

LOOKING FOR YOUR NEXT BIG CHALLENGE?



FOR ALL

- Individuals
- Groups
- Organizations
- Businesses

Garden City Community College
801 Campus Drive
Garden City, KS 67846
#69

Non Profit Organization
U.S.POSTAGE
PAID
PERMIT NO. 133
GARDEN CITY, KS

**BUSINESS &
INDUSTRY**
institute

CONTINUING EDUCATION

International CODE Continuing Education

6 hours every 2 years required. Get yours NOW!!!

8:30 a.m. - 4:30 p.m. Lunch on your own. Instructor: **Rick Rudd**. \$455 Includes manual.

Plumbing - November 5 / HVAC - November 6 / Electric - November 7

Furnace Seminar - Approval pending: 6 hours continuing education by KPHCC

A six-hour comprehensive course on Coleman manufactured housing furnace servicing. Instructor **Keith H. Rhea CM**, is an industrial technical training manager.

September 23 8:30 a.m. - 4:30 p.m. \$125

OSHA 10-Hour General Industry Safety

APPROVED FOR 10 hours continuing education by KPHCC

General industry safety and health training for all levels of workers and employers; emphasizing hazard identification, avoidance, control, and prevention. Also includes: introduction to OSHA, walking/working surfaces, means of egress and fire protection, electrical, personal protective equipment, hazard communications, hazardous materials, machine guarding, blood borne pathogens, and lockout/tagout. **Ken Bieker & Dennis Burk**, course instructors, are environmental scientists at the Kansas Department of Labor. Includes course manual, certificate of completion, and student course completion cards. Both days required.

October 28 7:45 a.m. - 5 p.m. \$99

October 29 8 a.m. - Noon

CPR & First Aid Basics

Looking to certify or recertify? Class forming soon - call for details.

Continuing Education for Bankers

Kansas Banker's Association Hodge & Porter Annual Life Insurance Continuing Ed.

Attendees will receive credit for 6 hours of CE for life & health insurance as required by the Kansas Ins. Dept. Course content will include Ethics, Long Term Care Insurance, Term and Credit Life Insurance. **Instructor George Wyatt has 18 years experience in consulting and training.** Includes lunch and course materials.

October 19 8:30 a.m. - 3:30 p.m. \$95

Continuing Education for Insurance Agents

Alan Shirling, instructor has more than two decades of experience. If you want classroom networking and real-life examples - don't miss this class!

Long Term Care & Partnership Plans (4 hours Life & Health)

October 20 8 a.m. - Noon \$76

Tools & Techniques of Basic Estate Planning (4 hours Life & Health)

October 20 1 - 5 p.m. \$76

Perpetuating the Small Business (3 hours Life & Health)

October 21 8 - 11 a.m. \$57

Insurance Ethics Today (2 hours Ethics)

October 21 11 a.m. - 1 p.m. \$38

The Personal Umbrella (3 hours Property & Casualty)

October 21 2 - 5 p.m. \$57

Personal Lines Review (4 hours Property & Casualty)

October 22 8 a.m. - Noon \$76

The Business Owners Policy (4 hours Property & Casualty)

October 22 1 - 5 p.m. \$76

Insurance Professionals and Realtors –

**Earn continuing education
credits online any time!**



Register now!

www.gcccb-i.com

ADOBE PHOTOSHOP SERIES (TAKE ONE - OR ALL!)

Adobe Photoshop Basics

Explore Photoshop's powerful photo enhancement tools in this course designed specifically for photographers – both amateur and professional. Investigate a wide variety of ways to modify contrast, correct color and enrich detail in your photos. Get an overview of basic functions such as using the toolbox and palettes, working with files and discovering your way around Photoshop.

September 1 & 8 6 - 10 p.m. \$149 Includes CD.

Adobe Photoshop Intermediate

Build on the skills you gained in Photoshop Basics and become even more professional in your presentations or photos. You will learn new ways to use the tool palette, retouching, restoring, major and minor repairs to damaged photos, and innovative black and white conversion techniques. Prerequisite: Adobe Photoshop Basics or the skills listed in the basics course.

