

Business & Community Education

January - May 2013

Add Value

to your
Business
or Career



GARDEN CITY
COMMUNITY COLLEGE

Welcome

to GCCC Business & Community Education

Welcome to GCCC's Business & Community Education, your regional destination for career development, continuing education and customized business training. We guarantee ease of registration and a valuable learning experience.



Business & Industry Classes
Continuing Education
Career Programs • Customized Training
Online Instruction • Personal Enrichment

- **Convenient Classes**
- **Expert Instruction**
- **Quality Learning**

5 Easy Ways to Register

- 1. On the web:** www.gcccks.edu/businessandcommunity
- 2. Mail:** Garden City Community College
Business & Community Education
801 Campus Drive
Garden City, KS 67846
- 3. Phone:** (620) 276-9647
- 4. Fax:** (620) 276-9797
- 5. In person:** GCCC 801 Campus Drive, Garden City, KS 67846
Student & Community Services Center
Business & Community Education, 2nd floor



Register at least one week prior to the start of class

REGISTRATION & CANCELLATION: The registration deadline is one week prior to the start of class. Payment is due at the time of registration. If you register for a class and cannot attend, call (620) 276-9647 at least two business days prior to the class to receive a full refund, unless otherwise noted in class description. 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.

RISK OF LOSS OF MATERIALS OR PROJECTS

Students and all others enrolled or participating in GCCC classes shall assume all risk for loss or damage to projects, materials, or personal property which might occur while the projects, materials, or personal property are located on the GCCC campus, regardless of the nature, cause or time of the loss or damage, and regardless of whether school is in session or otherwise.

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, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

EQUAL OPPORTUNITY/TITLE IX – NON-DISCRIMINATION/ANTI-HARASSMENT: Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Vice President of Student Services, coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Vice President of Student Services, 620-276-9597, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Cricket Turley, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

Business & Industry

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- OSHA 10-Hour Construction Outreach
- OSHA 10-Hour General Industry Outreach
- H2s, Confined Spaces, Air Monitoring, Respiratory Protection
- Electricity-NFPA 70E Code: DPEC111
- Insurance Agents Continuing Education

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- PHR/SPHR Certification Preparation
- CDL Test Preparation & Minimum English for CDL

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- Dance Like a Star
- Music Theatre of Wichita Summer Series

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

EMERGING GROWTH AREAS



OSHA 10-Hour Construction Outreach

You will receive training on the recognition, avoidance, abatement, and prevention of workplace hazards. Outreach classes also provide overview information regarding OSHA, workers' rights, employer responsibilities and how to file a complaint. Various safety tips and topics of the workplace will be discussed and may include: Introduction to OSHA, materials handling, hand and power tools, scaffolds, excavations, stairways and ladders, hazardous communications, personal protective equipment, fall hazards, health hazards in construction and more. Participants will receive a course manual and course completion cards. Lunch break is on your own. Instructor: Dennis Burk.

W Jan. 30 7:45 a.m.-5 p.m.
Th Jan. 31 8 a.m.-Noon \$99

H2S, Confined Spaces, Air Monitoring & Respiratory Protection

OSHA estimates that 85 percent of accidents involving asphyxiating and flammable gases can be prevented if proper safety precautions at job sites are initiated. You'll learn OSHA regulations including recognition, hazards and prevention, along with detection methods, rescue techniques, use and maintenance of personal protective equipment and air monitoring. You'll also find out about confined space and enclosed facility entry procedures. Instructor: Larry Pander.

W Feb. 27 8-11 a.m. \$59

OSHA 10-Hour General Industry Outreach

The 10-hour program provides a variety of training on general industry safety and health to all levels of workers. Classes are designed to be presented to workers and employers emphasizing hazard identification, avoidance, control and prevention. Topics may include: Introduction to OSHA, electrical, exit routes, emergency action plans, fire prevention, working surfaces, flammable liquids, personal protective equipment, hazard communication, machine guarding, blood-borne pathogens and safety and health programs.

Participants will receive a course manual and course completion cards. Lunch break is on your own. Instructor: Dennis Burk.

