WE'VE GOT LIVE ONLINE OPTIONS FOR YOU!

jccce.edu/ce

computer technology • business development • leisure • life skills
Learn the latest computer skills in state-of-the-art labs.

Advance your career with our business and leadership courses.

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

Earn CEUs in your field of expertise.

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Gain valuable skills to enhance the quality of your life.

Do something for yourself and take up a new hobby.

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jccc.edu/ce
Spring is a time for renewal and growth, and that is exactly the opportunity that JCCC Continuing Education courses offer. If you are seeking new workplace skills, professional development or personal enrichment, we have courses and certificates to help you move forward.

As we all continue to bravely navigate this new world of social distancing, JCCC remains committed, as always, to providing engaging and innovative training at the time and place you want to learn. Throughout the catalog, course delivery formats are indicated with an icon for Live Online, Dual Format and Online. We also offer in-person courses on campus and around the community, and customized training at your site. More details about our delivery formats are available on page 5.

New courses this Spring include: Architecting on Amazon Web Services (AWS), Moving from Business Startup to Business Stability, Egypt through Greek Eyes, Living as a Leader and many more.

In response to the need faced by many to learn new workforce skills as a result of the pandemic, JCCC Continuing Education has added more than 20 Online Career Training Certificates. These courses provide the training necessary to acquire professional level positions for many in-demand occupations in areas such as Healthcare, IT, Marketing, Management, Process Improvement, and Trades. Our certificate programs are facilitated by industry experts who are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. While these courses are not all listed in the catalog, you can find the complete list online at ce.jccc.edu.

Finally, I invite you to participate in our new online EDTalks program. Since launching EDTalks in April 2020, more than 1,500 people have learned with us through this free weekly educational program 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. Examples of recent EDTalks topics include:

- Activating Your Personal Brand with LinkedIn
- Storm Chasing
- You Can Pay Now or You Can Pay Later: Making the Case for Leadership Development
- Keys to Healthy Aging—How to Stay Strong Mentally Despite Setbacks
- The Good Side of Conflict

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!

Elisa Waldman
Dean, 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 and 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 live online. 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
- reliable Internet connection (preferably high speed)
- 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 at ceregistration@jccc.edu if you have questions.

Register today!

jccc.edu/ce
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.

How to Register for Courses

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>online course icon</th>
<th>course registration code</th>
<th>building &amp; room number</th>
<th>course dates</th>
<th>course time</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></td>
<td>WORD-100-1</td>
<td>Live Online</td>
<td>Tu</td>
<td>Jan. 12</td>
<td>8 a.m.–4 p.m.</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>WORD-100-2</td>
<td>Live Online</td>
<td>MTu</td>
<td>Mar. 8-9</td>
<td>6-9:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WORD-100-3</td>
<td>Regnier Center 255</td>
<td>F</td>
<td>Apr. 23</td>
<td>8 a.m.–4 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WORD-100-4</td>
<td>Regnier Center 255</td>
<td>W</td>
<td>May 5</td>
<td>8 a.m.–4 p.m.</td>
</tr>
</tbody>
</table>

Days of the week key:
M Monday
Tu Tuesday
W Wednesday
Th Thursday
F Friday
Sa Saturday
Su Sunday

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

WEB ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

**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

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WEB

**Web Design Certificate**
Earn this certificate if you complete all courses within 1 year. Recommended course sequence:

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

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

**Web Development Certificate**
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
- JavaScript
- React JavaScript
- Node.js

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

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

40 contact hours/$1,499

**WEB-015-5**
TuWTh Jan. 5–13 8 a.m.–5 p.m. Live Online

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

28 contact hours/$899

**WEB-001-26**
TuTh Mar. 9–18 8 a.m.–4 p.m. Live Online

**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/$499

**WEB-002-18**
TuTh Mar. 23–Apr. 1 6–9:30 p.m. Live Online

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

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

**Introduction to Web Development**
This course introduces you 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/$225

- **WEB-007-21**
  - TuTh
  - Feb. 9–11
  - 6–9:30 p.m.
  - Live Online

- **WEB-007-20**
  - MW
  - Apr. 5–7
  - 6–9:30 p.m.
  - Live Online

**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/$899

- **WEB-014-17**
  - TuTh
  - Apr. 13–May 6
  - 6–9:30 p.m.
  - Live Online

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

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

35 contact hours/$1,199

- **WEB-011-13**
  - MW
  - May 10–Jun. 14
  - 6–9:30 p.m.
  - Live Online

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

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

28 contact hours/$899

- **WEB-009-10**
  - MW
  - Jan. 11–Feb. 8
  - 6–9:30 p.m.
  - Live Online
  - Daniel Gunn

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

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

28 contact hours/$899

- **WEB-010-10**
  - TuTh
  - Feb. 16–Mar. 11
  - 6–9:30 p.m.
  - Live Online

**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/$499

- **WEB-003-21**
  - ThF
  - Jan. 21–22
  - 8 a.m.–4 p.m.
  - Live Online

- **WEB-003-22**
  - WTh
  - Apr. 21–29
  - 6–9:30 p.m.
  - Live Online

**Animate: Beyond the Basics**
You will continue to build your animation skills with complex animations using motion paths, nested symbols, audio and video. You will also be introduced to working with ActionScript to help create interactive animations. It is ideal for someone who wants to learn how to create interactive content for websites or gaming and mobile apps.

Prerequisite: Previously taken the Animate course, or have basic Animate (Flash) experience, and an Adobe Creative Cloud account.

14 contact hours/$499

- **WEB-016-2**
  - TuTh
  - May 11–20
  - 6–9:30 p.m.
  - Live Online
  - Denise Thomason

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

Prerequisite: HTML5 and CSS3 Fundamentals or equivalent experience, and an Adobe Creative Cloud account.

21 contact hours/$699

- **WEB-004-20**
  - TuTh
  - Jan. 26–Feb. 11
  - 6–9:30 p.m.
  - Live Online

- **WEB-004-21**
  - TuWTh
  - May 4–6
  - 8 a.m.–4 p.m.
  - 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/$475

- **WEB-005-23**
  - TuTh
  - Feb. 16–25
  - 6–9:30 p.m.
  - Live Online

- **WEB-005-24**
  - WTh
  - May 12–13
  - 8 a.m.–4 p.m.
  - Live Online
DIGITAL MARKETING

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.

Prerequisite: Access to résumé, profile picture image, company logos, etc. via email, thumb drive, cloud storage.

8 contact hours/$225

DIGMK-010-3 WTh Feb. 3–4 12:30–4:30 p.m.

Leveling Up Your Online Presence: Nonprofit Social Media Strategy
Now that you are ready to take your social media strategy to the next level, join us in class both to discover social media trends for nonprofits, and to gain new ideas for your social media plan. With people spending an average of 4 hours online in 2020 (up by 2.5 hours) you cannot afford to miss opportunities to be noticed. Social media has proven to be an effective and quick way for nonprofits to reach a wider audience and share their story no matter the size of the budget. Guide your nonprofit in new ways to cut through the noise or to bring your traditional fundraising events online.

Prerequisite: Passwords for any social media accounts/pages. Access to nonprofit logos, pictures, etc. via email, thumb drive and cloud storage.

9 contact hours/$295

DIGMK-009-3 WThF Jan. 20–22 1–4 p.m.

Planning and Buying Digital Advertising
Make the most of your paid digital advertising. Learn how using Google Paid Search to Facebook Ads benefit your organization. When you need to get a message in front of people, especially new customers, digital advertising can be a very powerful tool. Plan to build ads and campaigns using your existing accounts and social profiles while in class.

Prerequisite: Social media marketing and knowledge of how search engines work. Access and passwords to your business accounts is helpful.

12 contact hours/$525

DIGMK-020-3 TuTh Apr. 20–29 6–9 p.m.

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/$425

DIGMK-002-20 ThF Feb. 18–19 8 a.m.–4 p.m.

DIGMK-002-21 TuTh Mar. 30–Apr. 8 6–9:30 p.m.

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

14 contact hours/$475

DIGMK-005-21 MW Feb. 22–Mar. 3 6–9:30 p.m.

DIGMK-005-22 MW May 10–12 8 a.m.–4 p.m.

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/$475

DIGMK-004-24 WTh Feb. 10–11 8 a.m.–4 p.m.

DIGMK-004-25 MW Apr. 12–21 6–9:30 p.m.

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. An overview of several social media apps will be discussed.

14 contact hours/$425

DIGMK-001-24 TuTh Jan. 5–14 6–9:30 p.m.

DIGMK-001-25 MTu Mar. 15–16 8 a.m.–4 p.m.

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-006-3 ThF Jan. 28–29 8 a.m.–4 p.m.

DIGMK-006-4 ThF May 6–7 8 a.m.–4 p.m.

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

14 contact hours/$425
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
You’ll create basic 2D drawings using AutoCAD. Confidently edit, annotate and plot drawings.
Prerequisite: Autodesk account required.
21 contact hours/$675

ACAD-001-12 MW Mar. 1–17 6–9:30 p.m.
Live Online

Bluebeam
Start with managing the user interface to discover the powerful redline and markup capabilities housed within Bluebeam Revu, including Revu’s cloud-based collaboration functionality, Bluebeam Studio. Learn from a local, industry professional 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/$499

ACAD-007-8 MW May 10–19 6–9 p.m.
Live Online

Exploring the World of GIS
Learn about Geographic Information Systems (GIS) and the fundamentals of map making, cartography and spatial analysis. 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/$599

DESMOD-200-7 MW Mar. 22–Apr. 7 6–9 p.m.
Live Online

Revit Architecture Fundamentals
You’ll create full 3D architectural models and include them in working drawings. Create floor plans, elevations, building components. Create sheets for plotting.
Prerequisite: Autodesk account required.
21 contact hours/$675

ACAD-004-13 MW Apr. 12–28 6–9:30 p.m.
Live Online

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

Register online: jccc.edu/ce
Adobe Print Professional Workshop
Create a project from concept to print ready completion. We’ll talk through the best practices to utilize 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 one of the following courses at JCCC: Illustrator, Photoshop or InDesign, and an Adobe Creative Cloud account.
12 contact hours/$599
ADBCC-100-3 ThF Feb. 18–19 9 a.m.–4 p.m.
Live Online

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—Wrapping It Up
- Audition Essentials

Premiere Pro—Making it Happen—Mac or Windows
Now that you are in the editing process, start using motion-related effects and editing multiple angle footage. 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 an Adobe Creative Cloud account.
14 contact hours/$499
ADBCC-008-7 ThF Mar. 11–12 8 a.m.–4 p.m.
Live Online

Premiere Pro—Wrapping it Up—Mac or Windows
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, explore export options and uploading to social media.
Prerequisite: Premiere Pro Making It Happen or equivalent experience, and an Adobe Creative Cloud account.
7 contact hours/$249
ADBCC-009-6 F Apr. 16 8 a.m.–4 p.m.
Live Online

After Effects—Getting Started—Mac or Windows
It’s time 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 use 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 and animating a background. Become familiar with masks by creating and editing them. Gain confidence with puppet tools, so you can add natural motion and record animation in real time.
Prerequisite: Adobe Creative Cloud account, and video editing experience is helpful.
14 contact hours/$499
ADBCC-001-12 ThF Mar. 4–5 8 a.m.–4 p.m.
Live Online

After Effects Advanced—Mac or Windows
With so many tools to enhance and add to your video in the post production process. Build on the basics and learn to use roto brush tool so it’s easier to separate an object from its background making it easier to work with separately. Work on color correction and set up motion graphics templates. Some advanced editing techniques for stabilizing a shot, checking for drift, removing motion blur are practiced. Experiment with 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 an Adobe Creative Cloud account.
14 contact hours/$499
ADBCC-002-6 TuW Apr. 6–15 6–9:30 p.m.
Live Online
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 Creative Cloud and either Premiere Pro—Getting Started or After Effects—Getting Started, and an Adobe Creative Cloud account.
14 contact hours/$499
ADBCC-010-3
Live Online
WTh Jan. 27–28 8 a.m.–4 p.m.
ADBCC-010-4
Live Online
ThF May 6–7 8 a.m.–4 p.m.

Adobe Design Foundation Certificate
Earn this certificate if you complete all courses within 1 year.
• Illustrator Essentials
• Photoshop Essentials
• InDesign Essentials

InDesign Essentials
Combine all your digital media into digital magazines, interactive documents online and ebooks. Use paragraph and character styles, layout features, and panels to enable easy customization of both text and graphics. Build tables and prepare documents for print or web delivery. 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: Adobe Creative Cloud account.
28 contact hours/$925
ADBCC-040-1
Live Online
MWF Feb. 1–8 8 a.m.–4 p.m.

Illustrator Essentials
Turn your drawing into illustrations you can use anywhere. Create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Explore color application and gradients and work with text and layers. Discover advanced techniques for working with paths, masks, fills and strokes. 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: Adobe Creative Cloud account.
28 contact hours/$925
ADBCC-030-1
Live Online
MWF Apr. 5–12 8 a.m.–4 p.m.

Photoshop Essentials
Your productivity may be endless when you use this application to apply a variety of effects for each creative project. Begin with photo editing and move on to compositing to digital painting, animation, video production and graphic design.
Prerequisite: Adobe Creative Cloud account.
28 contact hours/$925
ADBCC-020-1
Live Online
MWF Mar. 22–29 8 a.m.–4 p.m.
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
This is your ticket into the secrets of Adobe Acrobat. Navigate, organize and create PDF documents. Modify and explore document review techniques. Gain experience to produce high-quality PDF documents for press. Insert multimedia content, audio, video and flash files, and add bookmarks and links. Improve accessibility in a document. Manage security issues with encryption and digital signatures.
Prerequisite: Adobe Creative Cloud account.
14 contact hours/$425

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>ACRB-004-12</td>
<td>ThF Jan. 7-8</td>
<td>8 a.m.–4 p.m.</td>
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<tr>
<td>ACRB-004-13</td>
<td>TuTh Mar. 9-18</td>
<td>6–9:30 p.m.</td>
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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/$475

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<th>Course Code</th>
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<tbody>
<tr>
<td>ILL-001-24</td>
<td>WTh Jan. 13-21</td>
<td>6–9:30 p.m.</td>
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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/$475

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>IND-001-24</td>
<td>MTh Jan. 25-26</td>
<td>8 a.m.–4 p.m.</td>
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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/$475

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<th>Course Code</th>
<th>Dates</th>
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<tr>
<td>PHTSH-001-26</td>
<td>WTh Feb. 10-18</td>
<td>6–9:30 p.m.</td>
</tr>
</tbody>
</table>

For more information:
913-469-3891 cait@jccc.edu
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/$125

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—Organizing Data, Pivot Tables and Workbook Protection or equivalent experience.
14 contact hours/$425

MS Project Fundamentals
Start a new plan, build task lists 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/$495

Outlook Fundamentals
Let us help you with the essential skills: working with email, organizing contacts, managing folders, calendars, notes, tasks and mobile device integration.
7 contact hours/$225

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/$299

Microsoft Office Essentials Certificate
Earn this certificate if you complete all courses within 1 year.
• Access Fundamentals
• An Excel Foundation
• PowerPoint Fundamentals
• Word Fundamentals
• Outlook Fundamentals
An Excel Foundation
Start your adventure with tools and features of Microsoft Excel. Upon completion you can enter, edit and format data. Manage workbooks, link worksheets and create basic functions to calculate data. Design and edit charts. Organize large amounts of data with freeze panes, sorting and data filtering tools.
9 contact hours/$225

Excel Specialist Certificate
Earn this certificate if you complete all courses within 1 year.
• An Excel Foundation
• Excel—Formulas, Formatting and Functions
• Excel—Organizing Data, Pivot Tables and Workbook Protection
Excel—Organizing Data, Pivot Tables and Workbook Protection
Not your typical course! Focus on complex examples from your Textbook to reinforce your skills. We’ll also utilize the eLab system for instant feedback on a few practice problems. Dive into tables, pivot tables, pivot charts, macros, and data management. Your eLab access is available for 24 months.
Prerequisite: An Excel Foundation or equivalent experience.
Meets Core and Expert objectives to complete Microsoft Office Specialist Certification.
15 contact hours/$399
- EXCEL-193-1 Live Online
  MWF Feb. 22–Mar. 3 1–4 p.m.
- EXCEL-193-2 Live Online
  MW Apr. 5–19 6:30–9:30 p.m.
- EXCEL-193-3 Live Online
  MWF May 19–28 8 a.m.–11 a.m.

Access Specialist Certificate
Earn this certificate if you complete all courses within 1 year.
- Access Fundamentals
- Access Advanced

Access Fundamentals
If you are new to Microsoft Access, creating tables in datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties and queries will be a breeze when you are finished with this course.
7 contact hours/$225
- ACCESS-161-33 Th Jan. 14 8 a.m.–4 p.m.
- ACCESS-161-34 WTh Feb. 24–25 6–9:30 p.m.

Access Advanced
Now that you have the basics for using Microsoft Access, start 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/$225
- ACCESS-163-25 WTh Mar. 17–18 6–9:30 p.m.

