

SPRING 2014

January - May

**SUCCESS
IS
CATCHY**



Welcome to GCCC Continuing Education

Discover the multitude of ways GCCC can help you catch success in the work-place - and in life! Continuing Education classes provide you with job skills, professional development and opportunities for personal growth. In other words, they make it possible for you to **CATCH SUCCESS!**

- Professional development for those seeking enhanced skill proficiency and professional continuing education
- Entrepreneurial training for small business owners and individuals seeking to go into business
- Personal enrichment programs for adults needing basic skills to re-enter the academic and work environments and anyone pursuing special interests

Continuing Education is extending the Garden City Community College tradition of education by producing positive contributors to the economic and social well-being of society through lifelong learning opportunities that meet the needs of the community!

Convenient Classes • Effective Instruction Quality Learning

4 Easy Ways to Register

1. On the web: www.gcccks.edu/businesscommunity

2. Mail: Garden City Community College
Continuing Education
801 Campus Drive
Garden City, KS 67846

**Register at least one week prior
to the start of class**

3. Phone: (620) 275-3259



4. In person: GCCC 801 Campus Drive, Garden City, KS 67846
John Collins Vocational Building

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) 275-3259 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 and 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.

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 Sue Pollart, 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.

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New-to-Computers

Are you feeling like it's time to rewire? 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. Instructor: Paula Baker.

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

Tu Mar. 4 6-8 p.m. \$49

Course No. COMP-109-01

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 Mar. 11 6-8 p.m. \$49

Course No. COMP-142-01

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 Mar. 25 6-8 p.m. \$49

Course No. COMP-141-01

Microsoft Brief Introductions

These brief classes are designed as an introduction for new users. Learn to start the programs, click through menu items, store files, set-up simple documents and discover what your interest is and the potential is for you!

Brief Intro to Word

Tu Apr. 1 6-8 p.m. \$49

Course No. COMP-106-01

Brief Intro to Excel

Tu Apr. 8 6-8 p.m. \$49

Course No. COMP-107-01

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. Instructor: Jamie Morphew.

T, W Feb. 11, 12 1-5 p.m. \$175

Course No. COMP-701-01

QuickBooks Advanced

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

Tu, W Feb. 18, 19 1-5 p.m. \$175

Course No. COMP-703-01

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.



New-to-Computers

Microsoft Excel 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. Instructor: Mary Wilson.

M, W Mar. 10, 12 1:30-4:30 p.m. \$159

Course No. COMP-301-01

Microsoft Excel 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: Mary Wilson.

M, W May 12, 14 1:30-4:30 p.m. \$159

Course No. COMP-303-01

Microsoft Excel 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. Instructor: Mary Wilson.

M, W Apr. 14, 16 1:30-4:30 p.m. \$159

Course No. COMP-302-01



Continuing Education for Insurance Agents

Long-term Care and Partnership Plans

Tu Apr. 1 8 a.m.-noon \$80 • (4 hrs. LH)

Course No. INSR-314-01

Tools and Techniques of Basic Estate Planning

Tu Apr. 1 1-5 p.m. \$80 • (4 hrs. LH)

Course No. INSR-320-01

Perpetuating the Small Business

W Apr. 2 8-11 a.m. \$60 • (3 hrs. LH)

Course No. INSR-420-01

Insurance Ethics Today

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

Course No. INSR-100-01

The Personal Umbrella

W Apr. 2 2-5 p.m. \$60 • (3 hrs. PC)

Course No. INSR-418-01

Personal Lines Review

Th Apr. 3 8 a.m.-noon \$80 • (4 hrs. PC)

Course No. INSR-405-01

The Business Owner Policy

Th Apr. 3 1-5 p.m. \$80 • (4 hrs. PC)

Course No. INSR-417-01

Instructor: George Wyatt.

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



Online Classes & Career Programs

Continuing Education

Insurance & Financial Services

Real Estate

Healthcare Education

Industrial & Construction Safety

Career Certificates

Healthcare & Fitness

Business & Professional

IT & Software Development

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 Continuing Education classes online?