W Mar. 13 7:45 a.m.-5 p.m.
Th Mar. 14 8 a.m.-Noon \$99

Electricity - Safe Workplace Practices, NFPA 70E Code: DPEC111

After completing this course, participants will be able to identify and classify electrical hazards and apply techniques and procedures for safe work practices. Some topics include electrical principles, hazard prevention, arc blast and flash, selecting flash protection PPE, lockout tagout, grounding and more. You will also review the NFPA 70E. This class meets the mandates of training as prescribed in NFPA 70E, Chapter 1, Article 110.6. Prerequisites: Participants should be able to read one line diagrams, understand how to take voltage measurements, identify which system parts are intended to carry voltage or current, be familiar with construction and operation of the equipment currently being worked on. Instructor: Verlon Myers.

Sat. Mar. 16 8 a.m.-5 p.m.
\$299 includes NFPA 70E book

Continuing Education for Insurance Agents

Long-term Care and Partnership Plans

Apr. 23, 8 a.m.-noon \$80 • (4 hrs. LH)

Tools and Techniques of Basic Estate Planning

Apr. 23, 1-5 p.m. \$80 • (4 hrs. LH)

Perpetuating the Small Business

Apr. 24, 8-11 a.m. \$60 • (3 hrs. LH)

Insurance Ethics Today

Apr. 24, 11 a.m.-1 p.m. \$40 • (2 hrs. Ethics)

The Personal Umbrella

Apr. 24, 2-5 p.m. \$60 • (3 hrs. PC)

Personal Lines Review

Apr. 25, 8 a.m.-noon \$80 • (4 hrs. PC)

The Business Owner Policy

Apr. 25, 1-5 p.m. \$80 • (4 hrs. PC)

Instructor: George Wyatt.

Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course you will be managing like a pro - quickly and with confidence. Online, 24 hours of seat time is suggested for this course for maximum learning.

Online Mar. 4-29 \$295

PHR/SPHR Certification Preparation

GCCC's Business & Community Education in partnership with Wichita Area Technical College is offering this test preparation course at GCCC, delivered online and by ITV. Examination not included. For more information or to enroll, call 316-677-1891. Includes instruction & SHRM learning system materials (2 credit hours).

ITV & online class meeting times: Sat 9 a.m.-1 p.m. 2/23, 3/9, 3/30, 4/13, 4/27, 5/11 \$1,056

Fees for continuing education courses are nonrefundable if registration is not canceled one week prior.



Teacher Aide

Earn your Career Diploma at home in as little as five months by studying just an hour a day for your new career. You'll learn the important skills you need to be a teacher aide, all online:

- Understand the different ways in which children learn and the most effective techniques used to instruct them
- Learn how to assist the teacher in special situations such as helping mildly, moderately and severely handicapped students, helping students who do not speak English and working with children in early childhood education
- Gain necessary skills for effective communication in the classroom, as well as personal and professional skills you'll use for the rest of your life

A High School Diploma or GED is required to enroll in this program. Because qualifications for being a teacher aide can vary from state-to-state, it is recommended that you contact your local school district for information on requirements for teacher aides where you live.

Online \$598





Commercial Drivers License

According to Federal Motor Carrier Safety Regulations (Section 391.11) a driver must speak English sufficiently to communicate, read traffic signs, respond to official inquiries, and fill out reports and records.

Inglés Mínimo will better enable non-English-speakers to interact and communicate with English-speakers

Take Inglés Mínimo first!

Inglés Mínimo / Minimum English / CDL

Focused

Do you want to get your commercial vehicle license but don't speak English? *This special class will target Commercial Driver's License (CDL) words and phrases.*

- Listening in English
- Speaking in English
- Customized workplace phrases unique and personalized to the Commercial Driver's License

Instructor: Angelica Castillo Chappel.

M, W Jan. 28, 30, Feb. 4, 6, 11 6-8 p.m. \$199

CDL Exam Prep

This two-day course helps prepare you for the written Kansas Commercial Driver's License. Air brakes, combination vehicles and vehicle inspection will be covered. You'll receive a CDL practice test, but the actual exam is not administered in this class. Students will get a one-hour lunch break. Instructor: Jessie Munoz.

Sat. Feb. 23, Mar. 2 9 a.m.- 4 p.m. \$199

Luncheon Seminar The Unique Selling Proposition (USP)

Do you want your product, service or company to be a consumer's first choice?

Discover your most valuable marketing asset during this highly-interactive luncheon seminar. Your USP will tell the customer why they should choose your offering over every other option available to them in the marketplace. You will leave with a simple sentence that describes what differentiates your business.