PowerPoint Specialist Certificate
Earn this certificate if you complete all courses within 1 year.
- PowerPoint Fundamentals
- PowerPoint Advanced

MICROSOFT OFFICE ONLINE
ON YOUR TIME

Session start dates:  Jan 13, Feb 10, Mar 17, April 14, May 12

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

Microsoft Excel—Pivot Tables
In this practical and information-packed course, you will learn how to maximize Excel’s functions and capabilities. Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. By learning these advanced techniques, you can become more valuable to your organization. $175

Excel—Formulas, Formatting and Functions
Get ready for interactive learning. Focus on complex examples from the textbook to reinforce your skills. We’ll also use the eLab system for instant feedback on a few practice problems. Expand your Excel knowledge with an in-depth look at conditional formatting, analysis functions, vlookup, outlines and subtotals. Your eLab access is available for 24 months.
Prerequisite: An Excel Foundation or equivalent experience.
Meets Core and Expert objectives to complete Microsoft Office Specialist Certification.
15 contact hours/$399
- EXCEL-192-1 Live Online
  TuTh Feb. 2–16 6:30–9:30 p.m.
- EXCEL-192-2 Live Online
  MWF Mar. 22–31 1–4 p.m.
- EXCEL-192-3 Live Online
  TuTh May 4–18 6:30–9:30 p.m.

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

For registration assistance, call 913-469-2323.
**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/$225

**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/$225

**Word Fundamentals**
This course introduces you to the essential features of the program. Create relevant mock work examples. Learn document set up, text formatting, how to create and format tables, shapes and WordArt.

**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.

**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.

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**Word Specialist Certificate**
Earn this certificate if you complete all courses within 1 year.
- Word Fundamentals
- Word Intermediate
- Word Advanced

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**Essential Skills for 2D and 3D Modeling**

**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.

For more information:

- 913-469-3891
- cait@jccc.edu

See pages 11-12 for course details.
DATA MANAGEMENT

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. 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—Organizing Data, Pivot Tables and Workbook Protection or equivalent experience.
14 contact hours/$825

Oracle SQL — An Introduction
In Oracle SQL—An Introduction you will 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/$899

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

Register now
913-469-3891 cait@jccc.edu

For registration assistance, call 913-469-2323.
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. 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/$1,495
BIGDATA-003-16  WThF  Jan. 27–29  8 a.m.–4 p.m.
BIGDATA-003-17  MTuW  Apr. 5–7  8 a.m.–4 p.m.

Advanced Data Visualization with Tableau
Participants learn to master charts and build sophisticated dashboards with guided analytics. This is the continuation of Introduction to Data Visualization with Tableau’s work with parameters, calculations, dates, if statements, data blending, story points and collaboration.
Prerequisites: Introduction to Data Visualization with Tableau or equivalent experience.
14 contact hours/$999
BIGDATA-004-13  MTu  May 3–4  8 a.m.–4 p.m.

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.
Content applies to SQL Server 2012 or SQL Server 2016.
Prerequisites: Basic understanding of relational databases and exposure to simple SQL select statements.
21 contact hours/$1,495
SQL-002-21  TuWTh  Jan. 26–Feb. 4  6–9:30 p.m.

SQL Server T-SQL Programming
Transact-SQL (T-SQL) is a full-featured programming language that extends the power of SQL. 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/$1,495
SQL-003-19  MW  Feb. 15–Mar. 3  6–9:30 p.m.
SQL Reporting Services
A primary service in the SQL Server BI Platform is SSRS. It is an enterprise-level reporting platform allowing the creation of reports and BI solutions. Learn to author, deploy and manage reports using Microsoft SSRS. Microsoft Report Builder is introduced. Course content applies to SQL Server 2012 or SQL Server 2016. Prerequisites: Introduction to SQL Server or equivalent experience.
14 contact hours/$899

SQL Server Integration Services
A primary service in the SQL Server BI Platform is SSIS. SQL Server Integration Services (SSIS) replaces Data Transformation Services. Learn to use SSIS, including transforming data, creating workflows and maintaining SQL Server. Major topics include Import and Export Wizard, SSIS Control Flow, SSIS Data Flow, SSIS Workflow and deploying SSIS Packages. Content is delivered using SQL Server Integration Services 2012. Content applies to SQL Server 2012 or SQL Server 2016. Prerequisites: Introduction to SQL Server or equivalent experience.
14 contact hours/$899

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. 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/$1495

Advanced Python Programming
The Advanced Python course is the continuation of the Introduction to Python programming. 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/$995

NETWORKING

A+ Exam Prep
Your class exercises are mapped toward both of CompTIA A+ exams. Build a solid IT foundation with A+ Essentials and A+ IT Technician information. Focus on successful completion of both CompTIA A+ exams. Exam Voucher valid 1 year from date of course completion.
56 contact hours/$1,995

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 you will learn terms including IaaS, PaaS, SaaS, AI, ML, DevOps, Auto-Scaling. You’ll be ready to be a cloud computing leader within your company. Prerequisite: Knowledge of infrastructure and networking. This is not the technical implementation of cloud computing.
15 contact hours/$675

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/$3,895
Computer Technology

Network+ Exam Prep
You will practice the installation, configuration and troubleshooting of a computer network. Learn fundamental building blocks to form a modern network, such as protocols, topologies, hardware and network operating systems. Explore these concepts: TCP/IP, Ethernet, wireless transmission and security. Subject matter is mapped to CompTIA Network+ exam objectives.
Exam Voucher valid 1 year from date of course completion.
Prerequisite: A+ Certification or equivalent experience.

35 contact hours/$1,695

NETSEC-002-12 TuTh Jan. 26–Feb. 25 6–9:30 p.m.
Regnier Center 236/Live Online

SECURITY

Implementing Elastic Search (ELK) for Monitoring, Alerting, and SIEM (Security Information and Event Management)
This course will provide an in-depth look at the Elastic Stack. The course is designed to be hands-on and will cover topics such as installation, data ingestion, data analysis, security monitoring and visualization.
8 contact hours/$675

NETSEC-100-2 Th F Feb. 25–26 8 a.m.–noon
Live Online
John Dickerson

Leveraging Threat Intelligence to Protect Your Organization
Identifying and incorporating reliable threat intelligence into your cybersecurity program is one of the keys to detecting potential intrusions or infections. This hands-on course will help you identify reliable threat intelligence sources and help you incorporate the data sources into your security monitoring program.
8 contact hours/$675

NETSEC-101-2 ThF Apr. 15–16 8 a.m.–noon
Live Online

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/$2,195

NETSEC-003-13 M Tu W Th F May 3–7 8 a.m.–4 p.m.
Regnier Center 253/Live Online

NETWORKING & SECURITY ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

Cisco Certified Network Professional (CCNP)
Cisco Certified Network Professional (CCNP) Routing and Switching certification validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions. Those who achieve the certification have demonstrated the skills required in enterprise roles such as network engineer, support engineer, systems engineer or network technician. $3,495

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

WS Certified SysOps Administrator—Associate
The AWS Certified SysOps Administrator Associate certification validates your skills in provisioning, operating and maintaining systems running on AWS. It confirms your ability to identify and gather requirements to create a solution built and operated on AWS. This certification also validates your ability to provide AWS operations, deployment guidance and recommend best practices throughout the lifecycle of a project. $995

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/$2,995

NETSEC-009-10 MTuWThF Mar. 22–26 8 a.m.—4 p.m.
Regnier Center 252/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. 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/$2,995

NETSEC-010-9 MTuWThF Apr. 19–23 8 a.m.—4 p.m.
Regnier Center 252/Live Online

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

See pages 9, 12, 13 and 14 for upcoming courses.

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

RECEIVE A 15% DISCOUNT when you register for three or more courses in a single transaction.
Information Security Essentials
Discuss an overview of the most relevant practices in information security. 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/$899

NETSEC-006-11 TuW Mar. 30–31 8 a.m.–4 p.m.
Regnier Center 253/Live Online

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/$899

NETSEC-007-11 ThF Apr. 1–2 8 a.m.–4 p.m.
Regnier Center 253/Live Online

Introduction to Hacking, Defense and Response
This 2-day course provides a comprehensive overview of hacking and cybersecurity defense and response tools and techniques. It incorporates several hands-on exercises utilizing 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/$899

NETSEC-008-11 ThF Apr. 8–9 8 a.m.–4 p.m.
Regnier Center 253/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. Learn to configure the desktop and start menu to make the home computer more user-friendly.

6 contact hours/$99

INTCOM-100-7 MTu Feb. 8–9 1–4 p.m.
Regnier Center 252/Live Online

INTCOM-100-8 MTu May 10–11 1–4 p.m.
Regnier Center 252/Live Online

INTRODUCTORY COMPUTING ONLINE

ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

Session start dates: self-paced/on-demand

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

Learn online. Stay on course.

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

Introduction to Microsoft Office
Let us help you with basic functions in Microsoft Word, Excel and PowerPoint. Enter and edit text, create and save using Word Using Excel. You will enter and edit text, values, formulas and pictures. Save workbooks in various formats. Create a presentation in PowerPoint.

6 contact hours/$99

INTCOM-002-27 MTu Mar. 8–9 1–4 p.m.
Regnier Center 252/Live Online

INTCOM-002-28 MTu Apr. 12–13 1–4 p.m.
Regnier Center 252/Live Online

Register online: jccc.edu/ce
Computer Technology: Certificate Flowchart

Microsoft Office Essentials Certificate
- Access Fundamentals*
- An Excel Foundation*
- 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

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

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

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

GRAPHIC DESIGN
- Adobe Design Essentials Certificate
  - Adobe Acrobat
  - Illustrator Fundamentals
  - InDesign Fundamentals
  - Photoshop Fundamentals

- Adobe Design Foundation Certificate
  - Illustrator Fundamentals
  - InDesign Essentials
  - Photoshop Essentials

Offered on Windows and Mac

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
Computer Technology: Certificate Flowchart

NETWORK & SECURITY

Cybersecurity Certificate

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

Cybersecurity Exam Prep Courses

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

Network Exam Prep Courses

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

PROJECT MANAGEMENT

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

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
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. Introduction and 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 Enterprise: Manufacturing
Lean Enterprise helps you optimize the processes used by the whole business from the product (or service) development, to the supplier, delivery and payment by the customer for products that meet or exceed the customers’ needs. This online, on-demand course teaches all of the tools necessary to apply lean to business processes from the time the customer decides to purchase the product until the contract is complete and the company is paid. Successful completion of this course will result in a JCCC certificate of completion in the use of lean tools to improve processes by identifying and eliminating nonvalue added waste in a business.

13 contact hours/$450

Lean Enterprise: Service
Lean Enterprise helps you optimize the processes used by the whole business from the product (or service) development, to the supplier, delivery and payment by the customer for products that meet or exceed the customers’ needs. This online, on-demand course teaches all of the tools necessary to apply lean to business processes from the time the customer decides to purchase the service until the contract is complete and the company is paid. Successful completion of this course will result in a JCCC certificate of completion in the use of lean tools to improve processes by identifying and eliminating nonvalue added waste in a business.

13 contact hours/$450

Lean Six Sigma Black Belt Online
The American Society for Quality defines the duties of a Black Belt as a professional who can explain Six Sigma philosophies and principles, including supporting systems and tools. A Black Belt should demonstrate team leadership, have a thorough understanding of all aspects of the DMAIC model and Lean enterprise concepts, and the ability to use specific Lean tools. This instructor-led, twice weekly online course will examine the deeper Black Belt dive into DMAIC concepts. Successful certification requires completion of all assignments and quizzes, plus an 80% minimum score on the comprehensive, open book final exam.

Certification also requires completion and submittal of your real-life project which is sanctioned by your organization’s management as being of significance. You will get 3 hours of one-on-one mentoring by a certified Master Black Belt throughout your project.

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

Live chat sessions occur during the days and times listed below.

136 contact hours/$2,860

Lean Six Sigma Green Belt—1. Define
This module covers an introduction to Lean Six Sigma concepts, including Lean Operations, Project Management, Team Development and Management, and Design for Six Sigma. It focuses on the Define Phase, which establishes the project goals, customer requirements and project deliverables and expectations. This first module is a prerequisite for the other two modules, which should be taken in sequence.

15 contact hours/$784

Lean Six Sigma Green Belt—2. Measure
In this module, you will learn to identify key measures, create and execute data collection plans, examine process variation, and establish performance baselines. These abilities will be enhanced by learning how to calculate sigma levels throughout the process. The first module is a prerequisite for this module. The third module should be taken in sequence.

15 contact hours/$784
MAKE A GIANT LEAP INTO VIRTUAL LEADERSHIP!

To effectively compete in our global economy, you need to conduct business from anywhere, anytime. Equip your team with tools to overcome work-from-home hurdles. Learn how leaders overcome challenges of time and distance to work as a cohesive team.

Achieve results. Register for Leading Virtually today! See page 36 for course information.

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-003-11 Live Online
W Apr. 28–May 26 6–9 p.m. Brad Snyder

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

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

45 contact hours/$2,352
LSS-120-9
Th Mar. 25–Jul. 15 6–9 p.m. Debra Denavs
Regnier Center 155

See page 36 for course information.
PROJECT MANAGEMENT

Business Continuity
Become a certified Business Continuity Professional. Get all the tools you need to pass the Qualifying Examination of Disaster Recovery International Institute (DRI International). You will learn to build a business continuity program based on the most up-to-the-minute information. Together you are focused on the most used 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 including new and expanded coverage of cloud computing, cyberthreats, supply chain, risk transfer, insurance considerations, legal and regulatory requirements, and manufacturing processes, as well as more traditional topics such as evaluating risks, gaining leadership buy in, crisis communications and program audit.

JCCC partners with DRI International to offer Business Continuity (BCLE 2000) that includes 4 days of instruction and a certification exam on day 5. 32 Continuing Education Activity Points (CEAPs) may be awarded toward recertification.

35.5 contact hours/$2,750
PM-100-2 MTuWThF Mar. 1–5 8 a.m.–5 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/$899
PM-200-7 TuTh Mar. 30–Apr. 8 6–9:30 p.m.
Regnier Center 250/Live Online

PMP® Exam Prep
Participate in a comprehensive review of the PMBOK® Guide specific to knowledge areas and certification process. Use information to prepare for the PMP® certification examination. Content solidifies your 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. Completion of prework suggested prior to first session.
PMBOK and PMP are registered trademarks of Project Management Institute.

35 contact hours/$1,995
PM-010-24 MW Jan. 25–Feb. 24 6–9:30 p.m.
Live Online
PM-010-28 MW Apr. 5–May 5 6–9:30 p.m.
Live 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.
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 (21 PDUs).

The PMBOK® Guide book is provided.

PMBOK and PMP are registered trademarks of Project Management Institute.

21 contact hours/$1,495

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<td>PM-001-39</td>
<td>MTuW Jan. 11–13</td>
<td>8 a.m.–4 p.m.</td>
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<td>PM-001-40</td>
<td>MW Feb. 8–24</td>
<td>6–9:30 p.m.</td>
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<td>PM-001-41</td>
<td>MTuW Mar. 22–24</td>
<td>8 a.m.–4 p.m.</td>
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<tr>
<td>PM-001-42</td>
<td>TuTh May 11–27</td>
<td>6–9:30 p.m.</td>
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Effective Communication for Project Managers
Build successful communication and effectively connect with others. Discover influence strategies and gain skills to effectively persuade technical and nontechnical audiences. Discover skills critical to building solid work relationships and become a more persuasive communicator. Gain valuable insights into personal communication styles and that of others. Take away hands-on skills for productively receiving and transmitting information, ideas and thoughts. Become skilled at analyzing situations and selecting the most productive communication strategies to use. Content goal is designed for business professionals to be strong and effective communicators to a variety of audiences across organizational boundaries. Aimed at project managers, business analysts, team leaders, and those seeking professional advancement.

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

Prerequisite: Project Management Essentials.

14 contact hours/$895

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<th>Course Code</th>
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<td>WTh Jan. 27–Feb. 4</td>
<td>6–9:30 p.m.</td>
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<td>PM-006-32</td>
<td>ThF May 6–7</td>
<td>8 a.m.–4 p.m.</td>
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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 management and reporting the project plan.

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

Prerequisite: Project Management Essentials.

PMP is a registered trademark of Project Management Institute.

14 contact hours/$895

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

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

Prerequisite: Project Management Essentials.

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

7 contact hours/$495
Project Risk Management
Successful project management includes identifying, analyzing, and responding to risk. Gain an understanding of risk management and elements of a risk management plan. Discuss risk impact identification, risk prioritization and communication methods. Learn to monitor and control risk throughout the project life cycle.
Courses offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP® certification. Content is approved by PMI and 7 Technical PMI Talent Triangle PDUs (7 PDUs).
Prerequisite: Project Management Essentials.
PMP is a registered trademark of Project Management Institute.

**7 contact hours/$495**

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<td>Th Jan. 7</td>
<td>8 a.m.–4 p.m.</td>
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<td>PM-004-29</td>
<td>TuTh</td>
<td>Feb. 23–25</td>
<td>6–9:30 p.m.</td>
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<td>PM-004-30</td>
<td>W</td>
<td>Apr. 14</td>
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Human Resource Certification Preparation Program (HRCP)
This course prepares you for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams. Course material includes business management and strategy, workforce planning, HR development, compensation and benefits, employee relations and risk management.

