

Catalog of Courses Spring 2005

Graduation Requirements

Associate's Degrees

Transfer Guides

JCCC's transfer programs, ranging from accounting to theater. Credits from JCCC can be transferred to many colleges and universities in the United States.

Credit Career and Certificate Programs

JCCC's credit career and certificate programs, ranging from automotive technology to veterinary technology. JCCC's credit career and certificate programs give you the opportunity to study a specific career and enter the job market directly.

Credit Course Descriptions

Descriptions of the courses offered at JCCC, with additional links to the course outlines.

Continuing Education Certificate Programs

Certificate programs offered through JCCC's continuing education program.

Continuing Education Course Descriptions

Student Handbook

Admissions information, services for students, student code of conduct, and academic policies and procedures.

Staff

A list of full-time faculty and administrators.

Accreditation

Johnson County Community College is officially accredited by the North Central Association of Colleges and Schools. In addition, individual programs are accredited by associated professional organizations: Dental Hygiene - American Dental Hygienists Association and American Dental Association; Hospitality Food and Beverage and Chef Apprentice - American Culinary Federation; Fire Service Administration - International Fire Service Accreditation Congress; Mobile Intensive Care Technician - Joint Review Committee on Educational Programs for the EMT-Paramedic; Nursing - Kansas State Board of Nursing and National League for Nursing and National League of Nursing; Paralegal and Legal Nurse Consulting - American Bar Association; Basic Police Academy - University of Kansas; and Respiratory Care - Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care; Accounting, Business Office Technology, Business Entrepreneurship, Business Administration and Marketing and Management - Association of Collegiate Business Schools and Programs.

Notice of Nondiscrimination

Johnson County Community College is committed to a policy of nondiscrimination.

Johnson County Community College

Series 400: Personnel

Section 411: Application of Personnel Policies

Johnson County Community College is a place where freedom of expression and civility are encouraged. In valuing diversity, the college recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by staff in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences and to refrain from imposing personal viewpoints on other staff or students.

All personnel policies of the Johnson County Community College shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which can not be lawfully considered, to the extent specified by applicable federal and state laws.

Date of Adoption:

Revised: 3/2/00, 4/10/06

The administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. For assistance in these areas, contact the office of the dean of Student Services, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210-1299, 913-469-8500, or director, Office of Civil Rights, HHS, Washington, D.C. 20201.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students With Disabilities (913) 469-8500, ext. 3521, or TDD (913) 469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center.

Graduation Requirements

Becoming a JCCC Graduation Candidate

One semester prior to your graduation:

- Complete an Application for Degree/Certificate of Completion form and turn it in at the Success Center on the second floor of the Student Center or mail to the attention of the Records Office 12345 College Blvd.; Overland Park, KS 66210.

Deadline for submitting an Application for Degree/Certificate of Completion is:

- **June 15** for summer graduation
- **October 15** for fall graduation
- **February 15** for spring graduation

Requirements for degree or certificate of graduation:

- For an associate's degree, 15 credit hours must be earned in residence at JCCC. Advanced standing credit will not count toward satisfying this credit hour requirement.
- For certificates, a student must complete a minimum of 50 percent of the

required coursework at JCCC.

- Graduates must have earned both a 2.0 grade point average at JCCC and have a cumulative 2.0 or better on all completed course work.
- Developmental and/or Prerequisite courses, required before enrollment in college-level courses, will not count toward fulfilling graduation degree/certificate requirements.
- Students must be enrolled in classes at JCCC during the semester they anticipate completing degree/certificate requirements and wish to graduate.
- Advanced standing credit will not count toward satisfying this credit hour requirement.

Rules to determine a student's graduation catalog term

Students are considered continuously enrolled if they complete at least one class during each regular fall and spring semester. If students do not maintain continuous enrollment, they will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

Graduation Process

1. Students must file the Application for Degree and/or Certificate of Completion Form with the Records office by the deadline dates. Application for Degree/Certificate of Completion forms and Graduation Appeal can be picked up in the Success Center on the second floor of the Student Center or found online at Records (<http://www.jccc.net/home/depts.php/5105>).

Note: If the deadline to apply for graduation is missed, please see the appeals section of the Student Handbook for information on how to submit a Graduation Appeal.

2. When a student applies for graduation, the Records office will complete a degree check to ensure degree requirements will be satisfied.

Note: It is best if students submit Application for Degree/Certificate of Completion forms at least one semester before students plan to graduate.

3. Students may complete the requirements for a degree/certificate at the end of each semester or session. The degree/certificate status will be recorded on a student's permanent transcript record upon verification that all graduation requirements have been completed.

Associate's Degrees

Associate's Degrees Offered at JCCC

Associate of Arts

Associate of Science

Associate of Applied Science

Associate of General Studies

Associate of Arts

The associate of arts degree from JCCC

- is designed for students who plan to transfer to a baccalaureate college or university.

- requires completion of 64 college-level credit hours within specified course distribution areas with a 2.0 or higher GPA.

The 64 hours of credit necessary to complete the associate of arts degree include the following:

- Communications (9 credit hours)
- Humanities (6 credit hours)
 - History is included in the Humanities category
- Social Science and/or Economics (6 credit hours)
- Science and Mathematics (9 credit hours)**

**Must include one course from a lab science and one from mathematics

- Health and/or Physical Education (1 credit)

Note: The associate of arts degree is designed as a transfer curriculum. Students should refer to the transfer program sheets in the Student Success Center.

The following is an example of a first year schedule for an undecided transfer student. Students interested in a specific major or degree should talk with a JCCC counselor.

First Semester - CR (Credit Hours)

ENGL 121 Composition I 3

Social Science Elective 3

Math/Natural Science Elective 3-5

Humanities Elective 3

General Elective 3

Total Credit Hours 15-17

Second Semester - CR (Credit Hours)

ENGL 122 Composition II 3

Oral Communication Elective 3

Math/Natural Science Elective 3-5

Social Science/Humanities Elective 3

General Elective 3

Total Credit Hours 15-17

An associate of arts program is designed specifically to meet your educational objectives and needs by allowing you to complete general education requirements.

General Education Requirements

Communications - 9 hours

A. English Composition - 6 hours

ENGL 121 Composition I*3

ENGL 122 Composition II*.....3

B. Oral Communication - 3 hours

SPD 120 Interpersonal Communication.....3
SPD 121 Public Speaking.....3
SPD 125 Personal Communication.....3
SPD 180 Intercultural Communications.....3
*Prerequisite/Corequisite required

Humanities - 6 hours

No more than one course from each of the five areas may count toward the six required hours.

A. Literature/Theatre

ENGL 130 Introduction to Literature*.....3
ENGL 230 Introduction to Fiction*.....3
ENGL 231 American Prose*.....3
ENGL 235 Drama As Literature*.....3
ENGL 241 British Writers*.....3
ENGL 250 World Masterpieces*.....3
ENGL 254 Masterpieces of the Cinema*.....3
ENGL 256 American Poetry*.....3
THEA 120 Introduction to Theater.....3
*Prerequisite/Corequisite required

B. Foreign Language

FL 178 Intermediate Russian I*.....3
FL 179 Intermediate Russian II*.....3
FL 190 Intermediate Japanese I*.....3
FL 191 Intermediate Japanese II*.....3
FL 192 Intermediate Chinese I*.....3
FL 193 Intermediate Chinese II*.....3
FL 220 Intermediate German I*.....3
FL 221 Intermediate German II*.....3
FL 230 Intermediate Spanish I*.....3
FL 231 Intermediate Spanish II*.....3
FL 240 Intermediate French I*.....3
FL 241 Intermediate French II*.....3
*Prerequisite/Corequisite required

C. History

HIST 125 Western Civilization: Readings and Discussion I.....3
HIST 126 Western Civilization: Readings and Discussion II.....3
HIST 130 European History From 1750.....3
HIST 135 Eastern Civilization.....3
HIST 137 African American Studies.....3
HIST 140 U.S. History to 1877.....3
HIST 141 U.S. History Since 1877.....3
HIST 151 World History I: Traditional World.....3
HIST 152 World History II: Modern World.....3
HIST 160 Modern Russian History.....3
HIST 162 Modern Latin America.....3

D. Humanities

ART 180 Art History: Ancient to Renaissance.....3
ART 182 Art History: Renaissance to Modern.....3
ART 184 Art History: Twentieth Century.....3
HUM 122 Introduction to Humanities.....3
HUM 145 Introduction to World Humanities I.....3

HUM	146	Introduction to World Humanities II.....	3
HUM	155	Classical Mythology.....	3
HUM	164	Civilization.....	3
MUS	121	Introduction to Music Listening.....	3
MUS	125	Introduction to Jazz Listening.....	3
MUS	126	Introduction to World Music.....	3
PHOT	140	History of Photography.....	3
REL	120	Exploring World Religions.....	3
REL	125	Religions of the East.....	3
REL	126	Religions of the West.....	3

E. Philosophy

PHIL	121	Introduction to Philosophy.....	3
PHIL	124	Logic and Critical Thinking.....	3
PHIL	143	Ethics.....	3
PHIL	154	History of Ancient Philosophy.....	3
PHIL	176	Philosophy of Religion.....	3

*Prerequisite/Corequisite required

Social Science/Economics - 6 hours

No more than one course from each of the five areas may count toward the six required hours.

A. Anthropology

ANTH	125	Cultural Anthropology.....	3
ANTH	126	Physical Anthropology.....	3
ANTH	130	World Cultures.....	3

B. Economics

ECON	130	Basic Economic Issues.....	3
ECON	132	Survey of Economics.....	3
ECON	230	Economics I.....	3
ECON	231	Economics II.....	3

C. Political Science

POLS	122	Political Science.....	3
POLS	124	American National Government.....	3
POLS	126	State and Local Government.....	3
POLS	132	Introduction to Comparative Government.....	3
POLS	135	International Relations.....	3

D. Psychology

PSYC	121	Applied Psychology.....	3
PSYC	130	Introduction to Psychology.....	3

E. Sociology

SOC	122	Introduction to Sociology.....	3
SOC	125	Social Problems.....	3
SOC	131	Marriage and the Family.....	3

Science and/or Mathematics - 9 hours

Must include at least one course from a lab science and one from mathematics.

A. Life Science

BIOL 122	Principles of Biology.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus: Essentials of Oceanography.....	3
BIOL 125	General Botany.....	5
BIOL 127	General Zoology.....	5
BIOL 130	Environmental Science.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy and Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology*.....	3
BIOL 231	Microbiology Lab*.....	2

*Prerequisite/Corequisite required

B. Physical Science

ASTR 120	Fundamentals of Astronomy.....	3
ASTR 122	Astronomy.....	4
CHEM 120	Chemistry in Society.....	4
CHEM 122	Principles of Chemistry.....	5
CHEM 124	General Chemistry I Lecture*.....	4
CHEM 125	General Chemistry I Lab*.....	1
CHEM 131	General Chemistry II Lecture*.....	4
CHEM 132	General Chemistry II Lab*.....	1
CHEM 140	Principles of Organic Chemistry*.....	5
GEOS 130	General Geology.....	5
GEOS 140	Physical Geography.....	3
GEOS 141	Physical Geography Lab*.....	2
GEOS 145	World Regional Geography.....	3
PHYS 130	General Physics I*.....	5
PHYS 131	General Physics II*.....	5
PHYS 220	Engineering Physics I*.....	5
PHYS 221	Engineering Physics II*.....	5
PSCI 120	Physical Science.....	4

*Prerequisite/Corequisite required

C. Mathematics

MATH 165	Finite Mathematics*.....	3
MATH 171	College Algebra*^.....	3
MATH 172	Trigonometry*^.....	3
MATH 173	Precalculus*^.....	5
MATH 175	Discrete Mathematics and its Applications*.....	3
MATH 181	Statistics*.....	3
MATH 225	Mathematics as a Decision Making Tool*.....	3
MATH 231	Business and Applied Calculus I*.....	3
MATH 232	Business and Applied Calculus II*.....	3
MATH 241	Calculus I*.....	5
MATH 242	Calculus II*.....	5
MATH 243	Calculus III*.....	5
MATH 244	Differential Equations*.....	3

*Prerequisite/Corequisite required

Note: ^MATH 173 is not available for credit to students who have completed MATH 171 and/or MATH 172. Students who have credit in MATH 173 will not receive credit for MATH 171 and/or MATH 172.

Health and/or Physical Education - 1 hour

HPER	Any Activity Course.....	1
EMS 121	CPR I - BLS for Healthcare Provider.....	1
HMEC 151	Nutrition and Meal Planning.....	3
HPER 192	Wellness for Life.....	1

HPER 200	First Aid and CPR.....	2
HPER 202	Personal Community Health.....	3
HPER 205	Individual Lifetime Sports.....	2
HPER 240	Lifetime Fitness I.....	1
HPER 255	Introduction to Physical Education.....	3

Associate of Science

The associate of science degree from JCCC

- is designed with an emphasis in a specific career program.
- requires completion of a minimum of 64 college-level credit hours within specified course distribution areas, including the emphasis of study, with a 2.0 or higher GPA.

The 64 hours of credit necessary to complete the associate of science degree include the following general education requirements plus the courses listed for the specific career program:

- Communications (9 hours)
- Humanities (6 hours)
- Social Science and/or Economics (6 hours)
- Science and Mathematics (12 hours)
- Health and/or Physical Education (1 hour)

Specific courses that meet the associate of science degree requirements are:

General Education Requirements

(available for career programs only)

Communications - 9 hours

A.

ENGL 121	Composition I*.....	3
*Prerequisite/Corequisite required		

B. Communications Elective - 6 hours

(two of the following)

ENGL 122	Composition II*.....	3
ENGL 123	Technical Writing I*.....	3
BUS 150	Business Communications*.....	3
SPD 120	Interpersonal Communication.....	3
SPD 121	Public Speaking.....	3
SPD 125	Personal Communication.....	3
SPD 180	Intercultural Communications.....	3
*Prerequisite/Corequisite required		

Humanities - 6 hours

Two courses from any of the following categories may count toward the six required hours.

A. Literature/Theater

ENGL 130	Introduction to Literature*.....	3
ENGL 230	Introduction to Fiction*.....	3
ENGL 231	American Prose*.....	3

ENGL 235	Drama As Literature*	3
ENGL 241	British Writers*	3
ENGL 250	World Masterpieces*	3
ENGL 254	Masterpieces of the Cinema*	3
ENGL 256	American Poetry*	3
THEA 120	Introduction to Theater	3

*Prerequisite/Corequisite required

B. Foreign Language

FL 178	Intermediate Russian I*	3
FL 179	Intermediate Russian II*	3
FL 190	Intermediate Japanese I*	3
FL 191	Intermediate Japanese II*	3
FL 192	Intermediate Chinese I*	3
FL 193	Intermediate Chinese II*	3
FL 220	Intermediate German I*	3
FL 221	Intermediate German II*	3
FL 230	Intermediate Spanish I*	3
FL 231	Intermediate Spanish II*	3
FL 240	Intermediate French I*	3
FL 241	Intermediate French II*	3

*Prerequisite/Corequisite required

C. History

HIST 125	Western Civilization: Readings and Discussion I	3
HIST 126	Western Civilization: Readings and Discussion II	3
HIST 130	European History From 1750	3
HIST 135	Eastern Civilization	3
HIST 137	African American Studies	3
HIST 140	U.S. History to 1877	3
HIST 141	U.S. History Since 1877	3
HIST 151	World History I: Traditional World	3
HIST 152	World History II: Modern World	3
HIST 160	Modern Russian History	3
HIST 162	Modern Latin America	3

D. Humanities

ART 180	Art History: Ancient to Renaissance	3
ART 182	Art History: Renaissance to Modern	3
ART 184	Art History: Twentieth Century	3
HUM 122	Introduction to Humanities	3
HUM 145	Introduction to World Humanities I	3
HUM 146	Introduction to World Humanities II	3
HUM 155	Classical Mythology	3
HUM 164	Civilization	3
MUS 121	Introduction to Music Listening	3
MUS 125	Introduction to Jazz Listening	3
MUS 126	Introduction to World Music	3
PHOT 140	History of Photography	3
REL 120	Exploring World Religions	3
REL 125	Religions of the East	3
REL 126	Religions of the West	3

E. Philosophy

PHIL 121	Introduction to Philosophy	3
PHIL 124	Logic and Critical Thinking	3
PHIL 143	Ethics	3
PHIL 154	History of Ancient Philosophy	3
PHIL 176	Philosophy of Religion	3

*Prerequisite/Corequisite required

Social Science/Economics - 6 hours

Two courses from any of the following categories may count toward the six required hours.

A. Anthropology

ANTH 125	Cultural Anthropology.....	3
ANTH 126	Physical Anthropology.....	3
ANTH 130	World Cultures.....	3

B. Economics

ECON 130	Basic Economic Issues.....	3
ECON 132	Survey of Economics.....	3
ECON 230	Economics I.....	3
ECON 231	Economics II.....	3

C. Political Science

POLS 122	Political Science.....	3
POLS 124	American National Government.....	3
POLS 126	State and Local Government.....	3
POLS 132	Introduction to Comparative Government.....	3
POLS 135	International Relations.....	3

D. Psychology

PSYC 121	Applied Psychology.....	3
PSYC 130	Introduction to Psychology.....	3

E. Sociology

SOC 122	Introduction to Sociology.....	3
SOC 125	Social Problems.....	3
SOC 131	Marriage and the Family.....	3

Science and Mathematics -12 hours

Must include at least one course in mathematics and at least one in a lab science.

The mathematics requirement will be satisfied by any mathematics course except Fundamentals of Mathematics and Introduction to Algebra.

A. Science

(Life Science)

BIOL 122	Principles of Biology.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus: Essentials of Oceanography.....	3
BIOL 125	General Botany.....	5
BIOL 127	General Zoology.....	5
BIOL 130	Environmental Science.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy and Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology*.....	3
BIOL 231	Microbiology Lab*.....	2

*Prerequisite/Corequisite required

(Physical Science)

ASTR 120	Fundamentals of Astronomy.....	3
ASTR 122	Astronomy.....	4
CHEM 120	Chemistry in Society.....	4
CHEM 122	Principles of Chemistry.....	5
CHEM 124	General Chemistry I Lecture*.....	4
CHEM 125	General Chemistry I Lab*.....	1
CHEM 131	General Chemistry II Lecture*.....	4
CHEM 132	General Chemistry II Lab*.....	1
CHEM 140	Principles of Organic Chemistry*.....	5
GEOS 130	General Geology.....	5
GEOS 140	Physical Geography.....	3
GEOS 141	Physical Geography Lab*.....	2
GEOS 145	World Regional Geography.....	3
PHYS 125	Technical Physics I*.....	4
PHYS 130	General Physics I*.....	5
PHYS 131	General Physics II*.....	5
PHYS 220	Engineering Physics I*.....	5
PHYS 221	Engineering Physics II*.....	5
PSCI 120	Physical Science.....	4

*Prerequisite/Corequisite required

Any remaining hours for this requirement beyond the one math and one lab science requirement may be satisfied by taking additional courses from the approved math and lab science courses.

Health and/or Physical Education - 1 hour

HPER	Any Activity Course.....	1
EMS 121	CPR I - BLS for Healthcare Provider.....	1
HMEC 151	Nutrition and Meal Planning.....	3
HPER 192	Wellness for Life.....	1
HPER 200	First Aid and CPR.....	2
HPER 202	Personal Community Health.....	3
HPER 205	Individual Lifetime Sports.....	2
HPER 240	Lifetime Fitness I.....	1
HPER 255	Introduction to Physical Education.....	3

Associate of Applied Science

The associate of applied science degree from JCCC

- is designed with an emphasis in a specific career program.
- requires completion of a minimum of 64 college-level credit hours within specified course distribution areas, including emphasis of study, with a 2.0 GPA.

The 64 hours of credit necessary to complete the associate of applied science degree include 15 credits of general education requirements plus the courses listed for the specific career program. At a minimum, the distribution must include:

- Communications (3 hours)
- Humanities (3 hours)
- Social Science and/or Economics (3 hours)
- Science and Mathematics (3 hours)
- Health and/or Physical Education (1 hour)

Specific courses that meet the associate of applied science degree requirements are:

General Education Requirements

(available for career programs only)

Communications - 3 hours

A.

ENGL 121 Composition I*.....3
*Prerequisite/Corequisite required

If your specific degree program requires a communications elective, choose three hours from the following:

ENGL 122 Composition II*.....3
ENGL 123 Technical Writing I*.....3
BUS 150 Business Communications*.....3
SPD 120 Interpersonal Communication.....3
SPD 121 Public Speaking.....3
SPD 125 Personal Communication.....3
SPD 180 Intercultural Communications.....3
*Prerequisite/Corequisite required

Humanities - 3 hours

One course from any of the following categories may count toward the three required hours.