- ⇒ Affordable
- ⇒ Career Upgrade
- ⇒ Self-Paced & Flexible
- ⇒ Outstanding Selection
- ⇒ Instructor Facilitated
- ⇒ Fun & Convenient

To view a complete list of online courses, visit us on the web at: gcccks.edu/businesscommunity

Continuing Education

(620) 275-3259

BIZ@gcccks.edu

Let us organize your company retreat

(*your facility or ours)



Facilitation

Mission Development • Visioning • Action Planning
Challenge Course • Leadership • DiSC® Communications

For your free consultation contact Continuing Education:
(620) 275-3259 • BIZ@gcccks.edu

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Safety Training

Online
anytime...

Some courses are
available in Spanish

OSHA CONSTRUCTION

Aerial/Scissor Lift
Back Injury Prevention
Concrete & Masonry
Confined Spaces
Cranes & Rigging
Cranes, Derricks & Hoists
Demolition
Driver Safety
Electrical Safety
Excavations
Fall Protection
Fire Protection
First Steps in First Aid
GHS & OSHA Hazardous
Communication
General Safety & Health
Hand & Power Tools

Hydrogen Sulfide
Personal Protective Equipment
OSHA Recordkeeping
Process Safety Management
OSHA Focus Four
Welding & Cutting

OSHA GENERAL INDUSTRY

Confined Space Entry 8-hr
NEC 08 Code Update
NEC 08 Wiring & Protection
NEC 08 Grounding & Bonding
HACCP Food Safety
Electrical Fundamentals
NFPA 70E
Stand or Sit Forklifts
Ergonomics-Office Workers
Intro to OSHA & OSH Act

Walking & Working Surfaces
Industrial Hygiene
Machinery/Machine Guarding
Personal Protective Equip
Hazardous Materials
Lockout/Tagout
Bloodborne Pathogens
Welding, Cutting, Brazing
Lead Safety
Hazards of Asbestos
ISO 14000
Walking & Working Surfaces

HAZARDOUS WASTE

HAZWOPER 24 & 40-hr
HAZWOPER 8-hr Refresher
First Responder Operations
First Responder Awareness
Hazardous Communications



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Safety Training

Safe Workplace Practices in Electricity NFPA 70E

Workplace safety in the United States is evolving because of better awareness and implementation of NFPA 70E: Standard for Electrical Safety in the Workplace. Hundreds of deaths and thousands of disabling injuries still occur each year due to shock, electrocution, arc flash and arc blast, where most could be prevented through NFPA 70E compliance. Instructor: Verlon Meyers.

- Understand the key elements of the NFPA 70E® 2012 Standard for Electrical Safety in the Workplace
- Recognize the importance of electrical safety-related work practices
- Review the importance of an integrated approach to electrical safety
- Focus is on identifying hazards, assessing risk, isolation and control of energy
- Minimize energized work
- Assess shock and arc hazard potential
- Utilize appropriate practices and PPE

Th Apr 3 8 a.m.-4 p.m. \$399

Course No. TECH-110-01

The following safety courses are offered through a GCCC partnership with Accurate Safety Compliance, instructor Danny Thomas.



Confined Space

The purpose of this program is to ensure the safety of all workers and comply with federal and state requirements that pertain to confined spaces, based on OSHA 29 CFR 1910.132; 134; 146 ANSI Z117 confined space standards.

- Confined space authorized entrant, attendant and supervisor rescue
- Emergency action plan, rescue, medical duties
- Job safety analysis and hazard assessment
- Respiratory protection and personal protective equipment

W Jan. 22 8 a.m.-5 p.m. \$195

Course No. OSHA-106-01



Safety Training cont.

HAZWOPER Training 8-Hour Operation Level

Hazardous Waste Operations and Emergency Response Standard Seminar, Title 29 CFR 1910.120(q)(6)(ii)

This course targets those who respond to releases or potential releases of hazardous substances in a defensive fashion to contain the release from a safe distance. Topics include chemical hazards, hazard assessment, hot zones, emergency response operations, personal protective equipment, decontamination procedures, overview of the HAZWOPER standard and its applicability, spill containment methods and basic toxicological terminology and effects. This course meets initial training requirements for 8-hour operations level and annual refresher for HAZWOPER technician and specialist.