**39 contact hours/$1,299**

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<th>Course Code</th>
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<td>HR-050-10</td>
<td>M</td>
<td>Jan. 25–Apr. 19</td>
<td>6–9 p.m.</td>
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SHRM Essentials of Human Resources
This course will provide you with an overview of the human resource function and covers real-life HR issues and today’s most vital and timely topics, including employment law, recruiting and selecting qualified employees, compensation and benefits, orientation and training, and the employee performance process. If you are new to human resources or simply want to strengthen your employee management skills, this course is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation, and help advance your career.

**15 contact hours/$549**

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<th>Course Code</th>
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<td>HR-001-16</td>
<td>W</td>
<td>Feb. 24–Mar. 24</td>
<td>9 a.m.–noon</td>
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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**

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<th>Course Code</th>
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<td>HR-005-8</td>
<td>Tu</td>
<td>Jan. 26–Apr. 20</td>
<td>6–9 p.m.</td>
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**RECEIVE A 15% DISCOUNT**

when you register for three or more courses in a single transaction.
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:
913-469-3891
cait@jccc.edu

See pages 28-31 for course information.

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/$99

ASSMT-006-5
To arrange an assessment, call 913-469-2386

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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-003-5
To arrange an assessment, call 913-469-2386
Leadership Mirror® 360
Using easy-to-interpret reports, Leadership Mirror® displays strengths and development needs of individuals and groups. Web-based 360-degree 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

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

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

Thomas-Kilmann Conflict Mode Instrument
Because no two individuals have exactly the same expectations and desires, conflict is a natural part of our interactions with others. The Thomas-Kilmann Conflict Mode Inventory (TKI) is a self-scoring assessment that takes about 15 minutes to complete. Training will include an in-depth analysis of 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/$129

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

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

Register online: jccc.edu/ce
Business Skills Development

BUSINESS LEADERSHIP ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

Learn online. Stay on course.
For more online courses, visit jccc.edu/ce/online

BUSINESS & LEADERSHIP

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

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

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

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

Required Courses
• Grant Writing Finally Made Easy
• Leveling Up Your Online Presence: Nonprofit Social Media Strategy
• Not-for-Profit Finance and Accounting
• Preparing Your Organization for Successful Fundraising

Electives (two required)
• Building Intercultural Work Teams
• Leveraging LinkedIn for Your Personal Brand & Business
• Persuasive Writing for Business
• PowerPoint Fundamentals
• QuickBooks Fundamentals
• Speaking and Presenting for Business Meetings
• Working as a High Performance Team
• Writing Executive Summaries

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-160-16
 Tu Feb. 23 1–5 p.m.
Live Online
Loretta Summers

For registration assistance, call 913-469-2323.
Building and Sustaining Trust
What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and organizational commitment. This course introduces the Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common trust breakers that can quickly erode or break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

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

4 contact hours/$194

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<td>F Jan. 29</td>
<td>8 a.m.–noon</td>
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<tr>
<td>BUS-126-42</td>
<td>Live Online</td>
<td>F Mar. 19</td>
<td>1–5 p.m.</td>
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<tr>
<td>BUS-126-43</td>
<td>Live Online</td>
<td>Th May 13</td>
<td>5:30–9:30 p.m.</td>
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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

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<td>BUS-134-8</td>
<td>Live Online</td>
<td>W May 12</td>
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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 HRCI and SHRM for 3.5 hours.

4 contact hours/$194

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<td>BUS-133-41</td>
<td>Live Online</td>
<td>M May 3</td>
<td>1–5 p.m.</td>
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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-110-32</td>
<td>Live Online</td>
<td>W Jan. 27</td>
<td>8 a.m.–noon</td>
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<td>BUS-110-33</td>
<td>Live Online</td>
<td>Th Mar. 25</td>
<td>5:30–9:30 p.m.</td>
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<tr>
<td>BUS-110-34</td>
<td>Live Online</td>
<td>W Apr. 28</td>
<td>1–5 p.m.</td>
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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

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<tr>
<th>Course Code</th>
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<td>BUS-113-33</td>
<td>Live Online</td>
<td>Th Jan. 28</td>
<td>8 a.m.–noon</td>
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<td>BUS-113-34</td>
<td>Live Online</td>
<td>Th Apr. 8</td>
<td>1–5 p.m.</td>
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<tr>
<td>BUS-113-35</td>
<td>Live Online</td>
<td>Th May 6</td>
<td>5:30–9:30 p.m.</td>
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</tbody>
</table>
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-131-40**  
Regnier Center 146  
Donnie Simpson  
**BUS-131-41**  
Regnier Center 144  
Donnie Simpson

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

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

4 contact hours/$194

**BUS-108-20**  
Live Online  
**BUS-146-2**  
Live Online  
Loretta Summers

Leading Virtually
To effectively compete in a global economy, your organization must be able to conduct business from anywhere at any time using the most qualified people, regardless of where they live. Leading a team is challenging enough, but when people work remotely, perhaps across time zones and cultures, those challenges can be magnified. This online course teaches leaders how to overcome the challenges of time and distance to work as a cohesive team focused on achieving results.

4 contact hours/$174

**BUS-196-1**  
Live Online  
Rob Wyrick

NEW! Preparing Your Organization for Successful Fundraising
It takes a lot for a donor to trust your organization with their gifts. This course will outline the actions you can take to be successful leading up to, during and after the "ask."

4 contact hours/$149

**BUS-196-3**  
Live Online  
Chrysanthemum Crawford

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 for 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-189-4**  
Live Online  
Cheryl Wright

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

4 contact hours/$154

**BUS-179-5**  
Live Online  
Gordon Billingsley

Resolving Workplace Conflict
Today’s business environment presents new and growing challenges forcing organizations to continually increase productivity, improve quality, shorten cycle time and reduce costs. Survey after survey confirms that people are working longer and harder at jobs that are more complex and have a wider range of responsibilities. At the same time, the way people work and communicate with one another is changing, creating added stress and complexity. The homogenous, single-function, co-located group is being replaced by dispersed, cross-functional teams with diverse areas of expertise. An unfortunate but natural by-product 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-119-36**  
Live Online  
Gordon Billingsley  
**BUS-119-37**  
Regnier Center 146  
Gordon Billingsley  
**BUS-119-38**  
Live Online  
Chrysanthemum Crawford
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 the best of your abilities, building relationships and encouraging the best in those who work with you, or for you.

7 contact hours/$199

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<th>Course</th>
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<td>BUS-178-10</td>
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<td>Apr. 30</td>
<td>8 a.m.–4 p.m.</td>
<td>Regnier Center 146</td>
<td>Leann Eaken</td>
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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

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<td>BUS-190-4</td>
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<td>Apr. 21</td>
<td>1–5 p.m.</td>
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<td>Jennifer Olberding</td>
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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

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<th>Course</th>
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<td>BUS-184-7</td>
<td>Tu</td>
<td>May 11</td>
<td>8 a.m.–5 p.m.</td>
<td>Regnier Center 146</td>
<td>Gayle Hopkins</td>
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Working as a High Performance Team
For a team to achieve peak performance, its members must involve, support and trust one another, and they must share information and commit to a process that will lead to success. This course will enhance team effectiveness and maximize not only performance, but also impact on the organization as a whole. Participants learn the personal, interpersonal and business advantages of working together as a unit, and are introduced to a set of best practices for optimal results.

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

4 contact hours/$194

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<td>Gayle Hopkins</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.

For more information, call 913-469-2386.

See page 31 for course information.
Business Skills Development

FINANCE ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

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

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

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

FINANCE

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

12 contact hours/$324
- FIN-104-13
  Live Online
  WThF Jan. 6–8
  8 a.m.–noon
  Mike Fallis
- FIN-104-14
  Regnier Center 146
  WThF Apr. 14–16
  8 a.m.–noon
  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-105-9
  ThF Jan. 21–22
  1–5 p.m.
  Mike Fallis

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

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

8 contact hours/$224
- FIN-100-9
  Live Online
  TuW Jan. 12–13
  8 a.m.–noon
  Bill Kay
- FIN-100-10
  Live Online
  TuW Apr. 27–28
  8 a.m.–noon
  Bill Kay

Cost Accounting
Cost accounting is the part of managerial accounting that 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).

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

8 contact hours/$224
- FIN-102-10
  Live Online
  ThF Jan. 28–29
  1–5 p.m.
  Mike Fallis
Business Skills Development

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 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-106-15**
  - Live Online
  - ThF Jan. 14–15
  - 1–5 p.m.
  - Bill Kay

- **FIN-106-16**
  - Regnier Center 146
  - Th May 20
  - 8 a.m.–5 p.m.
  - 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-107-7**
  - Live Online
  - MTu Jan. 25–26
  - 1–5 p.m.
  - Bill Kay

- **FIN-107-8**
  - Live Online
  - W May 5–6
  - 8 a.m.–noon
  - Bill Kay

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

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

12 contact hours/$324

- **FIN-103-11**
  - ThF Feb. 25–26
  - 8 a.m.–3 p.m.
  - Robert Henn

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.

If you plan to complete the Business Leadership Certificate, we recommend that you start with this course.

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

4 contact hours/$194

- **COM-100-41**
  - Live Online
  - W Jan. 20
  - 8 a.m.—noon
  - Gayle Hopkins

- **COM-100-42**
  - Live Online
  - Tu Apr. 6
  - 5:30–9:30 p.m.
  - Donnie Simpson

- **COM-100-43**
  - Live Online
  - W May 19
  - 1–5 p.m.
  - Donnie Simpson

Editing, Revising and Polishing Business Writing
Once you have drafted and composed your written communication, you have another stage to apply to the message. Editing is deciding what changes to make, revising is making the changes, and polishing is making it sound good. One slipped word or one convoluted sentence can send a miscommunication and create a misunderstanding. Learn to avoid wordiness, misplaced verbs and modifiers, unrepresented pronouns, inappropriate tone, unfortunate informality and other writing issues. You will practice editing, revising and polishing.

4 contact hours/$129

- **COM-107-10**
  - Live Online
  - M Jan. 25
  - 1–5 p.m.
  - Karen Anderson

- **COM-107-11**
  - Live Online
  - Th May 13
  - 1–5 p.m.
  - Karen Anderson

Engaging Your Audience
Audience engagement is often forgotten in our fast-paced business world. Did you know that the seating arrangement can predetermine the level of engagement? Did you know that most adults who listen to a lecture remember only 5% of the content 24 hours later? Researchers have found that curiosity, opportunity, relevancy and novelty (CORN) capture and hold people’s attention. Get your audiences involved and excited with 50-plus interactive techniques that will CORN-feed your next audience.

4 contact hours/$129

- **COM-105-7**
  - Live Online
  - Tu Apr. 6
  - 1–5 p.m.
  - Karen Anderson

COMMUNICATIONS

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-108-12**
  - Live Online
  - MTu Jan. 11–12
  - 8:30 a.m.–noon
  - Karen Anderson

- **COM-108-13**
  - Regnier Center 146
  - Tu May 4
  - 8 a.m.–4 p.m.
  - Karen Anderson
### 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.

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4 contact hours/$129

### 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.

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4 contact hours/$149

### 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.

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4 contact hours/$129

### Listening to the Verbal and Nonverbal

Almost everyone has heard of "Active Listening," but have you heard of the other 8 kinds? Listening is a neglected leadership skill. By honing your listening skills, you will gather information, develop rapport, and influence those around you. Consider words, meanings and messages within the context of nonverbal communication. Learn how to project confidence and calm at your next meeting, determine if your customer is telling the full truth, and understand your boss's silence.

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4 contact hours/$129

### 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.

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4 contact hours/$129

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

Speaking and Presenting for Business Meetings
Help tame the anxiety you feel when you have to stand up or speak up in a meeting. Practice tips from "professionals who speak" and from "professional speakers. Learn 4 components to include with each point and 4 ways to connect with your audience. Discover movement, gesture, vocal and facial expression, speed, volume, pitch, and pause as the tools of your trade. Deliver a personal or organizational story with the "Simple Steps to Storytelling. Small-group and share-pair exercises will provide a safe place to polish your speaking and presenting skills.
7 contact hours/$195

COM-109-9 Tu Mar. 23 8 a.m.–4 p.m. Regnier Center 146 Karen Anderson

Speaking to Influence Decisions and Actions
Have you attended a meeting, listened to the speakers, and then later failed to remember even the main points? Most of us have. Yet, speakers can learn techniques that embed content into the collective memory of their audiences. We will analyze effective communication for oratory techniques that are designed to capture an audience’s attention and imagination. In an interactive, experiential learning environment, we will apply and practice effective techniques that drive the speaker’s or presenter’s content into the memory of audience members, so they can digest content, retrieve information, and act on convictions effectively and efficiently.
4 contact hours/$129

COM-102-8 W Apr. 28 1–5 p.m. Live Online Karen Anderson

Storytelling in Business
Organizations and employees have important stories that need to be told. However, doing so in an efficient, factual and intriguing manner can be difficult. This instructor-led, virtual course will examine the importance of a good story in business, narrative elements and techniques, and teach you the best way to explain your story, your organizations story and your data’s story.
4 contact hours/$129

COM-115-7 Tu Jan. 12 5–9 p.m. Live Online Karen Anderson
COM-115-8 W Mar. 3 5–9 p.m. Live Online Karen Anderson

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 get your message across.
4 contact hours/$174

COM-124-4 Th Jan. 14 1–5 p.m. Live Online Gordon Billingsley
COM-124-5 Th May 5 8 a.m.–noon Live Online 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.

Writing for Business Results
From writer to readers to results—each element in effective business writing helps create memorable and informative connections that lead to actions and the business at hand. We will review good writing skills, such as readability and flow factors. We will consider parallelism, voice, vocabulary, sentence structure, paragraph development, and document organization. We will practice collaborative writing and common messages such as inquiries, responses to complaints and compliance requests, and bad news. Additional topics include email management, ancillary elements of letters, and informal and formal reports and proposals.
7 contact hours/$195

COM-104-12 Th Apr. 1 8 a.m.–4 p.m. 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.
Careers and Trades

Dig a Little Deeper!

Unearth your talent and expand your entry-level experience when you register for Heavy Equipment Operations.

This online and hands-on training expands on practical experience you can take to work.

- Use attachments
- Identify soils
- Dig with confidence
- STAY SAFE!

And, you’ll earn an industry-recognized certificate.

Uncover more details — call 913-469-2742.

COMMERCIAL DRIVER 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.

Approved for the Workforce Investment Act.

Not eligible for the Take 3 Discount.

Call 913-469-3836 for the registration code, after you have attended the CDL orientation and completed the course prerequisites.

160 contact hours/$4,700

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/No fee

CDL-001-18 Tu Jan. 5 2–4 p.m.
Logistics Park Kansas City Classroom Robert McNay

CDL-001-19 Th Feb. 25 2–4 p.m.
Logistics Park Kansas City Classroom Robert McNay

CDL-001-20 Th Apr. 22 2–4 p.m.
Logistics Park Kansas City Classroom Robert McNay

Unearth your talent and expand your entry-level experience when you register for Heavy Equipment Operations.

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

For registration assistance, call 913-469-2323.
EARLY CHILDHOOD EDUCATION

Equipping Children for Success Series: Rituals, Routines and Praise
Explore and answer the following questions: What are the rituals and routines that we implement in our children’s lives? Why do we have them and how do they help children succeed?
Kansas/Missouri Core Content Area V — Level 1, CDA Subject Area 3. Kansas and Missouri approved.
2 contact hours/$19
EC-013-5 Live Online Tu Feb. 2 6:30–8:30 p.m. Mindy Stadler

Equipping Children for Success Series: Setting Limits and Responding to Misbehavior
Explore and answer the following questions: What is the difference between discipline and punishment? What are logical and natural consequences, and how do we use them to help children succeed?
Kansas/Missouri Core Content Area V — Level 5, CDA Subject Area 3. Kansas and Missouri approved.
2 contact hours/$19
EC-014-8 Live Online Tu Mar. 9 6:30–8:30 p.m. Mindy Stadler

Family Partnerships
Teachers need to make strong family partnerships to support young children’s emotional health and learning. When you reflect on the diversity of contemporary families and understand differing parenting beliefs, you empower families to fully participate in their child’s success. Learn strategies to support family values and goals for children in early childhood.
Kansas/Missouri Core Content Area IV — Level 3, CDA Subject Area 4. Kansas and Missouri approved.
2 contact hours/$19
EC-003-3 Live Online Th May 13 6:30–8:30 p.m. Sally Keeton

Finding Your ‘Why’ When You Lesson Plan
When it’s time to lesson plan, do you find yourself overwhelmed with lots of ideas and not knowing where to start? Journey with me as I share ideas on how to start the lesson plan process and find the “why” as you gain knowledge on how to incorporate goals, objectives, and developmental skills, into your weekly lesson plans. At the end of this journey your “why, how and what” will be much clearer to you.
2 contact hours/$19
EC-080-1 Live Online W Feb. 24 6:30–8:30 p.m. GeAnn Pace

Stay Out of High Water!