A. Literature/Theater

ENGL 130 Introduction to Literature*.....3
ENGL 230 Introduction to Fiction*.....3
ENGL 231 American Prose*.....3
ENGL 235 Drama As Literature*.....3
ENGL 241 British Writers*.....3
ENGL 250 World Masterpieces*.....3
ENGL 254 Masterpieces of the Cinema*.....3
ENGL 256 American Poetry*.....3
THEA 120 Introduction to Theater.....3
*Prerequisite/Corequisite required

B. Foreign Language

FL 178 Intermediate Russian I*.....3
FL 179 Intermediate Russian II*.....3
FL 190 Intermediate Japanese I*.....3
FL 191 Intermediate Japanese II*.....3
FL 192 Intermediate Chinese I*.....3
FL 193 Intermediate Chinese II*.....3
FL 220 Intermediate German I*.....3
FL 221 Intermediate German II*.....3
FL 230 Intermediate Spanish I*.....3
FL 231 Intermediate Spanish II*.....3
FL 240 Intermediate French I*.....3
FL 241 Intermediate French II*.....3
*Prerequisite/Corequisite required

C. History

HIST 125 Western Civilization: Readings and Discussion I.....3
HIST 126 Western Civilization: Readings and Discussion II.....3
HIST 130 European History From 1750.....3
HIST 135 Eastern Civilization.....3
HIST 137 African American Studies.....3
HIST 140 U.S. History to 1877.....3

HIST 141	U.S. History Since 1877.....	3
HIST 151	World History I: Traditional World.....	3
HIST 152	World History II: Modern World.....	3
HIST 160	Modern Russian History.....	3
HIST 162	Modern Latin America.....	3

D. Humanities

ART 180	Art History: Ancient to Renaissance.....	3
ART 182	Art History: Renaissance to Modern.....	3
ART 184	Art History: Twentieth Century.....	3
HUM 122	Introduction to Humanities.....	3
HUM 145	Introduction to World Humanities I.....	3
HUM 146	Introduction to World Humanities II.....	3
HUM 155	Classical Mythology.....	3
HUM 164	Civilization.....	3
MUS 121	Introduction to Music Listening.....	3
MUS 125	Introduction to Jazz Listening.....	3
MUS 126	Introduction to World Music.....	3
PHOT 140	History of Photography.....	3
REL 120	Exploring World Religions.....	3
REL 125	Religions of the East.....	3
REL 126	Religions of the West.....	3

E. Philosophy

PHIL 121	Introduction to Philosophy.....	3
PHIL 124	Logic and Critical Thinking.....	3
PHIL 143	Ethics.....	3
PHIL 154	History of Ancient Philosophy.....	3
PHIL 176	Philosophy of Religion.....	3

*Prerequisite/Corequisite required

Social Science/Economics - 3 hours

One course from any of the following categories may count toward the three required hours.

A. Anthropology

ANTH 125	Cultural Anthropology.....	3
ANTH 126	Physical Anthropology.....	3
ANTH 130	World Cultures.....	3

B. Economics

ECON 130	Basic Economic Issues.....	3
ECON 132	Survey of Economics.....	3
ECON 230	Economics I.....	3
ECON 231	Economics II.....	3

C. Political Science

POLS 122	Political Science.....	3
POLS 124	American National Government.....	3
POLS 126	State and Local Government.....	3
POLS 132	Introduction to Comparative Government.....	3
POLS 135	International Relations.....	3

D. Psychology

PSYC 121	Applied Psychology.....	3
PSYC 130	Introduction to Psychology.....	3

E. Sociology

SOC 122	Introduction to Sociology.....	3
SOC 125	Social Problems.....	3
SOC 131	Marriage and the Family.....	3

Science and/or Mathematics - 3 hours

Any mathematics course except Fundamentals of Mathematics or Introduction to Algebra will satisfy this requirement, or the requirement can be satisfied by any of the following courses.

A. Life Science

BIOL 122	Principles of Biology.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus: Essentials of Oceanography.....	3
BIOL 125	General Botany.....	5
BIOL 127	General Zoology.....	5
BIOL 130	Environmental Science.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy and Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology*.....	3
BIOL 231	Microbiology Lab*.....	2

*Prerequisite/Corequisite required

B. Physical Science

ASTR 120	Fundamentals of Astronomy.....	3
ASTR 122	Astronomy.....	4
CHEM 120	Chemistry in Society.....	4
CHEM 122	Principles of Chemistry.....	5
CHEM 124	General Chemistry I Lecture*.....	4
CHEM 125	General Chemistry I Lab*.....	1
CHEM 131	General Chemistry II Lecture*.....	4
CHEM 132	General Chemistry II Lab*.....	1
CHEM 140	Principles of Organic Chemistry*.....	5
GEOS 130	General Geology.....	5
GEOS 140	Physical Geography.....	3
GEOS 141	Physical Geography Lab*.....	2
GEOS 145	World Regional Geography.....	3
PHYS 125	Technical Physics I*.....	4
PHYS 130	General Physics I*.....	5
PHYS 131	General Physics II*.....	5
PHYS 220	Engineering Physics I*.....	5
PHYS 221	Engineering Physics II*.....	5
PSCI 120	Physical Science.....	4

*Prerequisite/Corequisite required

Note: MATH 173 is not available for credit to students who have completed MATH 171 and/or MATH 172. Students who have credit in MATH 173 will not receive credit for MATH 171 and/or MATH 172.

Health and/or Physical Education - 1 hour

HPER	Any Activity Course.....	1
EMS 121	CPR I - BLS for Healthcare Provider.....	1
HMEC 151	Nutrition and Meal Planning.....	3
HPER 192	Wellness for Life.....	1

HPER 200	First Aid and CPR.....	2
HPER 202	Personal Community Health.....	3
HPER 205	Individual Lifetime Sports.....	2
HPER 240	Lifetime Fitness I.....	1
HPER 255	Introduction to Physical Education.....	3

Associate of General Studies

General Education Requirements

The 64 hours of credit necessary to complete the associate of general studies degree include the following:

- General Education Requirements (26 credit hours)
- Computer Skills (3 credit hours)
- Global Issues/Diversity (3 credit hours)
- College level electives (32 credit hours)

This distribution was designed around JCCC's General Education Learning Outcomes institutional assessment process. At a minimum, the distribution must include:

- The Arts.....3 hours
- Communication Skills.....6 hours
- Culture and Ethics.....6 hours
- Health,Physical Education, Recreation....2 hours
- Mathematics.....3 hours
- Modes of Inquiry.....6 hours
- Computer Skills.....3 hours
- Global Issues/Diversity.....3 hours

Courses may not be used to satisfy requirements in more than one category.

The Arts - 3 hours

ART 180	Art History: Ancient to Renaissance.....	3
ART 182	Art History: Renaissance to Modern.....	3
ART 184	Art History: Twentieth Century.....	3
FL 178	Intermediate Russian I*.....	3
FL 179	Intermediate Russian II*.....	3
FL 190	Intermediate Japanese I*.....	3
FL 191	Intermediate Japanese II*.....	3
FL 192	Intermediate Chinese I*.....	3
FL 193	Intermediate Chinese II*.....	3
FL 220	Intermediate German I*.....	3
FL 221	Intermediate German II*.....	3
FL 230	Intermediate Spanish I*.....	3
FL 231	Intermediate Spanish II*.....	3
FL 240	Intermediate French I*.....	3
FL 241	Intermediate French II*.....	3
HUM 122	Introduction to Humanities.....	3
HUM 145	Introduction to World Humanities I.....	3
HUM 146	Introduction to World Humanities II.....	3
HUM 155	Classical Mythology.....	3
HUM 164	Civilization.....	3
MUS 121	Introduction to Music Listening.....	3
MUS 125	Introduction to Jazz Listening.....	3
MUS 126	Introduction to World Music.....	3
PHOT 140	History of Photography.....	3
THEA 120	Introduction to Theater.....	3

*Prerequisite/Corequisite required

Culture and Ethics - 6 hours

Historical Perspective - 3 hours

ENGL 130	Introduction to Literature*	3
ENGL 230	Introduction to Fiction*	3
ENGL 231	American Prose*	3
ENGL 235	Drama As Literature*	3
ENGL 241	British Writers*	3
ENGL 250	World Masterpieces*	3
ENGL 256	American Poetry*	3
GEOS 130	General Geology	5
GEOS 140	Physical Geography	3
GEOS 141	Physical Geography Lab*	2
HIST 125	Western Civilization: Readings and Discussion I	3
HIST 126	Western Civilization: Readings and Discussion II	3
HIST 130	European History From 1750	3
HIST 135	Eastern Civilization	3
HIST 137	African American Studies	3
HIST 140	U.S. History to 1877	3
HIST 141	U.S. History Since 1877	3
HIST 151	World History I: Traditional World	3
HIST 152	World History II: Modern World	3
HIST 160	Modern Russian History	3
HIST 162	Modern Latin America	3
PHIL 154	History of Ancient Philosophy	3
POLS 124	American National Government	3
POLS 126	State and Local Government	3

Cultural Perspective - 3 hours

ANTH 125	Cultural Anthropology	3
ANTH 130	World Cultures	3
ENGL 130	Introduction to Literature*	3
ENGL 230	Introduction to Fiction*	3
ENGL 231	American Prose*	3
ENGL 235	Drama As Literature*	3
ENGL 241	British Writers*	3
ENGL 250	World Masterpieces*	3
ENGL 254	Masterpieces of the Cinema*	3
ENGL 256	American Poetry*	3
FL 178	Intermediate Russian I*	3
FL 179	Intermediate Russian II*	3
FL 190	Intermediate Japanese I*	3
FL 191	Intermediate Japanese II*	3
FL 192	Intermediate Chinese I*	3
FL 193	Intermediate Chinese II*	3
FL 220	Intermediate German I*	3
FL 221	Intermediate German II*	3
FL 230	Intermediate Spanish I*	3
FL 231	Intermediate Spanish II*	3
FL 240	Intermediate French I*	3
FL 241	Intermediate French II*	3
GEOS 145	World Regional Geography	3
PHIL 121	Introduction to Philosophy	3
PHIL 143	Ethics	3
PHIL 154	History of Ancient Philosophy	3
PHIL 176	Philosophy of Religion	3
POLS 122	Political Science	3
POLS 124	American National Government	3
POLS 135	International Relations	3
REL 120	Exploring World Religions	3
REL 125	Religions of the East	3
REL 126	Religions of the West	3
SOC 122	Introduction to Sociology	3
SOC 131	Marriage and the Family	3

*Prerequisite/Corequisite required

Computer Skills - 3 hours

CIS 124 Introduction to Computer Concepts and Applications...3

OR

Three hours from the following courses:

any CPCA* course.....1
 any CWEB* course.....1
 any CDTP* course.....1
 LIBR 125 Introduction to Library Research.....1

OR

MATH 181 Statistics*.....3
 *Prerequisite/Corerequisite required

Communication Skills - 6 hours

Writing - 3 hours

ENGL 121 Composition I*.....3

Speaking - 3 hours

SPD 120 Interpersonal Communication.....3
 SPD 121 Public Speaking.....3
 SPD 125 Personal Communication.....3
 SPD 180 Intercultural Communications.....3
 *Prerequisite/Corequisite required

Global Issues/Diversity - 3 hours

ADMJ 127 Criminology.....3
 ANTH 125 Cultural Anthropology.....3
 ANTH 130 World Cultures.....3
 ANTH 134 Native Americans.....3
 ART 186 Art History: Introduction to Asian Art.....3
 BIOL 130 Environmental Science.....3
 BIOL 131 Environmental Science Lab*.....1
 BUS 235 Introduction to International Business.....3
 FL 116 Elementary Latin I.....3
 FL 117 Elementary Latin II*.....3
 FL 120 Elementary German I.....5
 FL 121 Elementary German II*.....5
 FL 130 Elementary Spanish I.....5
 FL 131 Elementary Spanish II*.....5
 FL 133 Basic Spanish for Hospitality Management.....2
 FL 140 Elementary French I.....5
 FL 141 Elementary French II*.....5
 FL 150 Elementary Russian I.....5
 FL 151 Elementary Russian II*.....5
 FL 160 Elementary Italian I.....5
 FL 161 Elementary Italian II*.....5
 FL 165 Elementary Chinese I.....5
 FL 166 Elementary Chinese II*.....5
 FL 170 Elementary Japanese I.....5
 FL 171 Elementary Japanese II*.....5
 FL 175 Elementary Brazilian Portuguese I.....5
 FL 176 Elementary Brazilian Portuguese II*.....5
 FL 205 Conversational Japanese*.....2
 FL 223 Conversational German*.....2
 FL 234 Conversational Spanish*.....2
 FL 243 Conversational French*.....2
 FL 246 Conversational Russian*.....2

HC	125	International Awareness Field Study.....	2
HIST	135	Eastern Civilization.....	3
HIST	137	African American Studies.....	3
HIST	151	World History I: Traditional World.....	3
HIST	152	World History II: Modern World.....	3
HIST	160	Modern Russian History.....	3
HIST	162	Modern Latin America.....	3
HUM	137	Introduction to Russian Culture.....	3
HUM	145	Introduction to World Humanities I.....	3
HUM	146	Introduction to World Humanities II.....	3
INTR	145	Deaf Culture*.....	3
MUS	126	Introduction to World Music.....	3
POLS	122	Political Science.....	3
POLS	132	Introduction to Comparative Government.....	3
POLS	135	International Relations.....	3
POLS	200	Model United Nations.....	3
RDG	127	College Reading Skills.....	3
REL	120	Exploring World Religions.....	3
REL	125	Religions of the East.....	3
REL	126	Religions of the West.....	3
SOC	125	Social Problems.....	3
SOC	165	Chinese Society: Past and Present.....	3
SOC	200	Intercultural Applications*.....	3
SPD	128	Business and Professional Speech.....	3
SPD	180	Intercultural Communications.....	3

Modes of Inquiry - 6 hours

Scientific - 3 hours

ANTH	126	Physical Anthropology.....	3
ASTR	120	Fundamentals of Astronomy.....	3
ASTR	122	Astronomy.....	4
BIOL	122	Principles of Biology.....	3
BIOL	123	Principles of Biology Lab*.....	1
BIOL	124	Oceanus: Essentials of Oceanography.....	3
BIOL	125	General Botany.....	5
BIOL	127	General Zoology.....	5
BIOL	130	Environmental Science.....	3
BIOL	131	Environmental Science Lab*.....	1
BIOL	140	Human Anatomy.....	4
BIOL	144	Human Anatomy and Physiology.....	5
BIOL	150	Biology of Organisms*.....	5
BIOL	225	Human Physiology*.....	4
BIOL	230	Microbiology*.....	3
BIOL	231	Microbiology Lab*.....	2
CHEM	120	Chemistry in Society.....	4
CHEM	122	Principles of Chemistry.....	5
CHEM	124	General Chemistry I Lecture*.....	4
CHEM	125	General Chemistry I Lab*.....	1
CHEM	131	General Chemistry II Lecture*.....	4
CHEM	132	General Chemistry II Lab*.....	1
CHEM	140	Principles of Organic Chemistry*.....	5
GEOS	130	General Geology.....	5
GEOS	140	Physical Geography.....	3
GEOS	141	Physical Geography Lab*.....	2
PHIL	124	Logic and Critical Thinking.....	3
PHYS	125	Technical Physics I*.....	4
PHYS	130	General Physics I*.....	5
PHYS	131	General Physics II*.....	5
PHYS	220	Engineering Physics I*.....	5
PHYS	221	Engineering Physics II*.....	5
PSCI	120	Physical Science.....	4
PSYC	130	Introduction to Psychology.....	3

Social - 3 hours

ECON	130	Basic Economic Issues.....	3
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ECON 132	Survey of Economics.....	3
ECON 230	Economics I.....	3
ECON 231	Economics II.....	3
GEOS 145	World Regional Geography.....	3
POLS 126	State and Local Government.....	3
POLS 132	Introduction to Comparative Government.....	3
PSYC 121	Applied Psychology.....	3
PSYC 130	Introduction to Psychology.....	3
SOC 122	Introduction to Sociology.....	3
SOC 125	Social Problems.....	3
SOC 131	Marriage and the Family.....	3

*Prerequisite/Corequisite required

Mathematics - 3 hours

MATH 120	Business Math and higher*.....	3
PHYS 220	Engineering Physics I*.....	5
PHYS 221	Engineering Physics II*.....	5

Health, Physical Education, Recreation - 2 hours

HPER	Any Activity Course.....	1
EMS 121	CPR I - BLS for Healthcare Provider.....	1
HMEC 151	Nutrition and Meal Planning.....	3
HPER 192	Wellness for Life.....	1
HPER 200	First Aid and CPR.....	2
HPER 202	Personal Community Health.....	3
HPER 205	Individual Lifetime Sports.....	2
HPER 240	Lifetime Fitness I.....	1
HPER 241	Lifetime Fitness II*.....	1
HPER 255	Introduction to Physical Education.....	3

*Prerequisite/Corequisite required

Transfer Guides

University Transfer Program for Undecided Students

If you are planning to transfer but have not decided upon a major or chosen a four-year school, you should select courses from the general education requirement areas and under the associate of arts degree requirements.

In general, a total of 124 to 128 hours are required for most four-year degrees. If you are still undecided about a major in your second year, you should work closely with a counselor in making a decision that will enable you to transfer without loss of time or credit.

University Transfer Programs for Specific Majors

Copies of university transfer programs are available in the Success Center on campus or on the transfer information Web site.

Individual Transfer Program

If you plan to attend a four-year college or university that is not local or if you choose a major not listed under local university transfer programs, you may work with a counselor to develop your own individual transfer program.

Credit Career and Certificate Programs

Credit Career and Certificate Program List

Listing of JCCC's career and certificate programs

Career Programs

JCCC's career programs provide the opportunity for students to study specific careers and enter the job market directly. Each program has been designed with the assistance of a community advisory committee of men and women currently working in the field who are well aware of the requirements and job potential in today's market.

Although career program courses usually are not intended to be transfer programs, some of the courses may transfer to four-year colleges and universities. Specific information on course transferability can be found in the Success Center on campus or on the transfer information Web site (<http://web.jccc.net/academic/transfer>). Several of the career programs enable students to gain valuable work experience in the community while taking the career program courses.

Students who are interested in a career program should contact a JCCC counselor for more information. Counselors can assist students with entrance requirements, course selection and sequence, and job possibilities. Careful planning and course selection can be just as important in a career program as dedication in the classroom.

Certificate of Completion

To earn a certificate of completion at Johnson County Community College, students must have demonstrated the basic skills competencies as outlined. In addition, students must have successfully completed an approved certificate program with both a cumulative grade point average of 2.0 or better and a JCCC GPA of 2.0 or better. Students must complete a minimum of 50 percent of the required coursework at JCCC.

Students must be enrolled at the college during the time they anticipate completing certificate requirements. An application to complete certificate requirements must be filed in the Success Center on campus by the following dates:

- Feb. 15 for spring graduation
- June 15 for summer graduation
- Oct. 15 for fall graduation

Certificates will be issued at the end of each semester or term. Graduation exercises will be held once a year at the completion of the spring semester.

Students who have completed the requirements for a certificate in prior semesters of the same academic year will be invited to participate in graduation. Specific course completion certificates will be awarded as appropriate and as specified in the college catalog.

Postsecondary/Vocational Certificates

- are designed with an emphasis on a specific career program.

Postsecondary Certificates

- provide training in a focused program.
- require successful completion of a minimum of 31 credit hours with a 2.0 or higher GPA.
- must include ENGL 121, Composition I, and MATH 115, Introduction to Algebra, or higher.

Vocational Certificates

- provide specialized training.
- require successful completion of the courses specified with at least a 2.0 or higher GPA.
- can range from 3 to 45 credit hours.

Credit Career and Certificate Program List

Programs, degrees and certificates are listed in alphabetical order (by 1st letter of title). Additionally, degrees and certificates are included under their program area.

ABLE

Accounting

Accounting, A.A.S.

Administration of Justice/Law Enforcement

Administration of Justice, A.A.

Agriculture (see Horticulture)

Area Vocational Schools and Technical Colleges Completion

Kansas AVS/TC Articulated, A.A.S.

Administrative Assistant (see Business Office Technology)

Admin Asst-Legal Emphasis (see Business Office Technology)

Admin Asst-Medical Emphasis (see Business Office Technology)

Admin Support Specialist Certificate (see Bus Office Tech)

Automotive Technology

Automotive Technology, A.A.S.

Automotive Technology Certificate

Biotechnology (see Science Technology)

Biotechnology, A.A.S.

Biotechnology, A.S.

Biotechnology Certificate

Business Administration

Business Administration, A.A.S.

Business Entrepreneurship (see Entrepreneurship)

Business Office Technology

Administrative Assistant, A.A.S.

Administrative Assistant with Legal Emphasis, A.A.S.

Administrative Assistant with Medical Emphasis, A.A.S.