Th Jan. 23 8 a.m.-5 p.m. \$145

Course No. OSHA-120-01

Excavation Trenching & Shoring Competent Person

Upon successful completion, you will be able to recognize hazards in and around open trenches and excavations, to conduct a site assessment and take necessary measures to control and or abate hazards.

- Introduction to OSHA 29 CFR 1926 650-652 subpart P
- Practice and demonstrate soil classification
- Conduct site inspections

W Feb. 19 8 a.m.-5 p.m. \$195

Course No. OSHA-121-01

Fall Protection

You will be able to recognize and explain the difference between active and passive fall protection with reference to OSHA 29CFR 1910.22/review 6; ANSI Z359-0 through 4-2007

- Describe and assess work site fall protection plan
- Harness, connectors, anchorage, rescue plan
- Instructions, inspections and maintenance
- Describe the elements in a fall arrest system

Th Feb. 20 8 a.m.-5 p.m. \$145

Course No. OSHA-122-01

OSHA 30-Hour General Industry

This comprehensive safety program provides complete information on OSHA compliance including topics related to general industry, including mandatory and elective topics, check website for complete description.

- Introduction to OSHA
- OSH Act, general duty clause, employer and employee rights and responsibilities, whistleblower rights, recordkeeping basics
- Inspections, citations and penalties
- General safety and health provisions, competent person, subpart C
- Managing safety and health; prevention programs, job site inspections, management commitment, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings and supervisory communication

Tu-Fri Mar. 11-14 8 a.m.-5 p.m. \$795

Course No. OSHA-230-01

Respiratory Protection

You will learn the requirements for federal OSHA's and state OSHA respiratory protection standards, why and how to inspect and use a respirator, how to recognized medical signs and symptoms that may limit of prevent using a respirator, also:

- How to check the seal of your respirator
- How to use the respirator effectively in emergency situations
- Procedures for maintenance and storage of the respirator

W Mar. 12 8 a.m.-5 p.m. \$125

Course No. OSHA-123-01

IADC Rig Pass SafeLand USA

This eight-hour SafeLand class was designed to take the place of multiple operator orientations and to give a general idea of life and safety issues in the oil and gas industry, upstream, downstream, and onshore or offshore. This program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. **Two-day training.**

Tu, W Feb. 4, 18 or

Tu, W Mar. 4, 18 8 a.m.-5 p.m. \$195

Course No. TECH-620-01

Safety Training cont.

Hydrogen Sulfide (H2S) Train the Trainer

This course provides level 1 skills training to health, safety and environmental professionals, as well as HSE training professionals in the petroleum industry, municipalities, utilities, research and development laboratories, transportation, paper/pulp/food processing and chemical manufacturing companies. This H2S instruction program follows the ANSI/ASSE Z390.1-2006 (R2010) accepted practices for hydrogen sulfide training standard, as well as relevant current American Petroleum

Institute recommended practices as the primary training criteria. The program incorporates federal and state H2S regulatory standards and other applicable established industry standards. A certificate and H2S certification card will be presented upon successful completion of the course and a passing score. Recertification for current hydrogen sulfide (H2S) instructors is required every three years.

Tu-Th Mar. 25-27 8 a.m.-5 p.m. \$725

Recertification Th Mar. 27, 18 8 a.m.-5 p.m. \$425

Course No. TECH-970-01



Public Safety

Certified Protection Officer

As a Certified Protection Officer (CPO), you are always in demand. You will learn about report writing, physical security, emergency procedures, workplace violence, traffic control, fire prevention, use of force, and operational risk management. The program is entirely online and gives you the opportunity to learn at your own pace as you complete the requirements for certification. Throughout, you will have the support of an experienced, enthusiastic teacher who is committed to your success. **Online \$850.**

Spanish for Law Enforcement

Mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses or criminals. Whether you are new to the Spanish language or just want a refresher, this course will teach the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. **Online \$99.**