Renew Cross Connection and Backflow Certificates
Earn or maintain your Cross Connection and Backflow Assembly Tester Prevention Certification at JCCC. Then, conveniently take your ASSE 5110 exam shortly after completing your coursework.
Complies with Kansas, Missouri, OSHA/USEPA and ASSE requirements.

See course information on pages 46-47.
Setting the Stage — Creative Learning Centers
Children learn through active exploration of their environment. By “setting the stage” with learning centers filled with developmentally appropriate materials, you create a role in which children explore opportunities within their environment. Learn how to make your environment inviting and engaging.

Kansas/Missouri Core Content Area II — Level 2, CDA Subject Area 1. Kansas and Missouri approved.
2 contact hours/$19
EC-076-2
Live Online
M
Mar. 1
6:30–8:30 p.m.
Rachel Roozrokhi

Spring Art: Process vs. Product
You will focus on the child’s process of art rather than the final product. Spring time “process-oriented” hands-on art projects will be presented. Come ready to dig in and have some fun!
Kansas/Missouri Core Content Area II — Level 2, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-069-2
Live Online
Tu
Apr. 6
6:30–8:30 p.m.
Rachel Roozrokhi

STEAM Series: Integrating Engineering into the Early Childhood Classroom
Spend time in the block area and you realize that children are natural engineers! Engineering principles in the early childhood classroom encourage problem-solving, collaboration and creativity. Learn ways to support children’s engineering skills through design, construction and testing!
Kansas/Missouri Core Content Area II — Level 3, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-018-2
Live Online
W
Feb. 10
6:30–8:30 p.m.
Lindsey Cramer

STEAM Series: Integrating Math into the Toddler Classroom
Toddlers use math every day! If you have ever heard a toddler say “more” or “all done,” you have witnessed them understanding a mathematical concept because math is more than just knowing numbers and counting. In session 6 of this STEAM series, you will learn how toddlers use math in exploring their environment and what you can do to facilitate mathematical opportunities within the toddler classroom.
Kansas/Missouri Core Content Area II — Level 2, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-042-2
Live Online
Th
May 6
6:30–8:30 p.m.
Christy Bean

STEAM Series: Integrating Science in the Toddler Classroom
Toddlers love to explore and take every opportunity to satisfy their curiosity! In session 2 of this STEAM series, you will discuss how toddlers use the scientific method to collect data about their environment and how they can provide learning opportunities that facilitate toddler engagement, exploration and discovery.
Kansas/Missouri Core Content Area II — Level 3, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-038-2
Live Online
Th
Mar. 25
6:30–8:30 p.m.
Christy Bean

You Gotta Move
Children are always on the move. They move parts of their body and their whole body. They also move with objects and move to music. Review strategies to incorporate movement into the entire day. Explore materials for movement as well as develop a list of items to include in the classroom. Learn why movement is critical in the early years.
Kansas/Missouri Core Content Area II — Level 2, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-004-3
Live Online
W
Apr. 28
6:30–8:30 p.m.
Mary Thibault
Careers and Trades

MEDIATION

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.
Approval for CDRE and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.
24 contact hours/$479
MEDIATION-200-9 WThF Mar. 10–12 8 a.m.—5 p.m.
Regnier Center 157

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.
Approval for CDRE and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.
24 contact hours/$479
MEDIATION-300-10 ThFs Sa Apr. 22–24 8 a.m.—5 p.m.
Live Online Elizabeth Mayfield, Bruce Mayfield, Deborah Medlock

Effective Intercultural Communication for Mediators
Learn how to develop awareness for cultural differences in diverse communities. Review and practice thought-provoking concepts on how to gain cultural competency that can be used effectively in mediations.
Approval for CME and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.
3 contact hours/$99
MEDIATION-411-2 Th Feb. 25 1–4 p.m.
Live Online Dionne King

Mediating Values—The Heart of Interest-Based Bargaining
Values are the basic and fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us. Are values negotiable in a mediation session? How do values impact the decision-making process? Do our values create a myopic view of the world that keep us from connecting with others? In this course, we will explore these questions and discuss the impact of values on the mediation session. We will also assess individual values, discuss tools for working with value discrepancy, and identify ways to weave empowerment and recognition into the mediation session.
Approval for CDRE and CLE with the Kansas Supreme Court and CLE with the Missouri Bar is pending.
3 contact hours/$99
MEDIATION-421-1 W Apr. 7 9 a.m.—noon
Live Online Dawn Kuhlman

CAREER PLANNING ONLINE
ON YOUR TIME

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

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.
CONSTRUCTION

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

16 contact hours/$195
TRAD-001-4 ThF Feb. 25–26 8 a.m.—4:30 p.m.
Career & Technical Education Center 142 Day Boswell

Reading Civil Engineering Plans
Through classroom learning and exercises, you will understand grading plans, contour lines, locating underground pipelines, profile sheets, road sections, cross sections and detour plans. Learning to read grade, symbology and lines will be covered as well and understanding cut, slope, fill stakes in the field. You will learn how to interpret civil engineering drawings for use in operations; recognize basic symbology in civil engineering drawings; determine cut and slope from civil engineering drawings and about fill stakes and markings used in civil engineering projects.

4 contact hours/$55
CNST-002-4 Th Mar. 18 8 a.m.—noon
Career & Technical Education Center 141 David Hamby

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.

Different editions of the NEC are used depending on your testing location.
Your instructor will use the 2014 NEC book for the purpose of instruction.
Bring to class: Edition of the National Electrical Codebook, that you plan to use for testing (approximate cost $100), notebook, highlighter and pen.

40 contact hours/$535
ELEC-002-18 TuTh Jan. 12–Feb. 25 5:30–8 p.m.
Class meets from 5–9 p.m. Feb. 23.
Career & Technical Education Center 141 Andrew Duckett

ELEC-002-19 TuTh Mar. 9–Apr. 20 5:30–8 p.m.
Class meets from 5–9 p.m. Apr. 15.
Career & Technical Education Center 141 Andrew Duckett

ELEC-002-20 TuTh May 4–Jun. 15 5:30–8 p.m.
Class meets from 5–9 p.m. Jun. 10.
Career & Technical Education Center 141 Andrew Duckett

HVAC

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 maker to class.

25 contact hours/$499
HVAC-002-9 MW Feb. 22–Mar. 25 5:30–8 p.m.
Career & Technical Education Center 141 Howard Hendren

Refrigerant Handling (EPA 608) Technician Certification
For HVACR technicians and contractors, this course will provide knowledge of the EPA regulations under Section 608 of the Clean Air Act and the corresponding EPA-approved certification exam(s) required for those who handle, maintain, service, repair or dispose of appliances containing regulated refrigerants.
Upon successful completion of exam(s), you can be certified in any or all the following:
Type I—servicing small appliances
Type II—servicing or disposing of high- or very high-pressure appliances, except small appliances and MVACs
Type III—servicing or disposing of low-pressure appliances
Universal—servicing all types of equipment
It is strongly suggested that you review the study guide (sent electronically upon registration) in advance of the course to best prepare.

8 contact hours/$279
HVAC-005-5 Sa Feb. 6 8 a.m.—4 p.m.
Career & Technical Education Center 141 Howard Hendren

HVAC-005-6 Sa May 1–8 4:30–8:30 p.m.
Career & Technical Education Center 141 Howard Hendren

PLUMBING

Cross Connection Control and Backflow Prevention Certification
This course and exam complies with Kansas, Missouri, OSHA/USEPA and ASSE requirements for the Backflow Prevention Assembly Testers. Topics include cross connection, backflow accidents and preventers, contamination, thermal expansion, and pollution and fire protection systems. A study guide is included. A written and hands-on exam will be administered at the end of the course. You must have a minimum of 5 years’ experience in the installation and/or services of plumbing, mechanical, fire sprinkler, lawn irrigation or a related industry field using potable water.

40 contact hours/$575
PLMB-002-15 MTuWTh Jan. 4–7 7 a.m.—6 p.m.
Career & Technical Education Center 141 Howard Hendren

PLMB-002-16 MTuWTh Mar. 8–11 7 a.m.—6 p.m.
Career & Technical Education Center 141 Howard Hendren

PLMB-002-17 MTuWTh May 17–20 7 a.m.—6 p.m.
Career & Technical Education Center 141 Howard Hendren
Cross Connection Control and Backflow 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 course. Individuals holding certifications from alternate organizations (non-ASSE) may be eligible to convert their certification. A conversion does incur an additional $55 fee.

Call 913-469-3919 or email TradesandRail@jccc.edu to verify your certification is ASSE reciprocated and to complete registration.

8 contact hours/$375

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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.

25 contact hours/$499

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SAFETY

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

Course is for those working in the manufacturing, warehouse, distribution, retail industry as an entry-level general industry worker.

12 contact hours/$239

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WELDING

Get fired up about how to use the tools of this high-demand trade.

Fast-paced, hands-on training can connect you to a new career or add to your current portfolio.

You’ll get excellent training from instructors who are pros in the field. Modern state-of-the-art equipment is readily available for practice in our newly redesigned realistic shop setting. In fact, it’s so new, we’re still putting the finishing touches on the construction!

Call 913-469-2742 or email TradesandRail@jccc.edu to find out dates and times for these courses:

• Intro to Welding Short Course
• MIG Welding I Short Course
• MIG Welding II Short Course
• Print Reading Short Course
• Stick Welding I Short Course
• Stick Welding II Short Course
• TIG Welding I Short Course
• TIG Welding II Short Course
• Welder Testing
### DISCOVER TRADES AT JCCC

Visit jccc.edu/ce-trades for more information

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

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

#### HVAC
- Refrigerant Handling (EPA 608) Technician Certification
- Mechanical Exam Prep
- OSHA 10/30 General Industry
- OSHA Confined Space

#### 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
- NFPA-70e Electrical Hazards

*New courses being developed.*
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

### 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 02-006.

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

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NEW! A Look at Loss as We Age: The Latest Research on Getting Through Grief

What is considered normal aging versus complicated bereavement in the older adult population? At what point do we cross into pathology or determine grief is unsafe or high risk? This introductory course will cover the diagnosis and treatment of clinical depression versus normal grief and help all to understand and support older adults and patients in the symbolic and tangible losses they will endure.

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

Learning Objectives:
• Understand the diagnostic criteria for major depression, complicated bereavement, and normal grief
• Understand what helps and doesn’t help in the grief literature around loss
• Discuss coping skills such as self-soothing and distracting skills

6 contact hours/$119  
Network Member Fee: $40

HCSEM-280-1  F  Feb. 19–26  8:30–11:30 a.m.  
Sally King

A Look at PTSD and Developmental Trauma Through a Trauma-Informed Treatment Perspective

Neurobiology and trauma research is reshaping how we see and diagnose PTSD. Come learn about developmental and PTSD trauma causes, symptomatology and how trauma gets trapped in the body. An overview of the DSM-5 updated criteria for PTSD will be covered as well as differential diagnosis and comorbid features. Come understand what it looks like to be trauma-informed in your practice and in your agency and how this impacts vulnerable patients and outcomes. You will leave this training with practical ideas on how to integrate trauma research into your work with wounded populations and practical coping skills to protect yourself from secondary trauma risk.

Social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours (Diagnosis contact hours). RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Describe the etiology and impact of traumatic stress on clients using multiple assessment strategies
• Assess a client’s reaction to a traumatic event and make an appropriate diagnosis
• Explain how PTSD and developmental trauma are best treated
• Learn strategies to mitigate trauma and secondary trauma in oneself as a therapist

6 contact hours/$119  
Network Member Fee: $40

HCSEM-182-2  F  Jan. 13–20  8:30–11:30 a.m.  
Sally King

CUSTOMIZED HEALTHCARE TRAINING

CAREER TRAINING
• Electronic health records
• Pharmacy technician
• ECG technician

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

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

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

PROFESSIONAL CERTIFICATION EXAM PREPARATION
• Medical coding

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

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

Request more information at jccc.edu/customhealthcare or contact healthcare@jccc.edu or call 913-469-3811.
NEW! Barriers or Opportunities: The Social Determinants of Health

The World Health Organization has attempted to address the social determinants of health by issuing recommendations to improve health equity. Those recommendations address the myriad of challenges posed by the social determinants of health. That is, how one’s address and social circumstances create disease or health. Access to healthcare resources and an adequate income drive wellness as certainly as healthy behaviors. But little attention has been devoted to curing the social determinants of disease. Addressing the challenges posed by the social determinants of health to include poverty, healthcare access, education and transportation are daunting, but until properly addressed those preexisting circumstances will leave healthcare systems scrambling to address patient issues. Whether health professionals view social determinants of health as barriers or opportunities will control how long the struggle will last.

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:
- Define the social determinants of health
- Discuss the importance of health professionals understanding the social determinants of health
- List 7 recommendations made by the World Health Organization to improve health equity
- Discuss the progress made toward achieving those recommendations
- Identify success strategies/best practices employed to address the social determinants of health
- Discuss how the social determinants of health have impacted special populations such as the elderly, veterans and the medically underserved
- List methods professionals can use to impact the social determinants of health

6 contact hours/$119

Network Member Fee: $40

Basic Life Support (CPR) for Healthcare Provider

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

Upon successful completion of all American Heart Association standards, you will receive 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 1-rescuer CPR
- Given an adult, child and infant mannequin, perform 2-rescuer CPR
- Demonstrate the proper use of barrier devices
- Describe the use and function of automated external defibrillators

7 contact hours/$69

Breaking Bad: The Hidden Benefits of Your 'Dark Side'

It is often assumed that happiness and well-being entail avoiding unpleasant emotions or experiences, and simply "focusing on the positive." Although positive emotions feel good and have many benefits such as increased productivity and learning, we also need the more uncomfortable emotions as well (and they are simply unavoidable). This course will explore the hidden benefits of our "negative" emotions (especially anxiety and depression), and most importantly, will provide suggestions for how clients can increase their emotional and mental agility to be able to effectively respond to the full range of the human experience.

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

Learning Objectives:
- Review DSM-5 criteria for anxiety and depressive disorders
- Distinguish between positive thinking and the science of positive psychology
- Recognize the downside and potential risks of positive emotions
- Understand the hidden potential of uncomfortable emotions
- Develop mental and behavioral agility
- Learn practical resilience and buffering strategies

6 contact hours/$119

Network Member Fee: $40

Register online: jccc.edu/ce
Healthcare

Children and Adolescents at Risk: Substance Use Disorders and Treatments
This course provides an overview of the fundamental concepts of substance use and treatment options, especially for teenagers. Participants will be introduced to substance use related terminologies, as well as their definitions. Criteria (according to the DSM-5) for the diagnosis of substance use disorders, as well as other issues that can be present will be identified. The course will also provide an overview of global criteria and core functions of treatment interventions for individuals who suffer from substance use disorders. Finally, course participants will be able to prescribe primary prevention strategies and validated screening tools for developmental risk factors in children.

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

Learning Objectives:
• Distinguish and identify characteristics between substance use, abuse and dependence in individuals
• Recognize both protective and risk factors influencing substance abuse
• Review the DSM-5 criteria for Substance Abuse Disorder and co-occurring diagnoses
• Discuss the 12 core functions and 46 global criteria for substance abuse treatment
• Categorize current approaches to managing drug abuse (primary, secondary and tertiary preventions)

6 contact hours/$99 Network Member Fee: $33
HCSEM-231-2 Live Online
Sa Feb. 13–20 9 a.m.–noon Katie Vena

Complicated Grief: Navigating the Challenges of Aging
Aging has changed greatly in the past hundred years. When social security was enacted, the average person who hit retirement at age of 65 lived 7 more years. Now, the average person who hits retirement will live 20 more years. These years often bring many challenges which can include the loss of friends and loved ones, loss of role and identity, and loss of physical abilities and independence. This course will explore important diagnostic issues and treatment consideration for working with aging patients. The factors associated with adaptive and successful aging will be explored, and practical strategies will be presented to help clients increase resiliency and coping skills.

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

Learning Objectives:
• Understand challenges presented by losses associated with aging
• Explore important diagnostic concerns of older clients
• Learn behavioral factors and practices associated with resilience and adaptive aging
• Investigate the “blue zones” strategies associated with good physical and mental health during the latter years
• Detail practical strategies to increase resiliency and effective coping

6 contact hours/$119 Network Member Fee: $40
HCSEM-115-3 Live Online
MF Apr. 30–May 3 9 a.m.–noon John Wade

NEW! Coping with the Trauma of COVID-19 in Eldercare Settings
The COVID-19 pandemic has severely impacted older adults and the people who care for them. Social distancing, visitor restrictions, high rates of illness and death among the older adult population, and the challenges of being an essential worker in eldercare environments have taken heavy tolls. Even after the immediate crisis passes, survivors will need support in coping with the trauma, and eldercare organizations will need to regain resilience after dealing with the many stressors placed on their teams of providers. Learn what disaster recovery research has to teach us about coping with the trauma following disasters, and discover practical skills for coping and recovering from this pandemic.