Administrative Support Specialist Certificate

Medical Office Assistant Certificate

Medical Transcription Certificate

Office Careers Certificate

Owning/Managing a Virtual Home Office Certificate
Virtual Home Office Certificate
Virtual Medical Office Certificate
Cardiopulmonary Resuscitation (see Health Occupations)
Certified Medication Aide (see Health Occupations)
Cert Medication Aide Update (see Health Occupations)
Certified Nurse Aide (see Health Occupations)
Certified Nurse Aide Refresher (see Health Occupations)
Chef Apprenticeship (see Hospitality Management)
Civil Engineering Technology
Civil Engineering Technology, A.A.S.
Construction Management Certificate
Engineered Plumbing Systems Certificate
Communication Design (see Graphic Design)
Computer-aided Drafting-Design Tech (see Drafting Tech)
Computer-aided Drafting Certificate (see Drafting Tech)
Computer-aided Draft Network Administ Certif(see Draft Tech)
Computer Information Systems
Computer Information Systems, A.A.S.
Database Certificate
Desktop Publishing Certificate
Mainframe Programmer Analyst Certificate
Microcomputer Programmer Analyst Certificate
Personal Computer Application Specialist
Web Application Certificate
Web Developer Advanced Certificate
Construction Management (see Civil Engineering Technology)
Cosmetology
Advanced Esthetics Training
Cosmetology, A.A.S.
Cosmetology Certificate
Cosmetology Instructor Trng
Esthetics Certificate

Nail Technology Certificate

CPR (see Health Occupations)

CRT-RRT Transition (see Respiratory Care)

Database Certificate (see Computer Information Systems)

Data Processing (see Computer Information Systems)

Dental Assisting (see Health Occupations)

Dental Hygiene

Dental Hygiene, A.A.S.

Desktop Publishing Certif (see Computer Information Systems)

Drafting Technology

Computer-aided Drafting and Design Technology, A.A.S.

Computer-aided Drafting Certificate

Computer-aided Drafting Network Administrator Certificate

Early Childhood Education

Early Childhood Education, A.S.

Early Childhood Education Certificate

Electrical Technology

Electrical Technology, A.A.S.

Electrical Technology Certificate

Electrical Technology/Industrial Maintenance Option, A.A.S.

Electrical Technology/Industrial Maintenance Certificate

Electronics Technology

Electronics Technology, A.A.S.

Industrial Controls Certificate

Microcomputer Technical Support Certificate

Emergency Medical Science (EMS)

Emergency Medical Science, A.A.S.

Mobile Intensive Care Technician Certificate

Emergency Medical Technician Certificate

Engineered Plumbing Systems Certif (see Civil Engineer Tech)

Entrepreneurship

Business Entrepreneurship, A.A.S.

Business Entrepreneurship Certificate

Business Plan Certificate

Esthetics Certificate (see Cosmetology)

Esthetics Advanced Training (see Cosmetology)

Fashion Merchandising and Design

Fashion Merchandising, A.A.S.

Fashion Design, A.A.S.

Visual Merchandising Certificate

Fire Services Administration

Fire Services Administration, A.A.

Food and Beverage Management (see Hospitality Management)

Graphic Design

Graphic Design, A.A.S.

Health Information Technology

Health Information Tech, A.A.S

Health Occupations

Cardiopulmonary Resuscitation

Certified Medication Aide

Cert Medication Aide Update

Certified Nurse Aide

Certified Nurse Aide Refresher

Dental Assisting, A.A.S.

Dental Assisting Certificate

Dental Hygiene (see listing for Dental Hygiene)

Emergency Medical Science (see listing Emerg Medical Sci)

Home Health Aide Certificate

IV Therapy for LPN Certificate

Nursing (see listing for Nursing)

Occupatnl Therapy Asst, A.A.S.

Physical Therapist Asst, A.A.S

Radiologic Technology, A.A.S.

Rehabilitative Aide Cert

Respiratory Care (see listing for Respiratory Care)

Surgical Technology Cert

Heating, Ventilation and Air Conditioning Technology

HVAC Commercial Service Technician, A.A.S.

HVAC Commercial Service Technician Certificate

HVAC Installation Technician Certificate

HVAC Residential Service Technician, A.A.S.

HVAC Residential Service Technician Certificate

Home Health Aide Certificate (see Health Occupations)

Horticulture

Horticulture Certificate

Hospitality Management

Chef Apprenticeship, A.A.S.

Food and Beverage Management, A.A.S.

Food and Beverage Management Certificate

Hotel & Lodging Management, A.A.S.

Industrial Controls Certificate (see Electronics Technology)

Information Systems (see Computer Information Systems)

Information Technology

Information Technology, A.A.S.

Network Administration: UNIX Certificate

Network Administration: Windows Certificate

Network Connectivity Certificate

Interactive Media

Interactive Media, A.A.S.

Multimedia Design Certificate

Web Design Certificate

Interior Design

Interior Design, A.A.S.

Interior Design Retail Sales/Manu Rep Certificate

Interior Entrepreneurship, A.A.S.

Interior Merchandising, A.A.S.

Interior Products Sales Representative Certificate

Interpreter Training

Interpreter Training, A.A.S.

Sing Language Communication Certificate

IV Therapy for LPN Certificate (see Health Occupations)

Land Surveying

Land Surveying, A.A.S.

Land Surveying Certificate

Legal Studies

Paralegal, A.A.

Legal Nurse Consultant Certificate

Paralegal Certificate

Mainframe Programmer Analyst Certif (see Computer Info Syst)

Marketing and Management

Marketing and Management, A.A.S.

Retail Sales Representative Certificate

Sales and Customer Relations Certificate

Supervision Management Certificate

Teleservice Representative Certificate

Teletrac Certificate

Medical Office Assistant Certif (see Business Office Tech)

Medical Transcription Certificate (see Business Office Tech)

Metal Fabrication/Welding

Metal Fabrication Technology, A.A.S.

Metal Fabrication Technology Certificate

Microcomputer Programmer Analyst Cert(see Computer Info Sys)

Microcomputer Technical Support Certif (see Electronics Tech

Mobile Intensive Care Technician Certificate (see EMS)

Multimedia Design Certificate (see Interactive Media)

Nail Technology Certificate (see Cosmetology)

Network Administration:UNIX Certif (see Information Tech)

Network Administration:Windows Certif (see Information Tech)

Network Connectivity Certificate (see Information Tech)

Nursing

Nursing - Registered Nurse, A.A.S.

PN to RN Transition, A.A.S

Practical Nursing F/T Cert

Practical Nursing P/T Cert

Occupational Therapy Assistant (see Health Occupations)

Office Careers Certificate (see Business Office Technology)

Office Systems Technology (see Business Office Technology)

Own/Manage Virtual Home Office Cert(see Bus Office Tech)

Paralegal (see Legal Studies)

Personal Computer Applications Cert (see Computer Infor Sys)

Physical Therapy Assistant (see Health Occupations)

PN to RN Transition (see Nursing)

Practical Nursing (see Nursing)

Power Plant Technology

Power Plant Technology, A.A.S.

Power Plant Technology Certificate

Radiologic Technology (see Health Occupations)

Railroad Electronics

Railroad Electronics, A.A.S.

Railroad Electronics Certificate

Railroad Industrial Technology

Railroad Carman Welding Certificate

Railroad Machinist Welding Certificate

Railroad Structural Welding Certificate

Railroad Track Welding Certificate

Railroad Operations

Railroad Operations - Conductor Option, A.A.S.

Railroad Operations - General Option, A.A.S.

Railroad Operations - Mechanical Option, A.A.S.

Railroad Operations - Welding Option, A.A.S.

Rehabilitative Aide Cert (see Health Occupations)

Respiratory Care

Respiratory Care, A.A.S.

CRT-RRT Transition, A.A.S.

Retail Sales Representative Cert (see Marketing and Manage)

Sales and Customer Service Cert (see Marketing and Manage)
Science Technology (see Biotechnology)
Sign Language Communication Cert (see Interpreter Training)
Supervision Management Cert (see Marketing and Management)
Supply Chain Logistics
Supply Chain Logistics Cert
Surgical Technology (see Health Occupations)
Teleservice Technology (see Marketing and Management)
Teletrac Certificate (see Marketing and Management)
Veterinary Technology
Veterinary Technology, A.A.S.
Virtual Home Office Certificate (see Business Office Tech)
Virtual Medical Office Cert (see Business Office Technology)
Visual Merchandising Cert (see Fashion Merch and Design)
Web Application Certificate (see Interactive Media)
Web Design Certificate (see Interactive Media)
Web Developer Advanced Certificate (see Computer Info Sys)
Welding (see Metal Fabrication or Railroad)

ABLE

Academic Bridges to Learning Effectiveness

This nationally recognized program teaches students with neurological disabilities, such as learning disabilities and brain injuries, how to become independent learners.

Students take courses with supplemental workshops as well as attend weekly support group meetings to build skills and confidence for college and vocational programs.

A learning disabilities specialist works with each student to design an individualized curriculum. For more information, call Longview Community College, 816-672-2053, or Penn Valley Community College, 816-759-4089.

Accounting, A.A.S.

Accounting is a crucial part of every business operation and the language that businesses speak. The associate of applied science degree program focuses on practical skills often required for entry-level paraprofessional positions. The internship course gives the graduate on-the-job experience working in an approved business. Two-year graduates may find positions as accounting assistants, accounting clerks and general bookkeepers.

The accounting career program (see: www.jccc.net/home/depts/1202) is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). For students wishing to transfer to a four-year college accounting or

business program, this accreditation makes the transfer a smoother process. For more information, please contact the career facilitator (skleiner@jccc.edu) or a JCCC counselor.

Accounting Careers

Associate of Applied Science Degree

First Semester

ENGL 121	Composition I*	3
	Social Science and/or Economics Electives	3
ACCT 121	Accounting I	3
MATH 120	Business Mathematics*	3
	or	
MATH 171	College Algebra or higher*	3
BOT 101	Computerized Keyboarding	1
	Business Electives	3
	TOTAL CREDIT HOURS	16

Second Semester

ACCT 122	Accounting II*	3
BUS 150	Business Communications*	3
BUS 261	Business Law I	3
	Business Electives	6
BOT 115	Electronic Calculators	1
	TOTAL CREDIT HOURS	16

Third Semester

ACCT 222	Managerial Accounting*^	3
	or	
ACCT 231	Intermediate Accounting I*^	3
ACCT 278	Accounting Internship I*	1
ACCT 140	Computerized Accounting Problems*	3
BUS 225	Human Relations	3
PHIL 138	Business Ethics	1
HIST 141	U.S. History Since 1877	3
	Business Electives	2
	TOTAL CREDIT HOURS	16

Fourth Semester

ACCT 215	Accounting for Nonprofit Organizations*^	3
	or	
ACCT 221	Cost Accounting*^	3
	or	
ACCT 232	Intermediate Accounting II*^	3
ACCT 131	Federal Income Taxes I	3
ACCT 135	Computerized Accounting Applications*	3
ACCT 285	Accounting Capstone*	3
	Business Electives	3
	Health and/or Physical Education Elective	1
	TOTAL CREDIT HOURS	16
	TOTAL PROGRAM CREDIT HOURS	64

Note: Business electives are any courses with the BUS, ENTR or ECON prefix.

*Prerequisite/Corequisite required

Note: ^The student is required to complete two of the five following accounting courses: ACCT 215, 221, 222, 231 or 232.

Administration of Justice, A.A.

More than 1 million people are employed in the administration of justice/law enforcement fields in the United States. Employment opportunities are expected to grow as fast or slightly faster than average for all occupations in the field.

JCCC's administration of justice/law enforcement program provides you the opportunity to specialize in various aspects of the law enforcement fields. Successful completion of 64 hours of credit in this two-year program leads to an associate of arts degree. You should contact a counselor when developing a program plan.

Administration of Justice

Associate of Arts Degree

First Semester

ENGL 121	Composition I*	3
	Social Science Course**	3
ADMJ 121	Introduction to Administration of Justice^	3
ADMJ 124	Criminal Justice and Corrections	3
ADMJ 127	Criminology	3
	TOTAL CREDIT HOURS	15

Second Semester

SPD 120	Interpersonal Communication	3
ENGL 122	Composition II*	3
PHIL 143	Ethics	3
ADMJ 140	Constitutional Case Law^	3
ADMJ 230	Criminal Behavior*	3
	ADMJ Program Electives	3
	TOTAL CREDIT HOURS	18

Third Semester

FL 130	Elementary Spanish I	5
ADMJ 120	Writing in the Disciplines	1
	ADMJ Program Electives	3
	Science and/or Math Elective***	6
	TOTAL CREDIT HOURS	15

Fourth Semester

	Humanities Course	3
	(cannot be a philosophy course)	
	Social Science Course**	3
ADMJ 280	Criminal Justice and the Public*^	3
	Science and/or Math Elective***	3
	Health and/or Physical Education Elective	1
	ADMJ Program Electives	3
	TOTAL CREDIT HOURS	16
	TOTAL PROGRAM CREDIT HOURS	64

Required Program Electives

9 hours - any three courses		
ADMJ 130	Crime Prevention	3
ADMJ 133	Juvenile Delinquency	3
ADMJ 141	Criminal Law*^	3
ADMJ 143	Crime Analysis	3
ADMJ 145	Fundamentals Private Security	3
ADMJ 146	Retail Security	3
ADMJ 148	Family Violence/Sexual Abuse	3
ADMJ 154	Fundamentals of Criminal Investigation*	3
ADMJ 170	Introduction to Substance Use and Abuse	3
ADMJ 201	Police Interrogation	3
ADMJ 221	Introduction to Forensics*	3
ADMJ 224	Introduction to Terrorism	3

ADMJ 281	Readings in Police Science*3
ADMJ 285	Administration of Justice Internship*3

*Prerequisite/Corequisite required

** You must take two courses from the following list, but not more than one course from each group may count toward the required 6 hours:

Group 1:

POLS 124	American National Government.....	3
POLS 126	State and Local Government.....	3

Group 2:

PSYC 130	Introduction to Psychology.....	3
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Note: This is a prerequisite for ADMJ 230.

Group 3:

SOC 122	Introduction to Sociology.....	3
SOC 125	Social Problems.....	3

*** You must complete a minimum of 9 hours in math and science. See associate of arts general education requirements.

^ If you are certified under the Kansas Law Enforcement Training Act, you are eligible to receive assessment of prior learning credit for some or all of these courses.

Kansas AVS/TC Articulated, A.A.S.

This degree is designed to facilitate student transfer of technical education programs under the provisions outlined in the Transfer Agreement and Articulation Guide for Kansas Community Colleges, Area Technical Schools and Colleges for the Associate in Applied Science, dated September 1999. Specifically, this degree may be earned by a student wishing to transfer a completed eligible technical program from a Kansas area vocational technical or Kansas technical college. A student must have 15 credits from JCCC in order to receive a degree from Johnson County Community College. The 45 hours of documented transfer credit will be placed on the student's record when the student applies for graduation. Students must also meet JCCC admissions, residency and graduation requirements.

* The provisions also outline the process for transfer of individual technical course competencies if a parallel program exists at JCCC.

Interested students should contact the JCCC Student Success Center for further information prior to transfer and enrollment.

Kansas AVS/TC Articulated

Associate of Applied Science Degree		
Sequence of Courses		
Transferred	AVS/TC Program.....	45
ENGL 121	Composition I*.....	3
	Communication Elective.....	3
	Humanities Elective.....	3
	Social Science and/or Economics Electives.....	3
	Science and/or Math Elective.....	3
	Electives.....	3
	Health and/or Physical Education Elective.....	1
TOTAL	PROGRAM CREDIT HOURS.....	64

*Prerequisite/Corequisite required

Automotive Technology, A.A.S.

Automotive technicians generally begin their careers in service repair shops, with continually expanding industrial and service career advancement opportunities. Technicians work with experienced professionals and have frequent contact with the public. This field requires good mechanical aptitude and manual dexterity skills.

The two-year associate of applied science degree, which is certified by the ASE, covers all major areas, including diagnosis and tune-up, chassis, electrical/electronic and hydraulic systems, automatic transmissions, engines, and emissions. Students work on developing the skills needed to advance to a supervisory position, such as customer relations, estimating materials and labor costs, and managing the work of others.

In the Kansas City area, the anticipated job growth is 20 percent by 2005. About 213 annual openings are expected to occur each year. The average hourly wage in 1996 was between \$13.96 and \$18.28.

Automotive Technology

Associate of Applied Science Degree

Prior to admission to the automotive technology associate of applied science degree program, the student must have:

AUTO 125 Introduction to Automotive Shop Practices.....3
or
Approval of division administrator

First Semester

AUTO 163 Automotive Steering and Suspension*.....3
AUTO 234 Automotive Electrical System*.....4
INDT 125 Industrial Safety.....3
MATH 120 Business Mathematics*.....3
ENGL 121 Composition I*.....3
TOTAL CREDIT HOURS.....16

Second Semester

AUTO 165 Automotive Engine Repair*.....4
AUTO 167 Automotive Brake System*.....2
AUTO 168 Automotive Manual Drivetrain and Axles*.....3
ENGL 123 Technical Writing I*.....3
Technical/Related Electives.....3
Health and/or Physical Education Elective.....1
TOTAL CREDIT HOURS.....16

Third Semester

AUTO 250 Automatic Transmissions and Transaxles*.....4
AUTO 254 Automotive Engine Performance*.....5
MFAB 127 Welding Processes.....2
Humanities Elective.....3
Social Science and/or Economics Elective.....3
TOTAL CREDIT HOURS.....17

Fourth Semester

AUTO 230 Automotive Heating and Air Conditioning*.....3
AUTO 260 Automotive Service Management*.....3
AUTO 261 Automotive Service Techniques*.....3
BUS 140 Principles of Supervision.....3
Technical/Related Electives.....3
TOTAL CREDIT HOURS.....15
TOTAL PROGRAM CREDIT HOURS.....64

Technical/Related Electives

AUTO 121	Small Engine Service.....	3
AUTO 122	Introduction to Automotive Glass.....	3
AUTO 123	Motorcycle Maintenance and Repair.....	2
AUTO 128	Automotive Parts Specialist.....	2
AUTO 130	Diesel Fundamentals*.....	2
AUTO 201	ASE Certification Seminar.....	1
AUTO 210	Advanced Engine Repair*.....	3
AUTO 271	Automotive Technology Internship*.....	3
AUTO 291	Independent Study.....	1-7
MATH 133	Technical Mathematics I*.....	4
PHYS 125	Technical Physics I*.....	4
ENTR 142	Fast Trac Business Plan.....	3
CIS 124	Introduction to Computer Concepts and Applications...3	
CPCA 105	Introduction to Personal Computers: Windows.....	1
ELEC 120	Introduction to Electronics.....	3
RRT 165	Railroad Safety, Quality and Environment.....	3
INDT 155	Workplace Skills.....	1

*Prerequisite/Corequisite required

Automotive Technology Certificate

The automotive technology certificate program is designed to meet the needs of today's beginning and experienced auto technicians. With the completion of the certificate program, the student will have a well-rounded background in the repair required for dealership and independent service personnel. Completion of courses should assist students in preparing for ASE certification tests. Most automotive trades expect applicants to pass one or more of the ASE tests, which will enable them to qualify for technical positions in service repair.

Automotive Technology

Vocational Certificate

Prior to admission to the automotive technology vocational certificate program, the student must have:

AUTO 125	Introduction to Automotive Shop Practices.....	3
	or	
	Approval of division administrator	

Required Courses

INDT 125	Industrial Safety.....	3
INDT 155	Workplace Skills.....	1
AUTO 163	Automotive Steering and Suspension*.....	3
AUTO 165	Automotive Engine Repair*.....	4
AUTO 167	Automotive Brake System*.....	2
AUTO 168	Automotive Manual Drivetrain and Axles*.....	3
AUTO 234	Automotive Electrical System*.....	4
AUTO 250	Automatic Transmissions and Transaxles*.....	4
AUTO 254	Automotive Engine Performance*.....	5
AUTO 230	Automotive Heating and Air Conditioning*.....	3
MFAB 127	Welding Processes.....	2
	TOTAL CREDIT HOURS.....	34

*Prerequisite/Corequisite required

Biotechnology, A.A.S.

The greater Kansas City area and specifically Johnson County have numerous biological-, pharmaceutical- and chemical-related formulating, manufacturing, research and testing companies. Many of these facilities employ scientific technicians to support the endeavors of their professional scientists and engineers.

JCCC's science technology program is designed to develop scientific support personnel for the metropolitan area.

This program offers specific knowledge and training designed to provide you with entry-level skills for employment as a technician. It also provides the breadth of background sufficient to encourage change and flexibility.

The biotechnology associate of applied science degree program will prepare students to work in biotechnology laboratories associated with universities, medical centers, private research institutions, and a variety of industrial applications. Upon completion of this 67-hour degree, students will be able to find entry-level or higher positions in diverse fields of biotechnology. Along with basic and more advance science courses, students will take specialized courses such as laboratory safety and biotechnology methods.

Missouri students should refer to Reverse Cooperative Program Information, go to: <http://www.jccc.net/cooperative>

Science Department

Associate of Applied Science Degree

First Semester

BIOL 135	Principles of Cell and Molecular Biology.....	4
BIOL 160	Introduction to Biotechnology*.....	2
BIOL 165	Laboratory Safety*.....	1
CHEM 122	Principles of Chemistry.....	5
MATH 133	Technical Mathematics I or higher*.....	4
	TOTAL CREDIT HOURS.....	15-17

Second Semester

BIOL 230	Microbiology*.....	3
CIS 124	Introduction to Computer Concepts and Applications...3	
ENGL 121	Composition I*.....	3
PHYS 133	Applied Physics*.....	5
	Social Science/Economics Elective.....	3
	TOTAL CREDIT HOURS.....	17

Third Semester

BIOL 144	Human Anatomy and Physiology.....	5
BIOL 145	Human Anatomy and Physiology Dissection*.....	1
BIOL 205	General Genetics*.....	4
CHEM 140	Principles of Organic Chemistry*.....	5
ENGL 123	Technical Writing I*.....	3
	TOTAL CREDIT HOURS.....	18

Fourth Semester

BIOL 260	Biotechnology Methods*.....	5
BIOL 265	Biotechnology Internship*.....	4
CHEM 250	Biochemistry*.....	4
	Humanities Elective.....	3
	Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	17
	TOTAL PROGRAM CREDIT HOURS.....	67-69

*Prerequisite/Corequisite required

Biotechnology, A.S.

