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- quality
- convenience
- reliability



Garden City
COMMUNITY COLLEGE

Spring Schedule
January - June 2012

Welcome to GCCC Business & Community Education

Whether you want to boost your professional or personal life, GCCC Business & Community Education can help you achieve your goals. We offer top-quality programs taught by skilled learning facilitators at convenient times to fit your busy lifestyle.

*Make us your home for
career and personal development,
plus business solutions.*

Quality • Convenience • Reliability

Convenient registration your way.

Call: (620) 276-9647

Fax: (620) 276-9797

Email: B&I@gcccks.edu

Online: www.gcccks.edu/businessandcommunity

Walk-in: 801 Campus Drive, Garden City, KS 67846

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

Registration and payment are required one week before class begins.

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. 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.

QuickBooks and Facebook classes are co-sponsored 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.

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 Disability 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.

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business & industry

Computer Courses

BUSINESS

Excel 2007: Fundamentals

Storing data electronically is more efficient than storing paper documents. This eight-hour introductory class shows how to save time by designing spreadsheets, updating existing data, learning formulas, formatting cells and charting data. Instructors: Mary Wilson and Paula Baker.

Tu, W Jan 24, 25 1:30-5:30 p.m. or
M, W Jan 30 Feb 1, 6, 8 6-8 p.m. \$175

Excel 2007: 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: Mary Wilson and Paula Baker.

Tu-Th Feb 7-9 1:30-5:30 p.m. or
M, W Feb 27, 29, Mar 5, 7 (4 x) 6-9 p.m. \$199

Excel 2007: Advanced

Master advanced features of Excel 2007, 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. Instructors: Mary Wilson and Paula Baker.

Tu-Th Feb. 28-Mar 1 1:30-5:30 p.m. or
Tu, Th Apr 10, 12, 17, 19 (4x) 6-9 p.m. \$199

QuickBooks Pro 2011 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. Instructor: Jamie Morphew.

Tu, Th Feb 21, 23 1:30-5:30 p.m. or
Tu, Th Feb 7, 9 6-10 p.m. or
Tu, Th Mar 6, 8 6-10 p.m. \$175

QuickBooks Pro 2011 Advanced

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

Tu, Th Mar 6, 8 1:30-5:30 p.m. or
Tu, Th Feb 21, 23 6-10 p.m. or
M, W Apr 16, 18 6-10 p.m. \$175

Microsoft Access

Microsoft Access is a powerful database management program. You will 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.

Tu, Th Apr 17, 19, 24 1:30-5:30 p.m. \$199



Specialty Classes

BUSINESS

PHR/SPHR Certification Preparation

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

Garden City Community College's Business & Industry Institute in partnership with Wichita Area Technical College is offering this test preparation course in Garden City. 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 unlimited career opportunities and professional growth. Delivered online and ITV. Examination not included. For more information or to enroll, visit www.watc.edu or call 316-677-1891.

Sat 9 a.m.-1 p.m. Feb 25, Mar 10, 31, Apr 14, 28, May 5

\$949 Includes instruction and SHRM Learning System materials (2 credit hours)

Continuing Education for Insurance Agents

Long-term Care and Partnership Plans

Tu Mar 27, 8 a.m.-noon \$80 • (4 hrs. LH)

Tools and Techniques of Basic Estate Planning

Tu Mar 27, 1-5 p.m. \$80 • (4 hrs. LH)

Perpetuating the Small Business

W Mar 28, 8-11 a.m. \$60 • (3 hrs. LH)

Insurance Ethics Today

W Mar 28, 11 a.m.-1 p.m. \$40 • (2 hrs. Ethics)

The Personal Umbrella

W Mar 28, 2-5 p.m. \$60 • (3 hrs. PC)

Personal Lines Review

Th Mar 29, 8 a.m.-noon \$80 • (4 hrs. PC)

The Business Owner Policy

Th Mar 29, 1-5 p.m. \$80 • (4 hrs. PC)

Instructor: George Wyatt. (Fees for this course are nonrefundable if registration is not canceled one week prior to the class.)

Pronto Spanish for the Workplace

Learn general Occupational Spanish. Emphasis on conversation, not grammar. Fun and interactive. No prior Spanish necessary. Instructor: Angelica Castillo Chappel.

M, W Feb 13-Mar 7 (7x) 6-8 p.m. \$175

Pronto Spanish II

Continue your Spanish-speaking skills and build on what you learned in Pronto Spanish for the Workplace. Emphasis on conversation, including grammar. Instructor: Angelica Castillo Chappel.

M, W Apr 2-25 (7x) 6-8 p.m. \$175

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. Instructor: Mary Wilson.

Tu, Th Mar 20, 22, 27 1:30-5:30 p.m. \$199

Facebook: An Introduction

Feeling disconnected as your children and grandchildren share their daily lives on the web social networks? Get started in social media and learn how to use Facebook. You will discover the basics of getting started with your own account and immediately reconnect with family, friends, and even business or professional contacts. Instructor: Pat Veearst.

W Mar 28 1:30-3:30 p.m. \$39

Facebook: Marketing Your Business

Take a look at the new trends in marketing your business through the web-based social network Facebook. Develop relationships, advance your business image and create demand for your services or products. Customers will get instant access to your information once you learn to market your business on Facebook. Instructor: Pat Veearst.

