days

Adobe InDesign CC
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 | 32 Hours/180 Days

Learn online. Stay on course.

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

Photoshop Specialist Certificate
Earn this certificate if you complete all courses within 1 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: Adobe Creative Cloud account.
14 contact hours/$425
PHTSH-001-25 WTh Nov. 18–19 8 a.m.–4 p.m.
Regnier Center 245/Live Online

Photoshop Advanced—Mac or Windows
Learn to use color fills, gradients, patterns and overlays. Create masks—layer, grayscale and clipping 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) and Adobe Creative Cloud account.
14 contact hours/$425
PHTSH-003-19 WTh Dec. 2–10 6–9:30 p.m.
Regnier Center 245/Live Online

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 using Adobe Stock. You will begin to monitor footage and modifying clips and working with sync lock and track lock. You’ll become more confident making transitions, and working through advanced editing techniques.

Prerequisite: Adobe Creative Cloud account.
14 contact hours/$425
ADBCC-007-10 MTu Sep. 14–15 8 a.m.–4 p.m.
Regnier Center 245/Live Online

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) and Adobe Creative Cloud account.
14 contact hours/$425
ADBCC-008-6 ThF Oct. 15–16 8 a.m.–4 p.m.
Regnier Center 245/Live Online

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 to social media.

Prerequisite: Premiere Pro—Making it Happen (or equivalent experience) and Adobe Creative Cloud account.
7 contact hours/$225
ADBCC-009-5 W Dec. 16 8 a.m.–4 p.m.
Regnier Center 245/Live Online

MICROSOFT OFFICE

Microsoft Office Essentials Certificate
Earn this certificate if you complete all courses within 1 year.
• Access Fundamentals
• Excel Fundamentals
• Outlook Fundamentals
• PowerPoint Fundamentals

Access Specialist Certificate
Earn this certificate if you complete all courses within 1 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.

7 contact hours/$199
ACCESS-161-31 Th Sep. 3 8 a.m.–4 p.m.
Regnier Center 253/Live Online

ACCESS-161-32 WTh Oct. 14–15 6–9:30 p.m.
Regnier Center 254/Live Online

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-163-24 WTh Oct. 28–29 6–9:30 p.m.
Regnier Center 255/Live Online

For registration assistance, call 913-469-2323.
Excel Specialist Certificate

Earn this certificate if you complete all courses within 1 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. Manage workbooks. Link worksheets and create basic functions. Design and edit charts. Organize large amounts of data.

7 contact hours/$199

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>EXCEL-161-89</td>
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<td>EXCEL-161-91</td>
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<td>EXCEL-161-92</td>
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<td>EXCEL-161-93</td>
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Design Your Future
Architects, engineers, designers and construction professionals rely on innovative design tools to create precise drawings. Draw upon the expertise of JCCC Continuing Education instructors with hands-on training in:
- SketchUp—Your Ideas in 3D
- Exploring the World of GIS
- Bluebeam
- Revit Structure Fundamentals
- Revit Architecture Fundamentals
- AutoCAD Fundamentals

You can also earn your Design and Modeling Essentials for 2D and 3D Certificate.

MICROSOFT OFFICE ONLINE ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

For more information:
913-469-3891
cait@jccc.edu

See pages 11-12 for course details.
INVEST YOUR MONEY AND TIME WISELY
Full-Service Web Development Training

Our Web Development courses are led by industry specialists for business professionals who want high-quality 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 8-10 for upcoming courses.

For more information:

📞 913-469-3891   📧 cait@jccc.edu

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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-162-68**  F  Sep. 11  8 a.m.–4 p.m.  Regnier Center 253/Live Online
- **EXCEL-162-69**  WTh  Nov. 4–5  6–9:30 p.m.  Regnier Center 255/Live Online
- **EXCEL-162-70**  F  Dec. 11  8 a.m.–4 p.m.  Regnier Center 255/Live Online

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-163-58**  Th  Sep. 24  8 a.m.–4 p.m.  Regnier Center 255/Live Online
- **EXCEL-163-59**  W  Nov. 11  8 a.m.–4 p.m.  Regnier Center 255/Live Online
- **EXCEL-163-60**  TuW  Dec. 15–16  6–9:30 p.m.  Regnier Center 255/Live Online

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 equivalent experience).
14 contact hours/$399

- **EXCEL-165-8**  MW  Sep. 28–Oct. 7  6–9:30 p.m.  Regnier Center 252/Live Online
- **EXCEL-165-9**  MTu  Dec. 7–15  6–9:30 p.m.  Regnier Center 252/Live Online

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 your 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. Learn 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.
4 contact hours/$99

- **MSOFC-201-5**  Th  Oct. 29  12:30–4:30 p.m.  Regnier Center 221/Live Online
- **MSOFC-201-6**  F  Dec. 4  12:30–4:30 p.m.  Regnier Center 234/Live Online

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For registration assistance, call 913-469-2323.
Office 365 Overview
Now that you have Office 365 how can it work for you? Understand what Office 365 is, how to log in and different licensing options. This course is primarily lecture, discussion and demo. Not sure what cloud services and apps you should know and use? Learn what each one is along with capabilities. Some hands-on exercises will introduce you to Teams, Groups/SharePoint, Delve/One Drive.

3.5 contact hours/$99

MSOF-200-6 M Sep. 14 1–4:30 p.m.
Regnier Center 232/Live Online

MSOF-200-7 W Oct. 28 1–4:30 p.m.
Regnier Center 221/Live Online

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

7 contact hours/$199

OUTL-161-25 Th Sep. 17 8 a.m.–4 p.m.
Regnier Center 252/Live Online

OUTL-161-26 MTu Nov. 16–17 6–9:30 p.m.
Regnier Center 252/Live Online

PowerPoint Specialist Certificate

Earn this certificate if you complete all courses within 1 year.
• PowerPoint Fundamentals
• PowerPoint Intermediate
• 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.

7 contact hours/$199

PPT-161-22 WTh Nov. 4–5 6–9:30 p.m.
Regnier Center 232/Live Online

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-163-15 MTu Dec. 14–15 6–9:30 p.m.
Regnier Center 254/Live Online

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.

7 contact hours/$199

SHPOINT-135-4 TuW Sep. 15–16 6–9:30 p.m.
Regnier Center 254/Live Online

SharePoint Site User

Word Specialist Certificate

Earn this certificate if you complete all courses within 1 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.

7 contact hours/$199

WORD-161-23 Th Sep. 10 8 a.m.–4 p.m.
Regnier Center 254/Live Online

WORD-161-24 MTu Nov. 9–10 6–9:30 p.m.
Regnier Center 254/Live Online

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-162-17 W Nov. 18 8 a.m.–4 p.m.
Regnier Center 254/Live Online

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-163-15 TuW Dec. 8–9 6–9:30 p.m.
Regnier Center 254/Live Online
Big Data Certificate
Earn this certificate if you complete all courses within 1 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 only.
Prerequisites: Prior relational database experience is suggested.
7 contact hours/$399
BIGDATA-005-10 Th Oct. 1 8 a.m.–4 p.m.
Regnier Center 232/Live Online

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-006-10 Th Oct. 15 8 a.m.–4 p.m.
Regnier Center 232/Live Online

Data Analyst Training—Using Pig and Hive
Apache Hive is Hadoop’s data warehouse infrastructure and it makes multi-structured 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 equivalent experience), in addition to familiarity with SQL, including joins and subqueries.
21 contact hours/$1,299
BIGDATA-007-11 WThF Nov. 11–13 8 a.m.–4 p.m.
Regnier Center 221/Live Online
**Data Analysis with Excel Certificate**

Earn this certificate if you complete all courses within 1 year.
- Excel Data Analysis: PivotTables, Dashboards and PowerPivot
- Excel Data Analysis: Business Analytics with Power BI

**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 4 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-002-11**  ThF  Oct. 8–9  8 a.m.–4 p.m.
Regnier Center 255/Live Online

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**Data Visualization with Tableau Certificate**

Earn this certificate if you complete all courses within 1 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-003-14**  WThF  Sep. 16–18  8 a.m.–4 p.m.
Regnier Center 253/Live Online

**BIGDATA-003-15**  MTuW  Nov. 9–11  8 a.m.–4 p.m.
Regnier Center 253/Live Online

**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-004-12**  MTu  Dec. 7–8  8 a.m.–4 p.m.
Regnier Center 253/Live Online

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**WHAT IN THE WORLD (WIDE WEB)?**

Sometimes new technology can make you feel lost.

Let our patient and experienced instructors filter and translate what’s important so you feel right at home with your computer.

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

**Introductory Computing Courses**

See page 23 for course details.

Register now

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- cait@jccc.edu
SQL Server Developer Certificate

Earn this certificate if you complete all courses within 1 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.

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

21 contact hours/$1,299

SQL-002-19 TuWTh Sep. 15–24 6–9:30 p.m.
Regnier Center 232/Live Online

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/$1,299

SQL-003-18 MW Oct. 5–21 6–9:30 p.m.
Regnier Center 232/Live Online

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-004-15 TuTh Dec. 1–10 6–9:30 p.m.
Regnier Center 254/Live Online

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.

Prerequisites: Introduction to SQL Server (or equivalent experience).

14 contact hours/$799

SQL-005-16 MTu Nov. 16–17 8 a.m.–4 p.m.
Regnier Center 253/Live Online

Adobe Creative Cloud
Choose superior instruction from industry experts when you choose us. Maximize tools and tips for your video and design projects.

- Photoshop
- Illustrator
- InDesign
- Acrobat
- Premiere Pro
- Print Professional Workshop

For more information:
913-469-3891  cait@jccc.edu

See pages 8, 12, 13 and 14 for upcoming courses.

For registration assistance, call 913-469-2323.
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.
14 contact hours/$799
SQL-O06-4 ThF Nov. 12–13 8 a.m.–4 p.m.
Regnier Center 253/Live Online

Python Programming Certificate
Earn this certificate if you complete all courses within 1 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-O08-18 WThF Nov. 4–6 8 a.m.–4 p.m.
Regnier Center 253/Live 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-O09-8 WTh Sep. 2–3 8 a.m.–4 p.m.
Regnier Center 255/Live Online
BIGDATA-O09-9 MTu Dec. 14–15 8 a.m.–4 p.m.
Regnier Center 253/Live Online

Business Benefits of Cloud Computing
Cloud computing has a lot of buzzwords around it. We’ll demystify the ‘everything as a service’ strategy of the cloud. Discussion will begin with the simple question, “What is the cloud?” then we will work through the risks and benefits of migration to the cloud, strategies being used in industry today to make this shift, and how to combat fear of the cloud throughout the company. Throughout we will cover all the terms (IaaS, PaaS, SaaS, AI, ML, DevOps, Auto-Scaling) surrounding this field, so you are ready to be a thought leader within your company around cloud computing.
Prerequisite: Knowledge of infrastructure and networking. This is not the technical implementation of cloud computing.
15 contact hours/$625
CLOUD-O10-2 TuWTh Oct. 20–28 6–9 p.m.
Regnier Center 221/Live Online

Implementing and Administering Cisco Networking Technologies (CCNA) Exam Prep
Launch your technical career with CCNA Certification. We will prepare you for the Implementing and Administering Cisco Networking Technologies exam. Our instructor-led student involved 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.
63 contact hours/$3,495
NETSEC-O13-3 TuTh Sep. 22–Nov. 19 6–9:30 p.m.
Regnier Center 238/Live Online

Certified Information Systems Security Professional (CISSP) Exam Prep
Discuss security topics for a comprehensive review of exam preparation for the Certified Information Systems Security Professional (CISSP) certification. The CISSP is a globally recognized objective measurement of competence and achievement for information security professionals. Students review 8 domains of the information security practice or common body of knowledge (CBK). Discussion includes security models, distributed access control methods, DBMS architectures, key cryptography algorithms, intrusion detection systems, and data network components and technologies. Topics include the application and exam process, key topics and practice questions.
Visit isc2.org/cissp for CISSP certification.
Prerequisite: Industry experience suggested.
35 contact hours/$2,595
NETSEC-O10-8 MTuWThF Nov. 16–20 8 a.m.–4 p.m.
Regnier Center 252/Live Online

NETWORKING

A+ Exam Prep
Your class exercises are mapped toward both of CompTIA’s A+ exams. Build a solid IT foundation with A+ Essentials and A+ IT Technician information. Focus on successful completion of both CompTIA’s A+ exams.
56 contact hours/$1,699
NETSEC-O01-13 MW Oct. 19–Dec. 14 6–9:30 p.m.
Regnier Center 236/Live Online
**Networking & Security Online On Your Time**

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

**Understanding the Cloud**
What is the cloud? If you have trouble answering this question, you are not alone. Now you can explore how the cloud works, what drives its incredible growth, and how you can use cloud services. You will start by looking at the building blocks of the cloud, where it started, and how it transitioned. You will gain a clear understanding of IaaS (infrastructure), SaaS (software), and PaaS (platforms), and examine why each may be attractive to some businesses, but not to others. You will learn about the different kinds of clouds (public, private and hybrid). $150

**Cybersecurity Awareness: Building Your Cybersecurity Vocabulary**
If you are new to infosec and want to build your foundation, you will focus on topics and vocabulary specific to cybersecurity. Grasp the context in which these beginning skill level words are used and ultimately gain an understanding of topics and terminology as they relate to cybersecurity. $139

**Cybersecurity Awareness: The Internet of Things**
The Internet of Things is changing our personal and professional lives every day. Currently, there are over 50 billion devices communicating through the Internet. Devices range from doorbells, thermostats, cars and washing machines. These devices can make our lives easier and more efficient. At the same time, some of these devices may put our safety and privacy at risk. Knowing about how the “Internet of Things” works and what we can do to be safe is important. $139

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

EC-Council Certified Ethical Hacker (CEH) Exam Prep
Complete a review of topics and exam preparation for the Certified Ethical Hacker (CEH) exam. Certification is a vendor neutral certification in the network security discipline of Ethical Hacking. Standards and language involved in attempting to penetrate a network or computer system are discussed. The Ethical Hacker is a technical professional using the same knowledge and tools as a hacker to look for the weaknesses in target systems and to help prevent unauthorized penetration. Certification applies to security officers, auditors, security professionals, site administrators, and anyone concerned about network infrastructure integrity. Prepare for the CEH exam by studying security risks using lectures and in-class exercises. Review the application, exam process and topics for the CEH.

Prerequisite: Industry experience suggested.