The greater Kansas City area and specifically Johnson County have numerous biological-, pharmaceutical- and chemical-related formulating, manufacturing, research and testing companies. Many of these facilities employ scientific technicians to support the endeavors of their professional scientists and engineers.

JCCC's science technology program is designed to develop scientific support

personnel for the metropolitan area.

This program offers specific knowledge and training designed to provide you with entry-level skills for employment as a technician. It also provides the breadth of background sufficient to encourage change and flexibility.

The biotechnology associate of science degree program will prepare students who wish to pursue a baccalaureate degree in the biological sciences. Upon completion of this 78-hour degree, students will be able to find entry-level or higher positions in the diverse field of biotechnology. Along with basic and more advanced science courses, students will take specialized courses in subjects such as laboratory safety and biotechnology methods.

Missouri students should refer to Cooperative Program Information.

Science Department

Associate of Science Degree

First Semester

MATH 181	Statistics*	3
BIOL 135	Principles of Cell and Molecular Biology	4
CHEM 124	General Chemistry I Lecture*	4
CHEM 125	General Chemistry I Lab*	1
SPD 120	Interpersonal Communication	3
	or	
SPD 121	Public Speaking	3
	or	
SPD 125	Personal Communication	3
	or	
SPD 180	Intercultural Communications	3
ENGL 121	Composition I*	3
	TOTAL CREDIT HOURS	18

Second Semester

BIOL 160	Introduction to Biotechnology*	2
BIOL 150	Biology of Organisms*	5
CHEM 131	General Chemistry II Lecture*	4
CHEM 132	General Chemistry II Lab*	1
ENGL 123	Technical Writing I*	3
	Humanities Elective	3
	TOTAL CREDIT HOURS	18

Summer

BIOL 230	Microbiology*	3
	Social Science/Economics Elective	3
	TOTAL CREDIT HOURS	6

Third Semester

BIOL 165	Laboratory Safety*	1
CHEM 220	Organic Chemistry I*	5
PHYS 130	General Physics I*	5
BIOL 205	General Genetics*	4
	Humanities Elective	3
	TOTAL CREDIT HOURS	18

Fourth Semester

BIOL 260	Biotechnology Methods*	5
CHEM 250	Biochemistry*	4
PHYS 131	General Physics II*	5
	Social Science/Economics Elective	3
	Physical Education Elective	1
	TOTAL CREDIT HOURS	18

Optional Course

BIOL 265	Biotechnology Internship.....	4
	TOTAL PROGRAM CREDIT HOURS.....	78
with the optional course		
	TOTAL PROGRAM CREDIT HOURS.....	82

*Prerequisite/Corequisite required

Biotechnology Certificate

Greater Kansas City and specifically Johnson County have numerous biological, pharmaceutical- and chemical-related formulating, manufacturing, research and testing companies. Many of these facilities employ scientific technicians to support the endeavors of their professional scientists and engineers.

JCCC's science technology program is designed to develop scientific support personnel for the metropolitan area.

This program offers specific knowledge and training designed to provide you with entry-level skills for employment as a technician. It also provides the breadth of background sufficient to encourage change and flexibility.

The biotechnology vocational certificate is for students seeking employment in the biotechnology industry either in private or academic research laboratories. This certificate will demonstrate to potential employers that the student has experience in performing a variety of techniques necessary for the day-to-day operation.

Missouri students should refer to Cooperative Program Information.

Science Department

Vocational Certificate

First Semester

BIOL 135	Principles of Cell and Molecular Biology.....	4
BIOL 160	Introduction to Biotechnology*.....	2
BIOL 165	Laboratory Safety*.....	1
CHEM 122	Principles of Chemistry.....	5
MATH 133	Technical Mathematics I or higher*.....	3
	TOTAL CREDIT HOURS.....	15

Second Semester

BIOL 230	Microbiology*.....	3
BIOL 260	Biotechnology Methods*.....	5
CHEM 140	Principles of Organic Chemistry*.....	5
PHYS 133	Applied Physics*.....	5
	TOTAL CREDIT HOURS.....	18

Third Semester

BIOL 265	Biotechnology Internship - optional*.....	4
	TOTAL PROGRAM CREDIT HOURS.....	33-37

*Prerequisite/Corequisite required

Business Administration, A.A.S.

Business is more competitive than ever before. People running businesses will be judged by how well they manage change, stay ahead of trends and learn the latest theories. JCCC's business administration career program can train you in the many skills required to manage a variety of businesses.

Focusing on the development of decision-making, organizational and supervisory skills, the program offers professional courses in management, marketing, economics, accounting, finance, communications, business law and data processing. These are combined with a core of general education courses to ensure that students receive a well-rounded curriculum.

Graduates have opportunities in entry-level management and supervisory positions in a variety of businesses. Johnson County's continued growth as the business center for the area means job opportunities are available.

Business Administration

Associate of Applied Science Degree

First Semester

ENGL 121	Composition I*.....	3
MATH 120	Business Math or higher*.....	3
BUS 121	Introduction to Business.....	3
BUS 225	Human Relations.....	3
CIS 124	Introduction to Computer Concepts and Applications...3 and CPCA/CDTP elective.....	1

Note: CPCA 105/106 will not meet this one hour requirement.

or

CPCA/CDTP	electives.....	4
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or

CIS 134	Programming Fundamentals.....	4
TOTAL CREDIT HOURS.....		16

Second Semester

ACCT 121	Accounting I.....	3
BUS 141	Principles of Management.....	3
or		
BUS 145	Small Business Management.....	3
BUS 150	Business Communications*.....	3
ECON 230	Economics I.....	3
HIST 141	U.S. History Since 1877.....	3
Health and/or Physical Education Elective.....		1
TOTAL CREDIT HOURS.....		16

Third Semester

ACCT 122	Accounting II*.....	3
PHIL 138	Business Ethics.....	1
ECON 231	Economics II.....	3
BUS 230	Marketing.....	3
BUS 261	Business Law I.....	3
HUM 122	Introduction to Humanities.....	3
TOTAL CREDIT HOURS.....		16

Fourth Semester

ACCT 222	Managerial Accounting*.....	3
BUS 123	Personal Finance.....	3
or		
BUS 215	Savings and Investments.....	3
or		
BUS 250	Introduction to Corporate Finance.....	3
BUS 263	Business Law II*.....	3
BUS 243	Human Resource Management.....	3
or		
BUS 235	Introduction to International Business.....	3
BIOL 130	Environmental Science.....	3
Elective.....		1
TOTAL CREDIT HOURS.....		16
TOTAL PROGRAM CREDIT HOURS.....		64

Recommended Electives

BUS 120	Management Attitudes and Motivation.....	3
BUS 140	Principles of Supervision.....	3
*Prerequisite/Corequisite required		

Administrative Assistant, A.A.S.

This degree program prepares students for positions as supervisors and managers in automated office environments. Emphasis is on the development of communications, decision-making, organizational and management skills; and knowledge of software options, hardware components, applications and concepts. This program is designed to prepare you to function in the electronic office by using a mix of vocational, technical and academic training.

Business Office Technology

Associate of Applied Science Degree

First Semester

MATH 120	Business Mathematics*.....	3
ENGL 121	Composition I*.....	3
BOT 110	Skillbuilding I*.....	1
BOT 155	Word Processing Applications I*.....	2
BOT 130	Office Systems Concepts.....	3
BUS 225	Human Relations.....	3
CPCA 114	Databases on Microcomputers I*.....	1
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	17

Second Semester

ACCT 121	Accounting I.....	3
CPCA 110	Spreadsheet on Microcomputers I*.....	1
ELEC 124	Microcomputer Hardware*.....	3
BUS 121	Introduction to Business.....	3
BOT 125	Document Formatting*.....	1
BOT 150	Records Management.....	3
CPCA 138	Windows for Microcomputers*.....	1
	TOTAL CREDIT HOURS.....	15

Third Semester

BUS 122	Introduction to Law.....	3
CPCA 118	Groupware*.....	1
CPCA 141	Internet I*.....	1
BUS 140	Principles of Supervision.....	3
	or	
BUS 141	Principles of Management.....	3
BOT 255	Word Processing Applications II*.....	2
BUS 150	Business Communications*.....	3
CPCA 123	Presentation Graphics*.....	1
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	17

Fourth Semester

ECON 130	Basic Economic Issues.....	3
	or	
ECON 230	Economics I.....	3
BOT 275	Office Internship I*.....	1
BUS 243	Human Resource Management.....	3
BOT 265	Computerized Office Applications*.....	3
BOT 260	Desktop Publishing for the Office*.....	3
	BOT Electives.....	3

TOTAL CREDIT HOURS.....	16
TOTAL PROGRAM CREDIT HOURS.....	65

BOT Electives

BOT 103	Business English.....	3
BOT 118	Skillbuilding II*.....	1
BOT 175	Conflict in the Workplace.....	1
BOT 180	Business Spreadsheet Applications*.....	1
BOT 185	Business Database Applications*.....	1
BOT 205	Professional Image Development.....	1
BOT 210	Working in Teams.....	1
BOT 280	Office Internship II*.....	1

*Prerequisite/Corequisite required

Administrative Assistant with Legal Emphasis, A.A.S.

This degree program prepares students for administrative duties in the law office and other legal settings. The program combines training in the latest technical computer skills with specialized course work unique to the legal profession, including exposure to legal practices, preparation, and practical application of documents and terminology used in the legal office.

Business Office Technology

Associate of Applied Science Degree

First Semester

BUS 122	Introduction to Law.....	3
BOT 155	Word Processing Applications I*.....	2
BOT 130	Office Systems Concepts.....	3
ENGL 121	Composition I*.....	3
CPCA 138	Windows for Microcomputers*.....	1
BOT 115	Electronic Calculators.....	1
CPCA 114	Databases on Microcomputers I*.....	1
	Health and/or Physical Education Elective.....	1
	BOT Elective.....	1
	TOTAL CREDIT HOURS.....	16

Second Semester

BOT 110	Skillbuilding I*.....	1
BOT 150	Records Management.....	3
MATH 120	Business Mathematics*.....	3
ACCT 111	Small Business Accounting.....	3
	or	
ACCT 121	Accounting I.....	3
BOT 125	Document Formatting*.....	1
BOT 160	Legal Transcription*.....	3
CPCA 118	Groupware*.....	1
	BOT Elective.....	1
	TOTAL CREDIT HOURS.....	16

Third Semester

LAW 223	Computer Applications in the Law Office*.....	3
BUS 150	Business Communications*.....	3
BUS 225	Human Relations.....	3
BOT 255	Word Processing Applications II*.....	2
CPCA 141	Internet I*.....	1
CPCA 110	Spreadsheet on Microcomputers I*.....	1
	BOT Electives.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

ECON	130	Basic Economic Issues.....	3
		or	
ECON	230	Economics I.....	3
BOT	275	Office Internship I*.....	1
BOT	265	Computerized Office Applications*.....	3
BUS	140	Principles of Supervision.....	3
		or	
BUS	141	Principles of Management.....	3
		Humanities Elective.....	3
		General Electives.....	3
		TOTAL CREDIT HOURS.....	16
		TOTAL PROGRAM CREDIT HOURS.....	64

BOT Electives

BOT	103	Business English.....	3
BOT	118	Skillbuilding II*.....	1
BOT	175	Conflict in the Workplace.....	1
BOT	180	Business Spreadsheet Applications*.....	1
BOT	185	Business Database Applications*.....	1
BOT	205	Professional Image Development.....	1
BOT	210	Working in Teams.....	1
BOT	280	Office Internship II*.....	1

*Prerequisite/Corequisite required

Administrative Assistant with Medical Emphasis, A.A.S.

This degree program prepares students to pursue an administrative career in the medical profession. The program combines training in the latest technical and computer skills with specialized course work unique to the medical profession. Beginning students and employed medical personnel will find this program invaluable for career advancement.

Business Office Technology

Associate of Applied Science Degree

First Semester

AAC	130	Medical Terminology.....	3
ENGL	121	Composition I*.....	3
BOT	155	Word Processing Applications I*.....	2
BOT	130	Office Systems Concepts.....	3
CPCA	138	Windows for Microcomputers*.....	1
CPCA	118	Groupware*.....	1
CPCA	114	Databases on Microcomputers I*.....	1
		Health and/or Physical Education Elective.....	1
		BOT Elective.....	1
		TOTAL CREDIT HOURS.....	16

Second Semester

BOT	110	Skillbuilding I*.....	1
BOT	170	Medical Coding and Billing*.....	3
BOT	150	Records Management.....	3
BOT	125	Document Formatting*.....	1
MATH	120	Business Mathematics*.....	3
BUS	225	Human Relations.....	3
BOT	115	Electronic Calculators.....	1
		BOT Elective.....	1
		TOTAL CREDIT HOURS.....	16

Third Semester

ACCT	111	Small Business Accounting.....	3
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	or		
ACCT	121	Accounting I.....	3
BUS	122	Introduction to Law.....	3
BUS	150	Business Communications*.....	3
BOT	255	Word Processing Applications II*.....	2
CPCA	110	Spreadsheet on Microcomputers I*.....	1
CPCA	141	Internet I*.....	1
		Humanities Elective.....	3
		TOTAL CREDIT HOURS.....	16

Fourth Semester

ECON	130	Basic Economic Issues.....	3
		or	
ECON	230	Economics I.....	3
BOT	165	Medical Transcription*.....	3
BOT	265	Computerized Office Applications*.....	3
BOT	275	Office Internship I*.....	1
BUS	140	Principles of Supervision.....	3
		or	
BUS	141	Principles of Management.....	3
		BOT Electives.....	3
		TOTAL CREDIT HOURS.....	16
		TOTAL PROGRAM CREDIT HOURS.....	64

BOT Electives

BOT	103	Business English.....	3
BOT	118	Skillbuilding II*.....	1
BOT	175	Conflict in the Workplace.....	1
BOT	180	Business Spreadsheet Applications*.....	1
BOT	185	Business Database Applications*.....	1
BOT	205	Professional Image Development.....	1
BOT	210	Working in Teams.....	1
BOT	280	Office Internship II*.....	1

*Prerequisite/Corequisite required

Administrative Support Specialist Certificate

The administrative support specialist certificate prepares students for executive and/or administrative assistant duties in the office. The program provides training in the latest technical, computer and software skills.

Business Office Technology

Vocational Certificate

BOT	110	Skillbuilding I*.....	1
BOT	130	Office Systems Concepts.....	3
BOT	125	Document Formatting*.....	1
CPCA	110	Spreadsheet on Microcomputers I*.....	1
CPCA	114	Databases on Microcomputers I*.....	1
CPCA	138	Windows for Microcomputers*.....	1
BUS	225	Human Relations.....	3
BOT	155	Word Processing Applications I*.....	2
BOT	115	Electronic Calculators.....	1
BOT	120	Machine Transcription*.....	1
BOT	150	Records Management.....	3
CPCA	118	Groupware*.....	1
CPCA	141	Internet I*.....	1
BOT	255	Word Processing Applications II*.....	2
BOT	265	Computerized Office Applications*.....	3
BOT	260	Desktop Publishing for the Office*.....	3
BOT	275	Office Internship I*.....	1
		BOT Electives.....	2
		TOTAL PROGRAM CREDIT HOURS.....	31

BOT Electives

BOT 103	Business English.....	3
BOT 118	Skillbuilding II*.....	1
BOT 175	Conflict in the Workplace.....	1
BOT 180	Business Spreadsheet Applications*.....	1
BOT 185	Business Database Applications*.....	1
BOT 205	Professional Image Development.....	1
BOT 210	Working in Teams.....	1
BOT 280	Office Internship II*.....	1

*Prerequisite/Corequisite required

Medical Office Assistant Certificate

This certificate program is designed for students who want to work in doctors' offices and hospital offices. This program will provide training for students going into entry-level positions or those upgrading existing skills.

Business Office Technology

Vocational Certificate

Required Courses

AAC 130	Medical Terminology.....	3
BOT 103	Business English.....	3
BOT 110	Skillbuilding I*.....	1
BOT 125	Document Formatting*.....	1
BOT 155	Word Processing Applications I*.....	2
BOT 165	Medical Transcription*.....	3
BOT 170	Medical Coding and Billing*.....	3
	TOTAL PROGRAM CREDIT HOURS.....	16

*Prerequisite/Corequisite required

Medical Transcription Certificate

The certificate program will prepare the student for entry-level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation with accuracy and clarity, meet timelines, and apply the principles of professional and ethical conduct.

Business Office Technology

Vocational Certificate

BOT 122	Medical Keyboarding*.....	1
BOT 130	Office Systems Concepts.....	3
BOT 155	Word Processing Applications I*.....	2
BOT 255	Word Processing Applications II*.....	2
BOT 103	Business English.....	3
AAC 130	Medical Terminology.....	3
BOT 165	Medical Transcription*.....	3
BOT 270	Advanced Medical Transcription*.....	3
BOT 170	Medical Coding and Billing*.....	3
BOT 220	Pharmacology Terminology*.....	2
BIOL 140	Human Anatomy.....	4
BOT 275	Office Internship I*.....	1
	TOTAL PROGRAM CREDIT HOURS.....	30

*Prerequisite/Corequisite required

Office Careers Certificate

At the completion of this 18-credit-hour certificate, students demonstrate proficiency in office skills, including computer and word processing knowledge.

This certificate program prepares students to enter an office career in a minimal time period.

Business Office Technology

Vocational Certificate

BOT	103	Business English.....	3
BOT	105	Keyboarding and Formatting I.....	3
BOT	110	Skillbuilding I*.....	1
BOT	125	Document Formatting*.....	1
BOT	130	Office Systems Concepts.....	3
BOT	155	Word Processing Applications I*.....	2
BOT	115	Electronic Calculators.....	1
BOT	120	Machine Transcription*.....	1
		TOTAL PROGRAM CREDIT HOURS.....	15

*Prerequisite/Corequisites required

Owning/Managing a Virtual Home Office Certificate

The certificate provides the opportunity for students to add competencies in the area of entrepreneurship, business planning and managing as well as Web page creation and desktop publishing skills.

Prerequisite: Completion of the virtual home office certificate (first and second semester courses) as well as BOT 105.

Business Office Technology

Vocational Certificate

(First and second semester courses)

ENTR	142	Fast Trac Business Plan.....	3
ENTR	180	Opportunity Analysis.....	2
BUS	230	Marketing.....	3
BUS	145	Small Business Management.....	3
CPCA	161	Introduction to Web Pages using HTML*.....	1
BOT	260	Desktop Publishing for the Office*.....	3
		TOTAL PROGRAM CREDIT HOURS.....	15

*Prerequisite/corequisite required

Virtual Home Office Certificate

The certificate is designed for students conducting all or part of their job duties in a remote location or home office as well as students seeking career opportunities where they can work from a home office.

Business Office Technology

Vocational Certificate

First Semester

CPCA	105	Introduction to Personal Computers: Windows.....	1
BOT	130	Office Systems Concepts.....	3
BOT	103	Business English.....	3
BOT	155	Word Processing Applications I*.....	2
CPCA	141	Internet I*.....	1
ACCT	111	Small Business Accounting.....	3
CPCA	110	Spreadsheet on Microcomputers I*.....	1

Second Semester

CPCA	151	Internet II*.....	1
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BOT 275	Office Internship I*	1
BOT 255	Word Processing Applications II*	2
CPCA 114	Databases on Microcomputers I*	1
	TOTAL PROGRAM CREDIT HOURS	19

*Prerequisite/Corequisite required

Virtual Medical Office Certificate

The certificate is designed for students working or planning to work in the medical business office from a remote location or their home.

Prerequisite: Completion of virtual home office certificate.

Business Office Technology

Vocational Certificate

BOT 165	Medical Transcription*	3
AAC 130	Medical Terminology	3
BOT 170	Medical Coding and Billing*	3
BIOL 140	Human Anatomy	4
BOT 270	Advanced Medical Transcription*	3
	TOTAL PROGRAM CREDIT HOURS	16

*Prerequisite/Corequisite required

Civil Engineering Technology, A.A.S.

Civil engineering technicians use theory and practical application in planning, designing, construction, inspecting and maintaining civil engineering projects. These projects include roadways, buildings, sanitary sewers, treatment plants, power distribution, bridges and land development.

JCCC's civil engineering technology program offers a broad base of instruction in mathematics, engineering design, drawing interpretation, computer-aided drafting, construction methods and communication skills. The program will qualify graduates for a variety of entry-level positions in design firms, construction companies or public agencies. Successful completion of 65-70 hours from the civil engineering technology curriculum will lead to an associate of applied science degree.