Th Mar 29 1:30-3:30 p.m. \$39





Safety Training

gcccks.edu/businessandcommunity

Online Anytime!
Some courses available
in Spanish

OSHA

CONSTRUCTION

10 & 30 Hour Outreach
Concrete & Masonry
Confined Spaces
Cranes & Rigging
Cranes, Derricks & Hoists
Demolition
Driver Safety: Cars, Vans,
Trucks
Electrical Safety
Excavations
Fall Protection
Fire Protection
General Safety & Health
Hand & Power Tools

OSHA GENERAL INDUSTRY

10 & 30 Hour Outreach
NEC 08 Code Update
NEC 08 Wiring & Protection
NEC 08 Grounding & Bonding
HACCP Food Safety
Electrical Fundamentals
NFPA 70E
Sit-down Forklift
Ergonomics-Office Workers
Intro to OSHA & OSH Act
Walking & Working Surfaces
Industrial Hygiene
Machinery/Machine Guarding
Personal Protective Equip

Hazardous Materials
Lockout/Tagout
Confined Spaces
Bloodborne Pathogens
Welding, Cutting, Brazing
Lead Safety
Hazards of Asbestos
ISO 14000

HAZARDOUS WASTE

Hazwoper 40-hr
Hazwoper 24-hr
First Responder Operations
First Responder Awareness
DOT Hazmat Awareness

www.gcccks.edu/businessandcommunity

Don't miss out on upcoming in-class safety training programs,
CDL test preparation and continuing education hours.

To be placed on our mail and e-mail list, contact:



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**(620) 276-9647
B&I@gcccks.edu**

Safety & Trades

BUSINESS

CDL Exam Preparation

This two-day course prepares 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 11, 18 9 a.m.- 4 p.m. \$199

CDL in Spanish, Sat Apr 14, 21 9 a.m. -4 p.m. \$199

Spanish – Although the class is taught in Spanish, participants must be able to speak and read English proficiently to take the exam at the Department of Motor Vehicles.

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.

Tu Mar 6 8-11 a.m. \$75

Electric Preparatory for Journeyman/Masters Exam

This 35-hour seminar is a fundamental review of various topics that are in the NEC. Weekly open and closed book quizzes also are used as an evaluation tool. Topics covered are Ohms Law, cooking equipment, voltage drop, branch circuits, ampacity, dryers, general math and other topics that are relevant to the exam. Required Text not included: NEC©. Instructor: Verlon Meyers.

Each Fri 6:30-9:30 p.m. and each Sat 8 a.m.-1 p.m. for four consecutive weekends.

Mar 23, 24; Mar 30, 31; Apr 13, 14; Apr 20, 21 \$899

Electrician Continuing Education Hours

Mark your calendars: Nov. 3, for 6 hours continuing education in motors and motor calculations.

General Industry Safety

Demonstrate your commitment to workplace safety and compliance by learning about electrical safety, lockout tagout procedures, hazardous communication, fire safety, fall protection and walking surfaces. Instructor: Larry Pander.

M Apr 30 8-11 a.m. \$75

CPR and First Aid Certification or Re-Certification

The Medic First Aid and CPR course is for people who want the knowledge and skills to effectively act in an emergency situation. It also is designed for first aid in the workplace and can help employers meet OSHA regulatory requirements by teaching employees how to respond and care for medical emergencies at work. Our curriculum adheres to the guidelines established by the MEDIC program of the Health and Safety Institute. If you need First Aid and CPR training for your business, office or school, we are here to help. Upon successful completion, you will receive a two-year certification for both CPR and First Aid. Plus, having trained employees can provide peace of mind, and possibly save a life! Instructor: Tammy Hutcheson.

CPR and First Aid Certification Tu, Th Apr 3, 5 2-5 p.m. \$125

Re-Certification Tu, Th Apr 10, 12 2-4:30 p.m. \$110

LeadSafe Work Practices in Kansas

RRP Rule in Kansas: Bottom Line? You must be RRP certified and use lead safe work practices when working in child-occupied facilities or homes built before 1978. This course satisfies Kansas' required eight-hour classroom training and certifies individuals for RRP compliance. Each business also must apply to KDHE for renovation licensure. The initial license is \$200 per firm and is good for five years. The KDHE fee is not included in the cost of this class. Instructor: Rex Smith.

Sat Apr 28 8 a.m.-5 p.m. \$150

(Fees for this course are nonrefundable if registration is not canceled one week prior to the class.)



Customized Business Solutions

= success \$

Do you have a specific goal, learning objective or skill you want your employees to master? We consult with you to translate your needs into an effective, focused program that will ultimately grow your bottom line.

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

***Your one-stop resource
for all your business needs***

Schedule a complimentary consultation:



**Business &
Community
Education**

**(620) 276-9647
B&I@gcccks.edu**

4th Annual Administrative Professionals' Day Luncheon Creating Order for Efficiency

- ◆ Work more efficiently
- ◆ Accomplish your goals
- ◆ Enjoy your life more

Wednesday, April 25, 2012
11:30 a.m.—1 p.m. \$18



Develop a plan to create order and simplicity by using the SIMPLIFY approach. Lunch is included. Instructor: Jamie Morphew.

