



Continuing Education

GARDEN CITY  
COMMUNITY COLLEGE

Fall 2014 Schedule



Training • Retreats • Seminars  
Facilitation • Leadership Development

***GCCC specializes in solutions  
tailored to fit your specific needs!***

Businesses • Organizations • Boards • Teams



BIZ@gcccks.edu • (620) 276-9520  
801 Campus Drive • Garden City, Kansas

# Convenient Classes • Quality Learning

Extending the Garden City Community College tradition of education in producing positive contributors to the economic and social well-being of society by providing lifelong learning opportunities that meet the needs of the area-wide community!

## Table of Contents



Computers.....	3
Motivating Millennials .....	3
Plumbing, HVAC, Electrician Continuing Education.....	4
Insurance Agent CEUs.....	5
Online Classes and Career Programs.....	6
Retreat Facilitation .....	8

## Easy Registration — Your Way

Register at least one week prior to the start of class

On the web: [www.gcccks.edu/businesscommunity](http://www.gcccks.edu/businesscommunity)

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

Phone: (620) 276-9520



In person: GCCC Gary Jarmer Annex

**REGISTRATION & CANCELLATION:** The registration deadline is one week prior to the start of class. Payment is due at the time of registration. If you register for a class and cannot attend, call (620) 276-9647 at least two business days prior to the class to receive a full refund, unless otherwise noted in class description. If a class is changed or cancelled, we will notify you. We reserve the right to cancel, combine or divide classes, to change the time, date or place and to make other revisions as necessary, and to do so without incurring obligation. Information in this schedule is based on conditions at the time of printing and is subject to change. **RISK OF LOSS OF MATERIALS OR PROJECTS:** Students and all others enrolled or participating in GCCC classes shall assume all risk for loss or damage to projects, materials, or personal property which might occur while the projects, materials, or personal property are located on the GCCC campus, regardless of the nature, cause or time of the loss or damage, and regardless of whether school is in session or otherwise. **ADA/EQUAL ACCESS:** Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact 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.

# Skill Development

## QuickBooks Fundamentals

Sept. 9, 11 6-9 p.m. \$175

## QuickBooks Fundamentals

Oct. 7, 8 1-5 p.m. \$175

## QuickBooks Advanced

Sept. 23, 25 6-9 p.m. \$175

## QuickBooks Advanced

Oct. 21, 22 1-5 p.m. \$175

## Excel Fundamentals

Oct. 13, 16 1-5 p.m. \$165

## Excel Intermediate

Oct. 27, 30 1-5 p.m. \$165

## Excel Advanced

Nov. 10, 13 1-5 p.m. \$165

## Woodworking

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. Meets 14 times. 42 hours

T Sept. 9-Dec. 16 7-10 p.m. \$220

\* \* \* \* \*

ServSafe<sup>®</sup> Manager Training

ServSafe<sup>®</sup> Food Handler

ServSafe<sup>®</sup> Adv. Alcohol Training

ServSafe<sup>®</sup> Essentials

*Call for ServSafe<sup>®</sup> scheduling at GCCC and regional locations!*

Allison J. McFarland, Ph.D., MBA presents

## Motivating and Retaining Millennial Employees

You will learn:

- Strategies for the recruiting Millennial job candidates
- Methods to capitalize on the Millennial's strengths
- Techniques for motivating Millennials

**Thursday, September 18, 2014**

7:30-9:30 a.m.

Shweeni's Fine Dining

1408 E. Fulton

\$10 breakfast included

**To register: (620) 276-3264**

Sponsored by Kansas Workforce One and  
Finney County Workforce Connection



# Continuing Ed

**All Trade**

## **Plumbing**

**Fuel Gas**

8:30-11

**Gas Applia**

1-4 p.m.





# Education Hours

**November 8th**

**Codes: Earn 6 Hours Code Related**

## **Plumbing & HVAC**

**Gas Piping**

8:30 \$99

**Boiler Venting**

8:30 a.m. \$99

## **Electricity**

**Control Circuits**

8:30 a.m.-4 p.m. \$235

# Insurance Agents

Long-term Care and Partnership Plans

Tu Oct. 28 8 a.m.-noon \$80 • (4 hrs. LH)

Tools & Techniques of Basic Estate Planning

Tu Oct. 28 1-5 p.m. \$80 • (4 hrs. LH)

Perpetuating the Small Business

W Oct. 29 8-11 a.m. \$60 • (3 hrs. LH)

Insurance Ethics Today

W Oct. 29 11 a.m.-1 p.m. \$40 • (2 hrs. Ethics)

The Personal Umbrella

W Oct. 29 2-5 p.m. \$60 • (3 hrs. PC)

Personal Lines Review

Th Oct. 30 8 a.m.-noon \$80 • (4 hrs. PC)

The Business Owner Policy

Th Oct. 30 1-5 p.m. \$80 • (4 hrs. PC)



# Career Training

## Why Online?

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

## Career Certificates

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

## Continuing Education

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

For a complete list, visit us at:  
[www.gcccks.edu/businesscommunity](http://www.gcccks.edu/businesscommunity)



**(620) 276-9520**

**BIZ@gcccks.edu**

# Online Anytime!

**Pharmacy Technician** / \$1,299 / Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Includes pharmacy terminology, calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much more! Includes *clinical externship*.

**Clinical Medical Assistant Program** / \$2,499 / Assist physicians by performing functions related to the clinical aspects. Includes preparing patients for examination, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. *Includes externship!*

**Dental Assisting** / \$1,299 / This course prepares students for entry level positions as a chair side dental assistant. Learn the history of dentistry, introduction to the dental office, the legal aspects, oral anatomy, dental operator, tooth structures, primary and permanent teeth, the oral cavity and other areas. *Includes externship!*

**Medical Billing & Coding** / \$1,399 / Gain the skills needed to perform complex coding and billing procedures. Covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for insurance reimbursements.

**Medical Coding ICD-10** / \$999 / Effective October 2014, the U.S. healthcare system is working to move from ICD-9 to ICD-10 for service coding purposes. Review both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding); differences between ICD-9/ICD-10; federal regulation; hands on exercises and case studies.

**EKG Technician** / \$1,299 / Learn anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing.

**Electronic Health Record Management** / \$1,299 / Review the implementation and management of electronic health information using common data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements.

**Phlebotomy Technician** / \$1,299 / Gain the skills needed to perform venepunctures and other collection techniques. Learn terminology, procedures and order of draw. *Includes externship!*

**Medical Administrative Assistant** / \$1,299  
Learn interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling, records management.

**Dialysis Technician** / \$1,299 / Learn normal kidney physiology, basic principles of haemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing and how to assist patients in managing their disease and treatment.

**EKG / EKG Course for Nurses** / \$699 / Learn the fundamentals of reading and interpreting ECGs: cardiac anatomy and physiology, electrical basis of ECGs, sinus dysrhythmias, and much more.



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

 **GARDEN CITY**  
COMMUNITY COLLEGE

801 Campus Drive #69  
Garden City, KS 67846

# Truck Driver Training

- ⇒ CDL Basic Novice Program
- ⇒ Two-week intensive training
- ⇒ Small classes (just 3 students)
- ⇒ Maximum behind-the-wheel
- ⇒ Classes form monthly
- ⇒ \$3,575

**Apply Today!**

We can assist you in defining your plans for a successful new career.

**Start Now!**  
**276-9520**