Civil Engineering Technology

Associate of Applied Science Degree

First Semester

DRAF 129	Interpreting Architectural Drawings	2
ENGR 131	Engineering Graphics I*	4
MATH 133	Technical Mathematics I*	4
	or	
MATH 171	College Algebra*	3
	and	
MATH 172	Trigonometry*	3
	or	
MATH 173	Precalculus*	5
CET 125	Construction Specifications*	2
CET 105	Construction Methods	3
	Health/Physical Education Elective	1
	TOTAL CREDIT HOURS	16-18

Second Semester

CET 129	Construction Management	3
DRAF 225	Civil Drafting*	3
ENGL 121	Composition I*	3
PHYS 125	Technical Physics I*	4

	or		
PHYS 130	General Physics I*	5
	or		
PHYS 220	Engineering Physics I*	5
MATH 134	Technical Mathematics II*	5
	or		
MATH 181	Statistics*	3
	or		
MATH 225	Mathematics as a Decision Making Tool*	3
	or		
MATH 241	Calculus I*	5
	TOTAL CREDIT HOURS	16-19

Third Semester

CET 127	Construction Estimating*	3
CET 211	Technical Statics and Design*	3
ENGR 180	Engineering Land Surveying I*	3
	Technical Electives	3
ENGL 123	Technical Writing I*	3
	TOTAL CREDIT HOURS	15

Fourth Semester

CET 140	Civil Engineering Materials*	3
CET 270	Fluid Mechanics*	3
DRAF 252	Structural Drafting*	3
	Humanities Elective	3
	Social Science/Economics Elective	3
	Technical Electives	3
	TOTAL CREDIT HOURS	18
	TOTAL PROGRAM CREDIT HOURS	65-70

Approved Technical Electives

BIOL 130	Environmental Science	3
BIOL 131	Environmental Science Lab*	1
CET 120	Engineered Plumbing Systems I	3
CET 122	Engineered Plumbing Systems II	3
CPCA 105	Introduction to Personal Computers: Windows	1
CPCA 108	Word Processing on Microcomputers I*	1
CPCA 110	Spreadsheet on Microcomputers I*	1
CPCA 114	Databases on Microcomputers I*	1
CPCA 121	Introduction to Project Management*	1
CPCA 128	Personal Computer Applications	3
CPCA 138	Windows for Microcomputers*	1
DRAF 140	Topics in CAD I	2
DRAF 230	Intermediate CAD: AutoCAD*	3
DRAF 231	CAD 3-D*	3
DRAF 242	Topics in CAD II*	2
GEOS 130	General Geology	5
GEOS 140	Physical Geography	3
GEOS 141	Physical Geography Lab*	2
HVAC 155	Workplace Skills	1
INDT 125	Industrial Safety	3

*Prerequisite/Corequisite required

Construction Management Certificate

The construction management certificate is a two-semester program designed to address the management training needs of supervisors in the construction industry. Necessary management skills include construction methods, estimating and management; personnel supervision; business management; and financial and data management. Construction management practices are directed toward those encountered by small- to medium-sized contractors.

Civil Engineering Technology

Vocational Certificate

First Semester

DRAF 129	Interpreting Architectural Drawings.....	2
CET 105	Construction Methods.....	3
ACCT 111	Small Business Accounting.....	3
	or	
ACCT 121	Accounting I.....	3
BUS 140	Principles of Supervision.....	3
MATH 120	Business Math or higher*.....	3
	TOTAL CREDIT HOURS.....	14

Second Semester

CET 125	Construction Specifications*.....	2
CET 127	Construction Estimating*.....	3
CET 129	Construction Management.....	3
	Management Electives.....	4
	Computer Electives.....	3
	TOTAL CREDIT HOURS.....	15
	TOTAL PROGRAM CREDIT HOURS.....	29

Approved Management Electives

BUS 141	Principles of Management.....	3
BUS 145	Small Business Management.....	3
BUS 243	Human Resource Management.....	3
BUS 261	Business Law I.....	3
ENTR 131	Financial Management for Small Business*.....	2
ENTR 160	Legal Issues for Small Business.....	2

Approved Computer Electives

CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheet on Microcomputers I*.....	1
CPCA 114	Databases on Microcomputers I*.....	1
CPCA 121	Introduction to Project Management*.....	1
CPCA 128	Personal Computer Applications.....	3
CPCA 138	Windows for Microcomputers*.....	1

*Prerequisite/Corequisite required

Engineered Plumbing Systems Certificate

This certificate is designed to address the needs of engineers and technicians in the plumbing design industry. Successful completion of this certificate will help the student prepare for the Certified in Plumbing Engineering (CIPE) examination.

Civil Engineering Technology

Vocational Certificate

First Semester

CET 120	Engineered Plumbing Systems I.....	3
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Second Semester

CET 122	Engineered Plumbing Systems II.....	3
CET 270	Fluid Mechanics*.....	3
	TOTAL PROGRAM CREDIT HOURS.....	9

*Prerequisite/Corequisite required

Computer Information Systems, A.A.S.

Employment opportunities for programmer analysts continue to grow as the need for sophisticated information systems increases in the business environment. Increased demand will focus on the areas of object-oriented programming, database management and client-server applications.

JCCC's information systems program focuses on developing the skills needed for entry-level programmer analysts and related positions. The associate of applied science degree in information systems offers an integrated program of study designed to prepare professionals with skills that are applicable to different hardware systems. With its emphasis on practical experience and on currency in the areas of software and curriculum, the program has much to offer the information systems professional who wishes to upgrade or broaden his or her knowledge of the field.

The associate of applied science degree is awarded for successful completion of 69 to 70 credit hours.

Computing Sciences and Information Technology Department

Associate of Applied Science Degree

Prior to admission to the information systems program, the student must take the following prerequisite or have taken an equivalent transfer course:

CIS 134 Programming Fundamentals.....4

Required Courses

First Semester

CS 200 Concepts of Programming Algorithms Using C++*.....4
 or
 CS 205 Concepts of Programming Algorithms using JAVA*.....4
 CIM 133 Screen Design*.....4
 ACCT 121 Accounting I.....3
 ENGL 121 Composition I*.....3
 MATH 171 College Algebra*.....3
 or
 Any Precalculus/Calculus Course*.....3
 TOTAL CREDIT HOURS.....17

Second Semester

Level One Programming Language
 Option.....4
 CS 210 Discrete Structures I*.....3
 CIS 162 Database Programming*.....4
 CIS 242 Introduction to System Design and Analysis*.....3
 SPD 125 Personal Communication.....3
 or
 ENGL 123 Technical Writing I*.....3
 TOTAL CREDIT HOURS.....17

Third Semester

Level Two Programming Language
 Option.....4
 CIS 258 Operating Systems*.....3
 or
 CIS 204 UNIX Operating System*.....3
 CIS Elective.....3-4
 Humanities/Art Elective.....3
 Social Science and/or Economic Electives.....3
 Health and/or Physical Education Elective.....1
 TOTAL CREDIT HOURS.....17-18

Fourth Semester

	Level Three Programming Language	
	Option.....	4
CIS 264	Application Development and Programming*	4
CIS 260	Database Management*	4
CIS 262	Project Management*	3
	CIS Elective.....	3
	TOTAL CREDIT HOURS.....	18
	TOTAL PROGRAM CREDIT HOURS.....	69-70
	Each student should select one option area from the following list.	
	All three levels of programming language must be from the same option area.	

Level One Programming Language Options:

Option in C++:

CIS 235	Object-Oriented Programming Using C++*.....	4
	or	
CS 250	Basic Data Structures using C++*.....	4

Option in COBOL:

CIS 148	COBOL I*.....	4
CIS 140	Editor for COBOL*.....	1

Option in JAVA:

CS 255	Basic Data Structures using JAVA*.....	4
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Option in VISUAL BASIC:

CIS 138	Visual Basic .Net*.....	4
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Level Two Programming Language Options:

Option in C++:

CIS 235	Object-Oriented Programming Using C++*.....	4
	or	
CS 250	Basic Data Structures using C++*.....	4

Option in COBOL:

CIS 248	COBOL II*.....	4
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Option in JAVA:

CIS 240	Advanced Topics in JAVA I*.....	4
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Option in VISUAL BASIC:

CIS 238	Visual Basic Intermediate Topics*.....	4
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Level Three Programming Language Options:

Option in C++:

CIS 269	GUI Programming*.....	4
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Option in COBOL:

CIS 253	CICS*.....	4
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Option in JAVA:

CIS 280	Advanced Topics in JAVA II*.....	4
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Option in VISUAL BASIC:

CIS 277	Active Server Pages.Net*.....	4
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Six to eight hours of computer information systems electives are to be selected from the following list:

CS 200	Concepts of Programming Algorithms Using C++*.....	4
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CS	201	Concepts of Programming Algorithms using C#*	4
CS	205	Concepts of Programming Algorithms using JAVA*	4
CS	250	Basic Data Structures using C++*	4
CS	255	Basic Data Structures using JAVA*	4
CS	211	Discrete Structures II*	3
CIS	138	Visual Basic .Net*^	4
CIS	145	Assembler Language for Microcomputers*	4
CIS	148	COBOL I*^	4
CIS	150	Assembler Language I*	4
CIS	204	UNIX Operating System*^	3
CIS	206	Programming in PERL*	4
CIS	215	OS/VS Job Control Language*	3
CIS	235	Object-Oriented Programming Using C++*	4
CIS	238	Visual Basic Intermediate Topics*	4
CIS	240	Advanced Topics in JAVA I*	4
CIS	243	Object-Oriented Analysis and Design*^	4
CIS	244	Advanced Topics in C# I*	4
CIS	248	COBOL II*	4
CIS	253	CICS*	4
CIS	254	UNIX System Administration*	4
CIS	258	Operating Systems*^	3
CIS	269	GUI Programming*	4
CIS	270	Information Systems Internship*^	3
CIS	275	Web-Enabled Database Programming*	4
CIS	277	Active Server Pages.Net*	4
CIS	280	Advanced Topics in JAVA II*	4
CFOR	150	Introduction to Computer Forensics*	3
IT	200	Networking Technologies	3
IT	210	Netware Administration	3

*Prerequisite/Corequisite required
^ recommended electives

Database Certificate

Completion of this certificate, offered through the computer information systems program, will help to prepare students for future careers as database specialists or for one of many other information systems careers in which knowledge of database concepts, products and technologies is important. Students will be able to design and build personal databases using Access. The student will acquire a strong foundational knowledge in an object-oriented programming language (Visual Basic) and will work with Web-enabled databases, SQL and other database products, as well as attaining formal systems analysis and design skills.

Computing Sciences and Information Technology Department

Vocational Certificate

Prior to admission in the database vocational certificate program the student must take the following prerequisite or have taken an equivalent transfer course:

CPCA	105	Introduction to Personal Computers: Windows	1
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First Semester

CIS	134	Programming Fundamentals	4
CPCA	114	Databases on Microcomputers I*	1
CPCA	115	Databases on Microcomputers II*	2
CPCA	141	Internet I*	1
		TOTAL CREDIT HOURS	8

Second Semester

CPCA	138	Windows for Microcomputers*	1
CIS	138	Visual Basic .Net*	4
CWEB	135	Web-Enabled Databases I using Access*	1
CWEB	145	Web-Enabled Databases II using Access*	1

CPCA 117	Databases on Microcomputers III*	1
	TOTAL CREDIT HOURS	8

Third Semester

CIS 238	Visual Basic Intermediate Topics*	4
CIS 162	Database Programming*	4
	TOTAL CREDIT HOURS	8

Fourth Semester

CIS 260	Database Management*	4
CIS 242	Introduction to System Design and Analysis*	3
	TOTAL CREDIT HOURS	7
	TOTAL PROGRAM CREDIT HOURS	31

*Prerequisite/Corequisite required

Desktop Publishing Certificate

Individuals with or without a college degree whose goal is to acquire or improve their personal desktop computer application skills will accomplish that goal in this program. Emphasis is on acquiring results-oriented career business and industry skills. The program is intended for those seeking entry-level positions as well as those currently employed who want to enhance their job skills. It provides current employers or prospective employers tangible evidence of computer competency. Application courses for the certificate are based on a combination of the Windows and Macintosh operating environments. Students will be encouraged to develop a cross-platform mastery.

Computing Sciences and Information Technology Department

Vocational Certificate

Required Courses

CPCA 105	Introduction to Personal Computers: Windows	1
CPCA 106	Introduction to Personal Computers: MacIntosh	1
CPCA 134	Managing Your Macintosh*	1
	or	
CPCA 138	Windows for Microcomputers*	1
CPCA 123	Presentation Graphics*	1
CDTP 135	Desktop Photo Manipulation I: Photoshop*	1
CDTP 155	Desktop Photo Manipulation II: Photoshop*	1
CDTP 145	Desktop Illustration I: Illustrator*	1
CDTP 165	Desktop Illustration II: Illustrator*	1

Select four courses of the following eight:

CDTP 140	Desktop Publishing I: InDesign*	1
CDTP 160	Desktop Publishing II: InDesign*	1
CDTP 131	Desktop Publishing I: QuarkXpress*	1
CDTP 151	Desktop Publishing II: QuarkXpress*	1
CDTP 171	Desktop Publishing III: QuarkXpress*	1
CDTP 175	Desktop Photo Manipulation III: Photoshop*	1
CDTP 180	Photoshop for the Web: Photoshop and Image Ready*	1
CDTP 185	Desktop Illustration III: Illustrator*	1

Select two courses of the following five:

CPCA 108	Word Processing on Microcomputers I*	1
CPCA 125	Word Processing on Microcomputers II*	1
CPCA 134	Managing Your Macintosh*	1
	or	
CPCA 138	Windows for Microcomputers*	1
CWEB 105	Introduction to Web Pages: Dreamweaver*	1
CWEB 106	Introduction to Microsoft FrontPage*	1

CWEB 108	GoLive I*1
	TOTAL PROGRAM CREDIT HOURS14

*Prerequisite/Corequisite required

Mainframe Programmer Analyst Certificate

Prior to admission to the mainframe programmer/analyst vocational certificate program, the student must take the following prerequisite or have taken an equivalent transfer course.

Computing Sciences and Information Technology Department

Vocational Certificate

Prerequisite:

CIS 134	Programming Fundamentals4
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Required Courses

First Semester

CIS 140	Editor for COBOL*1
CIS 148	COBOL I*4
	TOTAL CREDIT HOURS5

Second Semester

CS 200	Concepts of Programming Algorithms Using C++*4
CIS 242	Introduction to System Design and Analysis*3
CIS 248	COBOL II*4
	TOTAL CREDIT HOURS11

Third Semester

CIS 253	CICS*4
CIS 258	Operating Systems*3
CIS 260	Database Management*4
PCPA 121	Introduction to Project Management*1
	TOTAL CREDIT HOURS12
	TOTAL PROGRAM CREDIT HOURS28

*Prerequisite/Corequisite required

Microcomputer Programmer Analyst Certificate

Prior to admission to the microcomputer programmer/analyst vocational certificate program, the student must take the following prerequisite or have taken an equivalent transfer course, have passed the waiver test, or have obtained a waiver from the program administrator.

Information Systems

Vocational Certificate

Prerequisite:

CIS 134	Programming Fundamentals4
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First Semester

CS 200	Concepts of Programming Algorithms Using C++*^4
	or	
CS 205	Concepts of Programming Algorithms using JAVA*4

CS	210	Discrete Structures I*	3
CIS	162	Database Programming*	4
		TOTAL CREDIT HOURS	11

Second Semester

CIS	235	Object-Oriented Programming Using C++*^	4
		or	
CS	250	Basic Data Structures using C++*^	4
		or	
CS	255	Basic Data Structures using JAVA*	4
CIS	242	Introduction to System Design and Analysis*	3
CIS	204	UNIX Operating System*	3
		TOTAL CREDIT HOURS	10

Third Semester

CIS	269	GUI Programming*	4
		or	
CIS	240	Advanced Topics in JAVA I*	4
CIS	262	Project Management*	3
CIS	260	Database Management*	4
		TOTAL CREDIT HOURS	11
		TOTAL PROGRAM	
		CREDIT HOURS	32

*Prerequisite/Corequisite required

Note: ^ CS 200 students must take either CS 250 or CIS 235

Note: ~ CS 205 students must take CS 255

Personal Computer Application Specialist

Individuals with or without a college degree whose goal is to acquire or improve their personal computer application skills will accomplish their goals in this program. Emphasis is on acquiring results-oriented career business and industry skills. The program is intended for those seeking entry-level positions as well as those currently employed who desire to enhance their job skills and take MOUS (Microsoft Office User Specialist) certification tests. It provides employers and current prospective employees with tangible evidence of computer competencies.

Computing Sciences and Information Technology Department

Vocational Certificate

Required Courses

First Semester

CPCA	105	Introduction to Personal Computers: Windows	1
CPCA	108	Word Processing on Microcomputers I*	1
CPCA	110	Spreadsheet on Microcomputers I*	1
CPCA	114	Databases on Microcomputers I*	1
CPCA	138	Windows for Microcomputers*	1

Second Semester

CPCA	111	Spreadsheets on Microcomputers II*	1
CPCA	115	Databases on Microcomputers II*	2
CPCA	123	Presentation Graphics*	1
CPCA	125	Word Processing on Microcomputers II*	1
CPCA	141	Internet I*	1
		CPCA Elective	1
		TOTAL CREDIT HOURS	12

CPCA Electives

CPCA 118	Groupware*1
CPCA 121	Introduction to Project Management*1
CPCA 151	Internet II*1
CPCA 161	Introduction to Web Pages using HTML*1

NOTE: A student can elect to take CPCA 128, Personal Computer Applications, in lieu of CPCA 108, CPCA 110 and CPCA 123. An additional elective can then be substituted for CPCA 105.
*Prerequisite/Corequisite required

Web Application Certificate

This certificate is designed for those seeking entry-level positions and those who are currently employed and want to improve their job skills and career opportunities relating to Web-oriented applications. This certificate gives an employer tangible evidence of Web-based software skills and competencies.

Computing Sciences and Information Technology Department

Prerequisite:

CPCA 105	Introduction to Personal Computers: Windows.....1
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First Semester

CWEB 101	Introduction to the Web using Internet Explorer*.....1
CWEB 111	Intermed Web Concepts/Techniques using Explorer*.....1
CPCA 114	Databases on Microcomputers I*.....1
CWEB 106	Introduction to Microsoft FrontPage*.....1
CWEB 105	Introduction to Web Pages: Dreamweaver*.....1
CWEB 116	Intermediate Microsoft FrontPage*.....1
	or
CWEB 115	Intermediate Web Pages: Dreamweaver*.....1
CWEB 230	Introductory E-Commerce Applications*.....1
	TOTAL CREDIT HOURS.....7

Second Semester

CWEB 135	Web-Enabled Databases I using Access*.....1
CWEB 145	Web-Enabled Databases II using Access*.....1
CWEB 240	Intermediate E-Commerce Applications*.....1

Select two of the following three courses listed:

CDTP 135	Desktop Photo Manipulation I: Photoshop*.....1
CDTP 145	Desktop Illustration I: Illustrator*.....1
CWEB 130	Introduction to Flash*.....1

Select two of the following three courses listed:

CPCA 161	Introduction to Web Pages using HTML*.....1
CWEB 160	Introduction to JavaScript*.....1
CWEB 107	Web Tools: Microsoft Office*.....1
	TOTAL CREDIT HOURS.....7
	TOTAL PROGRAM CREDIT HOURS.....14

*Prerequisite/Corequisite required

Web Developer Advanced Certificate

The Web developer advanced certificate is for the computer professional who wants to acquire the necessary skills to enable clients to interface with databases on the World Wide Web.

Information Systems

Vocational Certificate

Prior to admission, students must have completed the following courses:

CIS	134	Programming Fundamentals.....	4
CPCA	161	Introduction to Web Pages using HTML*.....	1
CDTP	131	Desktop Publishing I: QuarkXpress*.....	1
		or	
CDTP	140	Desktop Publishing I: InDesign*.....	1
		or	
CDTP	135	Desktop Photo Manipulation I: Photoshop*.....	1
CIS	162	Database Programming*.....	4
CS	200	Concepts of Programming Algorithms Using C++*.....	4
		or	
CS	205	Concepts of Programming Algorithms using JAVA*.....	4
CIS	235	Object-Oriented Programming Using C++*.....	4
		or	
CS	255	Basic Data Structures using JAVA*.....	4

First Semester

CIM	133	Screen Design*.....	4
CIS	204	UNIX Operating System*.....	3
CIS	240	Advanced Topics in JAVA I*.....	4
CIS	260	Database Management*.....	4
		TOTAL CREDIT HOURS.....	15

Second Semester

CIM	130	Interactive Media Concepts*.....	2
CIS	254	UNIX System Administration*.....	4
CIS	275	Web-Enabled Database Programming*.....	4
		or	
CIS	277	Active Server Pages.Net*.....	4
CIS	280	Advanced Topics in JAVA II*.....	4
		TOTAL CREDIT HOURS.....	14
		TOTAL PROGRAM CREDIT HOURS.....	29

*Prerequisite/Corequisite required

Advanced Esthetics Training

Prerequisite: Must possess current esthetics license granted by the Kansas Board of Cosmetology or a current cosmetology license.

This 100 contact hour course is designed to meet the educational requirements for licensure by the Missouri Board of Cosmetology for estheticians in the cosmetology sciences and meet the needs of students who desire exposure to advanced esthetics techniques. Students will attend 44 hours of lecture/discussion/demonstration, practice 44 hours of integrated lecture/clinical, complete 4 hours assisting in a salon and participate in 8 hours of community service. Topics covered include body treatments, theory of the day spa, airbrush, makeup, microderm abrasion, and manual lymphatic drainage.

