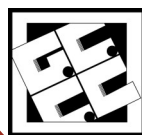


Real Choices Real Careers



Business & Community Education

Fall 2012



Garden City
COMMUNITY COLLEGE

Welcome!

It is more important than ever to keep your skills up-to-date.

- ⇒ Stay competitive in your field
- ⇒ Advance your knowledge
- ⇒ Train for something new

Real Choices for Real Careers!

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

5 Easy Ways to Register

On the web:

www.gcccks.edu/businessandcommunity

Mail: Garden City Community College
Business & Community Education
801 Campus Drive
Garden City, KS 67846

Fax: (620) 276-9797

Ph: (620) 276-9647

In person:

GCCC
Student & Community Services Center
Business & Community Education, 2nd floor



Register at least one week prior to the start of class

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

Business & Industry

Credit Courses	4
Career Development	5
Safety Courses Online.....	6
Trades Continuing Education.....	7
Customized Business Solutions	8
Insurance Continuing Education.....	9
Specialty Classes.....	9
Computer Courses	10
Online Studies.....	13
Instructors	14

Personal Enrichment

Woodworking & Upholstery	11
Computers: The Silver Series.....	11

Adult Education/Business Consulting

Customized Business Solutions	8
Retreats and Strategic Planning	12
Adult Learning Center.....	15
KS Small Business Development Center	16
Migrant Education	16

Credit Courses

Quality • Convenience • Reliability



Now earn
one college credit
while learning
powerful,
new career skills
in these
short-term classes:

Supervisor I

Team Building & Delegation
Interviewing & Hiring
Performance Management
Conflict Management

M Sept. 10, 17, 24, Oct. 1
5:30-9:30 p.m.
Kansas resident \$238
Earn 1 college credit

Intro to Accounting

ABCs of Accounting
QuickBooks Fundamentals
Sept. 4, 6, 11, 13
1:30-5:30 p.m.
Kansas resident \$197
Earn 1 college credit

Fast Track Career Skills

Fundamentals of Communication
Employer Expectations
Time Management, Work Ethics
Oct. 10, 11, 22, 29 5:30-9:30 p.m.
Kansas resident \$183
Earn 1 college credit

Register at least one week prior to the start of class

Business & Community Education
GCCC Student & Community Services, 2nd floor

Career Development

Team Building & Delegation

The success of a team often is directly linked to the ability to lead and manage effectively. Become that successful manager by empowering your team through delegation and coaching. Discover ways of identifying and prioritizing problems, then implementing effective solutions. Instructor: Don Linville.
M Sept. 10 5:30-9:30 p.m. \$99
.....

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. Instructor: Don Linville.
M Sept. 17 5:30-9:30 p.m. \$99
.....

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.
M Sept. 24 5:30-9:30 p.m. \$99
.....

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. Instructor: Don Linville.
M Oct. 1 5:30-9:30 p.m. \$99

Fundamentals of Communication

You will learn the basic principles of business communication and receive guidelines and best practices for effectively communicating in the workplace. These skills will improve productivity and mutual understanding in culturally diverse business organizations. Course includes writing clear, concise business communication; verbal and non-verbal communication; and electronic communication. Instructor: Liz Sosa.
W, Th Oct. 10, 11 5:30-9:30 p.m. \$99
.....

Employer Expectations & Work Ethics

Acquire skills and traits required to thrive in a working environment. You will define values and understand the link between values and behavior in the workplace. Learn how to take direction and constructive criticism from supervisors and co-workers. Recognize the importance of self-motivation in the workplace. Identify appropriate ways to take initiative to develop job skills. Examine the connection between personal strengths and job-specific skills. Instructor: Liz Sosa.
M Oct. 22 5:30-9:30 p.m. \$99
.....

Time Management

Like most professionals, you've probably struggled with managing time effectively. In this course, you will practice techniques to help you achieve more effective use of your time, so you can direct your energy toward activities that further your professional and personal goals. You will learn to articulate goals and to analyze how you currently allocate your most precious resources: energy and time. Next, you will assemble a collection of time-management tools and strategies that you can use to take control of your time. Instructor: Liz Sosa.
M Oct. 29 5:30-9:30 p.m. \$99



Safety Training

gcccks.edu/businessandcommunity

Online Anytime!