35 contact hours/$2,595

**Cybersecurity Certificate**
Earn this certificate if you complete all courses within 1 year.
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

**Introduction to Hacking, Defense and Response**
Join a comprehensive overview of hacking and cyber security 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

**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
Security+ Exam Prep
Discuss topics and exam preparation for the CompTIA Security+ Exam. The Security+ exam acknowledges an understanding of foundation level security standards. 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 exam topics and practice questions are reviewed.
Prerequisite: Industry experience suggested.
35 contact hours/$1,995
NETSEC-003-12 MTuWThF Nov. 2–6 8 a.m.–4 p.m.
Regnier Center 232/Live Online

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-100-5 ThF Oct. 1–2 1–4 p.m.
Regnier Center 252/Live Online
INTCOM-100-6 TuW Dec. 8–9 1–4 p.m.
Regnier Center 252/Live 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-002-25 MTu Aug. 31–Sep. 1 1–4 p.m.
Regnier Center 252/Live Online
INTCOM-002-26 MTu Nov. 30–Dec. 1 1–4 p.m.
Regnier Center 252/Live Online

INTRODUCTORY COMPUTING ONLINE
ON YOUR TIME

For more online courses, visit jccc.edu/ce/online
Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

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

Ultimate Résumé Building
With all the skills you’ve gained in life, make the best of representing your experience and education with a professional résumé. Gain context regarding the importance of résumés and structure. Pickup tips and tricks of word when developing résumés. Build a strong résumé, to be competitive in today’s job market. $279 | 25 Hours/12 Months

Take 3 Save 15%
Receive a 15% discount when you register for three or more courses in a single transaction.
Computer Technology: Certificate Flowchart

Microsoft Office Essentials Certificate
- Access Fundamentals*
- Excel Fundamentals*
- Outlook Fundamentals
- PowerPoint Fundamentals*
- Word Fundamentals*

* Individual Specialist Certificates also available

Design & Modeling 2D & 3D Essentials Certificate
- AutoCAD Fundamentals
- Bluebeam
- Exploring the World of GIS
- Revit Architecture Fundamentals
- Revit Structure Fundamentals
- SketchUp—Your Ideas in 3D—Mac or Windows

WEB DESIGN & DEVELOPMENT

Digital Marketing Certificate
- Email Marketing
- Google Analytics
- Search Engine Optimization
- Social Media Marketing
- Wordpress
- YouTube: The Business of Telling Your Story

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

GRAPHIC DESIGN

Adobe Design Essentials Certificate
- Adobe Acrobat
- Illustrator Fundamentals*
- InDesign Fundamentals*
- Photoshop Fundamentals*

* Individual Specialist Certificates also available

Adobe Video Editing Specialist Certificate
- Premiere Pro—Getting Started
- Premiere Pro—Making It Happen
- Premiere Pro—Wrapping It Up
- After Effects—Getting Started
- After Effects Advanced
- Audition Essentials

Offered on Windows and Mac
PROCESS IMPROVEMENT

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 3 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—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-003-9
Th Oct. 1–29 6–9 p.m.
Live Online

Alan Huxman

BUILD YOUR BUSINESS LEADERSHIP SAVVY

Get a handle on a toolkit that will boost your business leadership skills.

Complete all 7 courses live online this fall.

Our Business Leadership Certificate provides you with the tools you need!

- Think strategically
- Assess financial implications of your decisions
- Mobilize change within your organization
- Communicate with your peers in business

See pages 32-36 for course information.
PROJECT MANAGEMENT

Business Continuity
In this course you will build a business continuity program based on the most up-to-the-minute information. You will focus on the most utilized and time tested standard in the field using DRI International Professional Practices for Business Continuity Management. The participatory nature of the course immerses you in the learning process, enables you to learn by doing, and ensures that you leave having outlined a firm foundation for your program that is specific to your entity. An experienced instructor using real world examples and interactive workshop exercises will walk you through the key elements of business continuity management, making this the perfect course for those who are relatively new to the profession and want a thorough, leave no stone unturned educational experience. Discuss all 10 professional practices listed in the outline. JCCC has partnered with DRI International to offer Business Continuity (BCLE 2000).

32 contact hours/$2,750
PM-100-1 MTuWTh Oct. 12–16 8 a.m.–5 p.m.
F 8:30 a.m.–noon
Regnier Center 253 Sandra Warner

Project Management Certificate
Earn this certificate if you complete all courses within 1 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.
PMBOK Guide and PMP are registered trademarks of Project Management Institute.

21 contact hours/$1,299
PM-001-35 MTuW Aug. 31–Sep. 2 8 a.m.–4 p.m.
Regnier Center 250/Live Online
PM-001-36 MW Sep. 28–Oct. 14 6–9:30 p.m.
Regnier Center 221/Live Online
PM-001-37 MTuW Oct. 26–28 8 a.m.–4 p.m.
Regnier Center 232/Live Online
PM-001-38 TuTh Dec. 1–17 6–9:30 p.m.
Regnier Center 221/Live Online

PROJECT MANAGEMENT ONLINE
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

Introduction to Microsoft Project 2016, 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

IT Infrastructure Library Foundations V4 (ITIL) 2019
ITIL is the most widely adopted approach for IT Service Management around the world. This course will help you be able to understand and explain the concept of service management as a practice. You will better understand each step along the way, starting with the Service Strategy Process, all the way to Continual Service Process. You will learn best practices and be able to explain why ITIL is successful. You will be introduced to key terms and concepts and be assessed along the way to check for understanding. $1,995

Learn online. Stay on course.

For more online courses, visit jccc.edu/ce/online
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. 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-006-28**

WTh

Sep. 16–24

6–9:30 p.m.

Regnier Center 221/Live Online

**PM-006-29**

ThF

Dec. 10–11

8 a.m.–4 p.m.

Regnier Center 254/Live Online

Effective Project Scheduling and Control
Project managers must understand time management and how scheduling software can help in creating and tracking a project plan. Course addresses 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 analyzing schedules, creating and tracking a project plan using Project scheduling tool. Topics include the PMBOK time plan. Course addresses time management using the Microsoft scheduling software can help in creating and tracking a project Plan. Project managers must understand time management and how scheduling software can help in creating and tracking a project plan.

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.

Prerequisite: Project Management Essentials or equivalent experience.

PMP is a registered trademark of Project Management Institute.

14 contact hours/$799

**PM-003-26**

TuW

Sep. 29–30

8 a.m.–4 p.m.

Regnier Center 232/Live Online

**PM-003-27**

WTh

Nov. 11–19

6–9:30 p.m.

Regnier Center 232/Live Online

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.

Prerequisite: Project Management Essentials or equivalent experience.

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

7 contact hours/$399

**PM-002-26**

W

Sep. 9

8 a.m.–4 p.m.

Regnier Center 232/Live Online

**PM-002-27**

TuTh

Oct. 13–15

6–9:30 p.m.

Regnier Center 232/Live Online

**PM-002-28**

Th

Dec. 3

8 a.m.–4 p.m.

Regnier Center 232/Live 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.

Prerequisite: Project Management Essentials or equivalent experience. PMP is a registered trademark of Project Management Institute.

7 contact hours/$399

**PM-005-26**

W

Aug. 26

8 a.m.–4 p.m.

Regnier Center 232/Live Online

**PM-005-27**

MTu

Oct. 5–6

6–9:30 p.m.

Regnier Center 254/Live Online

**PM-005-28**

WTh

Nov. 4–5

6–9:30 p.m.

Regnier Center 221/Live Online

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.

Prerequisite: Project Management Essentials or equivalent experience. PMP is a registered trademark of Project Management Institute.

7 contact hours/$399

**PM-004-25**

Th

Aug. 27

8 a.m.–4 p.m.

Regnier Center 232/Live Online

**PM-004-26**

WTh

Oct. 7–8

6–9:30 p.m.

Regnier Center 254/Live Online

**PM-004-27**

WTh

Oct. 28–29

6–9:30 p.m.

Regnier Center 232/Live Online

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Business Skills Development

For registration assistance, call 913-469-2323.
**PMP® Exam Prep**

Participate in a comprehensive review of the PMBOK® Guide specific to knowledge areas and certification process. Students use information to prepare for the PMP® certification examination. Content solidifies student’s knowledge and understanding of the project management tools and processes. Discussion includes: the application exam 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 classwork is suggested prior to the first class. Prework is available 10 days before the first session. Contact our program area at cait@jccc.edu for more details.

PMBOK and PMP are registered trademarks of Project Management Institute.

35 contact hours/$1,699

- **PM-010-26** MW Sep. 14–Oct. 14 6–9:30 p.m. Regnier Center 234/Live Online Debra Denavas
- **PM-010-24** MW Nov. 2–Dec. 7 6–9:30 p.m. Regnier Center 234/Live Online

**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: Knowledge of project management terms and functions.

14 contact hours/$399

- **PROJ-171-4** TuTh Sep. 15–24 6–9:30 p.m. Regnier Center 253/Live Online
- **PROJ-171-5** WTh Dec. 9–17 6–9:30 p.m. Regnier Center 253/Live Online

**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. Come learn how Agile works and 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-200-4** TuTh Oct. 13–22 6–9:30 p.m. Regnier Center 250/Live Online
- **PM-200-6** ThF Dec. 10–11 8 a.m.–4 p.m. Regnier Center 250/Live Online

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**SUPPLY CHAIN & LOGISTICS ONLINE ON YOUR TIME**

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

- **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

Learn online. Stay on course.

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

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

HR MANAGEMENT ONLINE
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

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

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.
**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 & 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.

39 contact hours/$1,299
HR-005-7   Tu   Aug. 25–Nov. 17   6–9 p.m.
Carlsen Center 232   Loretta Summers

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**Leadership Mirror 360°**
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 an assessment, call 913-469-2386.
Online

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**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 9 critical managerial competencies.

Call 913-469-2787 for additional details. Fee includes professional phone consultation with certified administrator.

4.5 contact hours/$599
ASSMT-001-4
To arrange an assessment, call 913-469-2386.
Online

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**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 an assessment, call 913-469-2386.
Online

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**Register online:** jccc.edu/ce

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**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 an assessment, call 913-469-2386.
Online

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**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 4 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 4 temperaments are not simply arbitrary collections of characteristics, but spring from an interaction of the 2 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 an assessment, call 913-469-2386.
Online

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**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 5 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

To arrange an assessment, call 913-469-2386.

Thomas-Kilmann Conflict Mode Instrument
Because no 2 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 5 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

To arrange an 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

To arrange an assessment, call 913-469-2386.

Business Leadership Certificate
Earn this certificate if you complete all courses within 1 year. Communicating for Leadership Success is the recommended first course.

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

Professional Assistant Certificate
Earn this certificate if you complete the 4 required courses and 2 half-day courses within 1 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 2 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

Addressing Poor Performance
A single employee with chronic performance problems can dominate a leader’s time, and drag down the productivity and morale of an entire work group. This course builds leaders’ skills in handling chronic performance problems. They learn how to document and present a solid case for needed improvement and use effective interaction skills. Leaders identify the steps to take after the performance problem discussion to provide ongoing feedback and support, and determine if it is necessary to impose formal consequences.

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

4 contact hours/$194
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-160-15F  F  Oct. 16  1–5 p.m.  Gordon Billingsley

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 HRCl and SHRM for 3.5 hours.

4 contact hours/$194

BUS-126-37F  Th  Sep. 3  8 a.m.—noon  Gordon Billingsley
BUS-126-38F  Th  Nov. 12  1–5 p.m.  Mary Jean Billingsley
BUS-126-39F  Th  Dec. 3  1–5 p.m.  Jennifer Olberding

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-134-7F  F  Nov. 20  1–5 p.m.  Gordon Billingsley

TAKE 3 SAVE 15%

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

BUSINESS LEADERSHIP ONLINE
ON YOUR TIME
Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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 course 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

Coaching for Peak Performance
This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of 4 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 HRCl and SHRM for 3.5 hours.

4 contact hours/$194

BUS-133-36F  M  Sep. 14  1–5 p.m.  Simon Casas
BUS-133-37F  Th  Oct. 15  5:30–9:30 p.m.  Gordon Billingsley
BUS-133-38F  Tu  Dec. 8  8 a.m.—noon  Leann Eaken

For more online courses, visit jccc.edu/ce/online
Business Skills Development

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/$194

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<td>BUS-127-36F</td>
<td>Th</td>
<td>Sep. 3</td>
<td>5:30–9:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Mary Jean Billingsley</td>
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<td>BUS-127-37F</td>
<td>M</td>
<td>Nov. 2</td>
<td>1–5 p.m.</td>
<td>Regnier Center 144</td>
<td>Bert Benton</td>
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<td>BUS-127-38F</td>
<td>Th</td>
<td>Dec. 10</td>
<td>8 a.m.–noon</td>
<td>Live Online</td>
<td>Jennifer Olberding</td>
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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/$194

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<td>BUS-110-28F</td>
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<td>Sep. 23</td>
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<td>Regnier Center 146</td>
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<td>BUS-110-29F</td>
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<td>Regnier Center 144</td>
<td>Gordon Billingsley</td>
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<td>BUS-110-30F</td>
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<td>Dec. 9</td>
<td>8 a.m.–noon</td>
<td>Live Online</td>
<td>Gordon Billingsley</td>
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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 30-31 for course information.

Register today!

Education for Your Workplace

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 30-31 for course information.
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 3 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/$194
BUS-113-29F  Th  Aug. 27  8 a.m.–noon
Regnier Center 144  Simon Casas

BUS-113-30F  M  Nov. 2  5:30–9:30 p.m.
Live Online  Gayle Hopkins

BUS-113-31F  Th  Dec. 3  8 a.m.–noon
Regnier Center 146  Gayle Hopkins

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-131-37  Tu  Sep. 29  8 a.m.–4 p.m.
Regnier Center 146  Donnie Simpson

BUS-131-38  Tu  Dec. 15  8 a.m.–4 p.m.
Regnier Center 146  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, and is part of the Professional Assistant Certificate.

4 contact hours/$194
BUS-108-18F  W  Sep. 9  1–5 p.m.
Regnier Center 146  Gordon Billingsley

Problem-Solving and Decision-Making
We make decisions and solve problems continually. We start making decisions before we even get out of bed (shall I get up now or not?). Sometimes, we will have made as many as 50 decisions by the time we leave our work. Despite all the natural decision-making that goes on and the problem-solving we do, some people are very uncomfortable with having to make decisions. You may know someone who has a hard time making decisions about what to eat, never mind the internal wrestling they go through in order to take on major decisions at work. Likewise, we’ve probably all looked at a solution to something and said, “I could have thought of that.” The key to finding creative solutions is not just creativity, although that will certainly help. The answer rests in our ability to identify options, research them, and then put things together in a way that works. Having a process to work through can take the anxiety out of problem-solving and make decisions easier.

4 contact hours/$154
BUS-189-3F  W  Dec. 9  5:30–9:30 p.m.
Regnier Center 144  Cheryl Wright

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, co-located 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/$194
BUS-119-32F  M  Sep. 21  1–5 p.m.
Regnier Center 146  Jennifer Olberding

BUS-119-33F  F  Oct. 16  1–5 p.m.
Live Online  George Ferguson

BUS-119-34F  F  Dec. 11  1–5 p.m.
Regnier Center 146  Donnie Simpson

Skills for the Professional Assistant
Do you have the skills necessary to be a professional assistant? In a position that is constantly being redefined, self-management, attitude and open communication are key components to success. One of the biggest influences of job satisfaction is our relationship with others. This course is about working to best of your abilities, building relationships and encouraging the best in those who work with you, or for you.