September 15 & 22 6 - 10 p.m. \$149 Includes CD.

Adobe Photoshop Advanced Level 1

Not for the lighthearted! Tips and tricks to be revealed include the secrets to sharpening images, sepia tinting, digital hand-tinting, combining two photos, color correction, and keyboard shortcuts. This class is advanced - prerequisite being all of the knowledge of the Basics and Intermediate classes.

October 6 & 13 6 - 10 p.m. \$149 Includes CD.

Adobe Photoshop Advanced Level 2

For the diehards! Design your pictures and presentations professionally for your business or home projects. Learn how to frame your work, utilize layers and filters, make a composite and special effects. This class is advanced - do not attempt to take this class if you have not taken the Advanced Photoshop Level 1, or unless you have years of knowledge in Adobe Photoshop.

Oct 27 & Nov 3 6 - 10 p.m. \$149 Includes CD.

SHORT-TERM COMPUTER COURSES

Computers: A Gentle Introduction

Stay in touch with friends and family through e-mail and electronic attachments. No previous computer knowledge is assumed. Experiment with basic navigation, file management, web mail and browsing. Comfortable atmosphere for adults eager to learn.

Paula Baker is known for her gentle techniques in computer basics. Her work at Abe Hubert Middle School has enhanced her knack for teaching all ages!

September 14 & 16 6:15 - 8:15 p.m. \$89 Includes handouts.

Excel 2007 Basic Introduction (►OA)

Work with basic formulas, format cell content, edit, print, change the appearance of worksheets and discover the magic of charting. For anyone wanting to break into this spreadsheet program or for learning the new features of Excel 2007. Instructor: **Paula Baker**.

September 21 & 23 6:15 - 8:15 p.m. \$89 Includes handouts.

Excel 2007 Intermediate

Sort worksheet rows, freeze headings, and split worksheet windows. Up the level of your presentations by inserting art; draw, move, size, rotate, and add styles; and create SmartArt. Use Office templates and create custom templates. Lock and unlock cells, apply worksheet protection, set a password, and attach a digital signature. Copy and move worksheets, copy formatting between worksheets, and use linked formulas and create hyperlinks to areas within the workbook and to other documents. *Instructor Mary Wilson has spent the past 25 years at GCCC as an IT professional and is a Master Microsoft Office User Specialist who welcomes questions and challenges. Mary's down-to-earth approach in the classroom, coupled with her expertise, equals a win-win in the classroom!*

October 6 & 8 1 - 5 p.m. \$159 Includes manual.

Excel 2007 Advanced

In this course, you will work with advanced Excel features. Create and format pivot table and pivot charts, and create macros to automate routine tasks. You will use the PMT and FV functions, as well as goal seek, solver, the analysis tool pack, and the scenario manager. Use 3-D cell references, HLOOKUP, VLOOKUP and IF functions. Consolidate data from detail worksheets and group worksheets. Learn to use data validation and conditional formatting. Lastly, create data tables and trend lines. Instructor: **Mary Wilson**.

November 5 & 6 1 - 5 p.m. \$159 Includes manual.

Microsoft Word 2007 Advanced

Organize a long document with a table of contents, an index, headers and footers, and cross-references. Use track changes, add comments to a document, send a document

for review via email, and combine documents from multiple reviewers. Learn to add a password to a document and apply editing restrictions, combine reviewed documents without track changes, and use the highlighter. Create and edit macros and forms, share and secure content by providing compatibility, using the document inspector, controlling document access, and applying digital signatures. Lastly, integrate Word with other Office applications and web pages. Instructor: **Mary Wilson**.

October 19 & 21 1 - 5 p.m. \$159 Includes manual.