Why wait?



Business &
Community
Education

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Kansas Small Business Development Center Growing Kansas Entrepreneurs!

The KSBDC offers free and confidential consulting services to all levels of business from pre-venture to start-up and existing companies. The GCCC regional office covers 22 counties in southwest Kansas. Prospective clients are asked to go online, call or email for an appointment.

Start-Up Companies

KSBDC works with entrepreneurs through the exploration phase and helps expedite the start-up process, improve the likelihood of success and make the process more enjoyable.

Existing Businesses

SBDC consultants' objective, expert opinions can be incredibly valuable whether the business is facing a challenge, contemplating an expansion or is simply interested in another opinion. Consultants work closely with the business to develop and implement logical solutions.

Resources

More than 30 SBDC consultants statewide and more than 4,000 nationwide are available to provide one-on-one advising as well as access to professional databases to aid in research.

Training

KSBDC can coordinate customized training for individual businesses or regional areas. Topics range from starting a business, financial projection development, marketing, and human resources to recordkeeping, computer training and state tax workshops.

620.276.9632
ksbdc@gcccks.edu



You can link to the state website at www.kansas.gov/ksbdc to review KSBDC seminars across the state.

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. Programs are nondiscriminatory and reasonable accommodations for persons with disabilities will be made if requested two weeks in advance. Contact KSBDC, 801 Campus Dr., Garden City, KS; 620-276-9632 or email ksbdc@gcccks.edu.

Certified Supervisor I

Certificate

Develop productive teams that meet and exceed performance guidelines. Good employees are a company's number one asset. Obtaining and retaining those employees requires a concentrated, ongoing approach of openness, coaching and feedback. Become the manager of choice at your business as you effectively harness employee engagement through developing trust and credibility.

- **Prioritize problems and implement effective solutions**
- **Develop criteria for recruitment and hiring**
- **Prepare, create and implement performance and development plans**
- **Harness employee engagement by establishing trust and credibility**
- **Plan, communicate and implement change**



Certificate includes all courses on this page. Courses also may be taken individually.

Tu Jan 24, 31, Feb 7, 14, 21 1:30-5:30 p.m. or M-Th April 2, 3, 4, 11, 12 6-10 p.m. \$440

All Business & Community Education Certificates meet the **Learning Resources Network (LERN)** Standards for Certificates, Gold Level, earning 1.0 International Learning Unit upon demonstration of content mastery.

Team Building & Delegation - Essential for managers and supervisors!

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: Don Linville and Cathy McKinley.

Tu Jan 24 1:30-5:30 pm or M Apr 2 6-10 p.m. \$110

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: Don Linville and Cathy McKinley.

Tu Jan 31 1:30-5:30 pm or Tu Apr 3 6-10 p.m. \$110

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. Instructor: Don Linville.

Tu Feb 7 1:30-5:30 p.m. or W Apr 4 6-10 p.m. \$110



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: Don Linville and Aaron Cannon.

Tu Feb. 14 1:30-5:30 p.m. or W Apr 11 6-10 p.m. \$110

Harnessing Innovation

You will create and maintain a business environment that capitalizes on the innovation and creativity of your team members. Learn to be an innovator and generate ideas within your team using innovative practices. Instructors: Don Linville and Aaron Cannon.

Tu Feb 21 1:30-5:30 p.m. or Th Apr 12 6-10 p.m. \$110

Certified Supervisor II

Certificate

You have solid employees. Now, how do you go from good to great? To grow and stay competitive, supervisors must ensure the efficiency of their team by learning to interpret and understand their own strengths as well as those of others; maximize what motivates each team member; and provide a work environment that enables employees to achieve their full potential and become more energized, efficient and committed.

- Identify strengths and motivations to build an invincible team
- Adapt an individualized management approach
- Develop employees to maximize productivity
- Learn advanced skills in leading a team to perform well under pressure
- Develop a work management system
- Adopt the expect-inspect approach



Certificate includes all courses on this page. Courses also may be taken individually.

M, Tu Mar 19, 26, Apr 24, May 1, 8 1:30-5:30 p.m. or M-Th, Apr 16, 17, 18, 19, 23 6-10 p.m. \$440

Communicating for Results

Have you ever wondered why you just can't communicate with some people? For more than 35 years, the DiSC™ personality profile assessment has been offering the very best insight in understanding human behavior. After taking the DiSC™ assessment you will be able to recognize and adapt your communication style to others. Identify the value you and others bring to your organization and determine what you can do to make it more successful. Instructors: Jean Warta and Liz Sosa.

M Mar 19 1:30-5:30 p.m. or M Apr 16 6-10 p.m. \$110

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Inspiring Motivation & Commitment

Use your DiSC™ assessment results from "Communicating with Results" to maximize what motivates you and each team member to create an invincible team. Get the most from your key contributors by keeping their goals in sight while moving toward performance objectives. Provide a self-motivating environment people need to achieve their full potential. "Communicating for Results" is a prerequisite for this course. Instructors: Jean Warta and Liz Sosa.