Emergency Management

Upon successful completion of this program, you will be able to: react effectively to threats from the environment; write a professional emergency plan with understanding of the components of the plan, the principles of the planning process, and resources that can be used in the planning process; explore the role of technology in the support of emergency planning, response, recovery and mitigation efforts; identify the major categories of disasters; assess risk and vulnerability; identify hazards, and apply appropriate mitigation tools and techniques to reduce vulnerability. **Online \$1995.**

Crime Scene Investigations (CSI) Basics

This course uses computer simulation software (included) and traditional educational methods to provide you with an understanding of the scientific theory as well as the actual practices and techniques used to process a crime scene. You will learn how crime scene professionals protect themselves and preserve evidence at a crime scene. You will also learn techniques law enforcement professionals execute at the scene of a crime. This course describes many types of evidence and how evidence is collected and secured before being processed by a crime lab. Online \$389 includes books, learning aids, unlimited instructional and student support services.





**Permit Study
Test
Preparation
Class**

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**First Saturday's
February-June
9 a.m.-Noon**

Contact us to reserve
a seat for you in one of
these informational classes

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Community College**
John Collins Technical Bldg.
Room #1203

Truck Dr

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driver with no previous ex*

Two weeks, 132 hours •
28hours behind-the-whe

Applications taken

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maximum truck driving time be

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To Meet Your Speci**

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Driver Training



Driving School & Placement Program Comprehensive • Safety-Oriented

Program

Designed as an entry-level program for individuals with no prior driving experience

Small classes
Hands-on training

Monthly

Driving instruction and
Time behind the wheel.

Program Designed
to meet your qualifications

*Ready to
start your career
today!*

community
gccccks.edu

GCCC in partnership with Excel Driver Services, offers classes to prepare you for commercial driving. Training meets or exceeds Professional Truck Driver Institute (PTDI) standards that are nationally recognized by many carriers.

Student requirements:

- Commitment to intensive training
- Strong desire to learn
- Good driving record & personal history



Transportation

Motorcycle Training Basic Rider Course

Learn to operate a motorcycle safely with emphasis on the special skills and mental attitude for dealing with traffic. In the classroom, you'll learn about the different types of motorcycles, controls and operation, and how to become a responsible rider.

During this course you will:

- Receive eight hours classroom instruction and 12 hours of practical driving in a controlled off-street environment
- Practice driving including straight-line riding, turning, shifting, stopping, cornering, swerving and emergency braking
- Take a written and driving test

Requirements:

Students are required to wear the following items while taking this class: eye protection (clear face shield or safety glasses), full fingered gloves-preferably leather, fitted helmet, long-sleeved shirt or jacket and over-the-ankle leather footwear with low heels.

Freight Broker/Agent Training

This is a growing industry of licensed individuals or corporations that help make a shipper and an authorized motor carrier successful in the transporting of freight. Upon successful completion you will:

- Understand the process of freight brokering from start to finish
- Have the tools needed to be successful as a freight broker or freight agent
- Learn the basics of day-to-day operations of a brokerage or agency
- Use techniques such as prospecting, sales and marketing, rating and negotiations
- Be able to manage a shipment from origin to destination
- Gain valuable industry resources

Online \$1,895.

Driver Safety Course for Cars, Vans & Small Trucks

You will identify traffic safety problems and analyze factors influencing driver performance, interpret traffic laws and procedures, study the effects of alcohol and drugs on traffic safety, outline defensive driving strategies and emergency driving procedures, and evaluate special skills for difficult driving situations. **Online \$220.**

Need English?

Truck drivers must be able to read and speak English well enough to read road signs, prepare reports and communicate with law enforcement officers and the public.

English as a Second Language (ESL)

Classes are conveniently offered quarterly at GCCC in the mornings, afternoons or evenings.

Easy English

Do you have an employee or coworker that needs to learn English - and learn it fast? Interactive activities will help build grammar, vocabulary and listening skills step-by-step. Online \$99. This course can be viewed in detail in the following languages:

Spanish	Espanol
Chinese Traditional	繁體中文
Japanese.....	日本語
Brazilian	
Portuguese	Português do Brasil
Korean	한국어
Arabic.....	العربية

**Spring schedule and class information:
www.gcccks.edu/businesscommunity**



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.