QuickBooks Pro 2009 Fundamentals

Designed to help small- and medium-sized businesses keep their books easily and accurately. Learn the fundamental skills needed to effectively manage customers, vendors, and banking transactions. Create your own company file. *Instructor Troy Unruh is a Baker University graduate in the fields of business administration and computer science. Troy's enthusiastic attitude in the classroom is contagious – you are bound to learn and have fun in this class!* Must be proficient in the basics of QuickBooks.

October 27 & 29 8 a.m. - Noon \$159 Includes manual.

Or select evening classes: Instructor **Mary Wilson**.

November 16, 17, 18 6 - 8:30 p.m. \$159 Includes manual.

QuickBooks Pro 2009 Advanced

Once you master fundamentals, take this advanced course to manage physical inventory and sales tax; run payroll and deal effectively with asset, liability, and equity accounts. Also, work with class, estimate and time tracking features. Customize reports and create custom templates. Must be proficient in the basics of QuickBooks. Instructor: **Troy Unruh**.

December 1 & 3 8 a.m. - Noon \$159 Includes manual.

E-LEARN AT YOUR CONVENIENCE

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Affordable, fun, fast, convenient, and geared just for you!

www.gcccb-i.com

CAREER & SKILLS DEVELOPMENT

Pronto Spanish for the Workplace

Emphasis on conversation; not grammar. No prior Spanish necessary. Hands-on, interactive and fun! It doesn't matter if you are a beginner or someone who has taken previous Spanish classes, rest assured that our focus is to get you to speak and use the language. Learn basic words and phrases to use immediately. *Two convenient locations.*

Garden City: Garden City Community College (►OA)

Instructor **Angelica Castillo-Hahn** who was born and raised in Mexico, graduated from GCCC in 2007 and is currently a local corporate trainer and auditor. An active member of the community, Angelica draws on her passion for people and her bilingual language skills to help others. Don't miss Angelica's classes if you need to improve your skills in English or Spanish! (10 hour class)

October 5, 8, 12, 15, 19 6 - 8 p.m. \$199 Includes manual.

Scott City: Bryan Education Center (15 hour class)

Instructor **Sandra Barajas** has spoken Spanish her entire life and taught classes in Guadalajara, Jalisco. Teaching others her native language is her specialty.

November 2, 5, 9, 12, 16 6 - 9 p.m. \$229 Includes manual.

Command English (►OA)

Increase the quality of your life and enhance your marketability by learning better English. Spanish speakers will learn to say common phrases and ask basic questions in English. Learn to listen and comprehend many expressions and phrases used in daily life. Information regarding aspects of everyday life and culture of the United States that may be different, unknown, or misunderstood by immigrants to the United States will also be discussed. Instructor: **Angelica Castillo-Hahn.**

November 2, 5, 9, 12, 16 6 - 8 p.m. \$199 Includes handouts.

Harnessing Mental Energy (►LC)

Learn how emotional energy can affect behavior and how those behaviors impact your relationships with others. By assessing your strengths and current emotional intelligence capabilities you can develop strategies for managing mental energy so that you can personally thrive and your team can work together to achieve results. *Instructor Teri Anderson is an Operations Specialist in pipeline regulatory compliance. She has 20 years experience in planning, team consulting, and leadership coaching. Teri graduated from Friends University with a BBA in Business Management and also holds an MBA from Friends University.*

September 11 12:30 - 4:30 p.m. \$99 Includes manual.

Manage Conflict Proactively (►OA & CS)

Cultivate the skills necessary to manage conflict and ultimately decrease conflict in the workplace. Develop skills to assess a conflict situation, monitor your reaction, utilize effective communication techniques, identify the source of conflict and proactively determine and implement the best solution. Instructor: **Teri Anderson.**

October 23 12:30 - 4:30 p.m. \$99 Includes manual.

Effectively Manage People & Projects (►CS)

By examining highly effective methods of communication, problem solving, delegation, and motivation you will prepare yourself to be an effective manager who has the skill to empower your workgroup. Discover roles a manager must fill on a team and explore key areas of personal development. Instructor: **Teri Anderson.**

November 6 12:30 - 4:30 p.m. \$99 Includes manual.