7 contact hours/$199
BUS-178-8F  F  Oct. 30  8 a.m.–4 p.m.
Regnier Center 146  Leann Eaken
Business Skills Development

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-183-8F
Th Oct. 1 8 a.m.–noon
Regnier Center 146
Jennifer Olberding

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-186-5
W Sep. 30 8 a.m.–noon
Regnier Center 146
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 your office space, organize your workflow, how to use your planner effectively, say no without guilt, and delegate some of your work to other people.

4 contact hours/$129

BUS-136-11
Th Dec. 3 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-184-6
TuW Nov. 17–18 8 a.m.–noon
Live Online
Gayle Hopkins

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 program provides the antidote, showing exactly how to take responsibility for addressing the problem and put a stop to it all. It shows employees how to “unhook” from difficult situations in 4 simple ways: physically, mentally, verbally and with a business tool (memo, email, log, etc.).

4 contact hours/$174

BUS-183-8F
W Oct. 14 1–5 p.m.
Live Online
Jeanie Lauer

FINANCE

Business Accounting Certificate
Earn this certificate if you complete 4 courses within 1 year.
• Accounting Basics*
• Analyzing Financial Statements
• Budgeting Fundamentals
• Cost Accounting
• Not-for-Profit Finance and Accounting
• Profit Planning and Cost Analysis
* Accounting Basics is the recommended first course for those without an accounting background.

Accounting Basics
You will learn the essential language, concepts and processes of accounting, presented in a practical, non-technical 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/$324

FIN-104-12
WThF Sep. 16–18 8 a.m.–noon
Regnier Center 146
Mike Fallis

Analyzing Financial Statements
Learn the accounting terms and concepts that will help you interpret your company’s true financial performance by taking an in-depth look at what statements can tell you. You will cover the information required for accurate financial statements, what such statements reveal, and the ratios used in their analysis.

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

8 contact hours/$224

FIN-105-8
TuTh Dec. 8–10 1–5 p.m.
Regnier Center 146
Mike Fallis

For registration assistance, call 913-469-2323.
Business Skills Development

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/$224
FIN-100-8  Tu  Dec. 1  8 a.m.–5 p.m.
Regnier Center 144  Bill Kay

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/$224
FIN-102-9  TuTh  Nov. 3–5  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/$224
FIN-106-14F  TuW  Nov. 17–18  1–5 p.m.
Live Online  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/$224
FIN-107-6  WTh  Oct. 28–29  1–5 p.m.
Live Online  Bill Kay

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

COMMUNICATION ONLINE
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

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

Business Communication Certificate*
Earn this certificate if you complete the following 3 full-day courses and any other 3 half-day Communications courses within 1 year.

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

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-108-8F Th Aug. 27 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/$194

COM-100-37F Th Sep. 10 8 a.m.–noon Regnier Center 146 Jennifer Olberding
COM-100-38F F Oct. 2 8 a.m.–noon Regnier Center 146 Cheryl Wright
COM-100-39F M Oct. 26 1–5 p.m. Live Online George Ferguson
COM-100-40F Tu Dec. 1 8 a.m.–noon Regnier Center 146 Bert Benton

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-103-9F Th Oct. 15 8 a.m.–noon Regnier Center 146 Karen Anderson

TAKE 3 SAVE 15%

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

For registration assistance, call 913-469-2323.
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-123-9 W Aug. 26 8 a.m.–noon Regnier Center 146 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-106-9F Th Oct. 15 1–5 p.m. 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-111-11F Tu Dec. 15 5:30–9:30 p.m. Live Online Gordon Billingsley

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 organizations story, and your data’s story.
4 contact hours/$129
COM-115-6 Tu Nov. 10 5–9 p.m. Live Online Gordon Billingsley

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. As such, having this skill can be an asset to both yourself and your organization. This course will 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 to get your message across.
4 contact hours/$174
COM-124-3 M Nov. 2 1–5 p.m. Regnier Center 146 Gordon Billingsley

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)
Kansas Small Business Development Center at JCCC
jccc.edu/ksbdc
See page 59 for course details.
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. Our 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.

In response to the COVID-19 pandemic, CDL training dates are subject to change. Visit jccc.edu for updates on campus closure and class cancellations. You can also contact us at transportation@jccc.edu with any questions or concerns.

Contact our program area at 913-469-3836 for the enrollment code, after you have attended the CDL orientation and completed the course prerequisites.

160 contact hours/$4,700

CDL-002-16 SuTuThSa Sep. 29-Nov. 29
Logistics Park Kansas City Classroom Rob Kluender

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, come to this free information session to learn about JCCC’s CDL Class A Truck Driver Training program. You will learn about the program and the qualifications you need to meet in order to be accepted.

Not eligible for the Take 3 Discount.

2 contact hours/Free

CDL-001-17 Tu Dec. 15 2–4 p.m.
Logistics Park Kansas City Classroom Robert 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 4 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-005-7 Th Sep. 17–24 6:30–9:30 p.m.
Regnier Center 175 Mindy Stadler
**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-070-2**  
Tu  Dec. 1  6:30–8:30 p.m.  
Regnier Center 175  
Christy Bean

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**Equipping Children for Success Series: Academic and Emotional 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-012-4**  
Th  Dec. 10  6:30–8:30 p.m.  
Regnier Center 175  
Mindy Stadler

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**Let’s Have Fun with Nutrition**

You are advised to promote healthy activities within your classroom. Do you ever feel overwhelmed with the idea of cooking and teaching children about nutrition? Explore ways to incorporate nutritious activities that will leave you with an appetite for more.

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

2 contact hours/$19

**EC-022-2**  
W  Oct. 14  6:30–8:30 p.m.  
Regnier Center 175  
Lindsey Cramer and GeAnn Pace

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**NEW! Let’s Have Fun with Nutrition at the Holidays**

Purposefully planned nutritional and cooking activities during the holidays can contribute to anti-bias curriculum and broaden children’s awareness of their own and other cultures’ experiences. Explore strategies to incorporate nutritional activities as you discover ways to bring a part of the children’s lives into the childcare setting. Bon Appetit!

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

2 contact hours/$19

**EC-079-1**  
W  Nov. 11  6:30–8:30 p.m.  
Regnier Center 175  
GeAnn Pace and Lindsey Cramer

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**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-072-4**  
M  Sep. 28  6:30–8:30 p.m.  
Regnier Center 181  
Lindsey Cramer
Careers and Trades

**My Mother Can Cook Apples**
Environments that build trust, autonomy and initiative ensure that children can succeed and active learning can flourish. Explore the use of materials that children can manipulate, choices for children and adult scaffolding. Learn 5 components that will support their social/emotional, cognitive and motor development.

*Kansas/Missouri Core Content Area II—Level 3, CDA Subject Area 2.*
Kansas and Missouri approved.
2 contact hours/$19
EC-065-2 **Tu** Oct. 20 6:30–8:30 p.m. [Regnier Center 157](#) Mary Thibault

**The Importance of Play**
Play may appear simple, yet it has profound effects on a child’s development. Play benefits cognitive, social, emotional and physical development. By intentionally focusing on play and learning, and helping families to understand the importance of playful learning in children’s lives, you can assist young children to reach their full potential!

*Kansas/Missouri Core Content Area VI—Level 2, CDA Subject Area 3.*
Kansas and Missouri approved.
2 contact hours/$19
EC-077-2 **M** Oct. 26 6:30–8:30 p.m. [Regnier Center 181](#) Lindsey Cramer

**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-001-14 **Sa** Nov. 14–21 9 a.m.–4 p.m. [Regnier Center 142](#) Jennifer Schmidt

**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.

*Prerequisite: Principles of Core Mediation.*
Upon completion of this course and the Civil Practicum you can apply with the state of Kansas to be an approved Civil mediator.
Course materials are included in fee and will be distributed on the first day of class.
The Kansas Supreme Court has approved this course for 28.8 CDRE (including 135 minutes of ethics) and 24 CLE (including 2 Ethics & Professionalism hours and 1 Law Practice Management hour). The Missouri Bar has approved this course for 28.6 General Civil Dispute Mediation hours and 28.6 CLE (including 2.7 ethics hours and 3.1 elimination of bias hours).
24 contact hours/$479
MEDIATION-200-8 **WThF** Oct. 14–16 8 a.m.–5 p.m. [Regnier Center 157](#) Henry Cox

**Communication – Commitment Dynamics**
If we could predict impasses and power plays, would you want to know how? By culling attitudinal and relational information before our parties meet in a mediation, you can be prepared to deliver a strategy for moving through the barriers to agreement. In this seminar, you will investigate and implement the communication-commitment dynamics between or among the parties. You will apply ethical criteria to our strategies to maintain integrity, dignity, neutrality and confidentiality.

*Approval for CDRE and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.*
6 contact hours/$139
MEDIATION-420-1 **Tu** Nov. 17 8 a.m.–3 p.m. [Regnier Center 157](#) Karen Anderson

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For registration assistance, call 913-469-2323.
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.

Prerequisite: Principles of Core Mediation.

Upon completion of this course and a Domestic Practicum you can apply with the state of Kansas to be an approved domestic mediator.

The Kansas Supreme Court has approved this course for 26 CDRE (including 120 minutes of ethics and 75 minutes of domestic violence) and 23.5 CLE. The Missouri Bar has approved this course for 24.9 Domestic Mediation hours and 24.9 CLE (including 2.4 ethics hours and .5 elimination of bias hours).

24 contact hours/$479

MEDIATION-300-8 ThFSa Dec. 3–5 8 a.m.–5 p.m.
Regnier Center 157
Elizabeth Mayfield and Deborah Medlock

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.

This course has been approved by the Kansas Supreme Court for 27.9 CDRE (including 90 minutes of ethics) and 24 CLE (including 1.5 Ethics & Professionalism hours). This Missouri Bar has approved this course for 24 General Civil Dispute Mediation hours and 24 CLE (including 1.8 ethics hours and 1 elimination of bias hour).

24 contact hours/$529

MEDIATION-100-19 ThFSa Sep. 17–19 8 a.m.–5 p.m.
Regnier Center 157
Robert Bacic and Julie MacLachlan

MEDIATION-100-20 ThFSa Nov. 5–7 8 a.m.–5 p.m.
Regnier Center 157
Robert Bacic and Julie MacLachlan
Unconscious and Conscious Bias in Mediation
Being cognitively aware of unconscious and conscious bias is imperative for diversity competence in mediation. Having diversity competence allows you to function at a more advanced level. Diversity competence is a term that refers to the ability and skill to mediate with diverse backgrounds, communication styles and circumstances.
Approval for CDRE and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.
3 contact hours/$99
MEDIATION-408-2 Th Oct. 8 1–4 p.m. Regnier Center 157 Dionne King

PLUMBING

Cross Connection Control and Prevention Recertification
Kansas and Missouri require recertification every 3 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 class.
Individuals holding certifications from alternate organizations (non-ASSE) may be eligible to convert their certification. If a conversion does occur, an additional $55 fee will be added to the course fee below.
Contact the program at 913-469-3919 or TradesandRail@jccc.edu to verify your certification is ASSE reciprocated and if it is, to complete enrollment.
8 contact hours/$375
PLMB-003-30 F Sep. 11 8 a.m.–5 p.m. Career & Technical Education Center 141 Howard Hendren
PLMB-003-31 F Oct. 16 8 a.m.–5 p.m. Career & Technical Education Center 141 Howard Hendren
PLMB-003-32 F Nov. 13 8 a.m.–5 p.m. Career & 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.
This section is facilitated by an instructor online. Within 2 business days of the course start date, you will receive instructions about how to access the course online.
Students should bring the suggested materials for this course:
Materials: yellow highlighter, architects ruler, calculator, 2 1-1/2” Binders
25 contact hours/$499
PLMB-004-8 MW Aug. 24–Sep. 30 5:30–8 p.m. Class will not meet the week of Labor Day. Career & Technical Education Center 142 Howard Hendren

ELECTRICAL

Master Electrician Exam Prep
This course prepares electricians with at least 5 years of working experience in the National Electrical Code 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. Depending on location where you plan to test, different editions of the NEC are used.
Instructor will use 2014 NEC book for the purpose of instruction.
40 contact hours/$535
ELEC-002-17 TuTh Oct. 6–Nov. 17 5–8 p.m. Class meets from 5-9 p.m. on Thursday, Nov. 12. Career & Technical Education Center 142 Andrew Dukett

Mechanical / HVAC Exam Prep
This course prepares you for the Journeyman or Masters Licensing Exam. You will need to contact your local city or county codes office directly to apply for the exam.
Bring a calculator and a highlighter marker to class.
25 contact hours/$499
HVAC-002-7 MWSa Oct. 19–Nov. 18 5:30–8 p.m. MW 5:30-8 p.m. Sa 8 a.m.–1 p.m. Career & Technical Education Center 142 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.
8 contact hours/$279
HVAC-005-3 Sa Oct. 24 8 a.m.–5 p.m. Career & Technical Education Center 142 Howard Hendren

For registration assistance, call 913-469-2323.
SAFETY

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

8 contact hours/$195
SAFETY-849-3  Th  Oct. 15  8 a.m.–4:30 p.m.
Career & Technical Education Center  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.

32 contact hours/$649
SAFETY-807-3  MTuWTh  Sep. 7-10  8 a.m.–4:30 p.m.
Career & Technical Education Center  Dallas Engel

OSHA 10-Hour General Industry
This course is intended to provide an entry-level employee’s understanding and general awareness of recognizing and preventing hazards in a general industry setting. Course is intended for those who are working in the manufacturing, warehouse, distribution, retail industry as an entry-level general industry worker.

12 contact hours/$239
SAFETY-801-6  M  Nov. 2  8 a.m.–3 p.m.
Career & Technical Education Center

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 learn what is required, such as 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-802-3  M  Sep. 21-Oct. 5  8 a.m.–noon
Career & Technical Education Center  Mike Morton

OSHA 30-Hour Construction
Through classroom learning and assessment, students in this course will learn the purpose of emergency planning, basic electrical safety. Also you will understand risks and abatement of falls, caught-in or between, struck-by and electrocution hazards and more.

32 contact hours/$649
SAFETY-808-2  TuWThF  Oct. 6-9  8 a.m.–4:30 p.m.
Career & Technical Education Center

WE’RE WIRED TO MAKE YOU A MASTER ELECTRICIAN!

Attention Journeyman: Your experience is valuable. It’s time to take the next step in your career.

If you have at least 5 years of working experience in the National Electrical Code, you’re eligible to sit for the Master Electrician licensing exam.