M, W Feb. 24, 26, Mar. 3 1:30-4:30 p.m. \$175

Course No. PROF-151-01

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Entrepreneur Boot Camp

Starting a business is something that most of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to develop goals to help establish your business, develop an outline for your plan and learn techniques to successfully manage your new business. Instructor: Conrad Brian Law, COI.

Online \$195.

Fundamentals of Supervision and Management I

If you have recently been promoted to a supervisory or management position, or want to learn how to become a more effective manager, this course will help you with the language of management. You will learn to manage your time, delegate responsibility and influence and direct other's performance. Also learn to solve problems and resolve conflicts to accomplish your job more effectively. **Online \$99.**

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Better Work Performance Using Personality Profiles

Understanding yourself and others will increase your overall effectiveness at work, home and in all of your relationships. Learn how to improve your communication with others, convey ideas effectively and improve your ability to understand what is important to those who don't share your same style. You will perform an in-depth analysis of each behavioral type and develop action plans for success. Course fee includes your own DiSC® Behavioral Personality Profile assessment. Instructor: Sally Klaus. **Online \$295.**

Just 8 weeks in the Classroom at GCCC

Looking for a New Career?

Medical Administrative Assistant

This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians' medical office professionals! Total hours: 50 + 40 hours clinical time.

M, W Mar. 10-Apr. 28 6-9:30 p.m. \$999
Course No. ASAH-600-01

Pharmacy Technician

This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more! Program also includes an optional clinical externship at a local healthcare provider! Total hours: 50 + 80 hours clinical time.

Tu, Th Mar. 11-Apr. 29, 6-9:30 p.m. \$999
Course No. ASAH-500-01

The following courses are available online anytime!

- 24-hour-a-day instructor support & course mentors
- Engaging labs, student exercises and course videos
- All textbooks, workbooks and student materials
- Secure student website including career resources
- Some programs include clinical externships

Pharmacy Technician

This comprehensive course will prepare you to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and more. Board test not included. *This program also includes an optional clinical externship at a local healthcare provider. \$1,299*

Clinical Medical Assistant Program

This program prepares you to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes learning to prepare patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. *Program also includes an optional clinical externship at a local healthcare provider. \$2,499*

Dental Assisting

You will be prepared for entry level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operator, tooth structures, primary and permanent teeth, the oral cavity, and other areas. *Program also includes an optional clinical externship at a local healthcare provider. \$1,299*

Medical Billing & Coding

This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers CPT (introduction, guidelines, evaluation and management), specialty fields surgery, radiology, laboratory), ICD-9 (introduction and guidelines), and basic claims processes for insurance reimbursements. **\$1,399**

Medical Coding ICD-10

Effective October 2014, the U.S. healthcare system is working to move from ICD-9 to ICD-10 for service coding purposes. Program includes a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding); differences between ICD-9 and ICD-10; federal regulation; hands on exercises and case studies; and much more! **\$999**

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EKG Technician

This EKG Technician program prepares you to perform EKGs. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. **\$1,299**

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Electronic Health Record Management Program

This Electronic Health Record (EHR) Management program prepares you to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. **\$1,299**

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Phlebotomy Technician

This course prepares you to collect blood specimens from clients for the purpose of laboratory analysis. You will review blood collection, learn skills needed to perform venipunctures and other collection techniques. This course also includes terminology, blood collection procedures, order of draw and other topics. Program also includes an optional clinical externship at a local healthcare provider. **\$1,299**

Medical Administrative Assistant

This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians' medical office professionals. **\$1,299**

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Dialysis Technician

This Dialysis Technician program provides you with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. **\$1,299**

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Medical Terminology

This course is a guide to identifying and understanding the basic word structure, root words, suffixes, and prefixes, the organization of the human body and the associated systems, medical abbreviations, symbols and common medical terms. **\$499**

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ECG / EKG Course for Nurses

This course is a valuable resource for learning the fundamentals of reading and interpreting ECGs. Course information includes: cardiac anatomy and physiology, electrical basis of ECGs, sinus dysrhythmias and much more. **\$699**



Summer 2014

You may order
season tickets at the

Music Theatre of Wichita

by calling **316-265-3107**

- Front-Orchestra \$205
- Mid-Orchestra \$175
- Rear-Orchestra \$146
- Balcony \$100



Registration fee includes five trips to Wichita \$225.