Kicked-Up Customer Service (►OA, CS & CSA)

Today's savvy consumers expect an experience when they purchase goods or services. Learn five keys that will positively impact the bottom line in developing and maintaining a loyal customer base. Motivate the customer to return, handle customer dissatisfaction, deliver excellent customer service on the phone and in person, and learn to cope with stress so that you are always delivering effectively. This program is sure to deliver hands-on training to equip all employees with the skills they need to effectively serve both internal and external customers. Instructor: **Teri Anderson.**

September 25 12:30 - 4:30 p.m. \$99 Includes handouts.

CDL Exam Preparation

Get closer to being on the road with this course. Prepare to pass the written exam for the Kansas commercial driver's license. Topics covered include air brakes, general knowledge,

combination vehicles, vehicle inspection and practice test. Exam not included. Offered in Spanish and English. 14 hours total. Lunch is on your own. **Jessie Munoz** is a seasoned instructor in CDL test preparation.

October 17 & 24 9 a.m. - 5 p.m. \$199

Challenge Course: An Interactive Experience (►LC)

GCCC's Challenge Course is geared toward team building and is designed to enhance group interaction, problem-solving and leadership. This unique program offers a high-energy, dynamic environment that provides the opportunity to engage in both personal and team endeavors. **Ask about scheduling your team for the high ropes Challenge Course after completing this course!**

September 25 8 a.m. - Noon \$99

Lead Yourself – Lead Others (►LC)

Ever wonder why you just can't seem to communicate with certain individuals? For 35 years the DiSC™ assessment profile has been offering the very best in understanding human behavior. A unique and fun way of learning about self-leadership; and how to adjust your communication to lead others more effectively. You won't want to miss out on this proven profiling system to attain better communication in leading, managing, mentoring, coaching and interacting with customers, employees and friends. Instructor **Steve Thompson**, GCCC Business & Information Systems Instructor, has a B.A. in English and a B.A. in History both from Oklahoma State University. Steve also graduated with a Masters of Business Administration from Friends University.

September 24 8 a.m. - Noon \$99 Includes assessment.

Advanced Team Motivation (►LC)

Improve team effectiveness and motivation by maximizing your strength as a leader. Recognize and remove barriers that block performance and growth through surefire methods to create more ideal work environments. Prerequisite: Lead Yourself – Lead Others. Instructor: **Steve Thompson**

October 8 8 a.m. - Noon \$99 Includes handouts.

Workplace Effectiveness & Employer Expectations (►CSA)

Workplace ethics, personal characteristics and employer expectations are critical in today's competitive workplace. Invest your time in this short course to gain tools you can immediately put to use to improve performance, accountability and your outlook on working. **Lachele Greathouse**, GCCC Business Instructor holds a B.S. from KSU and a M.S. from Fort Hays in Business Education. Teaching for more than 20 years, Lachele remains excited over the ever-changing business climate and new challenges in today's marketplace!

November 11 1:30 - 3:30 p.m. \$59 Includes handouts.

Power-Up Your Presentations

Design and deliver presentations like a pro. Broken into two separate sections; this course will teach the technical foundation of PowerPoint and offer specific strategies for delivery when speaking with computer generated slides. While PowerPoint is commonplace, the pitfalls are also common. Discover an array of new approaches to overcome these visual oversights and presentational blunders. **Mary Moore**, GCCC Public Speaking instructor and Forensics coach, earned a BA in Organizational Communication and a MA in Organizational and Professional Communication Development from Ball State University. *Mary has been in love with the art of public speaking since her first speech class in 7th grade. Watch out, her enthusiasm and passion is contagious!* **Mary Wilson:** PowerPoint.

November 3 1 - 5 p.m. AND
November 10 & 12 11 a.m. - 1 p.m. \$149 Includes handouts.