Some courses available
in Spanish

OSHA

CONSTRUCTION

- 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

- 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

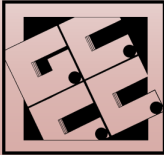
- Hazwoper 40-hr
- Hazwoper 24-hr
- First Responder Operations
- First Responder Awareness
- DOT Hazmat Awareness



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:



Business & Community Education

**(620) 276-9647
BIZ@gcccks.edu**

Trades Continuing Education

PLUMBING

Sept 29 *Eight hours code related*
8-noon Water & Gas Sizing/
Water Heater Installation \$99

1-5 International Plumbing Code overview
of changes to the 06, 09 and 2012
code. Last two hours, suitable for
journeyman and master test
preparation. \$99

HVAC/MECHANICAL

Sept 29 *Eight hours code related*
8-noon Illustrated Mechanical
Code Violations \$99

1-5 Uniform Mechanical Code (2009)
overview. Last two hours, suitable
for journeyman and master test
preparation. \$99

BACKFLOW/CROSS CONNECTION

Sept. 15 & 22 Backflow/Cross Connection Certification \$499
8:30-5

Sept. 21 Backflow/Cross Connection Recertification \$299
8:30-5

ATTENTION: PLUMBING & HVAC/MECHANICAL
Backflow classes are available for audit to receive 6 hours
of code-related continuing education \$149

ELECTRIC

Nov. 10 *Six hours code related continuing education*
8:30-4:30 Motors & Motor Calculations
\$199 Lunch on own.

Nov. 30-Dec. 2 Journeyman and Masters Test Preparation
11/30 6-10 p.m. and 12/1 & 12/2 8:30 a.m.-5:30 p.m. (20 hours total)
\$550 Lunch on own.

Fees for courses on this page are nonrefundable if registration is not canceled at least one week prior.

Customized Business Training



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

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



**Business &
Community
Education**

**(620) 276-9647
BIZ@gcccks.edu**

Continuing Education/Specialty Classes

PHR/SPHR Certification Preparation

GCCC's Business & Community Education in partnership with Wichita Area Technical College is offering this test preparation course at GCCC. Delivered online and ITV. Examination not included. For more information or to enroll, call 316-677-1891. \$949 Sat 9 a.m.-1 p.m. 9/15—12/1/2012 Includes instruction & SHRM Learning System materials (2 credit hours).

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: Jamie Morpew Sept. 4 & 6 1:30-5:30 p.m. \$199

Continuing Education for Insurance Agents

Long-term Care and Partnership Plans
Oct. 30, 8 a.m.-noon \$80 • (4 hrs. LH)

Tools and Techniques of Basic Estate Planning
Oct. 30, 1-5 p.m. \$80 • (4 hrs. LH)

Perpetuating the Small Business
Oct. 31, 8-11 a.m. \$60 • (3 hrs. LH)

Insurance Ethics Today
Oct. 31, 11 a.m.-1 p.m. \$40 • (2 hrs. Ethics)

The Personal Umbrella
Oct. 31, 2-5 p.m. \$60 • (3 hrs. PC)

Personal Lines Review
Nov. 1, 8 a.m.-noon \$80 • (4 hrs. PC)

The Business Owner Policy
Nov. 1, 1-5 p.m. \$80 • (4 hrs. PC)

Instructor: George Wyatt.

Fees for this course are nonrefundable if registration is not canceled by Oct. 23.



Pronto Spanish I

Learn general Occupational Spanish. Emphasis on conversation, not grammar. Fun and interactive. No prior Spanish necessary. Instructor: Angelica Castillo Chappel. M, W Sept. 10-Oct. 1 (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. M, W Oct. 22-Nov. 14 (7x) 6-8 p.m. \$175

Computer Courses

Excel 2010: Fundamentals

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

Tu, Th Oct. 23, 25 1:30-5:30 p.m. or
Tu, Th Sept. 18, 20, 25, 27 6-8 p.m.
\$175

Excel 2010: Intermediate

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

Tu, Th Oct. 30, Nov. 1, 6 1:30-5:30 p.m.
or Tu, Th Oct. 9, 11, 16, 18 6-9 p.m.
\$199

Excel 2010: Advanced

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

Nov. 6, 8, 13, 15 6-9 p.m. \$199



QuickBooks 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. Instructors: Jamie Morphew and Nicole Moore.