You will learn: Nine ways to identify real differentiation, five things to avoid and how to simplify and integrate your USP.

Make your USP the big idea of every marketing message you put out – as well as the big idea behind how you run your business.

W Mar. 20 10 a.m.-2 p.m. \$39 Lunch is provided.



Three reasons why the USP is so valuable:

- Distinguishes your business from the competition and makes it easier for customers to choose you
- Positions your company as a consumer's top choice
- Consistent use reminds you what your customers are buying, and what you should focus your energy on

Too Busy?

Go online!



Why take online courses?

- ⇒ Career Upgrade
- ⇒ Self-Paced & Flexible
- ⇒ Affordable
- ⇒ Current & Up-to-Date
- ⇒ Outstanding Selection
- ⇒ Instructor Facilitated
- ⇒ Fun & Convenient

Continuing Education

- Insurance & Financial Services
- Real Estate
- Healthcare Education
- Industrial Safety
- Construction Safety

Career Certificates

- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Management
- Media & Design
- Hospitality
- Industrial & Skilled Trades
- Sustainable Energy
- Industrial Safety Skills

300 Individual Courses

- Computer Technology
- Accounting, Finance, Law
- Languages & Fine Arts
- Writing & Publishing
- Management & Supervision
- Graphic & Web Page Design

www.gcccks.edu/businessandcommunity

Online Anytime!

Some courses available in Spanish
(620) 276-9647



Retreats & Adventures

Businesses • Organizations • Boards • Departments • Teams



Customize Your Retreat

Challenge Course • Geo Trek • Leadership

Team Building • Goal Setting • Strategic Planning
Mission & Vision Development

Leadership Option

DiSC® Classic is the universal language of behavior that enables a positive method of communication:

- Reduces employee turnover by improving interpersonal relationships, a factor known to have an impact on job satisfaction
- Key to valuing a diverse workforce and creating connections and mutual respect among people
- Eases conflict by helping employees realize that people perceive and respond to the same situation differently based on their behavioral style

Adventure Options

The Challenge Course and Geo Trek promote team building and rapport while providing the opportunity to explore new heights in communication and relationships. Adventures build and support highly motivated, effective teams. We customize interactive challenges to build team capabilities.

Inclusivity

Customized programs serve a wide variety of mixed interests, ages, physical fitness levels and cultural backgrounds. Half-day, full-day, or multi-day programming available.

The perfect opportunity to get away from the pressures of the office!

For your free consultation contact: (620) 276-9647 or BIZ@gcccks.edu

Customized Training

Do you have a specific goal, learning objective or skill you want your employees to master? GCCC specializes in customized business solutions and workforce training, tailored to fit your organization's specific needs. By outsourcing your training to GCCC, you'll take advantage of a host of resources that provide:

- ⇒ Cost effective training with no travel related expenses
- ⇒ Courses in technical, business and leadership topics
- ⇒ Hands-on activities that enable learning
- ⇒ Total training packages that include curriculum, materials, assessments
- ⇒ Flexible delivery options allow training at your site or
- ⇒ Qualified staff with experience in area of study

***Your regional destination
for customized training and
continuing education***



Business & Community Education
(620) 276-9647
BIZ@gcccks.edu

 **GARDEN CITY**
COMMUNITY COLLEGE

CAREER DEVELOPMENT



Supervisor I

Team Building & Delegation
Interviewing & Hiring
Performance Management
Conflict Management

M Mar. 4, 11, 18, 25 1:30-5:30 p.m. or
T Apr. 30, May 7, 14, 21 6-10 p.m.
Kansas resident \$238

Intro to Accounting

ABCs of Accounting

QuickBooks Fundamentals

T, Th Feb. 5, 7, 12, 13 1:30-5:30 p.m. or
Apr. 2, 4, 9, 16, 18, 23 6-8:30 p.m.
Kansas resident \$197

Fast Track Career Skills

Fundamentals of Communication

Employer Expectations & Work Ethics

Time Management

M, W Apr. 8, 10, 15, 17 1:30-5:30 p.m.
Kansas resident \$183

Team Building & Delegation

The success of a team often is directly linked to the ability to lead and manage effectively. Become that successful manager by empowering your team through delegation and coaching. Discover ways of identifying and prioritizing problems, then implementing effective solutions. Instructors: Liz Sosa and Don Linville.