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

Learning Objectives:
• Identify the common stressors and disaster/trauma responses among older adults, caregivers and eldercare workers during the COVID-19 pandemic
• Identify at least 3 techniques to use in supporting older adults with cognitive impairments as they cope with and recover from the pandemic
• Identify at least 3 techniques for supporting family caregivers and eldercare professionals as they cope with and recover from the pandemic
• Describe the need for self-care and identify at least 3 techniques for self-care as they cope with and recover from the pandemic

3 contact hours/$49 Network Member Fee: $16
HCSEM-283-1 Live Online
Th May 13 8:30–11:30 a.m. Rachelle Morgan

NEW! Deep Pockets, Power and Influence: Pharmaceutical Industry Impact on Healthcare Delivery
Without question, the pharmaceutical industry wields tremendous power and influence over healthcare delivery, and depending on your viewpoint, power and influence may be seen as destructive tools or constructive methods to promote qualitative change. While the pharmaceutical industry’s track record is not perfect, there are areas in which the industry excels, and some of those areas may surprise you. Join us for a thorough examination of the industry’s common practices to include marketing strategies, research and development, and pricing. We’ll also discuss cases that have made headline news.

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:
• Identify the current financial health of the pharmaceutical industry
• Discuss the strengths and limitations of current pharmaceutical industry marketing practices
• List key elements of pharmaceutical industry research and development practices
• Describe the ethical considerations involved when pharmaceutical sales representatives are the primary purveyor of information about new drug development
• Discuss common conflicts of interest between the pharmaceutical industry and medical professionals
• Analyze key cases direct from the headlines to include, Vioxx and the opioid crisis
• Discuss the ways in which psychiatry has been influenced by the pharmaceutical industry

6 contact hours/$119 Network Member Fee: $40
HCSEM-274-1 Live Online
FM Mar. 26–29 8:30–11:30 a.m. Judy Zinn

For registration assistance, call 913-469-2323.
### New! Elder Justice and Advocacy Challenges When Working with Seniors Who Are Isolated and Institutionalized

This course will introduce the latest issues regarding the quality-of-life rights of our frail and isolated seniors in both independent and supportive living situations and how healthcare professionals can advocate for culture change. Older adults who are isolated are often battling significant ethical and/or cultural issues, which correlates to higher rates of completed suicide. Come ready to reflect upon your own perceptions of senility or depression and how this impacts our practice and boundaries and advocacy toward seniors getting the quality of life they deserve.

LMHTs will earn 3 contact hours. Social workers, LPCs, LCPCs and psychologists will earn 3 ethics 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:**
- 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 to this population

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<thead>
<tr>
<th>3 contact hours/$59</th>
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<tr>
<td>HCSEM-279-1 W Jan. 27 8:30–11:30 a.m.</td>
<td>Live Online Sally King</td>
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### Exploring Exercise for the Elderly and Neurologic Population

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

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

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<tr>
<td>HCSEM-256-2 W Apr. 28 1–4 p.m.</td>
<td>Regnier Center 181 Amy Nichols</td>
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### 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 for 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 including eligibility, costs, system structure (deductibles, copays, etc.), and various coverage options. Learn how to help your clients navigate their healthcare needs and costs.

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 one accesses benefits

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<td>HCSEM-151-11 W Mar. 10 5:30–8:30 p.m.</td>
<td>Jeffrey David</td>
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</table>

### New! Inhaled and Nebulized Medications: Administration, Indications and Side Effects

Do steroids reduce the growth of asthmatic patients? In this course, healthcare providers will gain a basic understanding of inhaled and nebulized medications, review and discuss the latest research surrounding them, and learn how to effectively administer these medications. We will review the different modalities of inhaled and nebulized medications, and how patients with asthma or chronic respiratory disease can benefit from these medications.

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:**
- Discuss the equipment required to deliver nebulized or inhaled medications to all patient populations
- Discover the different types of medications, bronchodilators, steroids, medical gases and antibiotics
- Learn about dosing and indications of commonly used medications
- Discuss appropriate clinical monitoring and documentation before and after administration of inhaled medications

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<td>HCSEM-281-1 Tu Jan. 19 5:30–8:30 p.m.</td>
<td>Saeed Jalilpoor</td>
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Introduction to Mindfulness-Based Cognitive Therapy (MBCT)

Depression is the leading cause of disability worldwide, with more than 300 million people affected globally by clinical depression. Mindfulness-Based Cognitive Therapy (MBCT) combines cognitive-behavioral therapy with mindfulness meditative practice, and is specifically designed to help people who suffer chronic, relapsing depression (major depressive disorder). In clinical trials, MBCT has been shown to reduce rates of relapse by 50% among those who suffer from recurrent unipolar depression, and to be as or more effective than anti-depressant treatment alone. If you are looking to enhance your clinical or personal life, this fun, informative and participatory course will provide you with an overview of the core MBCT concepts.

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

Learning Objectives:
• Determine how to pay attention and attend to the present moment, without judging or evaluating
• Discuss how to develop a different relationship to sadness, pain and discomfort
• Recognize rumination, “autopilot,” and avoidance as cardinal components of the downward spiral of depression
• Describe how to cultivate acceptance, curiosity and willingness
• Describe how to “de-center” from your thoughts, looking at them rather than viewing life from them
• Describe how to practice mindful awareness and “being mode” as alternatives ways to live your life

Love, Sex and Aging: Understanding the Relational Needs of Older Adults

Come learn about the latest research and advice regarding aging and romance. Debunk ageist myths that one’s romantic and sex life dwindles as we age! Believe it or not, more older adults are finding love than ever—even marriage—when they’re over 65. This lively, humorous and informative talk will touch on the emotional, physical and social needs of older adults and why romantic and platonic (re)connections are essential for quality and quantity of life. The ethical issues related to social workers and other professionals advocating for clients’ rights to active and fulfilling sex lives will be discussed in multiple settings both in long-term care facilities and beyond. Other comorbid issues related to medication and medical factors and how this affects libido and connection will be discussed as well.

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

Learning Objectives:
• Discuss the latest research on aging, romance and the myths related to aging and mental health that keep healthcare professionals from advocating for their clients’ sex lives
• Discuss the role of connection, romance and quality of life within the normal spectrum of sexual behavior that embodies a typical senior lifespan
• Pair 3 common ethical issues regarding older adults’ sexual and connection needs with strategies to use when advocating for culture change in long-term care

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For registration assistance, call 913-469-2323.
Lung Cancer: Deadly and Neglected
Lung cancer claims more lives each year than colon, prostate, ovarian and breast cancers combined and yet it is sometimes known as the neglected cancer. One reason’s it’s so deadly is it typically doesn’t show signs and symptoms until the disease has advanced. Learn the causes, types and various treatment options used for various stages of lung cancer.

Social workers, respiratory therapists and registered dietitians will earn 2 contact hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Discuss the environmental risk factors, including smoke and toxins, causing lung cancer
• Explain the lung cancer signs and symptoms
• Explore the different treatment options used for various stages of lung cancer

2 contact hours/$39  
HCSEM-181-3  
Live Online  
Tu Feb. 9 5:30–7:30 p.m.  
Saeed Jalilpoor

Preventing Falls in the Complex Neuro Patient
As the population ages, individuals are more prone to cardiorespiratory illness, orthopedic degeneration, vision loss and cognitive decline. When a patient already has an underlying neurologic condition, these comorbidities can make their quality of life and daily function more complicated. This course will explore how a combination of conditions can play a role in balance and what treatment options can be explored with rehabilitation.

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

Learning Objectives:
• Explain the 3 components of the human balance system and correlate how deficits may be present in someone with various comorbidities
• Identify tools to recognize fall risk for each neurological condition presented
• Compare and contrast interventions to prevent fall risks based on intrinsic and extrinsic fall risk factors

3 contact hours/$49  
HCSEM-276-1  
Live Online  
W Feb. 24 1–4 p.m.  
Amy Nichols

NEW! Self-Care: Bigger Than Thyself
Self-care has almost become an antiquated term. It isn’t about bubble baths. It’s necessary to come up with your own language and your own safety plan. How will you take care of yourself today, tomorrow and for the future? What can you do today that you can be proud of tomorrow? Let’s discuss components of building your community and developing a plan that extends beyond cliched tips.

Social workers and ACHAs will earn 3 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
• Perform assessment and routine procedures in Spanish
• Obtain basic health information and patient history in Spanish

16 contact hours/$259  
HCSEM-198-4  
Live Online  
Tu Mar. 2–Apr. 13 6–8 p.m.  
Jeannette Shumaker

Spanish for Healthcare Professionals: Level 1
This course is designed to teach Spanish that can be used immediately in day-to-day communication with patients. Pronunciation, work-specific language, phonetic encoding and listening activities are part of each lesson. This is a customized real-life Spanish program designed to prepare the non-Spanish speaking healthcare professional to better interact with and care for Spanish-speaking patients.

Social workers, respiratory therapists, registered dietitians and LMHTs will earn 16 contact hours. APRNs, RN 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/$259  
HCSEM-198-4  
Live Online  
Tu Mar. 2–Apr. 13 6–8 p.m.  
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 of each 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. APRNs, RN 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, 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 0-1,000

6 contact hours/$99  
HCSEM-223-5  
Sa Apr. 3 8:30 a.m.–3:30 p.m.  
Regnier Center 175  
Jeannette Shumaker

Register online: jccc.edu/ce
NEW! The Impact of COVID-19 on the Grieving Process
COVID-19 has taken so much from us: loss of life, loss of normalcy, loss of being able to physically show up for each other, loss of being able to plan for the future. For those grieving during this pandemic, it has added an unbearable amount of weight on top of an already heavy situation. People grieving during COVID-19 cannot gather for a funeral, cannot honor their loved one in large celebrations of life, telling story after story. Grief itself is a lonely path to walk along and with social distancing a requirement, the walk is even more isolating. During this presentation, we will discuss various losses created by COVID-19, learn grief theories, and continue to do necessary self-care while doing grief work. Social workers and ACHAs will earn 3 contact hours. APRNs, RNs and LPNs may self-submit to KSBN.

Learning Objectives:
• Understand the multiple losses that influence the grieving process resulting from COVID-19
• Be aware of grief theories that impact styles of grieving
• Learn effective strategies for coping with grief and ways to communicate about loss

3 contact hours/$49  
Network Member Fee: $16  
HCSEM-277-1  
W  Apr. 14  
5:30–8:30 p.m.  
Live Online  
Clara Anderson Sainte

The Power of Positive Psychology: Creative Solutions for Creating Change
Positive Psychology techniques have been found to have a dramatic impact on many clients. These strategies tend to resonate and are easily incorporated into daily life. Learn to apply empirically supported Positive Psychology approaches such as strengths, hope and flourishing to the difficult problems clinicians face on a daily basis. Recent research of Positive Psychology will be introduced and coupled with other approaches that focus on successfully dealing with our “dark side” in treatment. Addressing problems and finding solutions, harnessing the client’s resiliency even when deeply hidden, and managing the tension between change and acceptance will also be covered. Social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. APRNs, RNs and LPNs may self-submit to KSBN. Approval is pending for OTs and PTs.

Learning Objectives:
• Apply research-based Positive Psychology techniques to facilitate quick and powerful change
• Identify the factors that enable some people to grow and thrive in spite of high levels of loss and adversity
• Implement strategies to strengthen clients’ resiliency, grit and coping skills
• Effectively address resistance and stickiness

6 contact hours/$119  
Network Member Fee: $40  
HCSEM-233-2  
MF  Mar. 19–22  
9 a.m.–noon  
Live Online  
John Wade

NEW! Together Apart: How to Cope with Social Distancing and Stay Connected in Creative Ways
The coronavirus pandemic has required all of us to practice various forms of social distancing. Many of us have not been able to visit family and friends who live far away, or even loved ones across town in senior living communities or those who are at a higher risk for poor outcomes if they contract the virus. We know from extensive scientific research that loneliness and social isolation are dangerous for mental and physical health, and that social connections help us recover from disasters like the COVID-19 pandemic. How can we stay connected in this age of social distancing? Explore creative ways to nurture important relationships with people of all ages, both online and offline.

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

Learning Objectives:
• Learn 3 key research findings related to social isolation, health outcomes and resilience in the face of disaster
• Explore 3 internet-based tools for nurturing physically distanced relationships
• Explore 3 creative ideas for nurturing physically distanced relationships

3 contact hours/$49  
Network Member Fee: $16  
HCSEM-282-1  
M  Mar. 15  
8:30–11:30 a.m.  
Live Online  
Rachelle Morgan

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Learn the fundamentals of what it takes to get your business started and apply for a business loan, including determining the feasibility of your business, creating a lean canvas plan, choosing a legal entity, forming financial projections, marketing, bookkeeping, and much more! Guest presenters during this daylong seminar include an attorney, a commercial banker, an insurance broker and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions. This active learning module includes hand-on computer lab time.

Box lunch is provided.

8 contact hours/$75

- **BUSBASICS-700-41**: W Jan. 20 8 a.m.–4 p.m. Regnier Center 221 John Addessi and Jack Harwell
- **BUSBASICS-700-42**: Tu Feb. 16 8 a.m.–4 p.m. Regnier Center 221 John Addessi and Jack Harwell
- **BUSBASICS-700-43**: Th Mar. 18 8 a.m.–4 p.m. Regnier Center 221 John Addessi and Jack Harwell
- **BUSBASICS-700-44**: W Apr. 14 8 a.m.–4 p.m. Regnier Center 221 John Addessi and Jack Harwell
- **BUSBASICS-700-45**: Tu May 25 8 a.m.–4 p.m. Regnier Center 221 John Addessi and Jack Harwell

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8 contact hours/$59

- **BUSBASICS-704-6**: Register anytime Online John Addessi

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<th>Days</th>
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<th>End Date</th>
<th>Time</th>
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<td>Jan. 5–7</td>
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<td>Michele Janson</td>
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<td>Michele Janson</td>
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</table>

#### 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.

Facilitated by a Certified QuickBooks® Pro-Advisor.

8 contact hours/$199

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>QB-100-35</td>
<td>TuTh</td>
<td>Jan. 12–14</td>
<td></td>
<td>8:30 a.m.–12:30 p.m.</td>
<td>Regnier Center 234</td>
<td>Michele Janson</td>
</tr>
<tr>
<td>QB-100-36</td>
<td>TuTh</td>
<td>Mar. 9–11</td>
<td></td>
<td>12:30–4:30 p.m.</td>
<td>Regnier Center 234</td>
<td>Michele Janson</td>
</tr>
<tr>
<td>QB-100-37</td>
<td>MW</td>
<td>Apr. 19–21</td>
<td></td>
<td>12:30–4:30 p.m.</td>
<td>Regnier Center 234</td>
<td>Michele Janson</td>
</tr>
</tbody>
</table>

#### QuickBooks® Advanced—for Desktop Users
Do you already have a working knowledge of QuickBooks® Desktop but want to use the program more efficiently? Do you have a desire to report profitability for your products and customers and use financial data to make wise decisions? Then, this course is for you! Topics covered include project estimates, progress invoicing, customizing form templates, purchase orders, time and expense tracking for projects, customized reporting, budgets and more! This course is for QuickBooks® Desktop users. Bring your own questions. Participants should be familiar with QuickBooks or have completed the Fundamentals course.

Facilitated by a Certified QuickBooks® Pro-Advisor.

4 contact hours/$79

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>QB-106-8</td>
<td>Tu</td>
<td>Mar. 16</td>
<td></td>
<td>8:30 a.m.–12:30 p.m.</td>
<td>Regnier Center 234</td>
<td>Cathy Martin</td>
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<tr>
<td>QB-106-9</td>
<td>W</td>
<td>Apr. 28</td>
<td></td>
<td>12:30–4:30 p.m.</td>
<td>Regnier Center 234</td>
<td>Cathy Martin</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<th>Instructor</th>
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<tr>
<td>TAX-202-27</td>
<td>W</td>
<td>Feb. 24</td>
<td></td>
<td>1–5 p.m.</td>
<td>Regnier Center 145</td>
<td>Janet Fanska</td>
</tr>
<tr>
<td>TAX-202-28</td>
<td>W</td>
<td>Mar. 31</td>
<td></td>
<td>1–5 p.m.</td>
<td>Regnier Center 145</td>
<td>Janet Fanska</td>
</tr>
<tr>
<td>TAX-202-29</td>
<td>Th</td>
<td>May 20</td>
<td></td>
<td>1–5 p.m.</td>
<td>Regnier Center 145</td>
<td>Janet Fanska</td>
</tr>
</tbody>
</table>

#### Kansas Retail Sales and Compensating Use Tax
This workshop covers the basics of Sales Tax and Use Tax as it applies to retail business, as well as the appropriate uses of the different exemptions that may be encountered. Other topics discussed include record keeping for audit compliance and estimated tax payments.

This information is presented by a tax specialist with the Kansas Department of Revenue.