Understanding the Human Resources Function (►CS)

No matter what role we play in an organization, we are all affected by human resources. This course will prepare managers and business owners to handle basic human resource functions. Attention is given to the hiring process, including ways to locate quality employees in a competitive labor market and employee rights. Start when it's convenient for you. Multiple start dates. Online \$89

Administrative Assistant Fundamentals (►OA)

Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. Multiple start dates, for your convenience. Online \$89

PROFESSIONAL CERTIFICATES

▶▶ See course descriptions inside this brochure. GCCC Business & Industry issued professional certificates are 10% off in-class prices.

Office Assistant (▶▶ OA)

Learn the basics of working in an office setting.

- ▶▶ Conflict Management
- ▶▶ Excel Basic Introduction
- ▶▶ Kicked-Up Customer Service
- ▶▶ Administrative Assistant Fundamentals

Certified Supervisor (▶▶ CS)

Gain essential skills needed for supervising.

- ▶▶ Conflict Management
- ▶▶ Effectively Manage People & Projects
- ▶▶ Kicked-Up Customer Service
- ▶▶ Understanding Human Resources

Customer Service Academy (▶▶ CSA)

Frontline employees learn to greet customers with confidence and in a quality business manner.

- ▶▶ Kicked-Up Customer Service
- ▶▶ Workplace Effectiveness & Employer Expectations
- ▶▶ Pronto Spanish for the Workplace OR Command English

Leadership Challenge (▶▶ LC)

What does it take to inspire others?

- ▶▶ Lead Yourself - Lead Others
- ▶▶ Harnessing Mental Energy
- ▶▶ Advanced Team Motivation
- ▶▶ Challenge Course: An Interactive Experience

Building Analyst I Certification Green Job Training

GCCC in partnership with Clean Edison & Building Performance Institute.

This course may be funded through stimulus dollars.

Qualification applies. Call for details.

Increase your likelihood of finding a job in the growing green economy and prepare for real world application of skills with hands-on training as well as classroom fundamentals. Through the BPI customized training curriculum, students will learn the “house-as-a system” approach to contracting and home assessment – ultimately be able to identify the causes and solutions for issues such as energy efficiency, air quality, safety and durability. Test and field examinations are included. Instructors are BPI affiliates, experienced in training. **MUST REGISTER ON OR BEFORE OCTOBER 12.**

November 9, 10, 11, 12, 13

9 a.m. - 12 p.m. and 1 - 5 p.m. \$1600

PHR/SPHR Certification Preparation

GCCC in partnership with Wichita Area Technical College.

National Society of Human Resource Management preparatory courses for PHR/SPHR Certification Examination

A Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification distinguishes you among your peers and highlights your commitment to your career as an HR professional. These valuable, industry-recognized credentials can open doors to opportunity and professional growth. Delivered via ITV, course includes six modules: Strategic Management, Workforce Planning and Employment, Human Resource Development, Total Rewards, Employee/Labor Relations, and Risk Management. The course investment includes all course materials but does not cover the PHR or SPHR examinations. *Instructor Kim Scanlan has human resource executive experience and is a former board member of SHRM.* Location: Academic building, ITV classroom #1054.

September 12, October 10, November 7 and December 5

9 a.m. - 1 p.m. \$899

**BUSINESS &
INDUSTRY**
institute

EASY REGISTRATION



Online: www.gcccb-i.com Email: b&i@gcccks.edu Phone: 275-3279 Fax: 276-9797

All training sessions will be on the second floor of the Student & Community Services Center at Garden City Community College.

Registration and payment are required 1 week before class begins unless otherwise noted.

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REGISTRATION & CANCELLATION: The registration and payment for each class is one week prior to the start of class. If you register for a class and cannot attend, call (620) 275-3279 at least 48 hours prior to the class to receive a full refund. If a class is changed or cancelled, we will notify you. We reserve the right to cancel, combine or divide classes, to change the time, date or place and to make other revisions as necessary, and to do so without incurring obligation. Information in this schedule is based on conditions at the time of printing and is subject to change. EQUAL OPPORTUNITY Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact Cricket Turley, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9574. ADA/EQUAL ACCESS Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Kellee Munoz, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.