Registration and reservations required. Tickets are not included.

Registration fee includes five trips to Wichita for these Saturday Matinees

June 14 • June 28 • July 12 • July 26 • August 9

Bus always leaves at 8 a.m. sharp from behind the Pauline Joyce Fine Arts building.

Rodgers and Hammerstein's South Pacific

This 2008 Lincoln Center revival won seven Tony Awards, showing once again how timeless, important and purely entertaining this unique musical has proven to be. Rich characters and a compelling story are propelled by one of the best scores ever written.

June 14

.....

West Side Story

Jerome Robbins' breathtaking dances are only one thrilling component of this electrifying show. This contemporary re-telling of "Romeo and Juliet" also features the pulsing, Latin-flavored score of Leonard Bernstein, the incisive lyrics of Stephen Sondheim, and the brilliant script by Arthur Laurent's, combining forces in one of the most dynamic shows ever created.

June 28

.....

Joseph and the Amazing Technicolor® Dreamcoat

This joyful, high-energy romp is a perfect theatrical experience for the whole family. Gleefully based on the Old Testament tale of Joseph and his coat of many colors, this supremely popular musical is the brainchild of two young British men, Andrew Lloyd Webber and Tim Rice, who launched their phenomenal careers with this delightful show.

July 12

Catch Me If You Can

Frank Abagnale Jr., con man extraordinaire, successfully passed himself off as a Pan Am pilot, masqueraded as the supervising resident of a hospital, practiced law without a license and cashed more than \$2.5 million in bad checks, all before he turned 21. After crossing over to the right side of the law, he wrote a best-selling autobiography, which became a smash hit motion picture. And now, in this brand new musical, Frank Abagnale's story becomes a thrilling theatrical event, filled with terrifically tuneful songs.

July 26

.....

42nd Street

"Come and meet those dancing feet!"

Broadway's liveliest tap-dance extravaganza triumphantly returns bringing all its lively humor, gorgeous costumes and exhilarating dance numbers. 42nd Street is the ultimate in spectacular feel-good entertainment, featuring an unprecedented array of magnificent songs.

August 9

Your Passport to Broadway

Music Theatre of Wichita's 2014 Season

Rodgers and Hammerstein's
**SOUTH
PACIFIC**

June 14

sponsored by
SPIRIT

**WEST
SIDE
STORY**



June 28

JOSEPH
AND THE
AMAZING TECHNOLOGICAL COFFIN



July 12

**CATCH ME
IF YOU CAN**

sponsored by
 Cessna



July 26

**42ND
STREET**



August 9



Personal Enrichment

Write and Publish

Your Nonfiction Book

Whether you dream of becoming a full-time author, writing books to advance your career or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit and publish your masterpiece. **Online \$99.**

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. Class meets 14 times.

Tu Feb. 4-May 6 7-10 p.m. \$220

Course No. HMGD-175-01

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. Class meets 14 times.

Th Feb. 6-May 15 6-9 p.m. \$220

Course No. HMGD-177-01



Culinary

Fundamentals of Frosting and Cake Decorating

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. Practice borders and writing techniques too. Class includes a beginner's kit of your own. Instructor: Gloria Marquez.

M, W Apr. 7, 9 6-8:30 p.m. \$75

Course No. CULA-101-01

Sensational Sauces

Chef Justin Garcia will teach you how to make healthy, sensational tasting homemade sauces, with no preservatives and less calories than store brands. Take home the recipes to make for delicious dinners at home. Also learn the secret to preparing perfect al dente pasta. You will learn to cook:

- Tomato Sauce
- Alfredo Sauce
- Garlic Cream
- Pesto
- Tomato Lime Basil

W Mar. 5 6-9 p.m. \$49

Course No. CULA-125-01

Did you know... Chef Justin earned the Emeritus Ambassador of the Year for 2011 from Senior Living, Rocky Hill, Conn., for his unique flavor profiles.