Cosmetology

Area Vocational School Certificate

AVCO	218	Advanced Esthetics Training*.....	100
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Note: TOTAL CONTACT HOURS.....100

*Prerequisite/Corequisite required

Cosmetology, A.A.S.

This degree is designed to facilitate student transfer of a technical education program under the provisions outlined in the Transfer Agreement and Articulation Guide for Kansas Community Colleges, Area Vocational Technical Schools and Technical Colleges for the Associate in Applied Science, dated September 1999.

Specifically, this degree may be earned by a student wishing to transfer a completed eligible technical program from JCCC. A student must have 19 additional credits from JCCC in order to receive a degree from Johnson County Community College. The 45 hours of documented transfer credit will be placed on the student's record when the student applies for graduation. Students must also meet JCCC admissions, residency, and graduation requirements.

Interested students should contact the JCCC Student Success Center for further information prior to enrollment in the completion of courses.

Cosmetology

Associate of Applied Science Degree

Sequence of Courses

	Completion of JCCC Cosmetology program.....	45
ENGL 121	Composition I*.....	3
	Communication Elective.....	3
	Humanities Elective.....	3
	Social Science and/or Economics Electives.....	3
	Science and/or Math Elective.....	3
	Electives.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL PROGRAM CREDIT HOURS.....	64

*Prerequisite/Corequisite required

Cosmetology Certificate

The field of cosmetology relies on creative people who use their ability to visualize shapes and forms for hair design and personal care. Cosmetologists need manual dexterity, an understanding of chemistry and superior client communication skills. This program provides theory and skill development in shampooing, cutting, shaping, curling and coloring hair, as well as manicuring and esthetics.

Employment opportunities are available in beauty salons, department stores, health care and hotel facilities. Entrepreneurship opportunities are also available for cosmetologists who choose to pursue this pathway. Additional employment choices include nail artist, complexion care, cosmetic or beauty supply sales and services, manufacturing technician and color chemist.

Enrollment is limited in the program. Admission requires an interview, testing and a physical examination. Contact the salon at 913-469-8500, ext. 4723 or 2390, for additional information.

Cosmetology

Area Vocational School Certificate

AVCO 110	Introduction to Cosmetology.....	500
AVCO 112	Clinical Cosmetology.....	500
AVCO 114	Advanced Cosmetology*.....	500
Note:	TOTAL CONTACT HOURS.....	1500

*Prerequisite/Corequisite required

Cosmetology Instructor Trng

This 300 contact hour course is designed to meet the educational requirements for licensure by the Kansas Board of Cosmetology for instructors in the cosmetology sciences. Students will attend 40 hours of lecture and participate in 260 hours of observation, clinic supervision, and classroom teaching. Topics

covered include instructor characteristics, student motivation, methods and evaluation.

Cosmetology

Area Vocational School Certificate

AVCO 212 Cosmetology Instructor Training.....300
Note: TOTAL CONTACT HOURS.....300

Esthetics Certificate

Theory and skill development in sanitation, skin sciences, skin treatments, waxing, makeup and business practices are offered. Upon completion of this program, students are prepared for the Kansas State Board of Cosmetology for Estheticians licensure written and practical exams. Admission requires an interview, testing and a physical examination. Contact the salon at 913-469-8500, ext. 4721 or 2390, for additional information.

Cosmetology

Area Vocational School Certificate

AVCO 118 Esthetics.....650
Note: TOTAL CONTACT HOURS.....650

Nail Technology Certificate

The program provides theory and skill development in artistic application of artificial nail services which includes the application of fiberglass and silk wraps, tips with overlay, sculptured nails, and gels. Pedicures, manicures, and identifying the various diseases and disorders of the nails will also be taught. Upon completion of this program, students are prepared for the Kansas State Board of Cosmetology Onychology licensure written and practical exams. Admission requires an interview, testing and a physical examination. Contact the Salon at 913-469-8500, ext. 6402 or 2390, for additional information.

Cosmetology

Area Vocational School Certificate

AVCO 102 Nail Technology.....350
Note: TOTAL CONTACT HOURS.....350

Dental Hygiene, A.A.S.

A key member of the professional dental team, the licensed dental hygienist is on the "front line" of patient care, responsible for providing educational, clinical and therapeutic services that promote total health through good oral health. The growing public awareness of the benefits of oral health, combined with the growth of corporate dental plans, has significantly increased the demand for dental care and has made dental hygiene one of the country's fastest-growing careers. The demand for dental hygienists is expected to grow 48 percent by 2006. Competitive salaries and flexible work schedules are added benefits. Students in JCCC's dental hygiene program prepare for careers as preventive dental professionals who have a choice of working in a variety of settings. Graduates get jobs in school systems, nursing homes and dental supply firms, as well as private dental offices.

Fully accredited by the American Dental Association Commission on Dental Accreditation, this 79-credit-hour program requires four semesters and one summer session of full-time study. Successful completion leads to an associate of applied science degree. All dental hygiene students gain important practical experience working in JCCC's state-of-the-art clinical facility under the supervision of licensed dental hygienists and dentists.

Enrollment is limited. The deadline for fall semester applications is Feb. 1. For an application, call the dental hygiene program at 913-469-3808. The program Web site is <http://www.jccc.net/home/depts/001253>.

Dental Hygiene Program

Associate of Applied Science Degree

Before beginning clinical courses

CHEM 122	Principles of Chemistry.....	5
ENGL 121	Composition I*.....	3
SOC 122	Introduction to Sociology.....	3
PSYC 130	Introduction to Psychology.....	3
BIOL 230	Microbiology*.....	3
	TOTAL CREDIT HOURS.....	17

Note: CHEM 122 or BIOL 230 and one of the other prerequisites must be completed by Feb 1.

First Semester

DHYG 121	Clinical Dental Hygiene I: Pre-Clinic*.....	5
DHYG 125	Developmental Dentistry*.....	2
DHYG 135	Dental Materials*.....	2
BIOL 146	General Anatomy and Head and Neck Anatomy*.....	4
	TOTAL CREDIT HOURS.....	13

Second Semester

DHYG 140	Clinical Dental Hygiene II*.....	4
DHYG 142	Dental Radiology*.....	2
DHYG 146	Periodontics*.....	3
DHYG 148	Dental Health Education*.....	2
BIOL 225	Human Physiology*.....	4
	TOTAL CREDIT HOURS.....	15

Summer

BIOL 235	General Nutrition*.....	3
	Note: BIOL 225 is corequisite to BIOL 235	
	Humanities Elective.....	3
	Mathematics Elective.....	3
	TOTAL CREDIT HOURS.....	9

Third Semester

DHYG 221	Clinical Dental Hygiene III*.....	6
DHYG 225	Pathology*.....	3
DHYG 230	Dental Therapeutics*.....	3
DHYG 240	Community Dental Health*.....	2
	TOTAL CREDIT HOURS.....	14

Fourth Semester

DHYG 245	Nitrous Oxide Analgesia*.....	1
DHYG 250	Clinical Dental Hygiene IV*.....	6
SPD 120	Interpersonal Communication.....	3
	or	
SPD 121	Public Speaking.....	3
	or	
SPD 125	Personal Communication.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	11
	TOTAL PROGRAM CREDIT HOURS.....	79

*Prerequisite/Corequisite required

Computer-aided Drafting and Design Technology, A.A.S.

Drafting technicians are engineering communication specialists who apply mathematics, computer applications and manual skills to develop specifications and drawings for the manufacturing and construction of virtually everything made in the world. JCCC's drafting technology program offers students up-to-date equipment in facilities located in the Industrial Training Center on the JCCC campus. In addition, the program offers departmental specialty courses. The program provides students with the skills necessary to produce detailed shop drawings, land plats, erection drawings and designs for manufacturing, building, production, commercial building and site construction as well as detailed drawings and designs of components, assemblies and systems used in manufactured products.

Industrial growth and increasingly complex design problems will greatly increase the demand for design and drafting services, particularly using CAD equipment. Employers are most interested in applicants with drafting and mechanical skills, a background in CAD techniques and courses in math, science and engineering technology.

The two-year curriculum enables students to use the latest computer-aided design equipment. Course projects and laboratory procedures are similar to those used in industry.

An associate of applied science degree is awarded upon the successful completion of 68 credit hours.

Computer Aided Drafting and Design

Associate of Applied Science Degree

Prerequisite:

DRAF 120	Introduction to Drafting.....	2
BOT 101	Computerized Keyboarding.....	1
DRAF 130	Introduction to CAD Concepts: AutoCAD*.....	3
CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 138	Windows for Microcomputers*.....	1
CPCA 141	Internet I*.....	1

First Semester

DRAF 129	Interpreting Architectural Drawings.....	2
DRAF 123	Interpreting Machine Drawings*.....	2
DRAF 135	Graphic Analysis*.....	3
DRAF 230	Intermediate CAD: AutoCAD*.....	3
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
	TOTAL CREDIT HOURS.....	17

Second Semester

DRAF 238	Architectural Drafting*.....	3
DRAF 231	CAD 3-D*.....	3
DRAF 252	Structural Drafting*.....	3
	Technical Electives.....	3
MATH 134	Technical Mathematics II*.....	5
	TOTAL CREDIT HOURS.....	17

Third Semester

CET 211	Technical Statics and Design*.....	3
DRAF 222	Mechanical Drafting*.....	3
DRAF 250	Electrical Drafting*.....	3
	Health and/or Physical Education Elective.....	1
ENGL 123	Technical Writing I*.....	3
PHYS 125	Technical Physics I*.....	4
	TOTAL CREDIT HOURS.....	17

Fourth Semester

DRAF 228	Industrial Design Applications*	3
DRAF 243	Architectural Desktop*	2
	or	
DRAF 244	Land Development Desktop*	2
	or	
DRAF 245	Mechanical Desktop*	2
DRAF 225	Civil Drafting*	3
	Social Science and/or Economics Elective	3
	Humanities Elective	3
	Technical Electives	3
	TOTAL CREDIT HOURS	17
	TOTAL PROGRAM CREDIT HOURS	68

Technical Electives

CPCA 108	Word Processing on Microcomputers I*	1
CPCA 110	Spreadsheet on Microcomputers I*	1
CPCA 111	Spreadsheets on Microcomputers II*	1
CPCA 114	Databases on Microcomputers I*	1
CPCA 115	Databases on Microcomputers II*	2
CPCA 117	Databases on Microcomputers III*	1
CPCA 121	Introduction to Project Management*	1
CPCA 123	Presentation Graphics*	1
CPCA 125	Word Processing on Microcomputers II*	1
CPCA 151	Internet II*	1
CPCA 158	Internet Application and Utilities*	3
CPCA 161	Introduction to Web Pages using HTML*	1
DRAF 140	Topics in CAD I	2
DRAF 232	CAD Applications Workstation Environment*	2
DRAF 233	CAD Administration	2
DRAF 240	Introduction to AutoLISP*	2
DRAF 242	Topics in CAD II*	2
DRAF 243	Architectural Desktop*	2
DRAF 244	Land Development Desktop*	2
DRAF 245	Mechanical Desktop*	2
DRAF 271	Drafting Internship I*	3
DRAF 272	Drafting Internship II*	3
CET 105	Construction Methods	3
CET 125	Construction Specifications*	2
CET 127	Construction Estimating*	3
CET 129	Construction Management	3
CET 270	Fluid Mechanics*	3
MFAB 152	Manufacturing Materials and Processes	3
ENGR 180	Engineering Land Surveying I*	3

*Prerequisite/Corequisite required

Computer-aided Drafting Certificate

This certificate makes it possible for those students who already have a drafting or engineering degree, or those who have sufficient work experience, to obtain certification in CAD.

Computer Aided Drafting and Design

Vocational Certificate

(Sequence of Required Courses)

CPCA 105	Introduction to Personal Computers: Windows	1
CPCA 138	Windows for Microcomputers*	1
CPCA	Elective	1
DRAF 130	Introduction to CAD Concepts: AutoCAD*	3
DRAF 230	Intermediate CAD: AutoCAD*	3
DRAF 231	CAD 3-D*	3
	TOTAL PROGRAM CREDIT HOURS	12

Computer-aided Drafting Network Administrator Certificate

This certificate is designed to cover the duties of a local area network administrator in a computer-aided drafting and design environment. It is directed toward the individual who has other primary job responsibilities but also must support the network. It provides instruction in specific network products, as well as hands-on investigation of utilities and tools not permissible in a production environment. It provides instruction on topics, procedures and issues necessary for someone to manage a CAD department.

Computer Aided Drafting and Design

Vocational Certificate

Required Courses

IT	200	Networking Technologies.....	3
ELEC	124	Microcomputer Hardware.....	3
IT	205	Implementing Windows Client.....	3
IT	221	Windows Server*.....	3
DRAF	232	CAD Applications Workstation Environment*.....	2
DRAF	233	CAD Administration.....	2
TOTAL PROGRAM CREDIT HOURS.....			16

*Prerequisite/Corequisite required

Early Childhood Education, A.S.

The Early Childhood Education associate's degree program is for those students who currently are employed or aspire to work in early childhood care and education programs. Completion of JCCC's associate of science degree program provides students the credentials to advance in quality early childhood care and education settings. The program has four areas of specialization: administration, care and education of young children with special needs, infant/toddler care and education and school age programs. Credits will transfer to many Kansas universities. Excellent practical education opportunities are available to students in the program.

Prerequisite

Students must meet the requirements for employment in early childhood care and education centers in Kansas (stated in the Kansas Licensing Regulations for Preschools and Child Care Centers).

Early Childhood Education Program

Associate of Science Degree

First Semester

EDUC	130	Foundations of Early Childhood Education.....	3
ENGL	121	Composition I*.....	3
		Math Elective*^.....	3
PSYC	130	Introduction to Psychology.....	3
SPD	121	Public Speaking.....	3
TOTAL CREDIT HOURS.....			15

Second Semester

EDUC	131	Early Childhood Curriculum I*.....	3
EDUC	250	Child Health, Safety and Nutrition.....	3
		Health/Physical Education**.....	1-2
		Science course with Lab***.....	4-5
PSYC	215	Child Development*.....	3

	or		
PSYC 218	Human Development*	3
	TOTAL CREDIT HOURS	14-16

Summer

ENGL 122	Composition II*	3
	Humanities Elective	3
	TOTAL CREDIT HOURS	6

Third Semester

EDUC 231	Early Childhood Curriculum II*	3
EDUC 210	Creative Experiences for Young Children*	3
EDUC 260	Observing and Interacting with Young Children*	3
ANTH 130	World Cultures	3
	or		
ANTH 125	Cultural Anthropology	3
	or		
SOC 131	Marriage and the Family	3
	Science or Math	4-5
	TOTAL CREDIT HOURS	16-17

Fourth Semester

EDUC 235	Parenting*	2
EDUC 284	Seminar: Early Childhood Education*	3
EDUC 285	Internship: Early Childhood*	3
	Humanities Elective	3
	Specialization courses	6
	TOTAL CREDIT HOURS	17
	TOTAL PROGRAM CREDIT HOURS	69-70

Area of Specialization - select one

Child Care Administration

ACCT 121	Accounting I	3
EDUC 280	Administration of Early Childhood Program	3

Children with Special Needs

EDUC 220	Survey of the Exceptional Child	3
EDUC 215	Young Children with Special Needs	3

Infant and Toddler Care and Education

EDUC 270	Early Childhood Development	3
EDUC 225	Infant and Toddler Education and Care*	3

School-age Programs

EDUC 240	School-Age Programs and Curriculum I*	3
EDUC 245	School-Age Programs and Curriculum II*	3

*Prerequisite/Corequisite required

^Recommended Math course information

NOTE: The mathematics requirement will be satisfied by any mathematics course except MATH 111, Fundamentals of Mathematics, and MATH 115, Introduction to Algebra.

	Specific recommended course		
MATH 171	College Algebra*	3

****Recommended HPER course, if not certified in CPR**

HPER 200 First Aid and CPR.....2

*****Recommended courses for the science requirement**

Life Science

BIOL 122 Principles of Biology.....3
BIOL 123 Principles of Biology Lab*.....1
BIOL 130 Environmental Science.....3
BIOL 131 Environmental Science Lab*.....1

Physical Science

ASTR 122 Astronomy.....4
GEOS 130 General Geology.....5
GEOS 140 Physical Geography.....3
GEOS 141 Physical Geography Lab*.....2
PSCI 120 Physical Science.....4

Early Childhood Education Certificate

This certificate is for students seeking employment in early childhood care and education programs and for current early childhood care and education teachers/administrators who want to upgrade their skills and increase their knowledge in this area of study. The program does not need to be completed in one year.

Students must be first aid/CPR certified to receive the early childhood education certificate. The first aid/CPR certification may be obtained through agencies such as The Midwest WholeChild Development Group or your local hospital; you may also enroll in HPER 200 first aid/CPR at JCCC. Students must meet the requirements for employment in early childhood care and education centers in Kansas (stated in the Kansas Licensing Regulations for Preschool and Child Care Centers).

Early Childhood Education Program

Postsecondary Certificate

First Semester

EDUC 130 Foundations of Early Childhood Education.....3
EDUC 131 Early Childhood Curriculum I*.....3
EDUC 270 Early Childhood Development.....3
ENGL 121 Composition I*.....3
SPD 120 Interpersonal Communication**.....3
or
SPD 121 Public Speaking.....3
TOTAL CREDIT HOURS.....15

Summer Session

EDUC 210 Creative Experiences for Young Children*.....3

Second Semester

EDUC 231 Early Childhood Curriculum II*.....3
EDUC 250 Child Health, Safety and Nutrition.....3
MATH 120 Business Mathematics*.....3
EDUC 235 Parenting*.....2

Select one of the following courses:

EDUC 205 Concepts in Early Childhood Education*^.....3

EDUC 240	School-Age Programs and Curriculum I*	3
EDUC 280	Administration of Early Childhood Program	3
EDUC 215	Young Children with Special Needs	3
EDUC 225	Infant and Toddler Education and Care*	3
	TOTAL CREDIT HOURS	14
	TOTAL PROGRAM CREDIT HOURS	32

*Prerequisite/Corequisite required

**Course is not considered credit in the associate of science early childhood education degree program.

^Course is not considered credit in associate of science early childhood education degree program. Credit for experience is available.

Electrical Technology, A.A.S.

The use of electrical technology in residential, commercial and industrial applications continues to grow rapidly. Electricians install and maintain electrical systems for a variety of purposes, including lighting, appliances, climate control, security and communications.

JCCC offers a 64-credit-hour associate of applied science degree program and a 28-credit-hour vocational certificate program. Both programs emphasize hands-on training integrated with a knowledge of theory and study of the National Electrical Code that prepares students to take a national licensure exam.

The associate of applied science degree program prepares students to enter the electrical trade in four types of electrical occupations: residential, commercial, industrial and maintenance. The program also prepares students for continued education in electrical contracting/management, electrical design and industrial/electronic controls.

Electrical Technology Program

Associate of Applied Science Degree

First Semester

ELTE 122	National Electrical Code I	4
ELTE 125	Residential Wiring Methods*	4
ELTE 123	Electromechanical Systems	4
INDT 125	Industrial Safety	3
	TOTAL CREDIT HOURS	15

Second Semester

ELTE 200	Commercial Wiring Methods*	4
ENGL 121	Composition I*	3
MATH 133	Technical Mathematics I*	4
CPCA 105	Introduction to Personal Computers: Windows	1
	Related Electives	4
	TOTAL CREDIT HOURS	16

Third Semester

DRAF 129	Interpreting Architectural Drawings	2
ELTE 205	Industrial Electrical Wiring	4
ELTE 210	Code Certification Review*	3
ELTE 271	Electrical Internship I*	3
HPER 200	First Aid and CPR	2
	Social Science and/or Economics Elective	3
	TOTAL CREDIT HOURS	17

Fourth Semester

ENGL 123	Technical Writing I*	3
ELTE 215	Generators, Transformers and Motors	4

CET 105	Construction Methods.....	3
	Humanities Elective.....	3
	Related Electives.....	3
	TOTAL CREDIT HOURS.....	16
	TOTAL PROGRAM CREDIT HOURS.....	64

Related Electives

ELTE 291	Independent Study.....	1-7
CPCA 128	Personal Computer Applications.....	3
DRAF 120	Introduction to Drafting.....	2
DRAF 130	Introduction to CAD Concepts: AutoCAD.....	3
DRAF 250	Electrical Drafting.....	3
ELEC 120	Introduction to Electronics.....	3
ELEC 125	Digital Electronics I.....	4
ELEC 131	Introduction to Sensors and Actuators.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 165	Advanced Programmable Controllers*.....	3
ELEC 185	LAN Cabling and Installation.....	3
HVAC 121	Basic Principles of HVAC.....	4
INDT 155	Workplace Skills.....	1
MFAB 121	Introduction to Welding.....	4
BUS 140	Principles of Supervision.....	3
BUS 145	Small Business Management.....	3
ENTR 142	Fast Trac Business Plan.....	3
PHYS 125	Technical Physics I.....	4
RRT 165	Railroad Safety, Quality and Environment.....	3

*Prerequisite/Corequisite required

Electrical Technology Certificate

The electrical technology vocational certificate program is a one-year program that students can complete in two semesters. Designed to give students the basic skills to gain employment as a construction or maintenance electrician, the curriculum includes an internship with local employers.