You’ll gain:
- Professional pride
- Potential pay increase
- Variety in job duties
- Ability to pull permits

Our instructors are Master Electricians with real-world experience. They will answer your questions and prep you to pass the Master Electrician exam with what you need to know about the NEC, required advanced calculations and best practices.

Stay tuned: If labs are closed, we’ll still bring you live online options.

See page 44 for course details.
DISCOVER TRADES AT JCCC
Visit jccc.edu/ce-trades for more information

**ELECTRICAL**
- AC Fundamentals*
- DC Fundamentals*
- Electrical Print Reading*
- Motor Controls*
- PLC
- OSHA 10/30 General Industry
- Intro to NEC
- NFP-70e Electrical Hazards
- NEC Updates

**PLUMBING**
- Cross Connection and Backflow Prevention Testing Certification
- Cross Connection and Backflow Prevention Testing Recertification
- Master Plumber Exam Prep
- OSHA 10/30 General Industry
- OSHA Confined Space

**HVAC**
- Refrigerant Handling (EPA 608) Technician Certification
- Mechanical Exam Prep
- OSHA 10/30

**WELDING**
- MIG
- TIG
- Stick
- Print Reading for Welders
- Layout and Fabrication
- OSHA 10/30

**CONSTRUCTION**
- Reading Civil Engineering Plans for Operators
- Job Site Safety-811 Locate
- Equipment Safety and Maintenance
- Problem-Solving for Public Works
- Mentoring Others
- Proper Loading Using Construction Equipment
- Advanced Heavy Equipment Operations
- OSHA 10/30 for Construction
- OSHA Confined Space

**SAFETY**
- OSHA 10-Hour General Industry
- OSHA 30-Hour General Industry
- OSHA 10-Hour Construction
- OSHA 30-Hour Construction
- OSHA Confined Space
- NFPA-70e Electrical Hazards

*New courses being developed
**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. 

**As of July 1, 2020, JCCC-CE is no longer a preapproved provider of continuing education by the Kansas State Board of Nursing. We will provide all info to allow participants to self-submit.**

**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

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**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.*

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Register online: [jccc.edu/ce](jccc.edu/ce)
**HEALTHCARE SEMINARS, COURSES AND EVENTS**

### Asthma: Chasing the Wheezes Away

The number of people with asthma is growing. Every day 10 Americans die from asthma or its complications with an annual cost of over $50 billion dollars. It is one of the top reasons for missing school and work with over 10 million school days lost and 14 million days of work lost. There remains no cure for asthma, but there has been breakthroughs in managing the disease, reducing emergency room visits, hospitalization and death to this illness. Learn how you can improve your client’s health through these innovations in asthma care.

Social workers, respiratory therapists and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. APRNs, RNs and LPNs may self-submit to KSBN.

**Learning Objectives:**
- Identify 4 asthma symptoms
- State 4 triggers for asthma and how to avoid them
- Develop a written Asthma Action Plan specific for each patient
- Discuss 2 recent breakthroughs in asthma management
- State 2 fast-acting and maintenance medications

3 contact hours/$49  
**Network Member Fee: $16**

**HCSEM-101-4**  
Tu  
Nov. 17  
5:30–8:30 p.m.  
Regnier Center 181  
Saeed Jalilpoor

### 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 need to look for that may 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.

Social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. APRNs, RNs and LPNs may self-submit to KSBN. This course meets BSRB criteria for diagnosis and treatment.

**Learning Objectives:**
- Learn the diagnostic criteria and levels for ASD, according to the DSM
- Learn 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/$99  
**Network Member Fee: $33**

**HCSEM-014-6**  
Sa  
Dec. 12  
8:30 a.m.–3:30 p.m.  
Regnier Center 175  
Katie Vena

### Basic Life Support (CPR) for Healthcare Provider

You will 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 to you. Upon successful completion of all American Heart Association standards, you will receive certification 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

7 contact hours/$69

**HCSEM-244-13**  
Sa  
Sep. 19  
8:30 a.m.–4:30 p.m.  
Regnier Center 175  
Debbie Allen

**HCSEM-244-14**  
Sa  
Oct. 24  
8:30 a.m.–4:30 p.m.  
Regnier Center 175  
Debbie Allen

**HCSEM-244-15**  
Sa  
Dec. 12  
8:30 a.m.–4:30 p.m.  
Regnier Center 145  
Debbie Allen

### Cardiac Medications: Understanding Use and Side-Effects

There are a myriad of medications prescribed for patients with heart disease. It’s critical for both patients living with heart disease and those who care for them to understand the prescribed medication, to follow the directions of usage, and to be able to recognize the possible side effects associated with them. In this course you will learn the most common medications prescribed for a variety of cardiac conditions, how they work, and their most common side effects to increase your effectiveness in patient education and promote patient wellness.

Social workers, counselors, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

**Learning Objectives:**
- State the 5 most common cardiac conditions for which medications are prescribed
- Identify the 4 most common ACE inhibitors and their side effects
- Identify 3 Calcium Channel Blockers, their mechanisms of action and side effects
- State the mechanism of action of Angiotensin II Receptor Blockers and their most common side effects
- Identify 2 cardiac conditions where Beta-Blockers are prescribed
- Identify 3 anti-arrhythmics, their mechanisms of action and side effects

3 contact hours/$49  
**Network Member Fee: $16**

**HCSEM-112-4**  
Tu  
Oct. 20  
5:30–8:30 p.m.  
Regnier Center 181  
Heather Epps

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For registration assistance, call 913-469-2323.
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.

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 OTs and PTs. APRNs, RNs and LPNs may self-submit to KSBN.

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 2 techniques for cultivating cultural humility in their day-to-day work

3 contact hours/$49

HCSEM-220-2 W Sep. 2 8:30–11:30 a.m.
Regnier Center 175 Rachelle Morgan

Current Multiple Sclerosis Treatment and Rehabilitation
Multiple Sclerosis (MS) affects more than 2.3 million people worldwide, with symptoms that are varied and unpredictable. Currently there is no cure for MS, however research and treatment options continue to grow. This course will bring you up to date on the current practices of comprehensive MS care, in addition to detailed evidence-based rehabilitation strategies.

Social workers, counselors, registered dietitians and respiratory therapists will earn 6 contact hours. ACHAs will earn 6 (RC) hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Learn the pathophysiology of MS and how an accurate diagnosis is made
• Learn the different signs and symptoms of MS
• Learn the different types of medication available for individuals with MS
• Learn what evidence-based treatments are available in the rehabilitation setting

6 contact hours/$99 Network Member Fee: $33
HCSEM-116-3 W Nov. 4 12:30–6:30 p.m.
Regnier Center 181 Amy Nichols

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.
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.

Social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (A) contact hours. Approval is pending for OTs and PTs. APRNs, RNs and LPNs may self-submit to KSBN.

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/$119
HCSEM-172-2 F Oct. 30 8:30 a.m.–3:30 p.m.
Regnier Center 181 Judy Zinn

NEW! Diagnosing Depression and Anxiety in Cancer Patients

Cancer treatment can impact the mental health of patients and family members to such a degree, separating what is “normal” reactions to an abnormal situation and what is more serious mental health concerns needs to be addressed. Throughout the training, you will increase your knowledge regarding the impact of depression and anxiety in cancer patients, feel more confident discussing sensitive topics, as well as understand steps to ensure your own mental well-being.

Social workers and ACHAs will earn 3 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
- Identify risk factors and symptoms of depression and/or anxiety in cancer patients
- Describe challenges for diagnosing and treating depression and/or anxiety in cancer patients
- Learn about the scope of cancer incidence and common periods of crisis during the cancer experience
- Develop effective sensitive communication skills when working with cancer patients and families, including children
- Discuss measures that help prevent compassion fatigue to remain healthy in order to continue providing services to patients and families
- Identify community resources available to families impacted by cancer

6 contact hours/$99
HCSEM-272-1 WTh Sep. 9–10 5:30–8:30 p.m.
Live Online Clara Anderson Sainte

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. But as you work together you notice it’s actually a primary barrier! They are asking for help to deal and you want to have something smart to say as well as solutions available in your work area. If that’s true, then this is the course for you!

Social workers will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. Approval is pending for OTs and PTs. APRNs, RNs and LPNs may self-submit to KSBN.

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/$49 Network Member Fee: $16
HCSEM-259-1 M Sep. 14 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. Participants will identify how these theories inform their lives and their work with older adults and will learn how to use music as a tool for life review.

Social workers, LMHTs, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
- Participants will describe Erikson’s 8th 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 1 music-based technique for life review

3 contact hours/$49 Network Member Fee: $16
HCSEM-211-2 Tu Oct. 6 8:30–11:30 a.m.
Regnier Center 181 Rachelle Morgan

R E C E I V E A 1 5 % D I S C O U N T 
when you register for three or more courses in a single transaction.
Genetics vs. Lifestyle—What Professionals Need to Know About What Determines Mental Health

In the last 10 years there has been dramatic progress in the health and mental health research fields on the role lifestyle plays in mental health, specifically depression. Depression is a growing epidemic in our country, if not the world. Consider this shocking statistic—The World Health Organization now labels depression as the single leading cause of disability on the planet. Most medical professionals have always believed that one’s health and mental wellness was largely based on what your parents passed down to you genetically—i.e. if they had high cholesterol, you probably would too, etc. As our understanding of the brain/body connection grows, these ideas have changed and researchers now tout its 70% lifestyle/30% genetics. This presentation will explore the latest research on what lifestyle changes have and haven’t been clinically shown to be effective in treating mental health issues. A review of the role genetics play in mental health vulnerability will be explored along with a summary of empirically tested clinical interventions and complementary treatment strategies that have been shown effective with those who struggle. The talk will conclude with the good news about teaching resiliency in your clients and hopeful strategies for better quality of life for those who struggle.

Social workers and counselors will earn 3 diagnosis contact hours. RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Review the latest statistics on the depression epidemic in our country and world and what has contributed to this
• Review the various major mental health clinical diagnoses of major depression disorder, bipolar disorder, schizophrenia and generalized anxiety disorder
• Learn the latest statistics on lifestyle vs. genetics in health and mental health wellness
• Learn lifestyle changes that have and haven’t been clinically proven to be effective in treating and sometimes even reversing some mental health issues along with the coping skills and the research-backed mental health interventions that have been shown to help encourage resilience

3 contact hours/$49 .........................................................Network Member Fee: $16
HCSEM-178-2  F  Dec. 11  8:30–11:30 a.m.  Sally King
Live Online

Grief and Loss in Contemporary Society

When loss occurs, the resulting ripple effects of change permeates a family system as individuals move to adjust and adapt to the loss. The grief and mourning journey is unique to each person. However, there are some commonalities often shared by fellow travelers on the road. This workshop will explore what is referred to as the grief journey. Attention will be given to the following areas: clinical aspects of diagnosing and treating grief; practical interventions to use with those experiencing loss; issues related to trauma; grief over the life span; discussions on the concept of “complicated mourning”; and cultural considerations in working with people around loss and grief issues.

Social workers, LMHTs, LPCs and LCPCs will earn 7 contact hours. ACHAs will earn 7 (RC). RNs and LPNs may self-submit to KSBN. This course meets KSBSRB criteria for diagnosis and treatment.

Learning Objectives:
• State 7 criteria from the DSM 5 for diagnoses as it pertains to grief, anxiety, mood disorders and trauma related areas
• Identify 4 effects of trauma and treating trauma prior to addressing grief
• State 3 components of working with various cultural backgrounds as it pertains to grief
• Discuss the term “complicated mourning” and identify 3 ways to address this concept as it pertains to grief work

7 contact hours/$119 .........................................................Network Member Fee: $40
HCSEM-068-3  Th  Oct. 8  8:30 a.m.–4:30 p.m.  Therese McKechnie
Regnier Center 181

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 a few short years ago. Come 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.

Social workers and registered dietitians will earn 3 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Discuss the human microbiome and its effects on the immune system
• State 4 factors that emphasize the importance of a healthy gut
• List 5 components of a healthy diet
• Explore the map to health and wellness

3 contact hours/$49 .........................................................Network Member Fee: $16
HCSEM-024-3  W  Aug. 26  1–4 p.m.  Pam Johnson
Regnier Center 181

Course Information:
• Contact hours will be awarded based on the grade standard of the Kansas Board of Nursing (KSBN).
• Network Member Fees are only available to employees of JCCC and KU Med. Regnier Center.
• All courses are now dual format. They are offered online, LIVE Online and in person. Please check the specific course information for the method of delivery.
• Only the LIVE Online and Online courses will be available as Network Member courses.
Helping Clients Understand Their Medicare Benefits
A recent study indicated that over 90% of Medicare beneficiaries do not understand the system and the benefits and coverage it provides them. 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 them 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, system structure (deductibles, copays, etc.), and various coverage options available beyond Replacing Value Medicare that will help you, the healthcare provider, assist your clients to navigate their healthcare needs and costs so they can better access what they need and deserve.

Social workers, LPCs, LCPCs, psychologists, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (A) hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

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 you accesses benefits

3 contact hours/$49
Network Member Fee: $16
HCSEM-151-10 W Sep. 23 5:30–8:30 p.m.
Regnier Center 181 Jeffrey David

It’s Complicated: Healthcare Trends for Tomorrow’s Workplace
Complicated doesn’t really do justice to the daunting array of changes that are facing today’s healthcare providers. Professionals are expected to monitor healthcare trends and be prepared to deliver evidence-based care, even as that evidence evolves daily along with mounting demands for a first-rate patient care experience. Those 2 facts combined with the technological innovations in medicine that seem as if lifted from a science fiction novel leave most professionals wondering what’s next. The constant change can erode a professional’s sense of competence and worth. But it can also inspire professionals to seek more effective coping skills, develop better practices for staying fully informed within changing systems and become a leader in facilitating better outcomes for patients. If you’re looking for skills to thrive amid continuous change, join us for this workshop and leave feeling better prepared to meet tomorrow’s challenges today.

Social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (A). RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Identify the key trends facing today’s healthcare systems
• Define methods to enhance the patient care experience
• Discuss the implications of moving from a volume-based delivery system to a value-based delivery model
• Define the term “artificial intelligence”
• List the ways in which artificial intelligence will impact healthcare delivery
• Examine methods for coping with the constant change of modern healthcare delivery

6 contact hours/$99
Network Member Fee: $33
HCSEM-186-2 F Aug. 28 8:30 a.m.–3:30 p.m.
Regnier Center 181 Judy Zinn

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### Neuromuscular Diseases: Respiratory Complications and Treatments

Neuromuscular diseases including Parkinson Diseases, Multiple Sclerosis and Amyotrophic Lateral Sclerosis, are progressive and debilitating disorders in the nerve pathways to various muscle groups. As these conditions progress a frequent sequela are respiratory failure and death. Every year 1.5 Americans are diagnosed with a neuromuscular disease and this number is increasing in western civilizations. In this course you will learn of tremendous growth and breakthroughs in management, treatments and advances in the respiratory field that have improved the quality of life for persons with these diseases.