Knife Skills: Dicing & Chopping

You don't need to have professional culinary training to chop and slice like the professionals! Chef Justin Garcia will show you how to be the master of the knife with a simple knife skills class that will have you chopping, slicing and cutting like the experts. This class is designed to show you everything you need to know about using knives and will help you improve your work in the kitchen. Tasting optional!

W Mar. 26 6-9 p.m. \$49

Course No. CULA-126-01



Photography



Camera Basics

Did you get a new camera for the holidays? You will learn to get the most out of the camera you have by learning how to hold it, using the flash, understanding the modes and settings and basic composition tips.

Instructor: Christopher Spindler.

W Feb. 19, 26 6-9 p.m. \$49

Course No. PERS-120-01

Photo Editing

Would you like to get rid of red eye and acne, or retouch colors and resize photos? Class will cover the basics of the 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: Christopher Spindler.

Th Mar. 27, Apr. 3 6-9 p.m. \$75

Course No. PERS-122-01

Introduction to Photography

Learn to take bright, crisp, professional looking pictures every time! Through hands-on exercises, learn to use both technical and creative aspects of taking pictures. Learn about exposure, file formats and quality settings, low-light photography, digital filters and white balance, composition, framing and adding randomness. Concepts are presented with easy-to-understand explanations and examples. Basic knowledge of your camera is required. Instructor: Christopher Spindler.

Th Mar. 6, 13 6-9 p.m. \$75

Course No. PERS-121-01

Outdoor Photo Adventure

Get out of the classroom and into the field! Enjoy your 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: Christopher Spindler.

Sat. May 3 9 a.m.-Noon \$49

Course No. PERS-123-01

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TRAC-7 is a WIA Title I-financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800-766-3777 Voice/TTY. The TRAC-7 grant project (\$19,619,450) is 100% funded through the U.S. Dept. of Labor's Trade Adjustment Assistance Community College and Career Training program.



Customized Training



GCCC specializes in customized business solutions and workforce training tailored to fit your needs

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- ⇒ **How you want it**
- ⇒ **Where you want it**

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Leadership • Driver's Services • Professional Development

Your community college is right here to ensure your success!

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!

Chef Justin Garcia studied at The Culinary Institute of America in New York City returned to Garden City where he has a catering service specializing in upscale comfort foods with bold flavors. He serves on the Culinary Board of Advisors for GCCC and would like to share his passion of cooking by teaching community members how to develop layers of flavor and the necessary techniques to achieve them.

Sally Klauss, MBA, CPCC, has an extensive background in management, employee training and development, total quality management and business management. She is also a leadership coach specializing in management development. She has experience teaching this program face-to-face for Riverside Community College.

Gloria Marquez is an experienced trainer in the art of cake decorating and is anxious to share her knowledge and skills. Her past professional experience was credited with increases in sales and profitability.

Jamie Morphew is an Advanced Certified QuickBooks ProAdvisor and a Certified QuickBooks Point-of-Sale ProAdvisor with 16 years of accounting and QuickBooks experience.

Verlon Meyers has 26 years of field experience as an electrician and low-voltage specialist in the areas of burglary, fire alarms, LAN cabling, telephone and camera surveillance systems. Myers has instructed classes across the state in electricity and electricity-related continuing education.

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.

Christopher Spindler is a 17 year professional photographer and videographer who has worked for TV stations and newspapers across the country. He brings to his classroom real world experience and a wealth of knowledge when it comes to journalism. Currently he teaches Animation, Graphic Design, and photography to high school students.

Merlin Stout is certified by the Motorcycle Safety Foundation (MSF) and has been teaching motorcycle safety and rider's courses for four years. Merlin has 22 years of law enforcement experience under his belt, including being a sheriff and a motorcycle officer. All instructors who assist him are also MSF certified.

Danny Thomas is the Chief Executive Officer and directs the safety programs at Accurate Safety Compliance. He has worked in the field of safety for 20 years specializing in the oil and gas industry.