M Mar 26 1:30-5:30 p.m. or Tu Apr 17 6-10 p.m. \$110

Change Management for Managers

With constantly shifting global economies and technological developments, businesses are constantly changing to take advantage of opportunities. Companies no longer have the luxury of remaining the same. Therefore, managers must constantly prepare for and implement change, guiding employees through periods of transition. You will learn to plan for change, communicate change, manage the impact of change on your team members and successfully implement changes at work. Instructor: Don Linville.

Tu Apr 24 1:30-5:30 p.m. or W Apr 18 6-10 p.m. \$110

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Performance Under Pressure

You will identify ways to lead your team to perform well under pressure, manage stress in the workplace and deal with various types of stressors. Also, cope with the stressed-out employee, practice optimal perception and energy management to achieve optimal performance and handle fatigue pressure. Instructor: Don Linville.

Tu May 1 1:30-5:30 p.m. or Th Apr 19 6-10 p.m. \$110

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Winning With People at Work

You will build effective work groups and win with people at work. Learn crucial skills to build partnerships and positive relationships; adopt the expect-inspect approach; develop a work management system and most importantly, recognize and celebrate achievements. Instructor: Don Linville.

Tu May 8 1:30-5:30 p.m. or M Apr 23 6-10 p.m. \$110



Retreats & Adventures

Businesses • Organizations • Boards • Departments • Teams

The perfect opportunity to get away from the all-consuming day-to-day pressures of the office

- Team building
- Decision making
- Goal setting
- Strategic planning
- Setting priorities
- Creating action plans
- Addressing issues
- Clarifying your mission
- Visioning for the future



Customize Your Retreat

Challenge Course • Geo Trek • Leadership

Adventure Options

Participating in a program like the GCCC Challenge Course or the Geo Trek promotes 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 the topics, emphasis, and interactive challenges to build the capabilities of your team.

Inclusivity

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

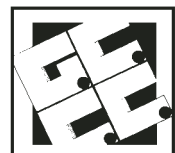
Leadership Option

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.

For your free consultation contact:

(620) 276-9647 • B&I@gcccks.edu





online classes

Continuing Education

Insurance & Financial Services
Real Estate
Healthcare Education
Industrial Safety Skills

Career Certificates

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

300 Individual Courses

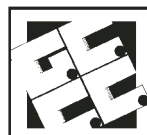
Computer Technology
Accounting, Finance, Law
Languages & Fine Arts
Writing & Publishing
Management & Supervision
Graphic & Web Page Design

Why take online courses?

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

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To view a complete list of online courses
visit us on the web at
www.gcccks.edu/businessandcommunity

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**Business &
Community
Education**

Organizational Management *Certificate*

Today's business environment is more dynamic and competitive than ever. To stay ahead of the curve, results-oriented leaders must identify a shared vision, interpret and understand their strengths and those of others, as well as that of their organization; maximize what motivates each team member; and provide a work environment that enables employees or volunteers to achieve their full potential and become more energized, efficient and committed.

- Identify strengths and motivations to build an invincible team
- Meet and exceed performance standards for great success
- Develop and inspire staff or volunteers to maximize productivity
- Learn the process of developing a shared vision
- Implement strategic objectives
- Apply the seven Leadership Fundamentals to influence outcomes

Certificate includes all courses on this page. Courses also may be taken individually.

M Mar 19, 26, April 2, 16, 23 1:30-5:30 p.m. or M-Th Apr 16 -19, M Apr 23 6-10 p.m. \$440



Communicating for Results

Have you ever wondered why you just can't communicate with some people? For more than 35 years, the DiSC™ personality profile assessment has been offering the very best insight in understanding human behavior. After taking the DiSC™ assessment you will be able to recognize and adapt your communication style to others. Identify the value you and others bring to your organization and determine what you can do to make it more successful. Instructors: Jean Warta and Liz Sosa.

M Mar 19 1:30-5:30 p.m. or M Apr 16 6-10 p.m. \$110

Inspiring Motivation & Commitment

Use your DiSC™ assessment results from "Communicating with Results" to maximize what motivates you and each team member to create an invincible team. Get the most from your key contributors by keeping their goals in sight while moving toward performance objectives. Provide a self-motivating environment people need to achieve their full potential. "Communicating for Results" is a prerequisite for this course. Instructors: Jean Warta and Liz Sosa.

M Mar 26 1:30-5:30 p.m. or Tu Apr 17 6-10 p.m. \$110

Strategic Planning

Businesses must pay close attention to the issues and opportunities that exist within their organizations to thrive. Strategic planning creates a vision for the organization, addresses critical issues and identifies solutions while remaining flexible and responsive to change. Develop a mission statement, define a vision for your organization, and conduct an assessment of internal and external factors that influence your business. Instructors: Tammy Hutcheson and Liz Sosa.

M Apr 2 1:30-5:30 p.m. or W Apr 18 6-10 p.m. \$110

Selling Finney County: Perfect for retailers, front desk associates, wait staffs and hostesses!

Strengthening commercial activity requires knowing your customer as well as the community retail and service mix, directing people to shopping areas, changing attitudes and perceptions, and distinguishing Finney County's activities and events as uniquely appealing in the region.