Electrical Technology Program

Vocational Certificate

First Semester

ELTE 122	National Electrical Code I.....	4
ELTE 125	Residential Wiring Methods*.....	4
ELTE 123	Electromechanical Systems.....	4
INDT 125	Industrial Safety.....	3
	TOTAL CREDIT HOURS.....	15

Second Semester

ELTE 200	Commercial Wiring Methods*.....	4
ELTE 210	Code Certification Review*.....	3
ELTE 271	Electrical Internship I*.....	3
	Technical Electives.....	3
	TOTAL CREDIT HOURS.....	13
	TOTAL PROGRAM CREDIT HOURS.....	28

Technical Electives

ELTE 205	Industrial Electrical Wiring*.....	4
ELTE 291	Independent Study*.....	1-7
ELTE 215	Generators, Transformers and Motors*.....	4
ELEC 185	LAN Cabling and Installation.....	3
CET 105	Construction Methods.....	3
DRAF 120	Introduction to Drafting.....	2
DRAF 129	Interpreting Architectural Drawings.....	2

ELEC 120	Introduction to Electronics.....	3
ELEC 124	Microcomputer Hardware.....	3
ELEC 125	Digital Electronics I.....	4
ELEC 131	Introduction to Sensors and Actuators.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 165	Advanced Programmable Controllers*.....	3
HVAC 121	Basic Principles of HVAC*.....	4
INDT 155	Workplace Skills.....	1
MFAB 121	Introduction to Welding.....	4

*Prerequisite/Corequisite required

Electrical Technology/Industrial Maintenance Option, A.A.S.

Industrial maintenance requires people employed in the field to be trained in a variety of areas, including welding, electricity, HVAC, gasoline or diesel engines, and generators. Often, the needs will change due to growth in a company or the expansion of services provided. This degree option will allow a student to choose from numerous courses to custom build a program that will fit the needs of an employer. It will also allow students employed in an industrial maintenance position to broaden their skill areas and achieve an associate of applied science degree.

Electrical Technology Program

Associate of Applied Science Degree

First Semester

DRAF 129	Interpreting Architectural Drawings.....	2
	or	
MFAB 180	Blueprint and Symbols Reading for Welders.....	2
	or	
HVAC 143	Reading Blueprints and Ladder Diagrams.....	2
ENGL 121	Composition I*.....	3
INDT 125	Industrial Safety.....	3
HVAC 123	Electromechanical Systems.....	4
MATH 133	Technical Mathematics I*.....	4
	TOTAL CREDIT HOURS.....	16

Second Semester

CPCA 128	Personal Computer Applications.....	3
ELTE 122	National Electrical Code I.....	4
ENGL 123	Technical Writing I*.....	3
INDT 155	Workplace Skills.....	1
	Technical Electives.....	5
	TOTAL CREDIT HOURS.....	16

Third Semester

ECON 130	Basic Economic Issues.....	3
MFAB 121	Introduction to Welding.....	4
	or	
MFAB 127	Welding Processes.....	2
SPD 120	Interpersonal Communication.....	3
	Related Electives.....	3
	Technical Electives.....	3-5
	TOTAL CREDIT HOURS.....	16

Fourth Semester

EMS 121	CPR I - BLS for Healthcare Provider.....	1
	Humanities Elective.....	3
	Related Electives.....	3
	Technical Electives.....	9

TOTAL CREDIT HOURS.....	16
TOTAL PROGRAM CREDIT HOURS.....	64

Technical Electives

AUTO 165	Automotive Engine Repair*	4
AUTO 210	Advanced Engine Repair*	3
CET 105	Construction Methods.....	3
ELEC 120	Introduction to Electronics.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 165	Advanced Programmable Controllers*	3
ELTE 200	Commercial Wiring Methods*.....	4
ELTE 205	Industrial Electrical Wiring*.....	4
ELTE 271	Electrical Internship I*.....	3
HVAC 150	Refrigerant Management and Certification.....	1
HVAC 121	Basic Principles of HVAC*.....	4
HVAC 146	Plumbing Systems Applications.....	3
HVAC 221	Commercial Systems: Air Conditioning*.....	4
HVAC 223	Commercial Systems: Heating*.....	4
HVAC 271	HVAC Internship*.....	3
MFAB 125	Advanced Gas and Arc Welding*.....	4
MFAB 170	Basic Machine Tool Processes.....	4
MFAB 240	Metallurgy.....	2
MFAB 140	Maintenance Repair Welding*.....	3
MFAB 271	Metal Fabrication Internship*.....	3

Related Electives

BUS 140	Principles of Supervision.....	3
BUS 141	Principles of Management.....	3
CET 129	Construction Management.....	3
CET 140	Civil Engineering Materials*.....	3

Note: must take concurrent with Math 133

CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 121	Introduction to Project Management*.....	1
CPCA 141	Internet I*.....	1
IT 200	Networking Technologies.....	3

*Prerequisite/Corequisite required

Electrical Technology/Industrial Maintenance Certificate

Industrial maintenance mechanics are employed in the die-casting, plastics, food processing, printing, precision metal and woodworking industries. The vocational certificate course work includes a broad curriculum of industrial electricity, welding, HVAC and blueprint reading. Emphasis will be hands-on training in the repairing and testing of equipment. This also allows students employed in an industrial maintenance position to broaden their skill areas and achieve a vocational certificate.

Electrical Technology Program

Vocational Certificate

Required Courses

DRAF 129	Interpreting Architectural Drawings.....	2
	or	
MFAB 180	Blueprint and Symbols Reading for Welders.....	2
	or	
HVAC 143	Reading Blueprints and Ladder Diagrams.....	2
ELTE 123	Electromechanical Systems.....	4
INDT 125	Industrial Safety.....	3
MFAB 121	Introduction to Welding.....	4
	or	

MFAB 127	Welding Processes.....	2
	Technical Electives.....	11-13
	TOTAL PROGRAM CREDIT HOURS.....	24

Technical Electives

ELEC 120	Introduction to Electronics.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 165	Advanced Programmable Controllers*.....	3
ELTE 122	National Electrical Code I.....	4
ELTE 200	Commercial Wiring Methods*.....	4
ELTE 205	Industrial Electrical Wiring*.....	4
HVAC 121	Basic Principles of HVAC*.....	4
CET 105	Construction Methods.....	3
MFAB 125	Advanced Gas and Arc Welding*.....	4
MFAB 140	Maintenance Repair Welding*.....	3
MFAB 170	Basic Machine Tool Processes.....	4
MFAB 240	Metallurgy.....	2
INDT 155	Workplace Skills.....	1

*Prerequisite/Corequisite required

Electronics Technology, A.A.S.

Electronics technology influences almost every aspect of modern life. Skilled electronics technicians are needed to support growth in this industry. These technicians must be able to fabricate, test, install, operate and maintain highly technical systems such as communications systems, computers and computer networks, and industrial process control systems. The program focuses on the underlying principles of electronic devices, circuit analysis and digital electronics and will provide a broad systems view of electronics.

Students in the electronics program will work with outstanding facilities and the latest laboratory equipment. Graduates of the program will have the opportunity for employment in one of today's most challenging and exciting career fields.

Program graduates also have the opportunity to pursue a baccalaureate degree (B.S.E.E.T.) in electronics engineering technology through the transfer of JCCC electronics technology and other courses to participating four-year institutions. Students contemplating this option should seek early counseling and prepare a program plan with specific course selections in anticipation of four-year institution requirements. Students should be prepared to enroll in higher-level math and physics courses when compared with current electronics technology program requirements.

Students who are transferring to JCCC with significant numbers of electronic technology credits should be aware that at least 9 credit hours of approved electronic technology courses must be completed at JCCC before the A.A.S. degree will be awarded. In addition, because of changes in technology, students who desire to graduate using electronics technology courses completed more than seven years ago should seek counseling regarding the current relevance of those courses.

Electronics Technology

Associate of Applied Science Degree

First Semester

ELEC 120	Introduction to Electronics.....	3
ELEC 124	Microcomputer Hardware.....	3
ELEC 125	Digital Electronics I.....	4
MATH 133	Technical Mathematics I.....	4
ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	17

Second Semester

ELEC 122	Circuit Analysis I*.....	3
ELEC 225	Digital Electronics II*.....	3

MATH 134	Technical Mathematics II.....	5
SPD 125	Personal Communication.....	3
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	17

Third Semester

ELEC 130	Electronic Devices I*.....	4
ELEC 140	Circuit Analysis II*.....	3
ELEC 175	Telecommunications*.....	3
ENGL 123	Technical Writing I*.....	3
	Social Science/Economics Elective.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

ELEC 230	Electronic Devices II*.....	3
ELEC 240	Electronic Communication Systems*.....	4
ELEC 245	Microprocessors*.....	3
PHYS 125	Technical Physics I.....	4
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	15
	TOTAL PROGRAM CREDIT HOURS.....	65

*Prerequisite/Corequisite required

Industrial Controls Certificate

This certificate is designed to focus on programmable logic controllers and a variety of input and output devices. The certificate is a 9-credit-hour, 3-course sequence involving both the hardware and programming aspects of controllers used in industrial processes. Lectures provide a theoretical basis and laboratory projects offer experience in controller program planning, documentation and troubleshooting.

Electronics Technology

Vocational Certificate

Required Courses

ELEC 131	Introduction to Sensors and Actuators.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 165	Advanced Programmable Controllers*.....	3
	TOTAL PROGRAM CREDIT HOURS.....	9

*Prerequisite/Corequisite required

Microcomputer Technical Support Certificate

The microcomputer technical support vocational certificate is designed to provide an entry-level set of competencies that will allow the recipient to quickly perform satisfactorily in computer system help desk environment. This 6-course sequence will expose the student to significant aspects of computer hardware, computer networks and interconnection computer software, as well as interpersonal skills. Lectures will provide a theoretical foundation of microcomputer performance while a variety of laboratory projects will offer experience in system organization, interconnection and troubleshooting.

Electronics Technology

Vocational Certificate

ELEC 126	Microcomputer A+ Preparation.....	4
CPCA 128	Personal Computer Applications.....	3
ELEC 185	LAN Cabling and Installation.....	3
IT 205	Implementing Windows Client.....	3

ELEC	250	Microcomputer Maintenance*	3
BUS	225	Human Relations	3
		or	
SPD	125	Personal Communication	3
TOTAL PROGRAM CREDIT HOURS			19

*Prerequisite/Corequisite required

Emergency Medical Science, A.A.S.

People who work in the field of emergency medical science (EMS) often enter people's lives during critical times of illness and injury. Their ability to act knowledgeably, compassionately, quickly and calmly can stabilize chaotic, frightening situations.

JCCC offers three progressively intensive options for learning the skills of emergency medical science. All three options prepare you for state certification examinations.

JCCC's financial aid program includes scholarships, grants and loans if you are eligible. Financial aid is particularly important in the MICT program, since long hours usually prohibit you from holding a full-time job.

EMS First Responder Course

EMS first responder students receive classroom and skills training in cardiopulmonary resuscitation (CPR), patient assessment, and fracture and airway management. This class is recommended for:

- people without a medical background who wish to enter the EMT program
- anyone who wishes to learn basics of emergency medical care
- firefighters, police officers, lifeguards and others from agencies involved in public safety
- employees involved in company safety programs

Students successfully completing this course will be allowed to sit for the certification examination administered by the Kansas Board of Emergency Medical Services.

The EMS First Responder class is offered as the need arises – in general, once each semester.

EMS 128 EMS First Responder.....5

TOTAL CREDIT HOURS.....5

Emergency Medical Technician Course

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the state of Kansas.

The program has been approved by the Kansas Board of Emergency Medical Services. It addresses information and techniques currently considered to be the responsibility of the EMT, according to the United States Department of Transportation, National Standard Curriculum. The program consists of lecture instruction, practical skill training and clinical experience.

Classroom instruction includes anatomy, physiology, recognition and care of actual medical emergencies and trauma-related injuries. Skills in performing CPR, bandaging, splinting, childbirth techniques and other emergency care procedures are taught. An extrication session will give students hands-on experience with auto accident situations and provide the opportunity to observe an air evacuation of a patient. Upon instructor recommendation, students will participate in a clinical observation in a hospital setting. Additionally, students will arrange to participate as an observer with a local EMS service. Students participate in seven hours of lecture and two hours of lab a week. Students are also required to attend approximately two Saturday classes lasting between four and eight hours each. Saturday dates and times will be announced during the first class session.

Students successfully completing this course will be allowed to sit for the certification examinations administered by the Kansas Board of Emergency Medical Services.

EMS 130 Emergency Medical Technician Course*9

*Prerequisite - EMS 128 or equivalent, or be an active member in a health-related

occupation (firefighter, rescue, ambulance, law enforcement, industrial first-aid personnel or other health-related field), or attained the minimum of an associate's degree.

TOTAL PROGRAM CREDIT HOURS.....9

EMT Practicum

EMT Practicum is designed to give the EMT-B, recently certified or those with limited field experience, the additional skills and confidence needed to successfully compete for a position as an EMT-B with an EMS service. Skills will include ambulance operation, driving, map reading, insurance billing and unit maintenance. This course will also provide high-fidelity scenario training in all aspects of the EMS call, as well as extensive field lab time with a local EMS service.

Students will become directly involved in their own training by leading and participating in realistic medical emergency scenarios with "actors" playing life-like patients and bystanders. Numerous field internship shifts on a licensed ambulance are part of the training. Students will work through all phases of an ambulance call. They will be presented with complex patient-care situations that require the development of critical thinking and decision-making skills. Students will be tested on their ability to lead a team of pre-hospital caregivers in the diagnosis, proper treatment and evacuation of a patient. Scenario simulations will be set up to be as life-like as possible.

EMS 133 EMT Practicum*.....3

*Prerequisite - EMS 130 EMT-B or equivalent and a copy of current EMT-B card

TOTAL CREDIT HOURS.....3

Mobile Intensive Care Technician (Paramedic) Program

This advanced emergency medical care program consists of four courses, including a clinical rotation in a hospital setting and a field internship with an ambulance service. You learn emergency procedures such as cardiac monitoring and defibrillation and the administration of medications and IV fluids. Successful completion of this program and subsequent certification exams will enable graduates to work as skilled paramedics and to provide sophisticated, advanced pre-hospital life support.

JCCC's MICT program is fully accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). If you are interested, contact the Admissions office for an application packet, which includes deadlines, admission requirements and options for meeting academic criteria.

This is a selective admission program with limited enrollment. If you are accepted into the program, you take classes in the spring, summer and fall, completing the program in December.

Students successfully completing this program will be allowed to sit for the certification examinations administered by the Kansas Board of Emergency Medical Services.

Emergency Medical Science

Associate of Applied Science Degree

(Prior to beginning professional courses)

Successful completion of an EMT course and successful completion of the following courses:

BIOL 144	Human Anatomy and Physiology.....	5
	or	
BIOL 140	Human Anatomy.....	4
	and	
BIOL 225	Human Physiology*.....	4
ENGL 121	Composition I*.....	3
SOC 125	Social Problems.....	3
	or	
	Social Science/Economics Elective.....	3
PHIL 143	Ethics.....	3
	or	
	Humanities Elective.....	3
	Health/Physical Education Elective.....	1

Electives.....	0-2
{depending on which science class(es) are taken}	
TOTAL GENERAL EDUCATION	
CREDIT HOURS.....	17-18

First Semester

EMS 220	MICT I*	10
EMS 225	MICT II*	10
	TOTAL CREDIT HOURS.....		20

Second Semester

EMS 230	MICT III Clinicals*	12
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Third Semester

EMS 271	MICT IV Field Internship*	15
	TOTAL PROFESSIONAL CREDIT HOURS.....		47
	TOTAL PROGRAM CREDIT HOURS.....		64-65

*Prerequisite/Corequisite required

Mobile Intensive Care Technician Certificate

Prior to beginning profession courses:

An associate's degree or higher, successful completion of an EMT course, and successful completion of a college-level anatomy/physiology course are required.

Mobile Intensive Care Technician (Paramedic) Program

This advanced emergency medical care program consists of four courses, including a clinical rotation in a hospital setting and a field internship with an ambulance service. You learn emergency procedures such as cardiac monitoring and defibrillation and the administration of medications and IV fluids. Successful completion of this program and subsequent certification exams will enable graduates to work as skilled paramedics and to provide sophisticated, advanced pre-hospital life support.

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This is a selective admission program with limited enrollment. If you are accepted into the program, you take classes in the spring, summer and fall, completing the program in December.

Students successfully completing this program will be allowed to sit for the certification examinations administered by the Kansas Board of Emergency Medical Services.

Emergency Medical Science

Vocational Certificate

First Semester

EMS 220	MICT I*	10
EMS 225	MICT II*	10
	TOTAL CREDIT HOURS.....		20

Second Session

EMS 230	MICT III Clinicals*	12
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Third Semester

EMS 271	MICT IV Field Internship*	15
	TOTAL PROGRAM CREDIT HOURS	47

*Prerequisite/Corequisite required

Emergency Medical Technician Certificate

Emergency Medical Science

Vocational Certificate

EMS 130	Emergency Medical Technician*	9
	TOTAL PROGRAM CREDIT HOURS	9

*Prerequisite/Corequisite required

Business Entrepreneurship, A.A.S.

The small business sector is one of the fastest growing in the nation's economy. With an ever-increasing number of adults today self-employed, many residents in Johnson County either work for a small business or plan to start their own. JCCC's business entrepreneurship program can help prospective entrepreneurs launch new ventures or if you are an entrepreneur who already has your business established, you can strengthen your managerial and business skills to grow your business.

You will learn the fundamentals of starting and operating your own business. The program includes basic business skills as well as specific courses in starting and managing an entrepreneurial business. Course work covers evaluating a business opportunity, preparing a business plan, legal issues for small business, planning advertising and sales promotions, marketing a product or service, developing an accounting system and financial management for the entrepreneurial company.

You also will complete two internships in a small business. You can apply what you learn in the classroom to your job and take your work experiences back to the classroom for analysis.

Entrepreneurship

Associate of Applied Science Degree

First Semester

ENTR 180	Opportunity Analysis	2
ENGL 121	Composition I*	3
MATH 120	Business Math or higher*	3
BUS 230	Marketing	3
BUS 225	Human Relations	3
	Electives	3
	TOTAL CREDIT HOURS	17

Second Semester

BUS 145	Small Business Management	3
ACCT 111	Small Business Accounting	3
	or	
ACCT 121	Accounting I	3
ECON 130	Basic Economic Issues	3
	or	
ECON 230	Economics I	3
	or	
ECON 231	Economics II	3
	or	
ECON 132	Survey of Economics	3
BUS 140	Principles of Supervision	3
ENTR 160	Legal Issues for Small Business	2
MKT 133	Salesmanship	3

		or	
MKT	134	Creative Retail Selling.....	3
		or	
MKT	234	Services Marketing*.....	3
		TOTAL CREDIT HOURS.....	17

Third Semester

BUS	150	Business Communications*.....	3
CIS	124	Introduction to Computer Concepts and Applications... and CPCA/CDTP elective.....	3 1
		or	
		CPCA/CDTP electives.....	4

Note: CPCA 105 and 106 do not meet requirements.

ENTR	210	Entrepreneurship Internship I*.....	1
ENTR	131	Financial Management for Small Business*.....	2
PHIL	138	Business Ethics.....	1
		Health and/or Physical Education Elective.....	1
		Electives.....	3
		TOTAL CREDIT HOURS.....	15

Fourth Semester

ENTR	190	Small Business Analysis*.....	2
ENTR	215	Entrepreneurship Internship II*.....	1
ENTR	142	Fast Trac Business Plan.....	3
HIST	141	U.S. History Since 1877.....	3
		Humanities Elective.....	3
		Electives.....	4
		TOTAL CREDIT HOURS.....	16
		TOTAL PROGRAM CREDIT HOURS.....	65

Recommended Electives

BUS	120	Management Attitudes and Motivation.....	3
BUS	121	Introduction to Business.....	3
BUS	123	Personal Finance.....	3
BUS	235	Introduction to International Business.....	3
BUS	141	Principles of Management.....	3
BUS	243	Human Resource Management.....	3
BUS	261	Business Law I.....	3
BUS	263	Business Law II*.....	3
CPCA	105	Introduction to Personal Computers: Windows.....	1
CPCA	108	Word Processing on Microcomputers I*.....	1
CPCA	110	Spreadsheet on Microcomputers I*.....	1
CPCA	111	Spreadsheets on Microcomputers II*.....	1
CPCA	114	Databases on Microcomputers I*.....	1
CPCA	115	Databases on Microcomputers II*.....	2
CPCA	141	Internet I*.....	1
CPCA	151	Internet II*.....	1
FASH	132	Marketing Communications.....	3
FASH	231	Merchandising Planning and Control*.....	3
HMG	121	Perspectives of Hospitality Management.....	3
MKT	121	Retail Management.....	3
SPD	120	Interpersonal Communication.....	3
SPD	121	Public Speaking.....	3

*Prerequisite/Corequisite required

Business Entrepreneurship Certificate

Students in business entrepreneurship certificate programs learn the fundamentals of starting and operating their own businesses. Course work includes evaluating a business idea, preparing a business plan, financial management, legal issues, marketing a product or service and developing an accounting system.