T, Th Sept. 11, 13 1:30-5:30 p.m. or
M, W Sept. 24, 26 6-10 p.m. \$175

QuickBooks 2011 Advanced

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

M, W Nov. 26, 28 6-10 p.m. \$175

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.

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.

M Nov. 5, 12 6-10 p.m. \$199

Enrichment Courses

Welcome to the World of Computers: The Silver Series

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

Take all three for just \$175.

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.

M, W Sept. 17, 19 6-8 p.m. \$99

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.

M, W Oct. 1, 3 6-8 p.m. \$99

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.

M, W Oct. 15, 17 6-8 p.m. \$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 Routen.

Tuesdays beginning September 4
Meet 14 times; 7-10 p.m. \$220

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.

Thursdays beginning September 6
Meet 14 times; 6-9 p.m. \$220



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.

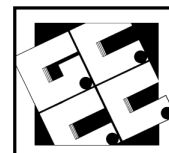
Leadership Option

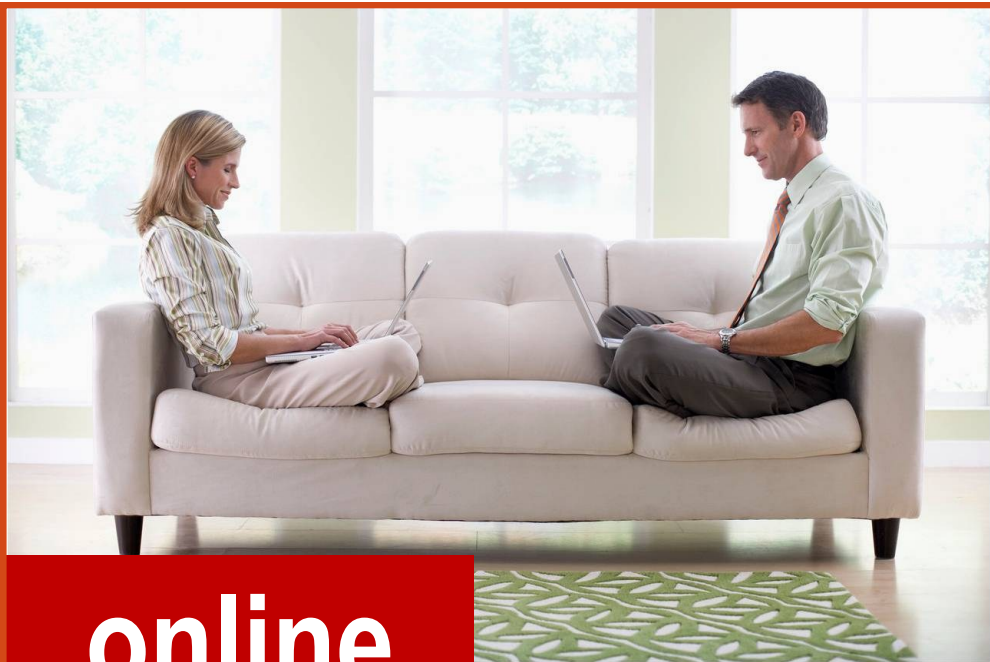
DiSC® Classic is the universal language of behavior that enables a positive, method of communication:

- 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 • BIZ@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

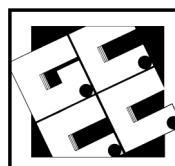
300 Individual Courses

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

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

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

(620) 276-9647
BIZ@gcccks.edu
.....



**Business &
Community
Education**

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.