3 contact hours/$20

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>Tu</td>
<td>Jan. 26</td>
<td></td>
<td>9 a.m.–noon</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
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<tr>
<td>TAX-200-41</td>
<td>W</td>
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<td></td>
<td>1–4 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
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<tr>
<td>TAX-200-42</td>
<td>W</td>
<td>Mar. 24</td>
<td></td>
<td>1–4 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
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<tr>
<td>TAX-200-43</td>
<td>Tu</td>
<td>Apr. 20</td>
<td></td>
<td>9 a.m.–noon</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
<tr>
<td>TAX-200-44</td>
<td>Th</td>
<td>May 13</td>
<td></td>
<td>9 a.m.–noon</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
</tbody>
</table>
Small Business Development

SMALL BUSINESS DEVELOPMENT CENTER ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

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. This information is presented by a tax specialist with the Kansas Department of Revenue.

2.5 contact hours/$15
TAX-201-40 Tu Jan. 26 1:30–4 p.m. Carl York
Regnier Center 145
TAX-201-41 W Feb. 17 9 a.m.—11:30 a.m. Carl York
Regnier Center 145
TAX-201-42 W Mar. 24 9 a.m.—11:30 a.m. Carl York
Regnier Center 145
TAX-201-43 Tu Apr. 20 1:30–4 p.m. Carl York
Regnier Center 145
TAX-201-44 Th May 13 1:30–4 p.m. Carl York
Regnier Center 145

Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads
Learn how webtools 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-500-21 TuTh Feb. 9–11 3–5:30 p.m. John Addessi
Regnier Center 221
SBMKTG-500-22 TuTh Mar. 30–Apr. 1 3–5:30 p.m. John Addessi
Regnier Center 221

SMALL BUSINESS MARKETING

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

Learn online. Stay on course.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>BUSFIN-800-21</td>
<td>Th</td>
<td>Jan. 21</td>
<td>1:30–4:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Jack Harwell</td>
</tr>
<tr>
<td>BUSFIN-800-22</td>
<td>Tu</td>
<td>Mar. 23</td>
<td>1:30–4:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Jack Harwell</td>
</tr>
<tr>
<td>BUSFIN-800-23</td>
<td>W</td>
<td>May 5</td>
<td>1:30–4:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Jack Harwell</td>
</tr>
</tbody>
</table>

**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/$30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
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<th>Instructor</th>
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<td>GOVCON-300-43</td>
<td>W</td>
<td>Feb. 10</td>
<td>8:30 –11 a.m.</td>
<td>Regnier Center 145</td>
<td>Kansas PTAC</td>
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<td>GOVCON-300-44</td>
<td>W</td>
<td>Mar. 10</td>
<td>8:30 –11 a.m.</td>
<td>Regnier Center 145</td>
<td>Kansas PTAC</td>
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<tr>
<td>GOVCON-300-45</td>
<td>W</td>
<td>Apr. 7</td>
<td>8:30 –11 a.m.</td>
<td>Regnier Center 145</td>
<td>Kansas PTAC</td>
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<tr>
<td>GOVCON-300-46</td>
<td>Tu</td>
<td>May 4</td>
<td>8:30 –11 a.m.</td>
<td>Regnier Center 145</td>
<td>Kansas PTAC</td>
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**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>EXPORT-402-4</td>
<td>Tu</td>
<td>Feb. 23</td>
<td>2:30–5 p.m.</td>
<td>Regnier Center 221</td>
<td>John Addessi</td>
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</tbody>
</table>

**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. 6 to take this course.

4 contact hours/$35

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>EXPORT-401-4</td>
<td>W</td>
<td>Jan. 1–Dec. 20</td>
<td>8 a.m.–5 p.m.</td>
<td>Online</td>
<td>John Addessi</td>
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</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>INTPROP-600-20</td>
<td>W</td>
<td>Feb. 3</td>
<td>2:30–5 p.m.</td>
<td>Regnier Center 145</td>
<td>Rick Gier</td>
</tr>
<tr>
<td>INTPROP-600-21</td>
<td>Tu</td>
<td>Apr. 27</td>
<td>2:30–5 p.m.</td>
<td>Regnier Center 145</td>
<td>Rick Gier</td>
</tr>
</tbody>
</table>

**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 smoother 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>BUSMGMT-901-7</td>
<td>Th</td>
<td>Feb. 4</td>
<td>1–4 p.m.</td>
<td>Regnier Center 145</td>
<td>Jack Harwell</td>
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<tr>
<td>BUSMGMT-901-8</td>
<td>Th</td>
<td>Apr. 29</td>
<td>9 a.m.–noon</td>
<td>Regnier Center 145</td>
<td>Jack Harwell</td>
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</tbody>
</table>
Can’t make it to campus?

Check out our **ONLINE** and **LIVE ONLINE** courses!

Want to move at your own pace?
We have new self-paced options too!

**VISIT**

[ce.jccc.edu](http://ce.jccc.edu)

TO FIND YOUR COURSE AND REGISTER TODAY.

**BUSINESS SKILLS DEVELOPMENT** • **SMALL BUSINESS DEVELOPMENT**
**COMPUTER TECHNOLOGY** • **CAREERS AND TRADES** • **LIFE SKILLS** • **LEISURE**
Leisure
64 Arts & Crafts
66 Aviation
67 Dance
67 Egyptology
68 Food & Wine
68 Foreign Language
69 Home
69 Garden
70 Music
72 Photography
73 Sports & Rec
73 Travel

Life Skills
76 Adult Education/GED®
77 Adult Education
79 ESL Advanced & Professional
80 Driver Education
81 Driver Safety
81 Motorcycle Training
83 Money Management
83 Sign Language

Life and Leisure
Leisure

For registration assistance, call 913-469-2323.

ARTS & CRAFTS ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

Drawing for the Absolute Beginner
Have you always been interested in drawing, but never really knew how to get started? Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be! $129

Go to ce.jccc.edu to view the supply list.

3 contact hours/$39
ART-040-5 Sa Jan. 23 1–4 p.m. Carlsen Center 212 Peter Noth
ART-040-6 Sa Feb. 6 1–4 p.m. Carlsen Center 212 Peter Noth

Drawing Fundamentals
Designed for the serious beginner and experienced artist alike. Develop your ability to draw what you see through a classically inspired approach.

Go to ce.jccc.edu to view the supply list.

24 contact hours/$149
ART-002-6 Th Jan. 28–Mar. 18 6–9 p.m. Carlsen Center 212 Matt Krawcheck

Explore Creative Painting with Acrylics
Explore creative acrylic painting including different techniques while, of course, having plenty of time to paint. This course is for all skill levels.

Go to ce.jccc.edu to view the supply list.

20 contact hours/$129
ART-112-1 W Jan. 20–Mar. 10 6–8:30 p.m. Carlsen Center 212 Mary Ann Coonrod

Facing Portrait Drawing Head-On
Discover many of the concepts of a beginning drawing course (i.e. gesture, value, measurement, composition, etc.) while focusing on heads and portraits. You will learn to construct the head, neck and face using simple geometric forms. You will also learn the bones and muscles of the head and explore character and personality.

Go to ce.jccc.edu to view the supply list.

24 contact hours/$149
ART-012-4 Th Mar. 25–May 13 6–9 p.m. Carlsen Center 212 Matt Krawcheck

Jewelry Making I, Beginning
Use a variety of tools, materials (silver, gold, copper), chemicals and stones to make a project of your choice, such as a ring, pendant or bracelet. Bring your ideas to the first session and the instructor will discuss your project ideas with you. Then choose your project materials and tools.

Materials cost, including tools, will vary depending on the project selected. The classroom may not have all the tools necessary for your project.

Go to ce.jccc.edu to view the supply list.

15 contact hours/$119
ART-250-16 Sa Jan. 9–Feb. 6 8:30–11:30 a.m. Fine Arts & Design Studios 126 Pamela Miller
ART-250-17 Sa Apr. 17–May 22 8:30–11:30 a.m. Class will not meet May 15. Fine Arts & Design Studios 126 Pamela Miller

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

ARTS & CRAFTS

Art in Early-Modern Europe: Renaissance to Revolution
We will examine the rebirth of classical art and idealized naturalism; the church reforms that led to the rejection of Medieval art; the new "science" of art and the birth of oil painting; the impact on art of the spiritual crises of the 16th Century that resulted in the Reformation and the Counter Reformation; and finally, the visual language of the Enlightenment that created the Modern world.

5 contact hours/$59
ART-380-1 Tu Mar. 23–30 2–4:30 p.m. Peggy Schrock

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.

Go to ce.jccc.edu to view the supply list.

3 contact hours/$59
ART-040-1 Tu Jan. 23 1–4 p.m. Carlsen Center 212 Peter Noth

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

TAKE 3 SAVE 15%
Leisure

Jewelry Making II, Beginning
If you have completed JCCC’s Beginning Jewelry I, you will have another opportunity to work on a project of your choice.
18 contact hours/$139
ART-251-14 Sa Feb. 20–Apr. 3 8:30–11:30 a.m.
Class will not meet Mar. 13.
Fine Arts & Design Studios 126 Pamela Miller

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.
Go to ce.jccc.edu to view the supply list.
24 contact hours/$139
ART-200-33 Tu Jan. 26–Mar. 16 1–4 p.m.
Regnier Center 144 Julie Wallace
ART-200-34 Tu Jan. 26–Mar. 16 6–9 p.m.
Regnier Center 146 Julie Wallace
ART-200-35 Tu Mar. 30–May 18 1–4 p.m.
Regnier Center 157 Julie Wallace
ART-200-36 Tu Mar. 30–May 18 6–9 p.m.
Regnier Center 146 Julie Wallace

Learn to Knit
You will learn the basic techniques of knitting in easy beginner projects like scarves, hats and purses. Individual attention allows each knitter to work at their own pace.
Go to ce.jccc.edu to view the supply list.
12 contact hours/$99
ART-205-13 M Jan. 25–Feb. 15 6–9 p.m.
Julie Wallace
ART-205-14 M Mar. 29–Apr. 19 6–9 p.m.
Julie Wallace

Reverse Painting on Glassware
Learn a new technique painting a flower design on the back of a 10-inch glass plate with enamel paints. The plate can be used for serving and is food safe.
Go to ce.jccc.edu to view the supply list.
3 contact hours/$39
ART-359-1 Tu Apr. 20 6–9 p.m.
Carlson Center 212 Betty Erhard

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-150-19 Su Mar. 7–21 noon–6 p.m.
Fine Arts & Design Studios 125 Dave Norem
ART-150-20 Su May 2–16 noon–6 p.m.
Fine Arts & Design Studios 125 Dave Norem

Get creative at the Nerman Museum!
Saturday art courses for youth combine engaging interactive tours with unique studio projects.
FREE general admission
Also available:
• FREE NMOCA Kids family guide folder
• FREE activity booklets for K-6th grade
• FREE guided tours for groups kindergarten and older, schedule online or email tours@nermanmuseum.org

Join us! Become a museum member and save $5 on children’s courses at the Nerman Museum, get a 10% discount in Café Tempo and more.

Nerman Museum of Contemporary Art
913-469-3000 • nermanmuseum.org
### The Glory of Gothic Calligraphy
Learn the basic fundamentals of hand-lettering Gothic calligraphy using a broad-edged pen/ink. Everything from how to hold the pen to flourishing your work will be covered as well as how to apply 23kt gold leaf and decorating your lettering with gouache.

Class is open to all levels.

Go to ce.jccc.edu to view the supply list.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Price</th>
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<tr>
<td>14</td>
<td>$129</td>
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**ART-041-3**

**Th**  Mar. 4–Apr. 22  6–8 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.

Go to ce.jccc.edu to view the supply list.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Price</th>
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<tr>
<td>24</td>
<td>$149</td>
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**ART-100-13**

**Tu**  Mar. 16–May 4  6:30–9:30 p.m.
Carlsen Center 224  Diren He

### Aviation

#### Aviation Weather for Pilots
Weather continues to be one of the primary causes of accidents in general aviation. Incorporating new technology into your weather planning can provide a greater understanding of weather and enhance hazard avoidance. Aviation Weather for Pilots provides an in-depth look at available weather resources including Flight Service, the internet and popular electronic flight bags (EFBs). You will gain an understanding of how to best use those resources on every flight.

You should provide your own tablet or laptop computer with EFB software.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Price</th>
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<tr>
<td>6</td>
<td>$79</td>
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</table>

**AVI-300-1**

**MW**  Mar. 8–10  6–9 p.m.
TBA  Mark Boguski

#### 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.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Price</th>
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<tr>
<td>3</td>
<td>$49</td>
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</table>

**AVI-002-11**

**Sa**  Mar. 20  2–5 p.m.
Regnier Center 144  Earnest McCoy

#### ForeFlight Basics
This course will provide a solid hands-on introduction to ForeFlight. We will show how to use the Electronic Flight Bag (EFB) for preflight planning, flight planning, route optimization, and as an in-flight resource. ForeFlight Basics is designed for the new or casual user to enable them to use the EFB for flight planning and in-flight resource management.

You are encouraged to bring your own device to class with an active ForeFlight subscription in order to actively follow along and participate. This is not required to attend the course, but will enhance your learning experience.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Price</th>
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<td>3</td>
<td>$49</td>
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**AVI-201-1**

**M**  Feb. 22  6–9 p.m.
TBA  Mark Boguski

#### ForeFlight Advanced
Get training and hands-on application of advanced features of ForeFlight. We will show how to use the EFB for preflight planning, flight planning, route optimization, and as an in-flight resource. ForeFlight Advanced is designed for experienced users and instrument pilots to enable them to use advanced features for flight planning and in-flight resource management.

You are encouraged to take ForeFlight Basics prior to taking this course or already be an experienced user of the ForeFlight application.

Bring your own device to class with an active ForeFlight subscription in order to actively follow along and participate. This is not required to attend the course, but will enhance your learning experience.

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<tr>
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<td>3</td>
<td>$49</td>
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**AVI-202-1**

**M**  Mar. 1  6–9 p.m.
TBA  Mark Boguski

#### Instrument Rating Ground School
After a pilot earns their Private Pilot Certificate, many pilots go on to complete their instrument training and receive an Instrument Rating. The requirements for an Instrument Rating are to pass a Knowledge Exam (an FAA computer-based test) and a Practical Test with an FAA Designated Pilot Examiner.

This course will prepare you to pass the knowledge test.

<table>
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<tr>
<th>Contact Hours</th>
<th>Price</th>
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<tr>
<td>40</td>
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</table>

**AVI-150-3**

**TuTh**  Jan. 26–Mar. 11  6–9 p.m.
Regnier Center 181  Mark Boguski

#### Introduction to Aviation
Are you interested in aviation? This introductory course will explore the basics of aviation. Participants will learn the different recreational and professional avenues of aviation, requirements of a pilot, aviation maintenance, avionics, air traffic controlling and more.

This course provides a great overview of the industry and what to expect when pursuing a pilot license.

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<th>Price</th>
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<td>$49</td>
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</table>

**AVI-101-4**

**M**  Mar. 1  6–9 p.m.
Regnier Center 183  Tyler Carroll
Introduction to UAV Drones
This 4-hour introductory course is designed to give you 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-001-12  Sa  Mar. 20  9 a.m.–1 p.m.  Earnest McCoy
Regnier Center 144

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. It is also 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-100-8  TuTh  Mar. 23–May 12  6–9 p.m.  Mark Boguski
Regnier Center 181

Ballet I
Designed for those 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-250-8  W  Jan. 20–Mar. 10  6–7 p.m.  Lindsey Smith Dinneen
Live Online

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-251-4  W  Mar. 31–May 19  6–7 p.m.  Lindsey Smith Dinneen
Live Online

Tap Dance I
This course is the perfect introduction to tap dance for those with minimal to no dance experience. Learn the basic elements of tap, including exploration of rhythmical movement and technique, in a fun, safe environment.

Tap shoes and comfortable athletic wear are required for this course.

8 contact hours/$99
DANCE-200-8  W  Jan. 20–Mar. 10  7–8 p.m.  Lindsey Smith Dinneen
Live Online

Tap Dance II
Continue your tap dance experience with additional work on elements of tap, including exploration of rhythmical movement and technique.

Tap shoes and comfortable athletic wear are required for this course.

8 contact hours/$99
DANCE-201-4  W  Mar. 31–May 19  7–8 p.m.  Lindsey Smith Dinneen
Live Online

EGYPTOLOGY

Ancient Near East
The contributions ancient Iraq, Iran and Syria have made to civilization are often overshadowed by current political crises and humanitarian strife. In this course, you will study the history, mythology, literature, art, cities, and cultures of ancient Mesopotamia including Sumer, Akkad, Babylonia, Assyria and Persia. Highly illustrated slideshows will be used to highlight the importance of this region, its lasting legacy, and the peril ancient sites and archaeologists face today.

16 contact hours/$129
EGYPT-018-1  W  Jan. 20–Mar. 10  7–9 p.m.  Stacy Davidson
Live Online

Egypt Through Greek Eyes
Explore the multicultural history, art and culture of Ptolemaic Egypt (332-30 BCE), the legacy of Egypt in Greek writings, and how Egypt influenced Greek culture. Read primary texts in translation as well as discover how our understanding of ancient Egypt was and still is influenced by the ancient Greek view of Egypt.