Social workers, respiratory therapists and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

**Learning Objectives:**
- Identify 4 neuromuscular diseases that can lead to respiratory morbidity
- Identify 5 assessment skills necessary to identify patients with a neuromuscular disease
- Discuss the effect of neuromuscular diseases on cardiac and respiratory systems as the diseases progress
- State 4 of the available treatment options for care of persons with a neuromuscular disease

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<tr>
<td>HCSEM-103-4</td>
<td>Tu</td>
<td>Dec. 8</td>
<td>8:30–11:30 a.m.</td>
<td>Regnier Center 181</td>
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### Plimsoll Line

The Plimsoll Line is the legal limit to which a ship may be loaded and still remain afloat. Each of us also has an internal Plimsoll Line. A line or limit, that when crossed, we sink. Too many deadlines, too many obligations, too much stress, too much giving, too much everything overwhelms us and we begin to sink. Particular attention is paid to “compassion fatigue”, a problem that faces those in the helping professions. “Compassion fatigue” is caused by the giving of ourselves without receiving any support in return. This presentation identifies the different causes of the load that weighs us down and then offers methods to help attendees stay afloat and refuel.

Social workers, respiratory therapists and registered dietitians will earn 3 contact hours. ACHAs will earn 3(A) hours. APRNs, RNs and LPNs may self-submit to KSBN.

**Learning Objectives:**
- Define the Plimsoll Line and compassion fatigue
- Identify 6 causes of the stress load each person carries
- Identify methods to alleviate stress in our personal and professional lives
- Identify the causes and stages of compassion fatigue
- Identify healthy ways to improve our performance and maintain a positive attitude

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<tr>
<td>HCSEM-188-3</td>
<td>Tu</td>
<td>Oct. 27</td>
<td>5:30–8:30 p.m.</td>
<td>Regnier Center 181</td>
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### NEW! Positive Ethics

Too often, ethics training seems to focus mainly on trying to avoid being sued. Clinicians typically leave ethics workshops feeling anxious, and even worse, clients/patients have been turned from people who need our help into potential enemies. Although risk management certainly has a place in real-world clinical practice, our patients want and need clinicians who do more than simply avoid harm. Positive ethics combines risk management with practical strategies to help ensure that we provide the best treatment we can, with the goal of maximizing client/patient welfare.

Social workers, LPCs, LCPCs and psychologists will earn 6 ethics contact hours. LMHTs will earn 6 contact hours. ACHAs will earn 6 (RC) contact hours. Approval is pending for OTs and PTs. APRNs, RNs and LPNs may self-submit to KSBN.

**Learning Objectives:**
- Identifying client/patient needs
- Recognizing common clinician misperceptions that may be detrimental
- Determining potential risks of both treatments taken and treatments not taken
- Developing an ethical decision tree
- Applying a positive ethics approach aimed at maximizing patient welfare

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<tr>
<td>HCSEM-273-1</td>
<td>F</td>
<td>Dec. 18</td>
<td>8:30–11:30 a.m.</td>
<td>Regnier Center 181</td>
<td>John Wade</td>
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### 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 and 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 potential conflicts can exist between personal/political beliefs, between members of our own profession and between professionals and their employing organizations, all issues 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. In this course we explore important healthcare issues addressed within our codes of ethics. Join us to examine the definition of a “guilty bystander”

Social workers, LPCs, LCPCs and psychologists will earn 6 ethics contact hours. LMHTs will earn 6 contact hours. ACHAs will earn 3(A) hours. APRNs, RNs and LPNs may self-submit to KSBN.

**Learning Objectives:**
- List the 9 provisions of the ANA Code of Ethics and 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”

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<tr>
<td>HCSEM-187-2</td>
<td>F</td>
<td>Sep. 25</td>
<td>8:30 a.m.–3:30 p.m.</td>
<td>Regnier Center 181</td>
<td>Judy Zinn</td>
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Seniors and Ethics: Advocacy Challenges
When Working with Older Adults
As professional helpers, we often assist clients in making end-of-life decisions with depressed and grieving seniors. Older adults who are isolated are often battling significant ethical/cultural issues which correlate to their high rates of completed suicide. Come ready to reflect upon your own perceptions of senility and/or depression, and how this impacts our practice and boundaries.

LMHTs will earn 3 contact hours. Social workers, LPCs, LCPCs and psychologists will earn 3 ethics contact hours. ACHAs will earn 3 (RC) contact hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Address the common issues associated with depressed and grieving seniors from an ethical perspective
• Review cultural and ethical ramifications with ageism in the health and mental health community and how this correlates with higher risk mental health issues
• Consider and review professional codes of ethics to assess the role of the practitioner as advocate and how to apply more cultural sensitivity and discernment when providing services for this population

3 contact hours/$49 ≤ Network Member Fee: $16

HCSEM-125-3 F Oct. 23 8:30–11:30 a.m.
Live Online Sally King

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 provider, to better interact with and care for Spanish-speaking patients.

Respiratory therapists, social workers, registered dietitians, and LMHTs will earn 16 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

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 patient in Spanish
• Assist and interact with patients’ families in Spanish

16 contact hours/$99 ≤ Network Member Fee: $86

HCSEM-198-3 Tu Sep. 1–Oct. 20 6–8 p.m.
Regnier Center 145 Jeannette Shumaker

Spanish in a Day for Healthcare Professionals
This course is a quick introduction, 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 the session. This is an introduction to a real-life Spanish program designed to prepare the non-Spanish speaking healthcare provider, to better interact with and care for Spanish-speaking patients.

Social workers and registered dietitians will earn 6 contact hours. RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Use communication strategies to negotiate a mutual level of understanding
• Obtain basic information and patient history and vital signs
• Perform physical assessment and routine procedures
• Conduct routine treatment procedures
• Explain and administer medicines and injections
• Express and recognize numbers 0-1000

6 contact hours/$99 ≤ Network Member Fee: $33

HCSEM-223-4 Sa Dec. 5 8:30 a.m.–3:30 p.m.
Regnier Center 175 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 3 contemporary schools of treatment and recovery: Acceptance and Commitment Therapy (ACT); Dialectical Behavior Therapy (DBT); and the 12 Steps of Alcoholics Anonymous.

Social workers, LPNs and LCPCs will earn 6 contact hours. This course meets BSRB criteria for diagnosis and treatment. RNs and LPNs may self-submit to KSBN.

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/$99 ≤ Network Member Fee: $33

HCSEM-126-2 F Oct. 9 8:30 a.m.–3:30 p.m.
Regnier Center 181 James LeCluyse
Staying Centered During Troubled Times

An ancient Chinese curse says, "May you live in interesting times." These certainly do seem to be interesting times. Probably many of us and our clients are struggling with how to respond to living in a world of political shock waves and polarization, seemingly diminished financial opportunities, and decreased stability and heightened uncertainty. Social unease can easily morph into personal anxiety. This workshop will help to provide a deeper understanding of the ways that living during troubled times can impact us, and explore research-supported strategies for maintaining our internal compass and remaining centered and grounded. Practical, research-based strategies for maintaining inner resilience, self-motivation, and commitment to purpose and a life of fulfillment will be emphasized.

Social workers, LMHTs, psychologists, LPCs, LCPCs and registered dietitians will earn 6 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Critically examine the impact of larger systems on individual functioning
• Discern how you want to personally respond to uncertain and challenging times
• Apply resiliency research to pursuing meaning, fulfillment and peace
• Deepen understanding of our motivation as it impacts our choices and responses
• Learn strategies from Acceptance and Commitment Therapy (ACT) and Buddhism for staying centered and committed to one’s core values

6 contact hours/$99 Network Member Fee: $33

HCSEM-147-2
F
Sep. 11
8:30 a.m.–3:30 p.m.
Regnier Center 181
John Wade

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 that can make it so challenging to get through; bullying, peer pressure, social media and brain development. This will be an interactive presentation with many ideas on how we can help today’s teenagers through this phase of life.

Social workers, psychologists, LPCs, and LCPCs will earn 6 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

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/$99 Network Member Fee: $33

HCSEM-074-3
Sa
Oct. 17
8:30 a.m.–3:30 p.m.
Regnier Center 175
Katie Vena

The Client Whisperer: Working with Reluctant, Stuck or Resistant Clients

Similar to how a horse whisperer gains the cooperation of even the most reluctant or skittish horse, this workshop will provide you with skills for engaging difficult and skittish clients. Reluctance, resistance and “stuckness” are an inevitable part of the therapeutic process. In fact, when clients feel stuck is often precisely the time many will seek help. Several different treatment approaches, ranging from Motivational Interviewing to Acceptance and Commitment Therapy to Positive Psychology will be covered to provide an array of tools to help you help clients make positive therapeutic change.

Social workers, psychologists, LPCs, and LCPCs will earn 6 contact hours. RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Identify the underlying dynamics of resistance and ‘stuckness’
• Develop strategies to help your clients overcome barriers and obstacles to clinical progress
• Create avenues for change through the implementation of cutting-edge therapy approaches
• Address problems and frame solutions for the inevitable stumbles and pitfalls that occur on the path to growth and change

6 contact hours/$99 Network Member Fee: $33

HCSEM-127-3
F
Nov. 13
8:30 a.m.–3:30 p.m.
Regnier Center 181
John Wade

Technology Solutions to Help Patients Stay Living Safely at Home

Are you worried about your patient because you know they are struggling to safely live at home? You have even recommended they consider moving to another environment, but they are not interested. You want to help but you are at a loss. Guess what? Moving is not the only option for staying safe at home! In this 4-hour, hands-on course, you can learn about cost effective, technology, alternative strategies and home modifications.

Are you worried about your patient because you know they are struggling to safely live at home? You have even recommended they consider moving to another environment, but they are not interested. You want to help but you are at a loss. Guess what? Moving is not the only option for staying safe at home! In this 4-hour, hands-on course, you can learn about cost effective, technology, alternative strategies and home modifications.

Social workers will earn 3 hours. ACHAs will earn 3 (RC) contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Identify 4 technology-based home adaptations for improving independence and safety in the home
• Describe at least 3 alternative strategies for completing daily tasks in an easier way
• Identify 4 home modifications that can allow a person to stay living safely at home as long as possible

3 contact hours/$49 Network Member Fee: $16

HCSEM-239-2
Tu
Nov. 3
8:30–11:30 a.m.
Regnier Center 181
Brandy Archie

Register online: jccc.edu/ce

RECEIVE A 15% DISCOUNT when you register for three or more courses in a single transaction.
Understanding Headaches and Discovering Treatment Options

Over 45 million Americans suffer from headaches, causing decreased quality of life and disability. Understanding triggers and available treatment options can help health providers assist in the management of patient headaches. Medications, complimentary and alternative medication, in addition to patient resources will be reviewed.

Social workers, LMHTs, registered dietitians, LPCs, LCPCs and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Discuss how vaccines work within the body
• Explain how vaccines stop or reduce the impact of diseases
• Discuss the importance of vaccine public awareness
• Discuss healthcare professionals’ role with immunizations

3 contact hours/$49  Network Member Fee: $16
HCSEM-218-3  Th  Oct. 1  8:30–11:30 a.m.
Regnier Center 181  Sam Boyajian

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.

Social workers, LMHTs, LPCs, LCPCs, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Explain the vaccine schedules for children/teens and adults
• Explain how vaccines stop or reduce the impact of diseases
• Be able to recognize red flags to assist in headache differential diagnosis
• Be able to explain treatment options for the management of headaches
• Discover the role of rehabilitation in comprehensive headache treatment

3 contact hours/$49  Network Member Fee: $16
HCSEM-201-2  W  Oct. 14  1–4 p.m.
Live Online  Amy Nichols

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.

Respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

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/$49  Network Member Fee: $16
HCSEM-268-2  Sa  Nov. 14  9 a.m.–noon
Regnier Center 175  Regina Bailey

Working with Traumatized Older Adults: Diagnostics, Treatment and Ethics

By attending this introductory course on older adult trauma and PTSD, you will gain skills, interventions, and an understanding of the ethical issues for help and healing with traumatized seniors. Learn the standard of care for treatment in the field of traumatic stress and its key ingredients. Learn evidence-based treatment protocols and interventions for establishing safety, desensitizing and reprocessing trauma memories, acclimating and resolving grief/loss and assisting clients in reconnecting to lives full of purpose and healthy coping. A review of the DSM 5 categories and diagnostic criteria for trauma and PTSD will be reviewed and participants will walk away with a good grasp on how to address those symptomatic and painful adaptations that older adults often unknowingly make after having experienced war, loss and major life changes.

Social workers, LMHTs, LPCs, and LCPCs will earn 6 contact hours. APRNs, RNs and LPNs may self-submit to KSBN. This course meets KSBSRB for 6 hours of diagnosis and treatment.

Learning Objectives:
• Describe the etiology and impact of traumatic stress on the older adult client using multiple assessment strategies
• Describe how to assess a client’s reaction to a traumatic event and make an appropriate diagnosis
• Explain how grief, bereavement and mourning are accounted for in the new DSM-5Æ
• Implement interventions to assist a client in dealing with the biopsychosocial manifestations of trauma, PTSD and traumatic grief/complicated mourning
• Explain the effects of trauma on the structure and function of the brain
• Review the Social Work Code of Ethics and how working with traumatized patients can create challenging boundary issues
• Review ethical case studies on how typical PTSD presents and how a social worker should handle assessment and potential referral when beyond one’s capacity.

6 contact hours/$99  Network Member Fee: $33
HCSEM-067-2  F  Sep. 18  8:30 a.m.–3:30 p.m.
Regnier Center 181  Sally King
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- Healthcare
- Medical Front Office

General
- Human Anatomy and Physiology
- Medical Math
- Medical Terminology

Certificates
- Brain Health
- Complementary and Integrative Health
- End-of-Life Care
- Energy Medicine
- Food, Nutrition and Health
- Gerontology
- Global Healing Systems
- Healthy Aging
- Holistic and Integrative Health
- Infectious Diseases and Control
- Integrative Mental Health
- Legal and Ethical Issues
- Meditation
- Mindfulness
- Nutrition, Chronic Disease and Health Promotion
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8 contact hours/$199

QB-101-23 TuTh Sep. 8–10 12:30–4:30 p.m. Michele Janson
QB-101-24 MW Oct. 26–28 12:30–4:30 p.m. Michele Janson
QB-101-25 TuTh Dec. 1–3 12:30–4:30 p.m. Michele Janson

QuickBooks® Fundamentals—for Desktop Users
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.

8 contact hours/$199

QB-100-31 TuTh Sep. 1–3 8:30 a.m.–12:30 p.m. Michele Janson
QB-100-32 TuTh Oct. 6–8 12:30–4:30 p.m. Michele Janson
QB-100-33 MW Nov. 2–4 12:30–4:30 p.m. Michele Janson
QB-100-34 TuTh Dec. 8–10 8:30 a.m.–12:30 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!