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

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

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

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

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

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

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

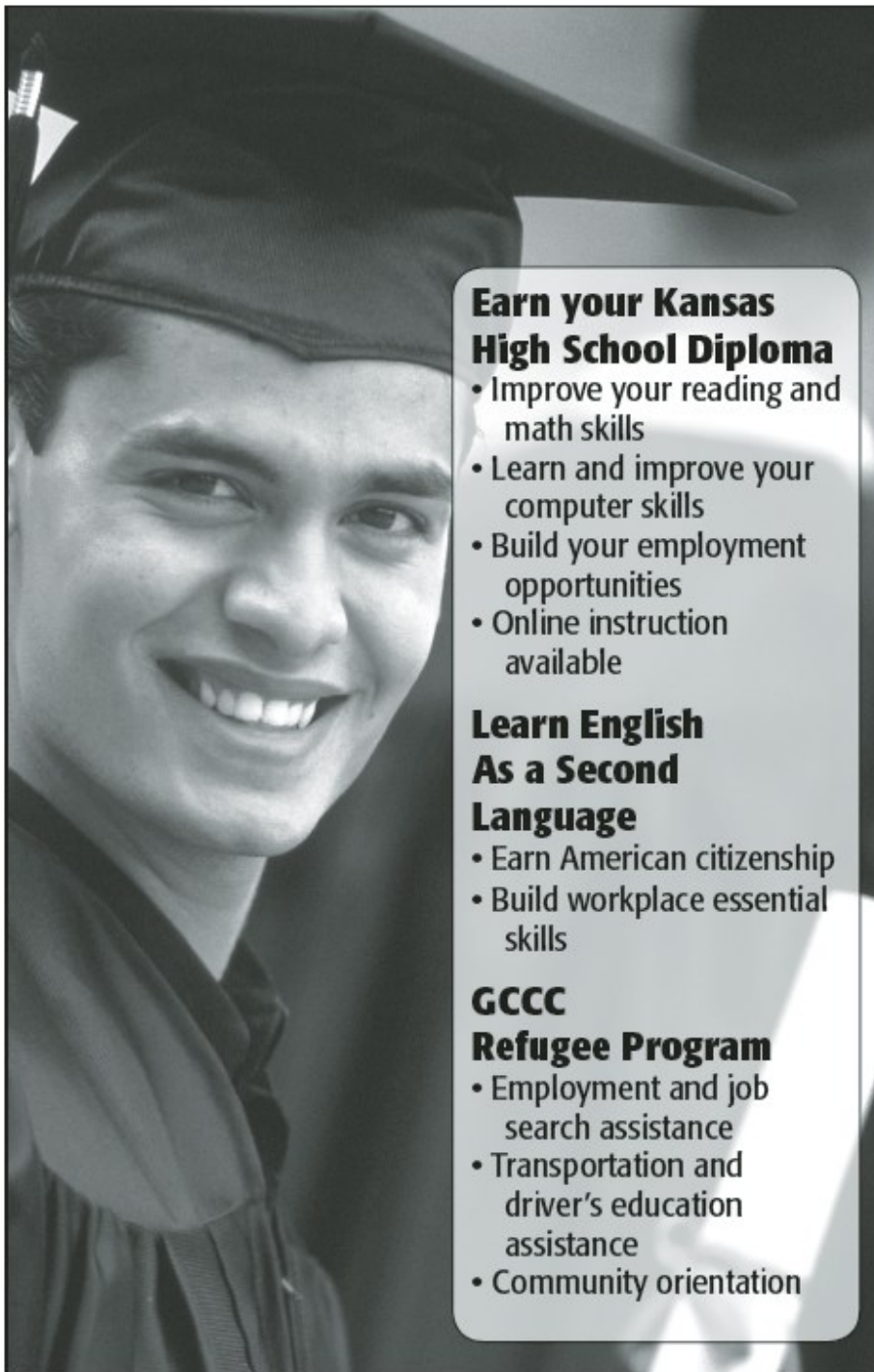
George Wyatt has provided insurance continuing education since 1990 and is a continuing education contractor/instructor with the Kansas Association of Life Underwriters.

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

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

Bud Lett is a Certified Combination Plumbing Inspector, Certified Mechanical Inspector, Certified Building Inspector, Certified Electrical Inspector, Certified Plans Examiner, Certified Backflow Tester, Master Plumber, and has 36 years of experience in the Construction Industry.

Darrell Boger is a Master Mechanical artisan, Certified Mechanical Inspector, Certified Plumbing Inspector, Certified Combination Inspector, Certified Electrical Inspector, Certified Building Inspector, Certified Plans Examiner, State of Kansas Certified Codes Instructor, Certified Disaster Assessment Inspector, Chairman of the South Central Kansas Chapter of IAPMO, Program Coordinator for KPHCC, and has more than 38 years experience in the construction industry.



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

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.

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



Convenient Registration Your Way

Call: (620) 276-9647

Fax: (620) 276-9797

Email: biz@gcccks.edu

Online: www.gcccks.edu/businessandcommunity

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

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

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.

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 Continuing Education Personal Enrichment



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