M Apr 16 1:30-5:30 p.m. or Th Apr 19 6-10 p.m. \$75

Leading From the Front

Lead your team by applying the seven fundamental leadership practices, meet and exceed performance standards for great success, project confidence by realizing your capabilities, make progressive decisions; harness emotions for success, demonstrate accountability and reveal your authentic self. Instructors: Don Linville and Aaron Cannon.

M Apr 23 1:30-5:30 p.m. or 6-10 p.m. \$110

professional development

Workplace Effectiveness



Providing WOW Customer Service: Listening, Responding, Resolving

Students will discuss what it means to have a service culture in business. Examine customer service skills that include organization, communication and personal motivation. This course also covers customer service as a process that includes greeting, listening, questioning, responding and resolving. Students will discuss each step of the process in detail, plus learn time management and organizational skills. Instructor: Liz Sosa.

M, W Feb 6, 8, 13 1:30-4:30 p.m. \$299

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. Instructors: Don Linville and Liz Sosa.

M, Tu Mar 26, 27 1:30-5:30 p.m. or M, Tu Apr 30, May 1 6-10 p.m. \$110

Effective 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. Instructors: Don Linville and Aaron Cannon.

W Mar 28 1:30-5:30 p.m. or W May 2 6-10 p.m. \$110

Positive Work Environment

A negative work environment interferes with the productivity of staff, while a positive work environment positions everyone to achieve their highest potential. In this course, you will apply methods of overcoming a negative work environment and creating a positive work environment. Instructors: Don Linville and Aaron Cannon.

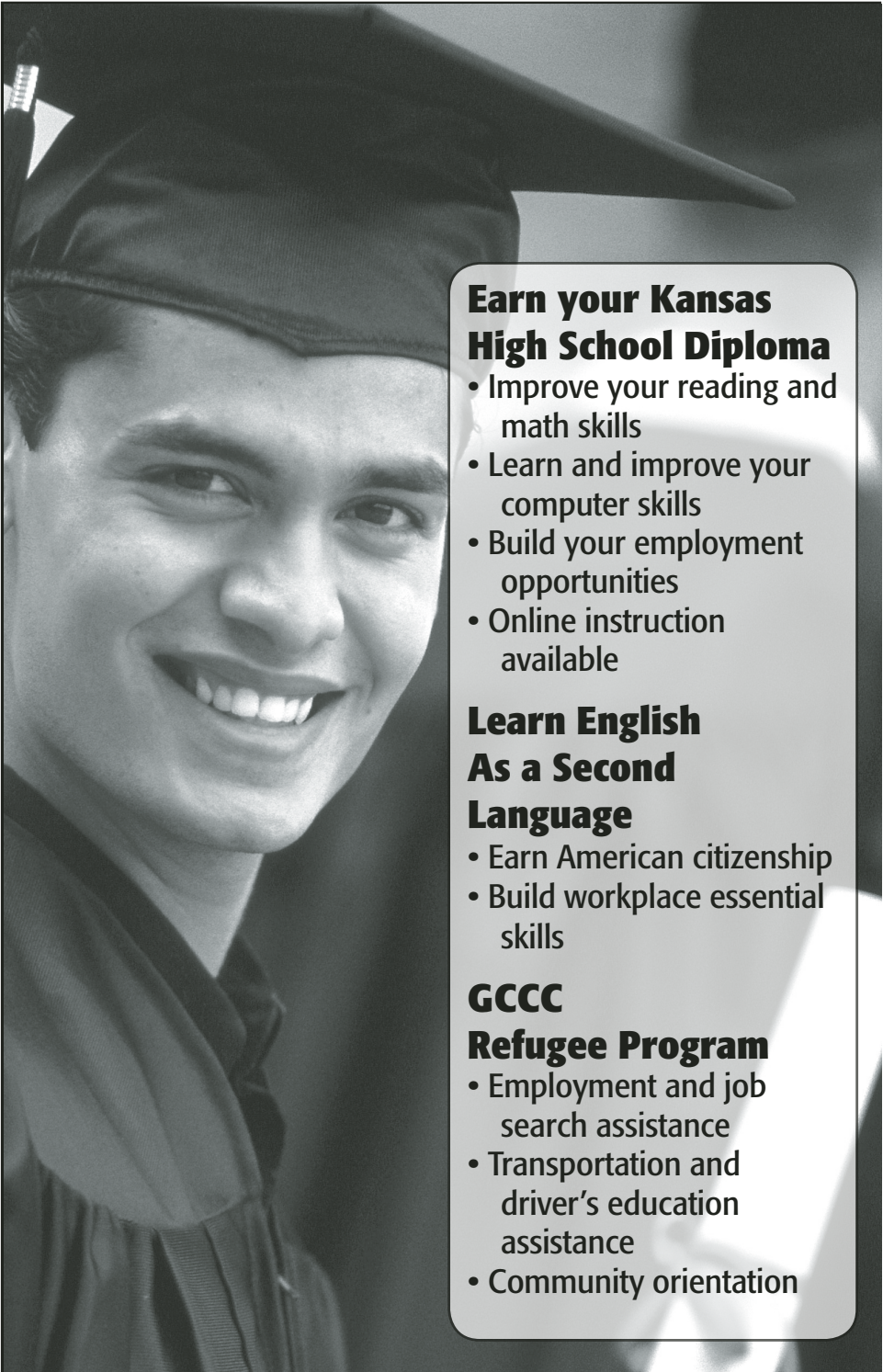
Th Mar 29 1:30-5:30 p.m. or Th May 3 6-10 \$110

Getting Results Without Authority

Often, there are circumstances in which a person who possesses no formal authority is required to accomplish a task or complete a project. Your manager may direct you to complete a task in which you need to solicit the help of others. This course offers strategies to build relationships, navigate your company's culture and develop resolution strategies. Instructor: Don Linville.