Bring your own questions. Participants should be familiar with QuickBooks® or have completed the Fundamentals course.

4 contact hours/$79

QB-106-4 Th Aug. 27 12:30–4:30 p.m. Cathy Martin
QB-106-5 Tu Oct. 13 8:30 a.m.–12:30 p.m. Cathy Martin
QB-106-6 Tu Nov. 24 12:30–4:30 p.m. Michele Janson
QB-106-7 Tu Dec. 15 12:30–4:30 p.m. Cathy Martin

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!

Bring your own questions. Participants should be familiar with QuickBooks® or have completed the Fundamentals course.

2 contact hours/$79

QB-107-4 Tu Oct. 13 1:30–3:30 p.m. Cathy Martin
QB-107-5 Tu Nov. 24 8:30 a.m.–10:30 a.m. Julie Michalski

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-202-24 M Oct. 19 1–5 p.m. Janet Fanska
TAX-202-25 W Nov. 18 1–5 p.m. Janet Fanska
TAX-202-26 W Dec. 9 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.

Presented by a tax specialist with the Kansas Department of Revenue.

3 contact hours/$20

TAX-200-36 W Aug. 26 1–4 p.m. Carl Yorke
TAX-200-37 Th Sep. 24 9 a.m.—noon Carl Yorke
TAX-200-38 M Nov. 16 9 a.m.—noon Carl Yorke
TAX-200-39 Th Dec. 17 1–4 p.m. Carl Yorke
Small Business Development Center Online
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

Learn online. Stay on course.

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

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.
Presented by a tax specialist with the Kansas Department of Revenue.

2.5 contact hours/$15

| TAX-201-36 | W | Aug. 26 | 9–11:30 a.m. | Regnier Center 145 | Carl York |
| TAX-201-37 | Th | Sep. 24 | 1:30–4 p.m. | Regnier Center 145 | Carl York |
| TAX-201-38 | M | Nov. 16 | 1:30–4 p.m. | Regnier Center 145 | Carl York |
| TAX-201-39 | Th | Dec. 17 | 9–11:30 a.m. | Regnier Center 145 | Carl York |

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-500-18 | TuTh | Oct. 6–8 | 6–8:30 p.m. | Regnier Center 234 | John Addessi |
| SBMKTG-500-19 | TuTh | Nov. 10–12 | 3–5:30 p.m. | Regnier Center 234 | John Addessi |
| SBMKTG-500-20 | TuTh | Dec. 1–3 | 6–8:30 p.m. | Regnier Center 234 | John Addessi |

Small Business Finance
Know Your Numbers and Make More Money
Learn to read and interpret basic financial reports, explore 3 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.

3 contact hours/$35

| BUSFIN-800-19 | W | Oct. 7 | 1:30–4:30 p.m. | Regnier Center 145 | Jack Harwell |
| BUSFIN-800-20 | Tu | Dec. 8 | 1:30–4:30 p.m. | Regnier Center 145 | Jack Harwell |

For registration assistance, call 913-469-2323.
## Small Business Development

### EXPORTING

**Going Global Via Exporting**  
Kansas businesses export nearly $12 billion in goods and the U.S. actually has a trade surplus in services! If you want a larger market for your product or service, this course 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-402-2**  
Tu  
Sep. 22  
8:30–11 a.m.  
Regnier Center 255  
John Addessi

**EXPORT-402-3**  
Th  
Nov. 19  
2:30–5 p.m.  
Regnier Center 255  
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 registered before Dec. 7 to take this course.

4 contact hours/$35  
**EXPORT-401-3**  
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-400-6**  
F  
Oct. 16  
8 a.m.–5 p.m.  
Regnier Center 221  
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-300-39**  
W  
Sep. 2  
8:30–11 a.m.  
Kansas PTAC

**GOVCON-300-40**  
W  
Oct. 7  
8:30–11 a.m.  
Kansas PTAC

**GOVCON-300-41**  
W  
Nov. 4  
8:30–11 a.m.  
Kansas PTAC

**GOVCON-300-42**  
W  
Dec. 2  
8:30–11 a.m.  
Kansas PTAC

### 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-600-18**  
W  
Sep. 9  
2:30–5 p.m.  
Rick Gier

**INTPROP-600-19**  
Tu  
Nov. 10  
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 course 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-901-5**  
Tu  
Oct. 27  
1–4 p.m.  
Jack Harwell

**BUSMGMT-901-6**  
W  
Dec. 2  
1–4 p.m.  
Jack Harwell

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cel.jccc.edu

**TO FIND YOUR COURSE AND REGISTER TODAY.**

BUSINESS SKILLS DEVELOPMENT • SMALL BUSINESS DEVELOPMENT
COMPUTER TECHNOLOGY • CAREERS AND TRades • LIFE SKILLS • LEISURE
Life Skills
76 Adult Education/GED®
77 Adult Education
78 ESL Advanced & Professional
80 Driver Education
80 Motorcycle Training
81 Money Management
83 Sign Language
ARTS & CRAFTS

NEW! Airplane Santa Workshop
Celebrate the season by painting and antiquing your own Airplane Santa with the instructor who has painted over 1,000 Santas. The resin Airplane Santa and acrylic paints will be furnished by the instructor.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

6 contact hours/$69

ART-357-1 Tu Oct. 13–20 6–9 p.m.
Carlsen Center 212

NEW! Art and Architecture of Medieval Europe
Examine the influence of Christianity on art forms such as icons, illuminated manuscripts, stained glass and church architecture, as well as the impact on art of secularism, the Medieval Guilds and the change from a feudal society to a populous urban culture.

5 contact hours/$59

ART-379-1 Tu Oct. 6–13 2–4:30 p.m.
Regnier Center 185

Peggy Schrock

Beaded Earrings
Enjoy a lesson in brick stitch and leave with a pair of beaded earrings. You will select the color palette for the earrings created in class and acquire the skills and knowledge to continue beading on your own.

Sewing experience is needed.

Students that require hypo-allergenic earrings will need to bring their own earring wires, otherwise all supplies will be provided.

3 contact hours/$39

ART-261-2 W Sep. 16 6–9 p.m.
Regnier Center 146

Jessica Kincaid

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.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

3 contact hours/$39

ART-040-3 Sa Aug. 29 1–4 p.m.
Carlsen Center 224

Peter Noth

ART-040-4 Sa Sep. 26 1–4 p.m.
Carlsen Center 212

Peter Noth

Carving an Organic Wood Bowl
Wood carving is one of the oldest arts of humankind. Learn about different wood species, how to find or purchase wood and how to process and carve an organic bowl. Explore both hand tools and power tools and understand how these techniques can be applied to any other 3D form including sculpture.

Students need to be able to lift at least 20 pounds.

Wear shoes that cover your feet and clothes that you don’t mind getting dirty.

No prior experience necessary.

20 contact hours/$199

ART-180-2 Sa Oct. 3–24 12–5 p.m.
Fine Arts & Design Studios 125

Darin White

NEW! Chickadee Winter Art
Paint a chickadee weathering the winter snow in the pine trees on a 10"x10" canvas board using acrylic paints. This is a perfect piece to accent your home. All acrylic paints and canvas board will be furnished by the instructor.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

3 contact hours/$39

ART-358-1 Tu Oct. 6 6–9 p.m.
Carlsen Center 212

Betty Erhard
**Drawing Fundamentals**

Develop your ability to draw what you see through a classically inspired approach.

Materials cost, including tools, will vary depending on the project selected.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ART-002-5</td>
<td>Th</td>
<td>Oct. 15–Dec. 10</td>
<td>6–9 p.m.</td>
<td>Carlsen Center 212</td>
<td>Matt Krawcheck</td>
</tr>
</tbody>
</table>

**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.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

21 contact hours/$129

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART-110-7</td>
<td>W</td>
<td>Oct. 14–Dec. 2</td>
<td>6–9 p.m.</td>
<td>Carlsen Center 224</td>
<td>Mary Ann Coonrod</td>
</tr>
</tbody>
</table>

**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.

Materials cost, including tools, will vary depending on the project selected.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list. The classroom may not have all the tools necessary for your project.

15 contact hours/$199

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<tr>
<th>Course</th>
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<th>Instructor</th>
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<tr>
<td>ART-250-15</td>
<td>Sa</td>
<td>Sep. 12–Oct. 10</td>
<td>8:30–11:30 a.m.</td>
<td>Fine Arts &amp; Design Studios 126</td>
<td>Pamela Miller</td>
</tr>
</tbody>
</table>

**Jewelry Making II, Beginning**

For students who have completed JCCC’s Beginning Jewelry I. You will have another opportunity to work on a project of your choice.

18 contact hours/$139

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<tr>
<th>Course</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ART-251-13</td>
<td>Sa</td>
<td>Oct. 17–Nov. 21</td>
<td>8:30–11:30 a.m.</td>
<td>Fine Arts &amp; Design Studios 126</td>
<td>Pamela Miller</td>
</tr>
</tbody>
</table>

**Knit and Crochet Workshop**

Choose your own project—knit or crochet. Pick from sweaters, afghans or nonwearables. Must know how to knit or crochet. You will receive individual attention specific to your project.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$139

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<thead>
<tr>
<th>Course</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ART-200-29</td>
<td>Tu</td>
<td>Aug. 25–Oct. 13</td>
<td>1–4 p.m.</td>
<td>Regnier Center 146</td>
<td>Julie Wallace</td>
</tr>
<tr>
<td>ART-200-30</td>
<td>Tu</td>
<td>Aug. 25–Oct. 13</td>
<td>6–9 p.m.</td>
<td>Regnier Center 146</td>
<td>Julie Wallace</td>
</tr>
<tr>
<td>ART-200-31</td>
<td>Tu</td>
<td>Oct. 20–Dec. 8</td>
<td>1–4 p.m.</td>
<td>Regnier Center 146</td>
<td>Julie Wallace</td>
</tr>
<tr>
<td>ART-200-32</td>
<td>Tu</td>
<td>Oct. 20–Dec. 8</td>
<td>6–9 p.m.</td>
<td>Regnier Center 146</td>
<td>Julie Wallace</td>
</tr>
</tbody>
</table>

**Landscape Drawing in Color**

Did you ever want to tackle landscape drawing but did not know where to start? Working with soft pastels you will learn how to render architecture, nature, light and atmosphere. Working outdoors you will enjoy the cool autumn air and capture the beautiful changing colors in our drawings.

No prior training is needed.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

21 contact hours/$139

<table>
<thead>
<tr>
<th>Course</th>
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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ART-210-9</td>
<td>M</td>
<td>Sep. 28–Oct. 19</td>
<td>6–9 p.m.</td>
<td>Regnier Center 144</td>
<td>Julie Wallace</td>
</tr>
<tr>
<td>ART-210-10</td>
<td>M</td>
<td>Nov. 23–Dec. 14</td>
<td>6–9 p.m.</td>
<td>Regnier Center 144</td>
<td>Julie Wallace</td>
</tr>
</tbody>
</table>

**Learn to Crochet**

Learn to chain, single and double crochet, and much more in this 4-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.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

12 contact hours/$99

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<thead>
<tr>
<th>Course</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ART-205-11</td>
<td>M</td>
<td>Aug. 24–Sep. 7</td>
<td>6–9 p.m.</td>
<td>Regnier Center 144</td>
<td>Julie Wallace</td>
</tr>
<tr>
<td>ART-205-12</td>
<td>M</td>
<td>Oct. 26–Nov. 16</td>
<td>6–9 p.m.</td>
<td>Regnier Center 144</td>
<td>Julie Wallace</td>
</tr>
</tbody>
</table>

**Learn to Knit**

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.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

12 contact hours/$99

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<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ART-011-4</td>
<td>Su</td>
<td>Aug. 23–Oct. 11</td>
<td>2–5 p.m.</td>
<td>Carlsen Center 212</td>
<td>Matt Krawcheck</td>
</tr>
</tbody>
</table>

**Metal Casting**

Learn about the lost wax bronze-casting process. On the first day, work in wax to create your sculpture; on the second day, prepare it for casting; and on the third day, prepare the bronze. Wear nonflammable clothing, close-toed shoes, and prepare to get dirty.

No prior experience necessary.

Limit of 1 project per student.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

20 contact hours/$199

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-160-4</td>
<td>Su</td>
<td>Oct. 4–25</td>
<td>12–5 p.m.</td>
<td>Fine Arts &amp; Design Studios 126</td>
<td>Angelica Sandoval</td>
</tr>
</tbody>
</table>
**Leisure**

**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, 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.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

**ART-050-13**
Tu Oct. 6–Dec. 1 9 a.m.–noon
Grace Covenant Presbyterian Church
George Moeller

**ART-050-14**
Th Oct. 8–Dec. 3 6–9 p.m.
Grace Covenant Presbyterian Church
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

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

**ART-051-13**
Tu Oct. 6–Dec. 1 9 a.m.–noon
Grace Covenant Presbyterian Church
Connie Mowe

**ART-051-14**
Th Oct. 8–Dec. 3 6–9 p.m.
Grace Covenant Presbyterian Church
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-150-17**
Su Sep. 13–27 12–6 p.m.
Fine Arts & Design Studios 125
Dave Norem

**ART-150-18**
Su Nov. 8–22 12–6 p.m.
Fine Arts & Design Studios 125
Dave Norem

**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 goldleaf and decorating your lettering with gouache.

Course is open to all levels.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

16 contact hours/$129

**ART-041-2**
Th Oct. 1–Nov. 19 6–9 p.m.
Carlsen Center 224
Peter Noth

**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 class will include a painting demonstration followed by opportunities to practice with instructor guidance.

No prior experience necessary.

Students are responsible for supplies; go to ce.jccc.edu to find your course and view the supply list.

24 contact hours/$149

**ART-100-12**
Tu Sep. 8–Oct. 27 6:30–9:30 p.m.
Carlsen Center 224
Diren He

**AVIATION**

**Introduction to UAV Drones**
This 4-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-001-11**
Sa Sep. 12 9 a.m.–1 p.m.
Regnier Center 144
Earnest McCoy

**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-002-10**
Sa Sep. 12 2–5 p.m.
Regnier Center 144
Earnest McCoy

**Take 3 Save 15%**

**Receive a 15% Discount**
when you register for three or more courses in a single transaction.

For registration assistance, call 913-469-2323.
NEW!  **Flying Companions**

Flying Companions 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-105-3**

Sa  Oct. 24  9 a.m.—4 p.m.

Regnier Center 144  Mark Boguski

**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 if you are contemplating taking flying lessons, as well as a structured class environment if you are looking for an interactive ground school where you can accelerate your 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.

48 contact hours/$399

**AVI-100-7**

TuTh  Sep. 29–Nov. 19  6–9 p.m.