M Mar. 4 1:30-5:30 p.m. or
T Apr. 30 6-10 p.m. \$75

Interviewing & Hiring

Hiring qualified employees is crucial to your company's success. This means hiring the best qualified person with excellent work habits and a great attitude, but that's not easy to accomplish. Learn to navigate the interviewing and hiring process to find the best employees and avoid lawsuits. Instructors: Liz Sosa and Don Linville.

M Mar. 11 1:30-5:30 p.m. or
T May 7 6-10 p.m. \$75

Performance Management

You want to be able to lead the individuals on your team effectively by conducting ongoing performance appraisals, delivering helpful and instructive feedback, training and coaching, and designing and implementing performance standards. Learn essential performance-management skills and explore basic techniques. You will also identify methods of developing talent, harnessing the engagement of team members and training and coaching individual team members through performance-management strategies. Instructors: Liz Sosa and Don Linville.

M Mar. 18 1:30-5:30 p.m. or
T May 14 6-10 p.m. \$75

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Conflict Management

An organization improves its likelihood of success by effectively managing conflict. Learn to cultivate the skills necessary to manage conflict and ultimately decrease conflict in the workplace. Develop skills to assess a conflict situation, monitor your reaction, use effective communication techniques, identify the source of conflict and proactively determine and implement the best solution. Instructors: Liz Sosa and Don Linville.

M Mar. 25 1:30-5:30 p.m. or
T May 21 6-10 p.m. \$75

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Fundamentals of Communication

You will learn the basic principles of business communication and receive guidelines and best practices for effectively communicating in the workplace. These skills will improve productivity and mutual understanding in culturally diverse business organizations. Course includes writing clear, concise business communication; verbal and non-verbal communication; and electronic communication. Instructor: Liz Sosa.

M, W Apr. 8, 10 1:30-5:30 p.m. \$135

Employer Expectations & Work Ethics

Acquire skills and traits required to thrive in a working environment. You will define values and understand the link between values and behavior in the workplace. Learn how to take direction and constructive criticism from supervisors and co-workers. Recognize the importance of self-motivation in the workplace. Identify appropriate ways to take initiative to develop job skills. Examine the connection between personal strengths and job-specific skills. Instructor: Liz Sosa.

M Apr. 15 1:30-5:30 p.m. \$75

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Time Management

Like most professionals, you've probably struggled with managing time effectively. In this course, you will practice techniques to help you achieve more effective use of your time, so you can direct your energy toward activities that further your professional and personal goals. You will learn to articulate goals and to analyze how you currently allocate your most precious resources: energy and time. Next, you will assemble a collection of time-management tools and strategies that you can use to take control of your time. Instructor: Liz Sosa.

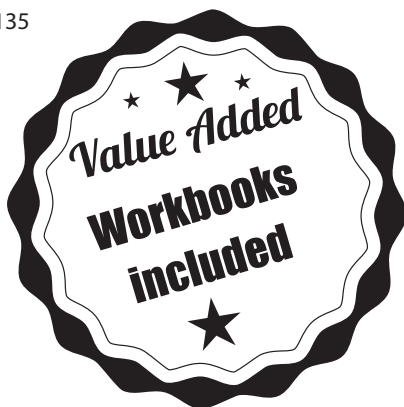
W Apr. 17 1:30-5:30 p.m. \$75

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ABCs of Accounting

Finally, a class of accounting principles for the non-accountant! Learn about the accounting equation and the entire accounting cycle using real-life, small business accounting studies. These principles are put to use with a mini-case study that reinforces the skills you've learned. Instructors: Jamie Morphew and Mary Wilson.

T, Th Feb. 5, 7 1:30-5:30 p.m. or
Apr. 2, 4, 9 6-8:30 p.m. \$145



COMPUTERS

Welcome to the World of Computers: The Silver Series

Are your colleagues and family members asking for your e-mail address? Or, have you decided it's just time to learn more about the world of computers? At GCCC you will gain a good understanding of how your computer functions in a relaxed, gentle learning environment. The series consists of the following three classes. Instructor: Nicole Moore.

Take all three for just \$135.