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

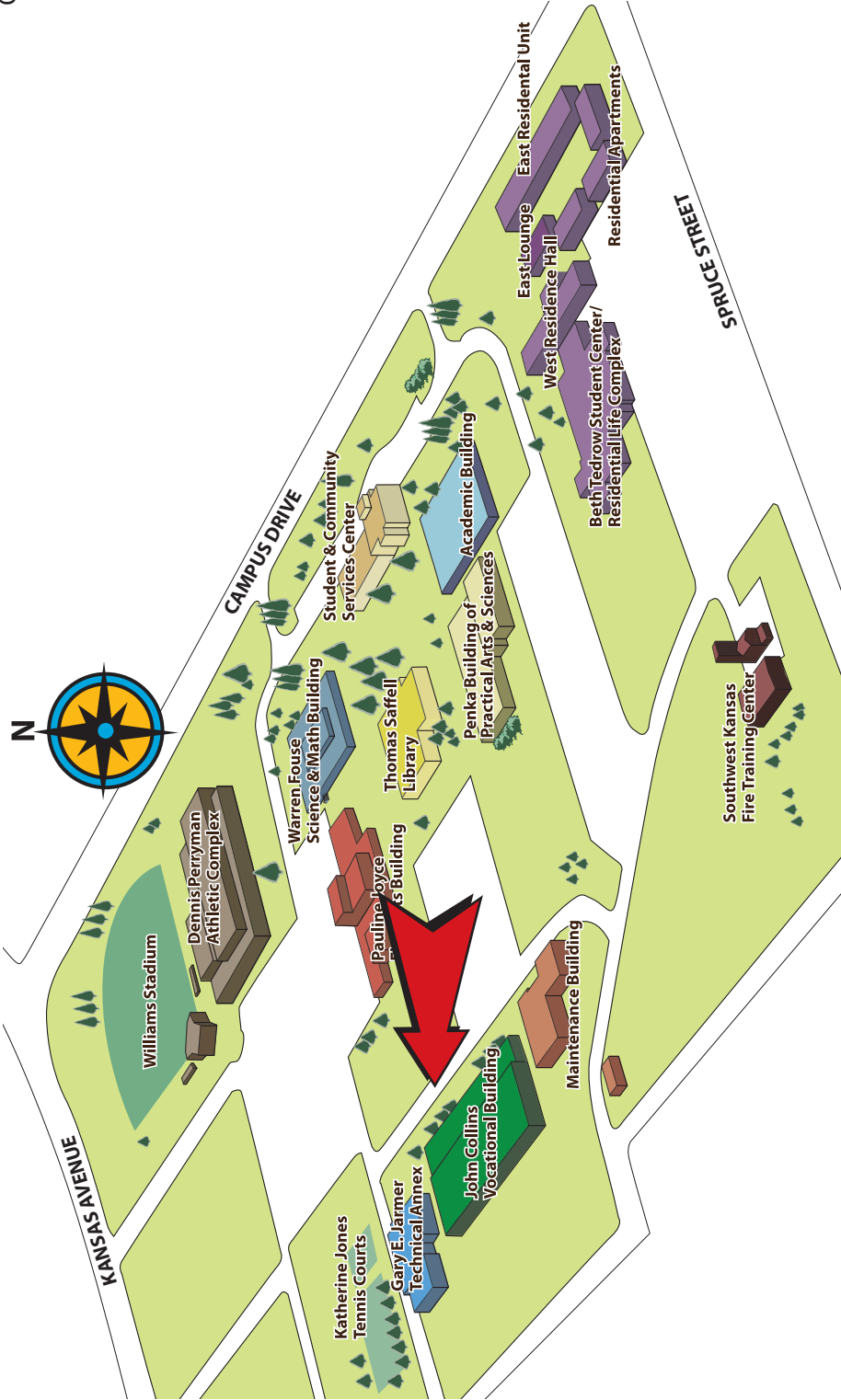
Mary Wilson spent 25 years at Garden City Community College as an IT professional and is a Master Microsoft Office User Specialist. Mary's down-to-earth approach in the classroom, coupled with her expertise, equals a win-win in the classroom.

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



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