Regnier Center 183  Mark Boguski

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**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-250-7**

Tu  Aug. 25–Oct. 13  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-251-3**

Tu  Oct. 20–Dec. 8  5:30–6:30 p.m.

Gym 007  Lindsey Smith Dinneen

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**Country Two-Step**

If you love country music, we’ve got you covered! Designed for true beginners, so absolutely no dance experience is needed. Learn the two-step for lively tunes that will keep you moving around the floor. Join us for a fun time learning this distinctive style of dance!

Shoes worn for class must be comfortable and non-scruffing.

For couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$89

**DANCE-150-5**

F  Sep. 11–Oct. 30  7:30–8:30 p.m.

Gym 007  Lance Haggard and Jana Stuart

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**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—focusing on felines, canids, birds, quadrupeds, reptiles and more.

8 contact hours/$89

**EGYPT-011-2**

W  Sep. 2–23  7–9 p.m.

Live Online  Stacy Davidson

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**Salsa Dancing, Beginning**

Have fun with your partner while learning to dance the Salsa to Top 40 Hits Music as well as Latin Music!

Shoes worn for class must be comfortable and non-scruffing.

For couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$89

**DANCE-051-1**

F  Sep. 11–Oct. 30  6:30–7:30 p.m.

Gym 007  Lance Haggard and Jana Stuart

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**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-200-7**

Tu  Aug. 25–Oct. 13  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-201-3**

Tu  Oct. 20–Dec. 8  6:30–7:30 p.m.

Gym 007  Lindsey Smith Dinneen
Leisure

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. The 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 or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Hieroglyph Detective: How to Decode the Sacred Language of the Ancient Egyptians by Nigel Strudwick; ISBN 9780811869850

16 contact hours/$129
EGYPT-001-3 Tu Sep. 1–Oct. 20 7–9 p.m. Live Online Stacy Davidson

FOOD & WINE

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-002-4 Sa Nov. 7 9 a.m.–noon Regnier Center 175 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-001-15 Tu Oct. 20–Nov. 3 6:30–9 p.m. Regnier Center 175 Frank Bramwell and Maria Bramwell
FOOD-001-16 Th Oct. 22–Nov. 5 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Chinese in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873352

16 contact hours/$139
CHIN-001-7 Th Sep. 3–Oct. 22 7–9 p.m. 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.

A textbook is recommended for this course: Français Interactif by Karen Kelton; used in conjunction with Tex’s Grammar site out of UT Austin (free). Book can be downloaded in PDF format for free or purchased at laits.utexas.edu/fi.

16 contact hours/$139
FREN-002-7 Th Aug. 27–Oct. 15 6–8 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

A textbook is recommended for this course: Français Interactif by Karen Kelton; used in conjunction with Tex’s Grammar site out of UT Austin (free). Book can be downloaded in PDF format for free or purchased at laits.utexas.edu/fi.

16 contact hours/$139
FREN-003-7 Th Oct. 22–Dec. 17 6–8 p.m. Regnier Center 146 Jeri Howell

Class will not meet Thursday, Nov. 26.
**Leisure**

**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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): French for Travelers by Fodor; ISBN 9781400014866

20 contact hours/$139

FREN-001-7  Sa  Sep. 12–Nov. 14  10 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-001-10  M  Sep. 14–Nov. 2  6–8 p.m.
Regnier Center 146  Kate Austin

**Hebrew, Beginning Biblical**
Learn the language, history and archaeology of the Bible in this highly interactive course. The foundation for this ancient language will be laid through modern language teaching methods, while exploring the rich context of the ancient world in which the Bible was written.

A textbook is required for this course and can be purchased online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Beginning Biblical Hebrew: A Grammar and Illustrated Reader by John Cook; ISBN 9780801048869

16 contact hours/$129

HEB-005-5  Tu  Sep. 29–Nov. 17  6:30–8:30 p.m.
Carlsen Center 122  Jordan Lemmon

**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-001-6  MW  Aug. 31–Sep. 28  6–8 p.m.
Class will not meet Monday, Sep. 7.
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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Italiano! Italian for Travelers by Lisa Powers ISBN 9781513634661

16 contact hours/$139

ITAL-001-10  Th  Aug. 27–Oct. 15  6:30–8:30 p.m.
Carlsen Center 128  Lisa Power

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

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 I or equivalent experience.
A textbook is required for this course and can be purchased online through your preferred vendor at bookstore.jccc.edu/coursematerials: Italian for Travelers by Lisa Powers ISBN 9781931873307
12 contact hours/$139
ITAL-002-5 Th TuTh Oct. 29–Dec. 10 6:30–8:30 p.m.
Carlsen Center 122
Lisa Power

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 online through your preferred vendor at bookstore.jccc.edu/coursematerials: Spanish in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873307
16 contact hours/$139
SPAN-001-7 Th TuTh Sep. 3–Oct. 22 6–8 p.m.
Carlsen Center 122
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, including functional grammar, using an original and motivational method and easy to learn updated strategies and techniques.
No prior knowledge of Spanish necessary.
16 contact hours/$149
SPAN-050-20 TuTh Sep. 1–24 6:30–8:30 p.m.
Carlsen Center 130
José Guerra
SPAN-050-21 TuTh Sep. 29–Oct. 22 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-051-10 TuTh Oct. 27–Nov. 19 6:30–8:30 p.m.
Carlsen Center 130
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-052-7 TuTh Nov. 24–Dec. 22 6:30–8:30 p.m.
Carlsen Center 130
José Guerra

Home Buying 101
Get the latest information on purchasing a home. Understand the local market conditions, the home buying process, title insurance, inspections, time lines, financing, how much you can afford, closing costs, what it takes to get prequalified and more.
4 contact hours/$49
HOME-001-15 Sa Oct. 24 9 a.m.–1 p.m.
Regnier Center 145
Cindy DiCianni

Advanced Beekeeping—Fall and Winter Honeybee Management
Proper preparation of your hives for winter is the most important activity for a beekeeper. The better you manage your hives for winter, the better the odds are that your bees will not only survive but will thrive when spring arrives. Review harvesting, processing and storing honey, processing beeswax, securing your hive from pests, verifying your bees have adequate honey stores and the methods of feeding when necessary, treatments for varroa mites, wind breaks, and how and when to check your hive over the winter.
2 contact hours/$29
GRDN-107-2 W Oct. 14 6:30–8:30 p.m.
Carlsen Center 211
Robert Hughes

Advanced Beekeeping—Pests and Diseases
Explore the greatest challenges in today’s beekeeping world. You will do an in-depth study and review of beekeeping diseases and pests. Learn how to identify pests and diseases in the early stages and the best practices for treatment alternatives. In addition, review new regulations and laws that impact our bees.
2 contact hours/$29
GRDN-103-3 W Oct. 7 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-100-7 W Aug. 26–Sep. 2 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-101-7 W Sep. 9–16 6:30–8:30 p.m.
Carlsen Center 211
Robert Hughes

70 For registration assistance, call 913-469-2323.
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. This course will cover bee behavior, hive management, diseases, pests, swarming and how to harvest honey right from your own backyard.
4 contact hours/$59
GRDN-102-7 W Sep. 23–30 6:30–8:30 p.m.
Carlsen Center 211 Robert Hughes

Fall Herbs—Healthy Ways to Use and Preserve the Harvest
Discover ideas about what to do with your abundance of healthy fall herbs. Discuss harvest techniques and various preserving methods for culinary and medicinal uses. An informative beginner’s course, with hands-on learning and useful recipes for the kitchen. Don’t let all those precious herbs die with the first frost. The goal is to get you comfortable growing and using more of these flavorful, healthy and nutrient-packed garden gems.
3 contact hours/$39
GRDN-007-2 Sa Oct. 10 9 a.m.–noon
Horticultural Science Center 121 Sherri Thomas

NEW! Maximizing Garden Space and Extending the Season
Want more out of your existing vegetable garden, or are you a beginner planning to start a vegetable garden next year? Attend this course to learn how to increase your harvests using techniques such as succession planting and seasonal planting. This course is all about making the most of the space you have whether it be container gardening, raised bed gardening or a backyard plot. Tips will be provided to help you plan now for your future seed and plant purchases. The goal is for you to walk away with a planting schedule that will help you get the most out of your veggie garden next year.
2 contact hours/$29
GRDN-008-1 Sa Nov. 7 10 a.m.–noon
Horticultural Science Center 121 Sherri Thomas

Winter Gardening: Growing Greens to Beat the Blues
Growing nutritional edibles during the dreary fall and winter months has many advantages. It is easier gardening than in the heat of the summer, less watering is needed and there are fewer bugs and weeds! Discuss the science, methods and some simple structures that work well for a small scale home garden and learn which plants do well in the cold. Leave excited about growing in an unexpected, yet productive season. Early September is the time to plant!
3 contact hours/$39
GRDN-006-2 Sa Sep. 12 9 a.m.–noon
Horticultural Science Center 121 Sherri Thomas

Home & Garden Online
ON YOUR TIME
For more online courses, visit jccc.edu/ce/online

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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

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

**ON YOUR TIME**

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

**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](http://jccc.edu/ce/online)

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**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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials); Leonard Guitar Method Book 1-w/CD by Will Schmid, 2nd Edition ISBN 9780793533923 AND Progressive Rhythm Guitar by Gary Turner ISBN 9780959540475

8 contact hours/$119

**MUSIC-010-16** M Aug. 24–Oct. 19 6–7 p.m. Office and Classroom Building 192 Harvey Fitzer

**MUSIC-010-17** M Oct. 26–Dec. 14 6–7 p.m. Office and Classroom Building 192 Harvey Fitzer

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**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.

Students will need to bring a harmonica in the KEY OF C to class.

A textbook is required for this course and can be purchased online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials); Progressive Beginner Harmonica by Peter Gelling ISBN 9781864691719

8 contact hours/$119

**MUSIC-020-10** M Oct. 26–Dec. 14 7–8 p.m. Office and Classroom Building 192 Harvey Fitzer

**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 online through your preferred vendor or at the JCCC Bookstore. If using the Bookstore, mention it’s for a Continuing Education course. Alfred’s Group Piano for Adults by E.L. Lancaster, 2nd Edition ISBN 9780739053010

8 contact hours/$119

**MUSIC-001-16** Sa Aug. 29–Oct. 17 3–4 p.m. Office and Classroom Building 362 Victor Olvera

**MUSIC-001-17** Sa Oct. 24–Dec. 19 3–4 p.m. Office and Classroom Building 362 Victor Olvera

Class will not meet Saturday, Nov. 28.

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**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. If using the Bookstore, mention it’s for a Continuing Education course. Alfred’s Group Piano for Adults by E.L. Lancaster, 2nd Edition ISBN 9780739053010

8 contact hours/$119

**MUSIC-002-16** Sa Aug. 29–Oct. 17 2–3 p.m. Office and Classroom Building 362 Victor Olvera

**MUSIC-002-17** Sa Oct. 24–Dec. 19 2–3 p.m. Office and Classroom Building 362 Victor Olvera

Class will not meet Saturday, Nov. 28.
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-033-4**  
Tu  Nov. 17  7–9 p.m.  
Regnier Center 255  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.
Students should bring a photo on a flash drive.
No prior Photoshop experience needed.
2 contact hours/$29
**PHOTO-031-4**  
Tu  Nov. 3  7–9 p.m.  
Regnier Center 255  Jim Mathis

**Basic Scenic and Nature Photography**
This course is designed to give amateur photographers some helpful tips for improving scenic and nature photography. Topics include exposure, depth of field, simple close-up techniques and helpful equipment. Wildlife photography also will be discussed.
Weather permitting: A chance to practice photography around campus will be included.
Bring camera and camera manual to class.
7.5 contact hours/$79
**PHOTO-022-4**  
Sa  Oct. 17–Oct. 31  9–11:30 a.m.  
Carlsen Center 212  Gary George

**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.
Students should bring their camera and camera manual to class.
Not recommended for point-and-shoot cameras.
10 contact hours/$109
**PHOTO-001-11**  
M  Sep. 21–Oct. 19  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-015-6**  
M  Sep. 12–Dec. 5  9 a.m.—noon  
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, please bring it to class along with your manual.
3 contact hours/$49
**PHOTO-005-10**  
Tu  Sep. 15  6:30–9:30 p.m.  
Carlsen Center 212  Gary George

**PHOTOGRAPHY ONLINE**

**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 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](http://jccc.edu/ce/online)
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.

Students should bring a photo on a flash drive.

Prerequisites: Basic Photoshop Tips and Tricks or basic knowledge of Photoshop.

2 contact hours/$29
PHOTO-032-4  Tu  Nov. 10  7–9 p.m.
Regnier Center 255  Jim Mathis

Sports Photography
Have you ever tried to capture the peak action at a sporting event only to find that the photos don’t look all that great? If that is the case, then this course may help you get better photos of sporting events.

Bring your camera and camera manual and be prepared to learn some of the tips and techniques that will improve your sports photos.

3 contact hours/$39
PHOTO-021-4  Tu  Oct. 6  6:30–9:30 p.m.
Regnier Center 181  Gary George

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-001-25  Tu  Aug. 25–Oct. 13  5:30–6:30 p.m.
Class will not meet Tuesday, Sep. 15.
Sykes/Lady OP Golf Course  Elizabeth Smart
SPORT-001-26  W  Aug. 26–Oct. 14  5:30–6:30 p.m.
Class will not meet Wednesday, Sep. 16.
Sykes/Lady OP Golf Course  Elizabeth Smart
SPORT-001-27  Th  Aug. 27–Oct. 15  5:30–6:30 p.m.
Class will not meet Thursday, Sep. 17.
Sykes/Lady OP Golf Course  Elizabeth Smart

European Travel Guide
Dive a little deeper into what Europe has to offer. Explore nearly 20 beautiful options, including Barcelona, Prague, Sevilla, Dubrovnik, Budapest, the Swiss Alps, the Loire Valley and the French Riviera, Tuscany, the Alhambra (Spain), Fjords of Norway, the Dingle Peninsula (Ireland) and Lake Como (Italy).

2.5 contact hours/$39
TRAVEL-005-4  Tu  Oct. 6  6:30–9 p.m.
Regnier Center 175  Robert Pearson

National Parks Travel Planning—Western U.S.
The beauty and diversity of the National Parks in the Western United States is unmatched. Come tour many of the major destinations including Yellowstone, Tetons, Mount Rainier, Redwoods, Badlands, Grand Canyon, Arches, Zion, Bryce Canyon, 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-020-4  Tu  Sep. 29  6:30–9 p.m.
Regnier Center 175  Robert Pearson

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

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.

jccc.edu/aok

TO LEARN MORE
Angie Huber
913-469-7690 | jcae@jccc.edu
Improve reading, writing and math skills. Study for the GED® exam and earn a Kansas high school diploma.