Computer Basics

Learn introductory computer concepts and basic navigation such as using the mouse, cursor, desktop and taskbar. The basics of word processing, browsing and managing files.

T,Th Jan. 29, 31 6-8 p.m. \$49

All About the Web

Learn all about the Internet and what it has to offer. Discover the fun of seeking information using a search engine like Google. This course provides a thorough overview of various web-related tasks. Make purchases from online stores. Learn about online banking transactions. Conduct product research. Read the news from all over the world.

T,Th Feb. 5, 7 6-8 p.m. \$49

Discover E-Mail

Get an overview of using electronic mail (e-mail) to stay in touch with your children, grandchildren, family and friends. Receive and send notes, letters, documents and pictures. Begin with the basics of sending, receiving and replying to e-mail messages. Open attachments and attach files to outgoing e-mail messages.

T,Th Feb. 19, 21 6-8 p.m. \$49

Excel 2010: Fundamentals

This eight-hour introductory class shows how to save time by designing spreadsheets, updating existing data, learning formulas, formatting cells and charting data. Instructors: Jamie Morphew and Paula Baker.

Tu, Th Jan. 29, 31 1:30-5:30 p.m. or
Feb. 26, 28, Mar 5 6-8:30 p.m. \$135

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Excel 2010: Intermediate

Learn to freeze headings and split worksheet windows. Insert art and create SmartArt. Learn how MS Office templates can enhance your Excel knowledge and usage. Also learn to link to areas within the workbook and to other documents. Instructors: Jamie Morphew and Paula Baker.

Tu, W Feb. 19, 20 1:30-5:30 p.m. or
Tu, Th Apr. 2, 4, 9 6-8:30 p.m. \$135

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Excel 2010: Advanced

Master advanced features of Excel 2010, including charting and PivotTables, and discover how this powerful program can boost your productivity. Build informative and eye-catching charts. Create macros that eliminate repetitive tasks. Instructor: Jamie Morphew and Paula Baker.

T, Th, Mar. 5, 7 1:30-5:30 p.m. or
May 14, 16, 21 6-8:30 p.m. \$135

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Microsoft Access

Microsoft Access is a powerful database management program. Learn how to build and manage a database that will enable you to easily organize, store and retrieve large amounts of information. You'll also explore the many valuable ways of displaying, searching and sorting your data. Instructor: Mary Wilson.

T, Th Mar. 12, 14, 19 6-8:30 p.m. \$135

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QuickBooks Fundamentals

QuickBooks Pro is designed to help small- and medium-sized businesses keep their books easily and accurately. Effectively manage customers, vendors and banking transactions. Instructors: Jamie Morphew and Nicole Moore.

T, Th Feb. 12, 13 1:30-5:30 p.m. or
Apr. 16, 18, 23 6-8:30 p.m. \$135

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QuickBooks Advanced

Manage physical inventory and sales tax; asset, liability and equity accounts; plus payroll, customized reports and templates. Instructors: Jamie Morphew and Nicole Moore.

T, Th Feb. 26, 28 1:30-5:30 p.m. or
May 2, 7, 9 6-8:30 p.m. \$135

QuickBooks classes are cosponsored by Kansas Small Business Development Center. Disclaimer: The GCCC Small Business Development Center recognizes the support of its host institution, the U.S. Small Business Administration (SBA) Cooperative agreement 1-603001-Z-0017 and the Kansas Department of Commerce (KDOC). The support given through such funding does not constitute an expressed or implied endorsement of the co-sponsors' or participants' opinions, products or services.



ENRICHMENT

Woodworking

Working with your hands can be a very powerful form of self-expression, but handling tools requires the proper use, safety precautions, skill techniques and attention to detail. You will learn the safe and efficient use of power tools, planning and proper order of procedure. Progress at your own rate, while receiving expert instruction and tips to best hone your skills safely. Each student will be responsible for their individual project materials and should bring their own safety glasses, ear plugs and tape measure. Instructor: Tim Routon. Meets 14 times.

T Jan. 29-Apr. 30 7-10 p.m. \$220

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Household Power Tools – For Home Decorating or Necessary Maintenance

You can take on many types of projects for your home and living spaces by learning to safely and efficiently operate the correct tool. Finally, you can do your own window treatments, shelving, crown molding, decorating and more! Instructor: Tim Routon.