F Mar 30 1:30-5:30 p.m. or M May 7 6-10 p.m. \$110





Earn your Kansas High School Diploma

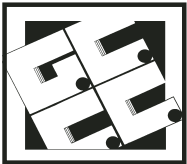
- Improve your reading and math skills
- Learn and improve your computer skills
- Build your employment opportunities
- Online instruction available

Learn English As a Second Language

- Earn American citizenship
- Build workplace essential skills

GCCC Refugee Program

- Employment and job search assistance
- Transportation and driver's education assistance
- Community orientation



Adult Learning Center
Garden City
COMMUNITY COLLEGE



801 Campus Drive • 620-276-7600
Student & Community Services Center, Lower Level

The Instructors **Business**

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.

Aaron Cannon, regional project manager with the Kansas Department of Commerce, holds an MBA from Friends University and a Bachelor of Science degree in Marketing. Aaron has nine years of experience in business development and marketing.

Angelica Castillo Chappel was born and raised in Mexico, graduated from GCCC in 2007 and currently is a local corporate trainer and auditor.

GCCC instructor **Tammy Hutcheson** has a B.S. in Psychology with emphasis in Leadership and Justice Studies from Fort Hays State University and has more than 10 years of teaching experience.

Don Linville, CPA, has more than 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.

Cathy McKinley has a Master's in Business Administration from Friends University and a Bachelor of Arts degree in communications from Washburn University. Cathy's work experience includes management, strategic planning, human resource management, public relations and marketing.

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

Jamie Morphew is a Certified QuickBooks ProAdvisor with 13 years of accounting and QuickBooks experience.

Verlon Myers first built his foundation of knowledge with 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 as the proprietor of Crown Security. Myers, Crown Technical Training, is a Certified Education Provider by the Kansas Board of Regents.

Larry Pander has 36 years of firefighting, EMS, HAZMAT experience and completed an AAS Fire Protection and Safety/ Fire Officer Specialization from Houston Community College in May 2007. From the State Fireman's Fire Marshals' Association 2000-2003, he earned a Master Firefighter, level 11 Instructor.

Rex Smith is a certified Kansas training provider specializing for more than two decades in construction safety.

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.

Pat Veesart has a Master of Science degree in Management from Friends University and is the regional director of the Kansas Small Business Development Center at GCCC.

Jean Warta has been training individuals and organizations since 1990. Jean graduated from Bellevue University with a Master of Arts degree in Leadership Development and a Bachelor of Science degree in Marketing Management.

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!

Instructor **George Wyatt** has provided insurance continuing education since 1990 and is a continuing education contractor/instructor with the Kansas Association of Life Underwriters.

personal enrichment

Arts & Crafts

COMMUNITY

Painting

This step-by-step course will teach you the basic skills of perspective, highlighting, shadowing and textures. Your project will include acrylics and pastels. All supplies provided, just bring yourself and a roll of paper towels. Instructor: Dani Falor.

Tu, W Jan 24, 25, 31, Feb 1 6-9 p.m. \$135

Knitting:

A Calm and Productive Hobby

In today's high-speed world, knitting is enjoying a revival as a calming, yet productive hobby. Whether it's a middle-aged man knitting in his cubicle to help keep his blood pressure in check, or a child being taught to knit in school because it teaches hand-and-mind coordination, the new generation of knitters doesn't fall neatly into any one category. A beginning supply kit of knitting needles and yarn is included in the class fee. Instructor: Pat Veasart.

Tu, Th Feb 28, Mar 1 6:30-9 p.m. or

Tu, Th Apr 24, 26 6:30-9 p.m. \$49



Jewelry Making Techniques: Basic Bead Stringing

Have you ever looked longingly at a piece of jewelry and wished you knew how it was made? Do you have a burning desire to use your creativity and put all those old beads to good use? This class will teach you jewelry making techniques such as bead stringing, crimping, crimp covers, and basic earrings for a professionally finished piece. Materials provided. Bring these tools if you have them: chain nose pliers, round nose pliers, flush wire or side cutters. Instructor: Trudy Miller.

Tu Mar 20 6-8 p.m. \$65

Jewelry Making Techniques:

Wire Wrapping

Advance your jewelry making skills by learning to make creative and beautiful jewelry pieces. This class will teach you the following jewelry making techniques: perfecting simple wire wraps, double wire wraps, creating your own ear wires, bead wraps, S-clasps and spiral clasps. Materials provided. Bring these tools if you have them: chain nose pliers, round nose pliers, flat nose pliers, flush wire or side cutters. Instructor: Trudy Miller.