8 contact hours/$89
EGYPT-016-1  W  Mar. 24–Apr. 14  7–9 p.m.  Stacy Davidson
Live Online

Magic in Egypt and Mesopotamia
Magic, religion, medicine were intertwined in ancient Egyptian and Mesopotamian thought. In this course you will learn the definition of “magic” in the ancient world and how the Egyptians and Mesopotamians used texts, rituals and objects to improve health, protect themselves, find or keep love, interpret dreams, predict the future, interact with deceased family members and more.


8 contact hours/$89
EGYPT-017-1  W  Apr. 21–May 12  7–9 p.m.  Stacy Davidson
Live Online
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-002-5
S-Th Feb. 20
9 a.m.–noon
Regnier Center 145
Frank Bramwell and Maria Bramwell

Uncorking the World of Wine
Take your wine knowledge to a new level with a wine lover’s course! Two certified wine professionals will show you how to recognize the components of wine and experience the connection between aroma, taste and flavor. They’ll help you navigate varietals, regions, labels, tasting techniques, food pairing concepts, restaurant wine lists, glassware, organic agriculture, and more. You’ll get an insider’s look at the best strategies for exploring Napa and Sonoma Valleys, as well as tips for purchasing, storing and serving wine. There’s never been a more exciting time to learn about wine.

This is not a tasting course, but you’ll love the homework assignments!

7.5 contact hours/$79

FOOD-001-7
Tu Feb. 9–23
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. You will regularly engage in asking questions, word pronunciation, sentence patterns and practicing conversations. The course will focus on the appropriate and everyday use of Chinese in different cultural contexts.

A textbook is required for this course and can be purchased through your preferred vendor. Chinese in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873352

16 contact hours/$139

Chinese, Beginning II
Continue study of Chinese by improving your pronunciation, common expressions and basic conversations. You will learn basic strokes of Chinese characters and recognize a list of frequently used words. Learn more Chinese etiquette and cultures.

A textbook is required for this course and can be purchased through your preferred vendor; Chinese in 10 Minutes a Day by Kristine Kershul; ISBN 9781931873352

16 contact hours/$139

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. You 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. Book can be downloaded in PDF format for free or purchased at https://www.laits.utexas.edu/fi/ or through your preferred vendor.

16 contact hours/$139

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. Book can be downloaded in PDF format for free or purchased at https://www.laits.utexas.edu/fi/ or through your preferred vendor.

16 contact hours/$139

French for Travelers
This course will teach “survival” French for travelers in French speaking countries. Learn handy phrases to use when greeting people, ordering a meal, shopping, or asking directions. They will also learn about French culture.

No prior knowledge of French necessary.

A textbook is recommended for this course and can be purchased through your preferred vendor. French for Travelers by Fodor; ISBN 9781400014866

22.5 contact hours/$139
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-001-7
MW Jan. 11–Feb. 3 6–8 p.m.
Orit Kamara

Italian for Travelers I
Learn basic Italian phrases and conversation with emphasis on practical usage while traveling. Topics will include how to get around, cuisine, shopping, culture, and regions of Italy.
A textbook is required for this course and can be purchased through your preferred vendor. Italian for Travelers by Lisa Powers ISBN 9781513634661
16 contact hours/$139
ITAL-001-11
Tu Jan. 19–Mar. 9 6:30–8:30 p.m.
Lisa Power

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 can you afford, closing costs, what it takes to get prequalified and more.
3 contact hours/$49
HOME-001-16
Sa Jan. 16 9 a.m.–noon
Cindy DiCianni
HOME-001-17
Sa Apr. 10 9 a.m.–noon
Cindy DiCianni

Advanced Beekeeping—Queen Rearing
Queen rearing is a highly specialized process and an important part of beekeeping. There are many practices, variations and processes that you will review in depth. You will learn the DooLittle and Miller queen rearing methods, as well as best practices for queen grafting and successfully raising your own queens.
2 contact hours/$29
GRDN-104-3
W Mar. 3 6:30–8:30 p.m.
Carlsen Center 211
Robert Hughes

Advanced Beekeeping—Splitting Hives and Catching Swarms
Are you ready to learn several methods to increase bee hives? Explore different ways to acquire new bees and how to strengthen your current hives. Most beekeepers lose a few hives over the winter. You will discover the easiest and fastest methods to replace these hives.
2 contact hours/$29
GRDN-105-3
W Mar. 10 6:30–8:30 p.m.
Carlsen Center 211
Robert Hughes
**Leisure**

**Home & Garden Online**

**On Your Time**

**Session start dates:** Jan 13, Feb 10, Mar 17, April 14, May 12

**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**

**Take 3 Save 15%**

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

**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

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<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>GRDN-100-8</td>
<td>W</td>
<td>Mar. 17–24</td>
<td>6:30–8:30 p.m.</td>
<td>Carlsen Center 211</td>
<td>Robert Hughes</td>
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</table>

**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

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<tr>
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<tr>
<td>GRDN-101-8</td>
<td>W</td>
<td>Mar. 31–Apr. 7</td>
<td>6:30–8:30 p.m.</td>
<td>Carlsen Center 211</td>
<td>Robert Hughes</td>
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**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

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<tr>
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<th>Instructor</th>
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<tr>
<td>GRDN-102-8</td>
<td>W</td>
<td>Apr. 14–21</td>
<td>6:30–8:30 p.m.</td>
<td>Carlsen Center 211</td>
<td>Robert Hughes</td>
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**Edible Landscaping**

Increase the health benefits of your yard by learning to incorporate edible plants into your landscape design. Mix beauty with a tasty harvest. Explore designs and tips on maintaining landscapes with many colorful and productive edible annuals, perennials, herbs, shrubs and trees. Even yards with limited space and sunlight can be bountiful!

3 contact hours/$39

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<th>Code</th>
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<th>Location</th>
<th>Instructor</th>
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<tr>
<td>GRDN-003-2</td>
<td>Sa</td>
<td>Apr. 10</td>
<td>9 a.m.–noon</td>
<td>Horticultural Science Center 121</td>
<td>Sherri Thomas</td>
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</table>

**Herbs for Beginners**

May is the perfect time to plant more herbs! Become more familiar with growing herbs and their many culinary and medical uses with this hands-on course. Learn which are perennials or annuals and how best to grow each in your garden. In addition, learn about medicinal uses, useful recipes for the kitchen and the many ways to preserve the herbs you grow.

3 contact hours/$39

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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>GRDN-004-4</td>
<td>Sa</td>
<td>May 8</td>
<td>9 a.m.–noon</td>
<td>Horticultural Science Center 121</td>
<td>Sherri Thomas</td>
</tr>
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**Keeping Backyard Chickens**

An animal lover’s guide to sustainable agriculture on a small scale. Chickens provide natural bug control, as well as breakfast. Learn the how and why and what in order to avoid the perils of raising chickens on a domestic scale.

3 contact hours/$39

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<tbody>
<tr>
<td>GRDN-200-4</td>
<td>Tu</td>
<td>Apr. 13</td>
<td>6–9 p.m.</td>
<td>Regnier Center 175</td>
<td>Emily Winchester</td>
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</tbody>
</table>
**Leisure**

**MUSIC ONLINE**

**ON YOUR TIME**

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

- **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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**Leisure**

**MUSCI ONLINE**

**ON YOUR TIME**

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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- **Music Made Easy**
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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.

Bring a harmonica in the KEY OF C to class.

A textbook is required for this course and can be purchased through your preferred vendor. Progressive Beginner Harmonica by Peter Gelling ISBN 9781864691719

8 contact hours/$119

**MUSIC-010-11**
Live Online
M Mar. 15–May 3
7–8 p.m.
Harvey Fitzer

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**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.

You must have a piano available for class.

A textbook is recommended for this course and can be purchased through your preferred vendor. Alfred’s Group Piano for Adults by E.L. Lancaster, 2nd Edition ISBN 9780739053010

8 contact hours/$119

**MUSIC-001-18**
Live Online
Sa Jan. 16–Mar. 6
3–4 p.m.
Victor Olvera

**MUSIC-001-19**
Live Online
Sa Mar. 20–May 8
3–4 p.m.
Victor Olvera

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**Piano: Intermediate for Adults**

This course is intended as a review and tuneup for adults with prior piano keyboard experience. Keyboard skills, technique and repertoire will be tailored to your individual skill level. Following an informal assessment, you will explore additional techniques and improvisational methods.

You must have a piano available for class.

A textbook is recommended for this course and can be purchased through your preferred vendor. Alfred’s Group Piano for Adults by E.L. Lancaster, 2nd Edition ISBN 9780739053010

8 contact hours/$119

**MUSIC-002-18**
Live Online
Sa Jan. 16–Mar. 6
2–3 p.m.
Victor Olvera

**MUSIC-002-19**
Live Online
Sa Mar. 20–May 8
2–3 p.m.
Victor Olvera

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**Register online: [jccc.edu/ce](http://jccc.edu/ce)**
PHOTOGRAPHY ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

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.
Prerequisites: Basic and Intermediate Photoshop Tips and Tricks or basic Photoshop knowledge. Bring a few photos to experiment with.
2 contact hours/$29
PHOTO-033-5 Tu Apr. 20 7–9 p.m. 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.
Have a few photos picked out that you would like to experiment with.
No prior Photoshop experience needed.
2 contact hours/$29
PHOTO-031-5 Tu Apr. 6 7–9 p.m. Jim Mathis

Camera Basics I
Explore the fundamentals of digital cameras. Learn about camera settings, lenses, shutter speed, color balance, depth of field, and much more. The course includes a final session where you will walk around a location and put into practice all fundamentals learned in the classroom.
Bring your own camera and camera manual to class. Not recommended for point-and-shoot cameras.
10 contact hours/$109
PHOTO-001-12 M Mar. 15–Apr. 12 7–9 p.m. 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-015-7 Sa Feb. 6–May 1 9 a.m.–noon Live Online Larry Hodes

Digital Photography Basics
Learn about the world of digital photography. Topics will include: digital vs. film, digital workflow, white balance, different kinds of digital cameras, composition and using various shooting modes.
If you have a digital camera, bring it to class along with your manual.
3 contact hours/$49
PHOTO-005-11 Tu May 18 6:30–9:30 p.m. Gary George

High Performance Cameras for Ordinary People
Are you ready to move up from your trusty smartphone to something that is faster and more versatile, a tool that will take your photography to the next level? This course is about what you need to know to buy and use a high-performance camera such as a DSLR or Mirrorless (EVF) camera.
2 contact hours/$29
PHOTO-034-1 Tu Apr. 27 7–9 p.m. Jim Mathis

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.
Have a few photos picked out that you would like to experiment with.
Prerequisites: Basic Photoshop Tips and Tricks or basic knowledge of Photoshop.
2 contact hours/$29
PHOTO-032-5 Tu Apr. 13 7–9 p.m. Jim Mathis

For registration assistance, call 913-469-2323.
Portrait Photography
This nonstudio course will provide an introduction to some basic aspects of portrait photography. Information will be provided to help you take better photographs of friends and family. Topics covered will include lens selection, camera settings, posing subjects, white balance and simple lighting.
Have your camera and manual ready and available.
3 contact hours/$39

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

Best of Europe 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, St. Petersburg, Copenhagen, plus discover some unforgettable spots like Mont St. Michel (France), the Alhambra (Spain), Fjords of Norway, the Dingle Peninsula (Ireland) and Lake Como (Italy).
2.5 contact hours/$39

Genealogy Basics
If you are a newcomer or an amateur genealogist, this course will help guide you to the most useful genealogy sites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to make your family history come alive. $129

Keys to Effective Communication
With the help of a patient instructor and a supportive community of your fellow students, you will work step by step through the process of becoming a great conversationalist. Learn to use communication to build rapport and create environments of trust, warmth and respect. $129

Lose Weight and Keep it Off
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you’ll discover how to establish a healthy approach to weight loss and weight maintenance. You’ll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. $129
DEFENSIVE DRIVING ONLINE

Get a driver’s-seat view of the most dangerous driving situations in this self-paced, 4-hour online course.

- High-definition videos
- Animated graphics
- Crash scenarios
- Interactive exercises

Taught in English or Spanish, your content is tailored to your age, gender, driving behaviors and attitudes.

ALIVE AT 25®
Teen Defensive Driving Course

>33% OF TEEN FATAL CRASHES ARE SPEED RELATED

2/3 OF TEEN PASSENGER DEATHS ARE IN VEHICLES DRIVEN BY OTHER TEENAGERS

✓ Crash Prevention
✓ Risk Avoidance
✓ Decision-making

BONUS: You could receive a discount on your insurance premiums

REGISTER TODAY! See page 81 for more information.
ACCELERATING OPPORTUNITY: KANSAS (AO-K)

AO-K = DOUBLE TIME TOWARD A HIGH SCHOOL DIPLOMA AND CAREER

Need a GED® and a job—FAST?
Study for the GED® test and train for a new career!

jccc.edu/aok

TO LEARN MORE

Angie Huber
913-469-7690 | jcae@jccc.edu

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.
ADULT BASIC EDUCATION/GED® PREPARATION

Johnson County Adult Education Adult Basic Education/GED® Program
Sponsored by JCCC and the Johnson County Library

Due to uncertainty of COVID-19, GED registration dates/times are subject to change. For the most current information, please view our webpage at JCCC.EDU/ADULTEDUCATION

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:
• Register by phone by calling CE Registration at 913-469-2323, January 4-7 and March 1-4 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. January 5-6 and March 1-4, 9 a.m.-noon and 5-7 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.

Life Skills
Life Skills

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 January and March 2021.
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:
• Register by phone by calling CE Registration at 913-469-2323, January 4-7 and March 1-4 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. January 5-7 and March 1-4, 9 a.m.-noon and 5-7 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 January 11 and March 15. 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
4. Gardner Library

Daytime courses
MW Jan. 27-May 19 9 a.m.—noon
TuTh Jan. 28-May 20 9 a.m.—noon

Evening courses
MW Jan. 27-May 19 6–9 p.m.
TuTh Jan. 28-May 20 6–9 p.m.

EXAM PREP ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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

ACADEMIC REVIEW ONLINE

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

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
ENGLISH AS A SECOND LANGUAGE (LIFE SKILLS COURSES)

ESL Life Skills courses are available for permanent Kansas residents who are 18 years or older. ESL courses are not available to adults with student visas or adults with tourist visas. Placement testing is required during the two-day orientation.

All sign-ups, orientations and testing sessions will be done at West Park for both locations. No student is guaranteed space in class. Space is limited.

**Level Beginning**
The Life Skills Pre-Beginning English course is for adult learners who cannot speak or understand English and may have no reading or writing skills in any language.

**Level 1**
Level 1 learners can understand frequently used words when spoken slowly but speak very little English. Writing or reading is limited to individual words and simple phrases. Conversation is difficult.

**Level 2**
Level 2 learners understand simple phrases. They also ask and respond to questions using single words or simple phrases. They are in the beginning stages of conversing in social situations with hesitations and broken English. They can read simple material on familiar subjects and are beginning to use basic grammar when writing simple sentences.

**Level 3**
Level 3 learners are able to speak about and understand topics that are familiar and unfamiliar but may still need repetition. They read simple narratives and directions and write short descriptions or essays. Not all levels are offered at all class times.

**U.S. Citizenship**
One of the requirements to become a citizen of the United States is the ability to read, write, understand and speak English. Registering in Johnson County Adult Education English as a Second Language courses is often the first step on the path to becoming a U.S. citizen. Individuals with an advanced ability to read, write, understand and speak English can refer to the United States Citizenship and Immigration Services website, uscis.gov, for information about the U.S. naturalization process, requirements and procedures.

Call 913-469-7621 for more information.

---

**GAS IS CHEAP, BUT FREEDOM IS PRICELESS!**

Is backing your RV giving you a pain in the neck? Gain confidence and safety tips in JCCC’s RV-specific courses.

**Unfold your roadmap to adventure when you register for:**

- **Introduction to RVing** — how to safely and properly use, maintain and enjoy your RV
- **RV Boot Camp** — individualized instruction including 1:1 behind-the-wheel instruction for a flat fee

Get the training you need (and peace of mind) to keep you and your rental or personal RV safe. We can even customize training for a dealership or organization.

As for fun, you don’t need training… it comes naturally.