M Feb. 25 6:30-8:30 p.m. \$25

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Upholstery

You will learn the proper use of tools and equipment and some upholstery history as well. Discover which fabrics and patterns work well on different pieces. Lab activities are centered on the individual project that you will bring. Instructor: Jean Trybom. Meets 14 times.

Th Jan. 31-May 16 6-9 p.m. \$220

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Knitting: A Calm & Productive Hobby

Knitting is enjoying a revival as men, women and children of all generations take to this hobby for health and pleasure. Learn the basics and you will be knitting projects right away. A beginning supply kit of needles and yarn is included. Instructor: Pat Veesart.

T & Th Feb. 19, 21 6:30-9 p.m. \$45

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Knitting Socks

Pat will guide you through the process of knitting socks. Great to give as a gift from the heart for those close to you. Prerequisites: must know how to cast-on, knit and purl. Knitters must provide their own supplies for the sample sock: worsted weight yarn and one long circular (37" or more) in size 6 or 7.

T & Th Mar. 5, 7 6:30-9 p.m. \$35

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Dance Like a Star

This new year, give yourself the gift of fun and fitness! Linda and Al Miller will teach the basics of country western and ballroom dance classics. You will come away more physically fit plus you will be able to enjoy and participate in any celebration or event.

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Country Western

Designed for you! From line dancing to waltz, two step and cowboy stroll. Don't miss this fun and energetic class.

Th Jan. 17 – Feb. 7 6:30-8 p.m. \$65 couple or \$35 single

Ballroom Classics

Do you have a wedding or quinceañera coming up? Don't disappoint that special someone in your life. Sweep them off their feet!

Th Feb. 21 – Mar. 14 6:30-8 p.m. \$65 couple or \$35 single

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Music Theatre of Wichita Summer 2013

Class registration includes 5 trips to Wichita \$225

Tickets not included. Call today for prices and reservations.

June 15 *Monty Python's Spamalot*

June 29 *Les Miserables*

July 13 *The King and I*

July 27 *Betty Blue Eyes*

August 10 *Mary Poppins*



The Instructors

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.

Dennis Burk, Environmental Scientist I, Kansas Department of Labor, Industrial Safety and Health.

Angelica Castillo Chappel has a Bachelor's degree of Business Administration from Friend's University. She was born and raised in Mexico, and is currently a local auditor. She makes pronto Spanish fun and interactive!

Don Linville, CPA, has over 30 years of business experience in areas including personnel, professional development, quality assurance and accounting services. Don has a Bachelor of Science in Business Administration from Kansas State University.

Linda and Al Miller have been teaching and dancing together for 15 years. They have taken their joy in dancing all over southwest Kansas as well as Colorado and Oklahoma performing and teaching. In their repertoire is a long list of many different country and classic dances.

Nicole Moore has a Master of Business Administration in Accounting from Fort Hays State University and has nine years of experience in accounting and business administration.

Jamie Morphew is an Advanced Certified QuickBooks ProAdvisor and a Certified QuickBooks Point-of-Sale ProAdvisor with 15 years of accounting and QuickBooks experience.

Jessie Munoz has been teaching people to prepare for their CDL test in both Spanish and English for many years.

Verlon Myers has more than 25 years of field experience as an electrician and low-voltage specialist in the areas of burglary and fire alarms, LAN cabling, telephone and camera surveillance systems. Myers, Crown Technical Training, is a Certified Education Provider by the Kansas Board of Regents.

Liz Sosa holds a Bachelor's degree in Business and Leadership with a minor in Human Services from Fort Hays State University and has experience working with secondary and post-secondary educational institutions.

Mary Wilson spent 25 years at Garden City Community College as an IT professional and is a Master Microsoft Office User Specialist. Mary's down-to-earth approach in the classroom, coupled with her expertise, equals a win-win in the classroom!

Jean Trybom started doing upholstery on the farm as a small child and has never quit! She brings decades of experience to the classroom.

Tim Routon has more than two decades of construction work under his belt and has taught woodworking for six years. Tim has worked with wood his entire life and owes a debt of gratitude to his dad for his passion of woodworking.

Pat Veesart learned the basics of knitting in Camp Fire girls at a young age, but just in the past 10 years discovered an entire world of new friends, tools, patterns and passion. Pat has a Master of Science degree from Friends University.

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(620) 276-9647

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