W Mar 21 6-8 p.m. \$65

ETSY

Do you have handmade products or vintage items to sell? Learn how to create a personal e-commerce storefront, where thousands of people will see your wares. The Etsy website follows the tradition of open craft fairs, giving sellers their own "store" in which they list their goods to sell. It's been compared to a crafty cross between Amazon and EBay, or to your grandma's basement. Instructor: Trudy Miller.

Th Mar 22 6-8 p.m. \$39

Mini-Album

Make an original album for yourself or a gift for that special person in your life. This hands-on class will feature the creative use of inks, rubber stamps, decorative paper and your own photos or keepsakes. Instructor: Pam Powers.

Th Mar 29, Apr 5 6:30-8:30 p.m. \$69



Ceramics

Great class for the beginner. Have fun making small sculptures using basic techniques. Discover your potential for good design as applied to pottery and sculptural forms, using various methods of building and forming objects with clay. Class covers the complete process from mixing clays to firing and glazing. Supplies included. Instructor: Dani Falor.

Tu, Th Apr 3-17 6-9 p.m. \$185

Home & Garden

COMMUNITY

Woodworking

Whether woodworking is already your hobby or you're simply interested in seeing if it is right for you, this class will be time well-spent. Working with your hands can be a very powerful form of self-expression, but handling wood tools requires the proper use, safety precautions, skill techniques and attention to detail. You'll receive expert instruction and tips to best hone your skills safely. Lab activities are centered on the individual project that you will bring. Instructor: Robert Stubblefield.

Tu Jan 24-May 8 7-10 p.m. \$299

Scholarships are available to Finney County seniors 62 and older.

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.

Th Jan 26-May 10 6-9 p.m. \$299

Scholarships are available to Finney County seniors 62 and older.

DIY Sprinkler System Installation

Make watering your lawn easier and save hundreds of dollars this spring by installing and maintaining your own sprinkler system. Dave Shaw takes you from start to finish, including setup, water pressure and zoning.

Tu, Th Apr 10, 12 6-9 p.m. \$105

Dance Like a Star

Don't be the wall flower at your next dance or celebration! Do you have a quinceañera coming up? Is there a wedding just around the corner? Dad, do you want to be able to sweep your little girl around the floor and make her feel like a real princess? Al and Linda Miller teach basic ballroom dance steps so you can enjoy any celebration or event.

F Apr 13, 20, 27, May 4 (4x) 6:30-8 p.m. \$75 couple or \$40 single and we will pair you up!



Fundamentals of Frosting and Decorating Tips

If you have only just discovered this rewarding hobby, practicing basic cake decorating techniques will build the foundation for more ambitious creations later on. Learn about types of icing for decorating beautiful baked creations using coloring, shapes and patterns. Class includes a beginner's kit of your own. Please bring a refrigerated cake to the second night of class. Instructor: Deb Parker.

M, W Apr 2, 4 6-7:30 p.m. \$85



Fondant Fancy

Give your homemade cakes the professional look your special occasion deserves. Gain experience working with fondant by rolling, cutting, coloring and decorating. Fondant, a lot like modeling clay, is more versatile than other frostings and can be used to mold and shape intricate decorations and embellishments. Please bring a refrigerated cake to the second night of class. Instructor: Deb Parker.

W, Th Apr 25, 26 6-9 p.m. \$85

Fabulous Cakes

Expand your repertoire of decorating techniques for special occasion cakes, including anniversaries and weddings. Learn swirls, feathering, patterns and current trends in celebratory cakes. Please bring a refrigerated cake to the second night of class. Instructor: Deb Parker.

M, W May 7, 9 6-9 p.m. \$85

Welcome to the World of Computers: The Silver Series

Are you feeling like it's time to rewire? Are your colleagues and family members asking for your e-mail address? Or, have you decided it is 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: Computer Basics, All About the Web and Discover E-Mail. Training manual included. Instructor: Nicole Moore.

Take all three for just \$175.

Computer Basics

- Introductory computer concepts and basic navigation such as using the mouse, cursor, desktop and taskbar
- The basics of word processing
- Browsing and managing files

Tu,Th Jan 31, Feb 2 6-8 p.m. \$110

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!

Tu,Th Feb 14, 16 6-8 p.m. \$110

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
- Learn about spam, techniques to avoid spam, and how to flag messages for future references

Tu,Th Feb 28, Mar 1 6-8 p.m.
\$110



Introduction to Digital Art Photography

Get the most out of your digital camera and take bright, crisp, professional looking pictures every time. Through hands-on exercises, learn to use both technical and creative aspects of a digital camera. Learn about exposure, file formats and quality settings, low-light photography, digital filters and white balance, composition and lens choice, manipulating images and printing. Concepts are presented with easy-to-understand explanations and examples. Learn composition basics, exposure and resolution; adjust balance settings; and output to printers and the web. Basic knowledge of your camera is required. Instructor: Karl Peschel.