**New students can register in August and September.**

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 2 options:

1. **Call CE Registration at 913-469-2323,** Aug. 10-13 and Sep. 28-Oct. 1 from 8 a.m.–5 p.m. Credit or debit card preferred, no cash accepted. Registration will end when classes have filled.

2. **Register in-person at the location where you will attend classes.** Aug. 10-13 and Sep. 28-Oct. 1, 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.

**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.
ADULT EDUCATION/GED® PREP ONLINE
ON YOUR TIME

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

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 register in August and September 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 2 options:
• Call CE Registration at 913-469-2323, Aug. 10-13 and Sep. 28-Oct. 1, 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. Aug. 10-13 and Sep. 28-Oct. 1, 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.

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 Aug. 17-Oct. 5. 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 4 different locations:
1. Antioch Library
2. Olathe Health Education Center
3. West Park Center

Daytime courses
MW Aug. 26-Dec. 9 9 a.m.–noon
TuTh Aug. 27-Dec. 10 9 a.m.–noon

Evening courses
MW Aug. 26-Dec. 9 6-9 p.m.
TuTh Aug. 27-Dec. 10 6-9 p.m.

4. Gardner Library
Evening courses TuTh Aug. 27-Dec. 10 4-8 p.m.

College Readiness—Bridge Language Arts
Do you want to be successful in college, but need to improve your reading and writing skills? In this course you will strengthen vocabulary, reading comprehension and written communication skills.

Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

93 contact hours/$100
LABRIDGE-700-10 TuTh Aug. 25–Dec. 3 8:30–11:30 a.m.
Regnier Center 142
Cheryl Brown

College Readiness—Bridge Math
Do you want to be successful in college, but need to improve your math skills? 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.

90 contact hours/$100
MATHBRIDGE-701-10 MWF Aug. 24–Dec. 4 9–11 a.m.
Regnier Center 142
Molly Fisher

ACADEMIC REVIEW ONLINE
ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

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
ESL ADVANCED & 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Practice Makes Perfect: English Conversation by Jean Yates ISBN 9781259643279

20 contact hours/$139
ESLADV-001-14 W Sep. 2–Oct. 21 9:30 a.m.–noon
Regnier Center 183 Kaye Thompson
ESLADV-001-15 W Sep. 2–Oct. 21 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Practice Makes Perfect: English Conversation by Jean Yates ISBN 9781259643279

17.5 contact hours/$139
ESLADV-002-11 W Oct. 28–Dec. 16 9:30 a.m.–noon
Regnier Center 183 Kaye Thompson
ESLADV-002-12 W Oct. 28–Dec. 16 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Focus on Grammar 3 with Essential Online Resources (5th Edition) ISBN 9780134583297

20 contact hours/$139
ESLADV-020-10 T Tue. Aug. 25–Oct. 13 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Focus on Grammar 3 with Essential Online Resources (5th Edition) ISBN 9780134583297

20 contact hours/$139
ESLADV-021-7 T Tue. Oct. 27–Dec. 15 6–8:30 p.m.
Carlsen Center 124 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 online through your preferred vendor or the JCCC Bookstore (bookstore.jccc.edu/coursematerials): Great American Stories 3 by C.G. Draper ISBN 9780130619419

16 contact hours/$129
ESLADV-035-5 W Sep. 16–Nov. 18 12:30–2:30 p.m.
Regnier Center 183 Margaret Turner
ESLADV-035-6 M Sep. 21–Nov. 16 6–8 p.m.
Carlsen Center 124 Margaret Turner
READY FOR A JOB THAT’S IN HIGH DEMAND AND EARN GREAT PAY?

CDL-A Training

• 160-hours of training
• No experience required
• Small class sizes
• Up to 60 hours of behind-the-wheel training
• Weekend and evening options
• Scholarships and tuition-free grants available
• Authorized third-party examiner

JCCC IS AN APPROVED THIRD-PARTY KANSAS CDL EXAMINER AND AN FMCSA-APPROVED ENTRY-LEVEL DRIVER TRAINING PROVIDER.

FREE ORIENTATION TUESDAY, DECEMBER 15
Life Skills

**DRIVER EDUCATION**

**Driver Education**

This course is designed to give students the fundamentals for driving responsibly, safely and defensively. In addition to the 8-hour classroom portion, each student will receive 4 to 6 lessons of behind-the-wheel training that will be scheduled with the instructor and will 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.

Driving lessons will be scheduled with their classroom instructor. Driving will take place over the next 4 to 6 weeks. Expectations are that all students should complete the program during that 4- to 6-week time frame.

8 contact hours/$399

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV-001-161</td>
<td>Sa Sep. 5</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
</tr>
<tr>
<td>DRV-001-162</td>
<td>Sa Sep. 12</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
</tr>
<tr>
<td>DRV-001-163</td>
<td>Sa Sep. 19</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jennifer Steele</td>
</tr>
<tr>
<td>DRV-001-164</td>
<td>Sa Sep. 26</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
</tr>
<tr>
<td>DRV-001-165</td>
<td>Sa Sep. 26</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
</tr>
<tr>
<td>DRV-001-166</td>
<td>Sa Oct. 3</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
</tr>
<tr>
<td>DRV-001-167</td>
<td>Sa Oct. 10</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
</tr>
<tr>
<td>DRV-001-168</td>
<td>Sa Oct. 24</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
</tr>
<tr>
<td>DRV-001-169</td>
<td>Sa Oct. 31</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
</tr>
<tr>
<td>DRV-001-170</td>
<td>Sa Nov. 7</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
</tr>
<tr>
<td>DRV-001-171</td>
<td>Sa Nov. 14</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
</tr>
<tr>
<td>DRV-001-172</td>
<td>Sa Nov. 21</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
</tr>
<tr>
<td>DRV-001-173</td>
<td>Sa Dec. 5</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
</tr>
<tr>
<td>DRV-001-174</td>
<td>Sa Dec. 12</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
</tr>
<tr>
<td>DRV-001-175</td>
<td>Sa Dec. 19</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
</tr>
<tr>
<td>DRV-001-176</td>
<td>M Dec. 21</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
</tr>
</tbody>
</table>

**MOTORCYCLE TRAINING**

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF-001-35</td>
<td>Sa Sep. 12</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>Cynthia Galle</td>
</tr>
<tr>
<td>DEF-001-36</td>
<td>Sa Oct. 24</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>Cynthia Galle</td>
</tr>
<tr>
<td>DEF-001-37</td>
<td>Sa Dec. 5</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>Cynthia Galle</td>
</tr>
</tbody>
</table>

**BRC 2, Experienced Motorcycle Rider Training**

Experienced rider course training is offered to the newer rider wanting to better their riding skills or the veteran riders interested in advanced riding techniques.

Students must provide their own helmet and motorcycle, proof of insurance, valid motorcycle registration and motorcycle endorsement on their driver’s license.

All motorcycles must be street legal.

6 contact hours/$125

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOT-002-9</td>
<td>Su Sep. 6</td>
<td>1–7 p.m.</td>
<td>Teresa Rogers</td>
</tr>
</tbody>
</table>

**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 3-day course allows you to quickly qualify for your license.

Driver’s license or valid learner’s permit is required.

Visit the motorcycle website for training supplies required for the course.

20 contact hours/$259

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOT-001-216</td>
<td>F Aug. 28</td>
<td>6-10 p.m.</td>
<td>Regnier Center 181</td>
</tr>
<tr>
<td></td>
<td>SaSu Aug. 29-30</td>
<td>7 a.m.–4 p.m.</td>
<td>Jay Richards and Gary Todd</td>
</tr>
<tr>
<td>MOT-001-217</td>
<td>F Sep. 4</td>
<td>6-10 p.m.</td>
<td>Regnier Center 183</td>
</tr>
<tr>
<td></td>
<td>SaSu Sep. 5-6</td>
<td>7 a.m.–4 p.m.</td>
<td>Andrew Denning</td>
</tr>
<tr>
<td>MOT-001-218</td>
<td>F Sep. 11</td>
<td>6-10 p.m.</td>
<td>Regnier Center 183</td>
</tr>
<tr>
<td></td>
<td>7 a.m.–4 p.m.</td>
<td>Gary Todd</td>
<td></td>
</tr>
<tr>
<td>MOT-001-219</td>
<td>F Sep. 18</td>
<td>6-10 p.m.</td>
<td>Regnier Center 183</td>
</tr>
<tr>
<td></td>
<td>SaSu Sep. 19-20</td>
<td>7 a.m.–4 p.m.</td>
<td>Cheryl Rogers and Dennis Rogers</td>
</tr>
<tr>
<td>MOT-001-220</td>
<td>F Sep. 25</td>
<td>6-10 p.m.</td>
<td>Regnier Center 183</td>
</tr>
<tr>
<td></td>
<td>SaSu Sep. 26-27</td>
<td>7 a.m.–4 p.m.</td>
<td>Douglas L Peterson and Gary Todd</td>
</tr>
</tbody>
</table>
(Motorcycle Training continued)

MOT-001-221  F  Oct. 2  6-10 p.m.
SaSu  Oct. 3-4  7 a.m.–4 p.m.
Regnier Center 183  Cheryl Rogers and Dennis Rogers

MOT-001-222  F  Oct. 9  6-10 p.m.
SaSu  Oct. 10-11  7 a.m.–4 p.m.
Regnier Center 183  Andrew Denning and Gary Todd

MOT-001-223  F  Oct. 16  6-10 p.m.
SaSu  Oct. 17-18  7 a.m.–4 p.m.
Regnier Center 181  Cheryl Rogers and Dennis Rogers

MOT-001-224  F  Oct. 23  6-10 p.m.
SaSu  Oct. 24-25  7 a.m.–4 p.m.
Regnier Center 183  Douglas L. Peterson and Andrew Denning

MOT-001-225  F  Oct. 30  6-10 p.m.
SaSu  Oct. 31–Nov. 1  7 a.m.–4 p.m.
Regnier Center 183  Cheryl Rogers and Dennis Rogers

MOT-001-226  F  Nov. 6  6-10 p.m.
SaSu  Nov. 7-8  7 a.m.–4 p.m.
Regnier Center 183  Cheryl Rogers and Jay Richards

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 are the other plans and let’s not forget Part D (prescription drug plan)? Learn about Medicare PPOs and HMOs.

For educational purposes only; no plan specific benefits will be shared.

2 contact hours/$39

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>MNY-100-10</td>
<td>W</td>
<td>Sep. 19</td>
<td></td>
<td>10 a.m.–noon</td>
<td>Regnier Center 145</td>
<td>Jeffrey David</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>MNY-001-9</td>
<td></td>
<td>Oct. 7–28</td>
<td></td>
<td>6-8 p.m.</td>
<td>Regnier Center 146</td>
<td>Mollie Stephens</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNY-020-3</td>
<td>Tu</td>
<td>Sep. 29–Oct. 6</td>
<td></td>
<td>7–9 p.m.</td>
<td>Regnier Center 157</td>
<td>Kandy Meehan</td>
</tr>
</tbody>
</table>

MONEY MANAGEMENT ONLINE
ON YOUR TIME

**Session start dates:** Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

**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 course 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**

Learn online. Stay on course.

For more online courses, visit [jccc.edu/ce](http://jccc.edu/ce)

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNY-151-14</td>
<td>W</td>
<td>Oct. 7</td>
<td></td>
<td>2–4 p.m.</td>
<td>Regnier Center 181</td>
</tr>
</tbody>
</table>
Life Skills

DRIVER EDUCATION
Need options to fit your busy schedule?

JCCC offers quality, face-to-face courses. Get up to 6 hours of scheduled behind-the-wheel drive time with our state-certified instructors.

- No permit required
- Most students finish in under 4 weeks
- Options to fit your busy schedule
- Customized behind-the-wheel lessons to ensure student success
- Same instructor from start to finish


Visit jccc.edu/drivejccc
Stay tuned: If classrooms are closed, we’ll still bring you live online options.

From Eye Level to Sky Level

Get off the ground with Introduction to UAV

You’ll learn:
• FAA rules and regulations
• risk management
• operational planning
• basic flight control

Already have a drone and want to get creative? Get great shots when you take Drone Photography.

Take away expert tips on:
• settings  • lighting
• framing  • focus

See page 66 for course information.

See page 80 for course information.
### 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-001-10**  
W  
Regnier Center 145  
Mark Kerns

#### 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 online through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533

16 contact hours/$119  
**ASL-002-10**  
MW  
Sep. 9-Oct. 5  
6:30–8:30 p.m.  
Regnier Center 145  
Mark Kerns

#### 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 online through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533

16 contact hours/$119  
**ASL-003-7**  
MW  
Oct. 14–Nov. 9  
6:30–9 p.m.  
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 online through your preferred vendor or the JCCC Bookstore: Learning American Sign Language by Tom Humphries, 2nd Edition; ISBN 9780205275533

16 contact hours/$119  
**ASL-004-4**  
MW  
Nov. 18–Dec. 16  
6:30–8:30 p.m.  
Class will not meet Wednesday, Nov. 25.  
Regnier Center 145  
Mark Kerns

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### SIGN LANGUAGE ONLINE ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

#### Discover Sign Language
Learn to create the signs for numbers, alphabet and the proper way fingerspell names. Then you’ll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. $129

Learn online.  
 Stay on course.

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

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### EXAM PREP ONLINE ON YOUR TIME

Session start dates: Aug. 12, Sep. 16, Oct. 14, Nov. 11, Dec. 9

#### 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
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

See pages 80-81 for course details.

ESCAPE in the Clouds!

Prepare for takeoff in Private Pilot Ground School AND become an ace crewmate in Flying Companions.

Accelerate your learning in our in-person ground school.

All our course teach these basics:
- How an airplane flies
- How equipment works
- Pilot procedures

Become a savvy pilot and passenger! Register today in our Aviation courses.

See page 67 for course details.
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 3 or more eligible courses are added to your online cart and paid in 1 transaction.

By Phone – 913-469-2323
Register by phone using your credit 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 (cregistration@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
Tu=Tuesday
W=Wednesday
Th=Thursday
F=Friday
Sa=Saturday
Su=Sunday
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 Sep. 7, Nov. 25-29 and Dec. 24-Jan. 1.

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
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

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<th>Middle name</th>
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Address: personal ☐ business ☐

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Email address

**If you are registering for healthcare courses and you are a healthcare professional, complete the following:**

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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.
Off-Campus Locations

**Antioch Library**
8700 Shawnee Mission Pkwy.
Merriam, Kansas

**Antioch Park**
6501 Antioch Road
Merriam, Kansas

**Center of Grace**
520 South Harrison St.
Olathe, Kansas

**Gardner Library**
137 E. Shawnee St.
Gardner, Kansas

**Grace Covenant Presbyterian**
11100 College Blvd.
Overland Park, 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

**Sykes/Lady OP Golf Course**
12600 Quivira Road
Overland Park, Kansas

**West Park Center**
9780 W. 87th St.
Overland Park, Kansas

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**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

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