See page 81 for course details.
ESL ADVANCED & PROFESSIONAL

Conversational English A
Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. Practice speaking in groups about everyday American life.
Intermediate to advanced knowledge of English required.
A textbook is required for this course and can be purchased through your preferred vendor. Practice Makes Perfect: English Conversation by Jean Yates; ISBN 9781259643279
16 contact hours/$109
ESLADV-001-16 W Jan. 20–Mar. 10 10 a.m.–noon Kaye Thompson
ESLADV-001-17 W Jan. 20–Mar. 10 6–8 p.m. Kaye Thompson

Conversational English B
Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. You will practice speaking in groups about American everyday life. Conversational English A and B may be taken in any order.
Intermediate to advanced knowledge of English required.
A textbook is required for this course and can be purchased through your preferred vendor. Practice Makes Perfect: English Conversation by Jean Yates. ISBN 9781259643279
16 contact hours/$109
ESLADV-002-13 W Mar. 24–May 12 10 a.m.–noon Kaye Thompson
ESLADV-002-14 W Mar. 24–May 12 6–8 p.m. 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. You will work alone, in pairs and in groups.
Intermediate to advanced knowledge of English required.
A textbook is required for this course and can be purchased through your preferred vendor. Focus on Grammar 3 with Essential Online Resources (5th Edition) ISBN 9780134583297
14 contact hours/$109
ESLADV-021-8 Tu Mar. 23–May 4 6–8 p.m. 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. You will work alone, in pairs and in groups.
Intermediate to advanced knowledge of English required.
A textbook is required for this course and can be purchased through your preferred vendor. Focus on Grammar 3 with Essential Online Resources (5th Edition) ISBN 9780134583297
14 contact hours/$109
ESLADV-021-8 Tu Mar. 23–May 4 6–8 p.m. Margaret Turner

ESL Reading and Vocabulary
This course is for non-native English-speakers who want to improve reading fluency, comprehension and vocabulary. You will read American English short stories to learn new vocabulary, improve reading, speaking/pronunciation and listening skills.
Advanced knowledge of English required.
A textbook is required for this course and can be purchased through your preferred vendor. Great American Stories 3 by C.G. Draper; ISBN 9780130619419.
16 contact hours/$109
ESLADV-035-7 W Jan. 20–Mar. 10 12:30–2:30 p.m. Margaret Turner
ESLADV-035-8 M Feb. 15–Apr. 12 6–8 p.m. Margaret Turner

LITERATURE & WRITING ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Grammar refresher will also cover the basics of English grammar. $129

Intro to Screenwriting
Learn everything you need to know to create a script that can sell. Start with the fundamentals of stories — why audiences need them, what they expect from them, and what kinds of stories work time after time. Come up with an idea, develop that tiny spark into a story, and finally how to structure it into a screenplay. $129

Writeriffic: Creativity Training
Learn lots of tricks from the published writer’s toolbox. Whether you’re at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles...liberate the imaginative, inventive bolts of genius that are inside you. $129

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

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

**Driver Education**

This course is designed to give you the fundamentals for driving responsibly, safely and defensively. In addition to the 8-hour classroom portion, you 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 you achieve 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 class.

Driving lessons will be scheduled with their classroom instructor.

Expectations are that all students should complete the program in 4-6 weeks.

This course has a virtual student/parent meeting. A meeting link will be sent to registered students by email.

8 contact hours/$399

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV-001-177</td>
<td>Carlsen Center 211</td>
<td>Sa Jan. 23</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
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<tr>
<td>DRV-001-178</td>
<td>Regnier Center 183</td>
<td>Sa Jan. 30</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
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<tr>
<td>DRV-001-179</td>
<td>Carlsen Center 211</td>
<td>Sa Feb. 20</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
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<tr>
<td>DRV-001-180</td>
<td>Carlsen Center 211</td>
<td>Sa Feb. 27</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kathy Sawyer</td>
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<tr>
<td>DRV-001-181</td>
<td>Regnier Center 183</td>
<td>Sa Mar. 13</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
</tr>
<tr>
<td>DRV-001-182</td>
<td>Regnier Center 183</td>
<td>Sa Mar. 20</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Samantha Jahn</td>
</tr>
<tr>
<td>DRV-001-183</td>
<td>Carlsen Center 211</td>
<td>Sa Apr. 3</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
</tr>
<tr>
<td>DRV-001-184</td>
<td>Regnier Center 183</td>
<td>Sa Apr. 10</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Christopher Kohl</td>
</tr>
<tr>
<td>DRV-001-185</td>
<td>Regnier Center 183</td>
<td>Sa Apr. 24</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Jim Oatman</td>
</tr>
<tr>
<td>DRV-001-186</td>
<td>Carlsen Center 211</td>
<td>Sa May 1</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Vanessa Fernandez</td>
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<tr>
<td>DRV-001-187</td>
<td>Carlsen Center 211</td>
<td>Sa May 22</td>
<td>8 a.m.–4:30 p.m.</td>
<td>Kim Rehagen</td>
</tr>
</tbody>
</table>

Driver Education (Self-Paced Online with Drive Lessons)

JCCC’s online course was designed to offer you more flexibility. This class will have a parent informational meeting through Zoom at the start of the class. For students under 18, it is recommended a parent/guardian attend the online Zoom informational meeting. At the end of the online course, you are required to attend one in-person classroom session where you will complete forms and take the Kansas Handbook test. All coursework and quizzes are completed online, within the time frame set by your instructor. The online class also includes 4 to 6 lessons of behind-the-wheel training. The amount of drive time is determined by the instructor as you achieve the driving competencies. Drive time will be discussed during the parent meeting. Drive lessons will not begin until after the in-person session. Students must be at least 14. It is recommended but not necessary for students to have a current learner’s permit prior to the class.

Drive lessons will be scheduled with the course instructor.

Expectations are that all students should complete the program in 4-6 weeks.

This course has a virtual student/parent meeting. A meeting link will be sent to registered students by email.

20 contact hours/$439

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DRV-004-6</td>
<td>Feb. 22–Mar. 22</td>
<td>Kim Rehagen</td>
</tr>
</tbody>
</table>

Driver Education (Virtual Classroom with Drive Lessons)

JCCC’s virtual driver’s ed course is offered remotely using Zoom. Participants must have access to a high-speed internet connection and a laptop or mobile device with an enabled camera and microphone. All coursework and a final exam is completed online, within the time frame set by your instructor. The online class also includes 4 to 6 lessons of behind-the-wheel training. The amount of drive time is determined by the instructor as you achieve the driving competencies. Drive lessons will not begin until after the in-person Kansas handbook session. You must be at least 14. It is recommended but not necessary for students to have a current learner’s permit prior to the class.

This class will have a parent informational meeting through Zoom at the start of the class. For students under 18, it is recommended a parent/guardian attend the online Zoom informational meeting. At the end of the online course, you are required to attend one in-person classroom session where you will complete forms and take the Kansas Handbook test. All coursework and quizzes are completed online, within the time frame set by your instructor. The online class also includes 4 to 6 lessons of behind-the-wheel training. The amount of drive time is determined by the instructor as you achieve the driving competencies. Drive time will be discussed during the parent meeting. Drive lessons will not begin until after the in-person session. Students must be at least 14. It is recommended but not necessary for students to have a current learner’s permit prior to the class.

Expectations are that all students should complete the program in 4-6 weeks.

This course has a virtual student/parent meeting. A meeting link will be sent to registered students by email.

8 contact hours/$399

<table>
<thead>
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<th>Course Code</th>
<th>Dates</th>
<th>Instructor</th>
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<tr>
<td>DRV-002-21</td>
<td>MTuW Jan. 11–13</td>
<td>6–8 p.m.</td>
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<tr>
<td>DRV-002-22</td>
<td>SaSu Feb. 6–7</td>
<td>1–5 p.m.</td>
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<tr>
<td>DRV-002-23</td>
<td>SaSu Mar. 6–7</td>
<td>1–5 p.m.</td>
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<tr>
<td>DRV-002-24</td>
<td>TuWTu Apr. 20–21</td>
<td>6–8 p.m.</td>
</tr>
</tbody>
</table>
Alive at 25®—Driver Safety Course
Motor vehicle crashes are the No. 1 cause of death for young drivers. Alive at 25® is a driver intervention program that zeroes in on this group of drivers to teach them to take responsibility for their own driving behavior by making better driving decisions. In this 4-hour driver’s awareness course, you will learn to be aware of the typical driving hazards facing young motorists today. You will also learn to take responsibility through better decision-making, including strategies learned through interactive media, workbook exercises, role-playing and class discussion. Learn to be a better and safer driver with this proven driver intervention program. If a Kansas hearings officer or court has mandated you to complete an NSC course, refer to your letter from the prosecutor to determine which course you are required to complete. This course is also perfect for permit holders and newly licensed drivers. Before you register, verify with your insurance company that they accept the Alive at 25® National Safety Council course for an insurance discount.

Course includes a National Safety Council Defensive Driving Certificate of Completion.

4 contact hours/$60

| DEF-025-3  | TuTh | Jan. 12–14 | 6–8 p.m. | Regnier Center 181 | Vanessa Fernandez |
| DEF-025-4  | TuTh | May 25–27  | 6–8 p.m. | Regnier Center 181 | Rob Kluender |

Defensive Driving—Online (National Safety Council—DDC)
Improve your driving skills and get a discount on your personal auto insurance with this online defensive driving course. Learn defensive driving techniques that will help motivate you to change risky habits and behaviors though real-life driving situations and hazard recognition scenarios. The National Safety Council’s DDC Online is ideal for both new and experienced drivers and is offered in both English and Spanish. If a Kansas hearings officer or court has mandated you to complete an NSC course, refer to your letter from the prosecutor to determine which course you are required to complete. This course is also perfect for licensed drivers and permit holders and organizations that want a driver improvement course for employees.

You will receive an email within 3 business days with instructions and your personal access code to begin the course. This is a 4-hour self-paced online course. Participants will have 60 days after registration to complete the course. This course includes a National Safety Council Defensive Driving Certificate of Completion.

4 contact hours/$39.95

| DEF-100-2  | Jan. 1–Jun. 30 | Online | Josh Smith |

Introduction to RVing (RV 101)
If you are new to the RVing lifestyle or are considering an RV, we have designed this workshop to help get you going. RVing is more enjoyable when you truly understand the ins and outs and how to best travel in it. Too often new RVers find themselves with financial loss or injury because they are unfamiliar with operating an RV. Topics include how to safely and properly use, maintain and enjoy your RV.

4 contact hours/$79

| DEF-800-1  | Sa | Feb. 27 | 8:30 a.m.–12:30 p.m. | Logistics Park Kansas City Classroom | Marlin Neal Padgett |

RV Boot Camp
This is a personalized 1-day program for new RVers. RV Boot Camp is for anyone, whether you have a motorhome, towable or are just considering adopting the lifestyle and currently own a new or used RV. It’s appropriate for weekenders to full-timers. This hands-on experience is tailored to you. Learn to safely back and get one-on-one instruction with an experienced RVer and professional driver trainer at your location using your RV.

Training cost includes instructor travel within a 25-mile radius of JCCC. Additional travel expense may be incurred outside this area.

Proof of insurance, license and registration required. Additional minimum liability coverage may be required by JCCC.

8 contact hours/$375

| DEF-810-1  | Mar. 1–Jun. 30 | By Appointment | Marlin Neal Padgett |

MOTORCYCLE TRAINING

Female Only-Motorcycle Training
Women only! Are you ready to ride? This course prepares you to properly and safely handle a motorcycle. This is a physically active course. You must be in condition to handle a motorcycle and have properly and safely handle a motorcycle. This is a physically active course. You must be in condition to handle a motorcycle and have

You will receive an email within 3 business days with instructions and your personal access code to begin the course. This is a 4-hour self-paced online course. Participants will have 60 days after registration to complete the course. This course includes a National Safety Council Defensive Driving Certificate of Completion.

4 contact hours/$259

| MOT-003-12  | F | Apr. 16 | 6–10 p.m. | Regnier Center 144 |
| MOT-003-13  | F | May 14 | 6–10 p.m. | Regnier Center 144 |

Introduction to Motorcycle Maintenance
This motorcycle maintenance course for beginners is where you’ll learn the practical skills required to keep your bike safe and running smooth. From changing the oil, to adjusting your chain and spotting safety issues. Our trainer will help you understand the basic workings of your motorcycle and its different mechanical components.

15 contact hours/$159

| MOT-300-3  | W | Feb. 24–Mar. 31 | 6–9 p.m. | Career & Technical Education Center 145 | Michael Roden |
Motorcycle Training
Are you ready to ride? Develop judgment and technical skills to safely handle a motorcycle. This is a physically active course. You 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.

Motorcycle forms need to be completed during class on the first day. A parent or guardian will need to be present at the beginning of the first class to sign for participants under 18. Driver’s license or valid learner’s permit is required.

Go to ce.jccc.edu to view the supply list.

20 contact hours/$259

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
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<td>MOT-001-230</td>
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<td>Mar. 19, 20–21</td>
<td>6–10 p.m.</td>
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<td>MOT-001-232</td>
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<td>Mar. 26, 27–28</td>
<td>6–10 p.m.</td>
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<td>7 a.m.–4 p.m.</td>
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<td>Apr. 9, 10–11</td>
<td>6–10 p.m.</td>
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Take 3 courses and save 15% when you register for three or more courses in a single transaction.
Life Skills

MONEY MANAGEMENT ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

**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. This course is for educational purposes only; no plan specific benefits will be shared.

2 contact hours/$39

**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, 401(k) plans, and retirement, and address personal financial issues that are often ignored, but absolutely essential, to your success as an investor.

$129

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

SIGN LANGUAGE ONLINE
ON YOUR TIME

Session start dates: Jan 13, Feb 10, Mar 17, April 14, May 12

**Discover Sign Language**
Learn to create the signs for numbers, alphabet and the proper way to 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

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

**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

**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

**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

**Landlord 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

For more online courses, visit jccc.edu/ce/online
MAINTAIN YOUR DISTANCE AND YOUR BIKE!

Gain the knowhow and confidence to become your own mechanic in *Introduction to Motorcycle Maintenance*.

From engines to exhaust, you’ll take away basic knowledge of how to make adjustments, perform routine inspections and service to keep your bike road safe.

*Let’s ride this out together.*
*When the world changes you can ride on…*

_For more details, see page 81._

---

Ready...Set...Takeoff!

Cruise to new heights with these recently added *Aviation Ground School Series* courses:

- Aviation Weather for Pilots
- ForeFlight Basics and Advanced
- Instrument Rating & Private Pilot Ground School

Get in-person training to navigate:

- Flight planning
- Route optimization
- Weather patterns
- Planning resources

Find a new *approach* to flying.
*See you in the skys!*

_Fasten your seat belt and find out more on pages 66-67._
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 access 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 waitlist of a full course online. If waitlist 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 (ceregistration@jccc.edu) registrations are allowed for third-party company purchase orders. Complete and sign a registration form located in the back of this schedule and include company authorization.

Refunds
A full refund will be made for noncredit courses if the College exercises its right to cancel a course. A request for refund will be honored if a phone or email request is received at the JCCC Continuing Education office four (4) business days before the course begins. For purposes of this policy, a business day is defined as a day of the week from Monday through Friday, excluding such days the College is officially closed. Otherwise, a Continuing Education Refund Appeal Form may be submitted for administrative consideration on a case-by-case basis.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of payment and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services are subject to the College’s Refund Policy. Exceptions to this policy may be authorized by the director of operations for Continuing Education.

Returned Checks
If a check made payable to the College is returned by a bank for any reason, the student’s records will be placed on hold, and the student will be charged a returned check fee for each returned check.

OTHER IMPORTANT INFORMATION

Abbreviations
M=Monday
Tu=Tuesday
W=Wednesday
Th=Thursday
F=Friday
Sa=Saturday
Su=Sunday

Admissions
Courses usually are open to anyone 18 or older. Activities designed for younger students will have the age range indicated in the course description.

Books and Supplies
All books, materials and supplies are included in the registration fee unless otherwise indicated. Some books are available at the JCCC Bookstore on campus. Call the bookstore at 913-469-3822 for hours of operation.

Holiday Closure
Courses will not meet on College holidays. JCCC will be closed Jan. 18 and May 31.

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: 913-469-4414.

Send requests by mail:
Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

Transcripts are available approximately one month after you have completed a course.

Email: ceregistration@jccc.edu
Send faxed requests: 913-469-4414.

Send requests by mail:
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

First name ________________ Middle name ________________ Last name

Address: personal □ business □

Business name if applicable

City _______________________ State ________________ ZIP ________________

Home phone ________________ Cell phone ________________ Work phone ________________ ext.

Email address

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

Professional category ________________ License # ________________ State

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Total fee enclosed $ ______

To register by mail:
Enclose a check or money order made payable to Johnson County Community College (JCCC). Write the student’s legal name in the bottom left corner of your check. Check # ________________

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

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.
Off-Campus Locations

Antioch Library
8700 Shawnee Mission Pkwy.
Merriam, Kansas

Antioch Park
6501 Antioch Road
Merriam, Kansas

Center of Grace
520 S. Harrison St.
Olathe, Kansas

Gardner Library
137 E. Shawnee St.
Gardner, Kansas

Grace Covenant Presbyterian
11100 College Blvd.
Overland Park, Kansas

Gardner Library
137 E. Shawnee St.
Gardner, Kansas

Grace Covenant Presbyterian
11100 College Blvd.
Overland Park, Kansas

Antioch Park
6501 Antioch Road
Merriam, Kansas

Center of Grace
520 S. 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

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
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For registration assistance, call 913-469-2323.
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- jccc.edu/ce
- 913-469-2323

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Business continuity planning has become more important than ever. Whether you are new to the process or in search of skill enhancement, join partners JCCC and DRI to learn the latest strategies presented by a certified leader in this advanced hands-on course.

In BUSINESS CONTINUITY, you’ll learn how to:
- Plan with confidence during unprecedented times
- Get support and funding for your plan
- Build organizational framework to support your plan
- Assess risk
- Prioritize business functions and processes
- Develop incident response
- Plan implementation
- Establish and maintain training
- Write a crisis communications plan

See page 28 for details.
CONTINUING EDUCATION

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Spring 2021
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