Tu Jan 24 or Thu Feb 2 6-9 p.m. \$55

Action Photography

Do you snap that game-winning free throw or touch-down only to find that it's all blurry? Or maybe you want to get a great action shot of your daughter in the air about to spike the volleyball or your son kicking a goal at just the perfect time and spot. This is a hands-on class so bring your camera and get ready to start taking the best shots ever! Instructor: Karl Peschel.

Tu Feb 7 or Tu Feb 21 6-8 p.m. \$55

Adobe Photoshop Elements

Would you like to get rid of red eye and acne, or re-touch colors and perhaps edit out the stranger who happened to walk through the background of an otherwise fabulous photo? Adobe Photoshop can be a bit intimidating, so Adobe created Elements for the at-home photo editor. Class will cover the basics of the menus, tools and palettes, and touch on layers, selections and masking. You'll learn simplified processes for correcting flaws in your images, enhancing the final product, adding text and preparing image files for e-mail and the web. Instructor: Karl Peschel.

M-W Mar 19-21 6-9 p.m. \$159

Outdoor Photo Adventure

Get out of the classroom and into the field! Enjoy our photography outing at Lee Richardson Zoo. All sizes of cameras, both film and digital, can be used. Begin the day with a short discussion on composition and park orientation. Then explore the gardens, animals and landscape to create good photography. Bring your camera and any accessories you have. Class will gather at the limestone arches at the zoo entry. Instructor: Karl Peschel.

Sat Apr 21 or Sat Apr 28 9-11 a.m. \$55

Project KANCO

A College Assistance Migrant Program (CAMP) at Garden City Community College offers assistance in starting college to qualified, incoming freshmen students. Assistance may include:

- Laptop computers
- Books and materials
- Scholarships

Participants also receive individual tutoring, academic counseling and advising, as well as seminars on study skills and career exploration.

Eligibility requirements:

- Applicant or parent has been involved in migrant or seasonal farm work
- Applicant has completed a high school diploma or GED
- Applicant has completed less than 30 hours of college credit
- Applicant is enrolled in/admitted to GCCC



**College Assistance
Migrant Program**



Karen Canales 620-276-0406
karen.canales@gcccks.edu



The Instructors Community

Dani Falor is an art teacher at Garden City High School. She studied advanced art at Central Michigan University where she earned a Bachelor of Science degree in Education with an emphasis in art education.

Linda and Al Miller have been teaching and dancing together for 15 years. They have taken their joy of dancing all over southwest Kansas, as well as areas of Colorado and Oklahoma, performing and teaching. In their repertoire is a long list of many country steps and turns that complement the dances.

Instructor **Trudy Miller**, an accomplished artist, has found a home in jewelry design, with a specialization in custom weddings. Trudy has been named Artist of the Week by Emmaline-bride.com and is a current member of Couture Colorado. She graduated from the University of Denver with a Bachelor of Arts, a major in communication and a minor in business.

Deb Parker considers herself crafty and artistic and has delved into multiple disciplines for intrinsic reward, fun and to save money. Deb began decorating cakes and making jewelry as a child; and then as a mother, made all of the contemporary birthday cake themes of the day for her children. Soon friends were calling on her to make their special occasion cakes.

Karl Peschel is a photographer with over 25 years behind the camera. He was the first photo class instructor for Ritz Camera in Florida and has a passion for sharing his knowledge. Combined with his computer experience, Karl is able to explain camera systems, photographic techniques, and digital editing software in easy to understand terms.

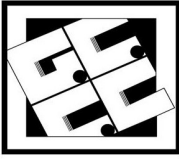
Pam Powers has excelled in crafts her entire life with paper crafts as her specialty. She has been teaching others for the past 12 years.

Dave Shaw is a skilled maintenance technician with 14 years experience of installing residential yard systems.

Robert Stubblefield retired from GCCC in 2007. As a child he helped his father with home remodeling and handy work. Bob was a student in the woodworking program at GCCC for 15 years and started teaching the class seven years ago.

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





Garden City COMMUNITY COLLEGE

Use this form to enroll in continuing education courses. Use a separate form for each individual enrolling. We must have payment before we can officially enroll you in class. Registration deadlines are one week prior to the start of the class.

MAIL GCCC Attn: CECS 801 Campus Drive Garden City, KS 67846	PHONE (620) 276-9647 EMAIL PersonalEnrichment@gcccks.edu	ONLINE ANYTIME! gcccks.edu/businessandcommunity
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Name _____			Social Security Number _____
Birth Date _____			GCCC ID# _____
Home Address _____			Phone Number _____
City _____	State _____	Zip _____	Email Address _____

Race/Ethnicity

Please check one or more of the boxes below that corresponds to the ethnicity with which you identify.

- | | |
|--|--|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> White | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaska Native | |

Gender

- Male
 Female

Please Enroll Me In:		
Course Name	Course Date	Cost

Method of Payment**Total:** _____

- Cash
- Check— Please make payable to **Garden City Community College**. Check # _____
- Credit Card

____ Visa	_____
____ MasterCard	Name on card (Please print)
____ Discover	_____
____ VIN	Credit Card # _____ Exp. date _____

Signature _____

How did you hear about our classes?

- | | | |
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| <input type="checkbox"/> Newspaper Insert or Ad | <input type="checkbox"/> Newspaper Article | |
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