Vocational Certificate

First Semester

ACCT 111	Small Business Accounting.....	3
	or	
ACCT 121	Accounting I.....	3
ENTR 180	Opportunity Analysis.....	2
BUS 230	Marketing.....	3
CIS 124	Introduction to Computer Concepts and Applications...	3
	or	
	CPCA/CDTP electives.....	3
MATH 120	Business Math or higher*.....	3
	Electives.....	3
	TOTAL CREDIT HOURS.....	17

Second Semester

BUS 145	Small Business Management.....	3
ENTR 131	Financial Management for Small Business*.....	2
ENTR 160	Legal Issues for Small Business.....	2
ENTR 190	Small Business Analysis*.....	2
ENTR 210	Entrepreneurship Internship I*.....	1
	or	
ENTR 215	Entrepreneurship Internship II*.....	1
ENTR 142	Fast Trac Business Plan.....	3
MKT 133	Salesmanship.....	3
	or	
MKT 134	Creative Retail Selling.....	3
	or	
MKT 234	Services Marketing*.....	3
	TOTAL CREDIT HOURS.....	16
	TOTAL PROGRAM CREDIT HOURS.....	33

*Prerequisite/Corequisite required

Business Plan Certificate

The business plan certificate program focuses on evaluating an idea for a business and concludes with writing a business plan to start and/or grow a business.

Entrepreneurship

Vocational Certificate

ENTR 180	Opportunity Analysis.....	2
ENTR 142	Fast Trac Business Plan.....	3
	TOTAL PROGRAM CREDIT HOURS.....	5

Fashion Merchandising, A.A.S.

Rome, Paris, New York and Tokyo are centers of the fashion world. In today's fast-paced fashion market, these cities aren't that far ahead of your local shopping mall. Fashion is on the move -- in New York, Paris and Johnson County.

At JCCC, the fashion curriculum is designed to prepare you for a career in retail

management, retail sales, apparel and textile design, promotion, display, illustration, and representative positions.

The program includes professional courses in merchandising, design, apparel construction, management, visual merchandising, creative selling and merchandise evaluation. To complement your education, you will also study important basic subjects such as business math, English, economics and marketing.

An associate of applied science degree is awarded after successful completion of the 64-credit-hour curriculum in fashion merchandising or fashion design. The program also offers an 18-credit-hour certificate in visual merchandising. Seminars in career options and industry topics are available. Required work-study internships in the fashion business of your choice will give you experience in technical, creative and merchandising skills and make you more marketable in the industry.

With an associate's degree or certificate, you'll be ready to apply your energy and creativity in an industry that rewards both. Or, if you prefer to continue your education, you can complete a bachelor's degree through a transfer program to a college or university.

Fashion Merchandising and Design

Associate of Applied Science Degree

First Semester

FASH 277	Fashion Seminar: Career Options.....	2
FASH 283	Fashion Internship I.....	1
FASH 121	Fashion Fundamentals.....	3
FASH 220	CAD Apparel Design.....	3
MKT 134	Creative Retail Selling.....	3
ENGL 121	Composition I*.....	3
FASH 135	Image Management.....	1
	TOTAL CREDIT HOURS.....	16

Second Semester

FASH 242	Consumer Product Evaluation.....	3
FASH 284	Fashion Internship II.....	1
	Health and/or Physical Education Elective.....	1
MATH 120	Business Math or higher*.....	3
FASH 150	Textiles.....	3
FASH 125	Visual Merchandising.....	3
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	17

Third Semester

BUS 225	Human Relations.....	3
FASH 285	Fashion Internship III.....	1
FASH 132	Marketing Communications.....	3
MKT 121	Retail Management.....	3
ECON 130	Basic Economic Issues.....	3
	or	
ECON 132	Survey of Economics.....	3
	or	
ECON 230	Economics I.....	3
	Electives.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

FASH 286	Fashion Internship IV.....	1
BUS 230	Marketing.....	3
FASH 231	Merchandising Planning and Control*.....	3
FASH 280	Capstone: Industry Topics*.....	3
	Humanities Elective.....	3
	Electives.....	3

TOTAL CREDIT HOURS.....	16
TOTAL PROGRAM CREDIT HOURS.....	65

Recommended Electives

FASH 123	Apparel Construction I.....	4
FASH 130	Fashion Illustration I.....	3
FASH 140	Garment Design I*.....	3
FASH 224	History of Costume.....	3
FASH 268	Field Study: The Market Center*.....	3

*Prerequisite/Corequisite required

Fashion Design, A.A.S.

Rome, Paris, New York and Tokyo are centers of the fashion world. In today's fast-paced fashion market, these cities aren't that far ahead of your local shopping mall. Fashion is on the move -- in New York, Paris and Johnson County.

At JCCC, the fashion curriculum is designed to prepare you for a career in retail management, retail sales, apparel and textile design, promotion, display, illustration, and representative positions.

The program includes professional courses in merchandising, design, apparel construction, management, visual merchandising, creative selling and merchandise evaluation. To complement your education, you will also study important basic subjects such as business math, English, economics and marketing.

An associate of applied science degree is awarded after successful completion of the 64-credit-hour curriculum in fashion merchandising or fashion design. The program also offers an 18-credit-hour certificate in visual merchandising. Seminars in career options and industry topics are available. Required work-study internships in the fashion business of your choice will give you experience in technical, creative and merchandising skills and make you more marketable in the industry.

With an associate's degree or certificate, you'll be ready to apply your energy and creativity in an industry that rewards both. Or, if you prefer to continue your education, you can complete a bachelor's degree through a transfer program to a college or university.

Fashion Merchandising and Design

Associate of Applied Science Degree

First Semester

FASH 121	Fashion Fundamentals.....	3
FASH 123	Apparel Construction I.....	4
FASH 135	Image Management.....	1
FASH 220	CAD Apparel Design.....	3
FASH 277	Fashion Seminar: Career Options.....	2
ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

FASH 124	Apparel Construction II*.....	4
FASH 130	Fashion Illustration I.....	3
FASH 150	Textiles.....	3
FASH 224	History of Costume.....	3
BUS 150	Business Communications.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	17

Third Semester

FASH 127	CAD: Pattern Design I.....	4
FASH 242	Consumer Product Evaluation.....	3

FASH 283	Fashion Internship I.....	1
MATH 120	Business Math or higher*.....	3
	Fashion Electives.....	3
	Elective.....	2
	TOTAL CREDIT HOURS.....	16

Fourth Semester

FASH 279	Fashion Portfolio Development*.....	2
FASH 280	Capstone: Industry Topics*.....	3
FASH 284	Fashion Internship II.....	1
FASH 140	Garment Design I*.....	3
	Humanities Electives.....	3
	Social Science and/or Economics Elective.....	3
	TOTAL CREDIT HOURS.....	16
	TOTAL PROGRAM CREDIT HOURS.....	64

Suggested Fashion Electives

FASH 128	CAD: Pattern Design II*.....	4
FASH 143	Tailoring*.....	4
FASH 230	Fashion Illustration II*.....	3
FASH 268	Field Study: The Market Center*.....	3
BUS 225	Human Relations.....	3
MKT 134	Creative Retail Selling.....	3

*Prerequisite/Corequisite required

Visual Merchandising Certificate

The visual merchandising certificate provides students with the opportunity to prepare for positions in the retail and wholesale market as display designers or visual merchandise managers.

Fashion Merchandising and Design

Vocational Certificate

FASH 121	Fashion Fundamentals.....	3
FASH 125	Visual Merchandising.....	3
	Fashion Elective.....	3
MKT 121	Retail Management.....	3
ITMD 127	Elements of Floral Design.....	1
ITMD 147	Lighting Design and Planning*.....	1
FASH 283	Fashion Internship I.....	1
FASH 225	Store Planning*.....	3
	TOTAL PROGRAM CREDIT HOURS.....	18

*Prerequisite/Corequisite required

(Recommended Fashion Electives for Certificate)

FASH 130	Fashion Illustration I.....	3
FASH 132	Marketing Communications.....	3
FASH 150	Textiles.....	3
FASH 242	Consumer Product Evaluation.....	3

Fire Services Administration, A.A.

The goal of the fire science program at Johnson County Community College is to provide comprehensive education and training, specifically designed to:

- Promote the academic and professional development of fire service company-level officers.
- Prepare those seeking employment with fire service agencies of Johnson County. The program serves to provide higher academic education, technical training and lifelong learning for members of Johnson County

fire-related organizations and those seeking employment in those organizations.

The fire science program at JCCC, in close cooperation with the Johnson County Fire Chiefs Association and the University of Kansas fire service training program, has developed a degree for advancement in the fire service and for further study toward the baccalaureate degree at a four-year institution, should you elect to pursue your education goals beyond the associate's level.

The program emphasizes general education in addition to technical education and is built around a core of fire science courses carefully selected by the members of the Fire Science Advisory Committee to prepare for your career growth. Technical electives may be pursued through courses available under a continuing cooperative agreement between area fire science programs or through other degree-granting institutions that are accredited by the International Fire Service Accreditation Congress. The transfer of credit from other institutions is governed by JCCC policy. You may fulfill technical education requirements through the advanced standing credit process.

JCCC also offers course work that will prepare you to take the Fire Fighter I and II certification examinations offered by the University of Kansas Fire Service Training program. This course work includes FIRE 110, Essentials of Fire Fighting; EMS 130; HPER 240, Lifetime Fitness I; or equivalent. HPER 240, Lifetime Fitness I, is the prerequisite/corequisite for FIRE 110, Essentials of Fire Fighting.

Note: Mechanisms have been developed to compensate for the effect of students working 24-hour shifts.

Associate of Arts Degree

Prerequisite:

Prior to admission into any FIRE course, the student must possess an International Fire Service Accreditation Congress certification as a firefighter or be an active member in a fire-related occupation.

First Semester

ENGL 121	Composition I*	3
BUS 140	Principles of Supervision	3
MATH 171	College Algebra equivalent or higher*	3
FIRE 162	Fire Tactics and Strategy*	3
	Social Science Elective	3
	Health and/or Physical Education Elective	1
	TOTAL CREDIT HOURS	16

Second Semester

ENGL 122	Composition II*	3
BUS 141	Principles of Management	3
FIRE 224	Incident Command Systems*	3
	Humanities Elective	3
	Physical Science, with lab	4
	TOTAL CREDIT HOURS	16

Third Semester

FIRE 135	Building and Fire Codes*	3
FIRE 130	Fire Investigation*	1
FIRE 222	Fire Science Law*	3
	Technical Electives	3
	Oral Communication	3
	Science and/or Math Elective	3
	TOTAL CREDIT HOURS	16

Fourth Semester

FIRE 220	Fire Administration*	3
FIRE 250	Fire Service Science Instructional Methodology*	3
	Technical Electives	4
	Humanities Electives	3
	Social Science Elective	3
	TOTAL CREDIT HOURS	16
	TOTAL PROGRAM CREDIT HOURS	64

Technical Electives

FIRE 110	Essentials of Fire Fighting*	9
EMS 128	EMS First Responder	5
EMS 130	Emergency Medical Technician*	9
EMS 220	MICT I*	10
EMS 225	MICT II*	10
CS 200	Concepts of Programming Algorithms Using C++*	4
CS 205	Concepts of Programming Algorithms using JAVA*	4
CS 210	Discrete Structures I*	3
CIS 162	Database Programming*	4
CIS 242	Introduction to System Design and Analysis*	3
CIS 243	Object-Oriented Analysis and Design*	4
CIS 258	Operating Systems*	3
CIS 204	UNIX Operating System*	3
BUS 120	Management Attitudes and Motivation	3
BUS 121	Introduction to Business	3
BUS 145	Small Business Management	3
BUS 150	Business Communications*	3
BUS 225	Human Relations	3
BUS 230	Marketing	3
BUS 243	Human Resource Management	3
BUS 261	Business Law I	3

*Prerequisite/Corequisite required

Graphic Design, A.A.S.

The graphic design field is highly competitive for both salaried and freelance positions. There is a demand for artists with above-average talents and graphic art skills. Opportunities in the field range from entry-level layout and production to art director positions.

Demonstrated abilities are most often the key to obtaining a position in the graphic design field. JCCC has structured its graphic design program to help the student develop a comprehensive portfolio. The student's work will be critiqued by a team of professionals every semester. These professionals working in the field, along with the faculty, will help develop the student's skills in creative problem solving and in the use of materials, processes, tools and equipment. Outstanding studio and computer facilities are available for working on class projects. The two-year curriculum consisting of 70 credit hours leads to an associate of applied science degree.

Note: Some courses are typically offered in the fall semester only, and some courses are typically offered in the spring semester only. This information can be found under the relevant course descriptions.

Graphic Design

Associate of Applied Science Degree

Transformation Semester

ART 124	Design 2D	3
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Note: ART 124 will have a prerequisite/corequisite effective summer 2005.

GDES 120	Introduction to Graphic Design	3
CDTP 131	Desktop Publishing I: QuarkXpress*	1

CDTP 135 Desktop Photo Manipulation I: Photoshop*.....1
 Note: CDTP 135 will be required effective summer 2005.

TOTAL CREDIT HOURS.....8

First Semester--Fall

ART 129 Design Color.....3
 Note: ART 129 will have a prerequisite/corequisite effective summer 2005.

GDES 130 Drawing and Media Methods 1*.....3
 GDES 132 Typography*.....3
 PHOT 121 Fundamentals of Photography.....3
 ENGL 121 Composition I*.....3
 TOTAL CREDIT HOURS.....15

Second Semester--Spring

ART 127 Design 3D*.....3
 GDES 131 Drawing and Media Methods 2*.....3
 GDES 134 Layout Design*.....3
 GDES 140 Technical Processes*.....3
 Humanities Electives.....3
 TOTAL CREDIT HOURS.....15

Third Semester--Fall

GDES 230 Drawing and Media Methods 3*.....3
 GDES 231 Advanced Typography*.....3
 GDES 235 Production Methods*.....3
 PHOT 123 Studio Photography*.....3
 Social Science and/or Economics Elective.....3
 Health and/or Physical Education Elective.....1
 TOTAL CREDIT HOURS.....16

Fourth Semester--Spring

GDES 236 Electronic Production*.....3
 GDES 244 Communication Systems*.....3
 GDES 245 Advanced Design Practice*.....3
 GDES 272 Professional Preparation*.....3
 Science and/or Math Elective.....3
 Technical/Studio Elective.....1
 TOTAL CREDIT HOURS.....16
 TOTAL PROGRAM CREDIT HOURS.....70

Technical/Studio Electives

CDTP 151 Desktop Publishing II: QuarkXpress*.....1
 CDTP 171 Desktop Publishing III: QuarkXpress*.....1
 CDTP 135 Desktop Photo Manipulation I: Photoshop*.....1
 CDTP 145 Desktop Illustration I: Illustrator*.....1
 CDTP 155 Desktop Photo Manipulation II: Photoshop*.....1
 CDTP 165 Desktop Illustration II: Illustrator*.....1
 CDTP 185 Desktop Illustration III: Illustrator*.....1
 CWEB 105 Introduction to Web Pages: Dreamweaver.....1
 CWEB 115 Intermediate Web Pages: Dreamweaver.....1
 CWEB 130 Introduction to Flash.....1
 CPCA 123 Presentation Graphics*.....1
 PHOT 122 Advanced Photography*+.....3
 PHOT 127 Color Photography*+.....3
 CIM 135 Digital Imaging and Video*.....3
 ART 135 Painting I.....3
 ART 136 Painting II*.....3
 ART 172 Watercolor Painting.....3
 ART 231 Life Drawing I*.....3

ART 232	Life Drawing II*3
GDES 275	Graphic Design Internship*^1
*Prerequisite/Corequisite required		

Note: ^A graphic design major may apply to this internship course if the student is also enrolled in or has completed all fourth-semester studio courses.

Note: +Could be taken in the second year--anytime after completion of PHOT 121.

Health Information Tech, A.A.S

A health information technician has the technical skills needed to maintain the components of health information systems consistent with the medical, administrative, ethical, legal accreditation and regulatory requirements of the health care delivery system. Area hospitals and a variety of other health facilities in the community offer field experience in all procedures performed by the health information technician. When the 69-credit-hour program has been completed and the associate of applied science degree obtained, you will be eligible to take the accreditation examination of the American Association of Health Information Management.

Health information technology is a cooperative program between JCCC and Penn Valley Community College for Johnson County residents. You must be accepted into the program by both JCCC and Penn Valley. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this Cooperative Program, go to: <http://www.jccc.net/cooperative>

Associate of Applied Science Degree

Degree granted by Penn Valley Community College

General Education Requirements-must be taken at JCCC

BIOL 144	Human Anatomy and Physiology5
BIOL 227	Human Pathophysiology*4
ENGL 121	Composition I*3
SPD 121	Public Speaking3
	Elective (Intro to Psych strongly recommended)3

American Institutions

HIST 140	U.S. History to 18773
	or	
HIST 141	U.S. History Since 18773
	or	
POLS 122	Political Science3
	or	
POLS 124	American National Government3
	or	
POLS 126	State and Local Government3

Specific Program Requirements-must be taken at JCCC

BOT 155	Word Processing Applications I*2
CIS 124	Introduction to Computer Concepts and Applications3
	or	
CPCA 110	Spreadsheet on Microcomputers I*1
	and	

CPCA 114	Databases on Microcomputers I*.....	1
	and	
CPCA 141	Internet I*.....	1

Specific Program Requirements-must be taken at Penn Valley

KSS 300	Affiliate Social Science.....	1-3
KMRT 101	Introduction to the Health Information Technology ...	2
KMRT 102	Health Records Systems, Analysis and Control.....	3.5
KMRT 103	Medical Terminology for Health Records.....	3
KMRT 106	Health Care Statistics*.....	3
KMRT 108	Legal Aspects of Medical Records*.....	2
KMRT 109	Directed Practice I*.....	2.5
KMRT 110	Pharmacology*.....	1.5
KMRT 111	Intro to Medical Insurance and Office Procedures*..	1.5
KMRT 200	Introduction to Classification Systems.....	1
KMRT 201	Quality Management*.....	3
KMRT 202	Class. Sysms/Nomenclatures/Index & Registers I*..	4
KMRT 203	Directed Practice II*.....	2
KMRT 206	Specialized Health Records Systems.....	2
KMRT 207	Class. System/Nomenclature/Index & Register II*..	3
KMRT 208	Directed Practice III*.....	2
KMRT 210	Classif Systems & Nomenclatures/Ambulatory Care*..	3
KMRT 211	Organization & Administration in Health Informat*..	3
	TOTAL PROGRAM CREDIT HOURS.....	69-71

*Prerequisite/Corequisite required

Cardiopulmonary Resuscitation

Designed for healthcare workers

Health Occupations

Area Vocational School Certificate

AVHO 110	CPR for Health Care Providers.....	8
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Note: TOTAL CONTACT HOURS.....8

Certified Medication Aide

This 80-hour course covers information related to many commonly prescribed medications. Students learn the classification, side effects and techniques of administration, including preparations and accurate distribution of medications.

The safety of clients in long-term care is also discussed and demonstrated by students in this course. Enrollees in this course must show proof of Kansas CNA certification and complete a reading level exam/assessment prior to admission. The Kansas CMA examination is administered to successful completers of this course.

The employment outlook for the future is excellent. Facilities employing the CMA include long-term care nursing centers as well as other types of group homes and agencies.

Health Occupations

Area Vocational School Certificate

AVHO 104	Certified Medication Aide*.....	80
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Note: TOTAL CONTACT HOURS.....80

*Prerequisite/Corequisite required

Cert Medication Aide Update

Certified medication aides in Kansas are required to obtain 10 hours of continuing education every two years to renew the CMA certificate. This course meets the state requirements for recertification. This update course includes review of commonly used drugs and their interactions with foods and other drugs.

Students will discuss and identify legal implications and regulations related to administration and record keeping. Biological effects of medications on the elderly and basic safety principles are reviewed and discussed with other CMAU course participants. This course is available in the classroom and online. A roster of CMAs who complete the update course will be submitted to the Department of Health and Environment for certificate renewal.

Health Occupations

Area Vocational School Certificate

AVHO 108 Certified Medication Aide Update*.....10
Note: TOTAL CONTACT HOURS.....10
*Prerequisite/Corequisite required

Certified Nurse Aide

This 96-hour course provides classroom and clinical instruction for basic care of clients in long-term and acute-care facilities. Students will learn skills for daily hygiene, bedside care, vital-sign measurement, positioning and safe transfer of clients. You will learn about common health problems and chronic illnesses. Clinical practice sessions are conducted in the nursing home setting.

Employment for workers with CNA skills and training is abundant in long-term care facilities. Acute-care hospitals also employ basic patient care aides who are willing to learn advanced skills.

Enrollees for this course must pass a reading level exam/assessment prior to admission. Upon successful completion of the course, students will be scheduled to take the Kansas CNA examination.

This course is offered in a classroom setting as well as online.

Health Occupations

Area Vocational School Certificate

AVHO 102 Certified Nurse Aide.....96
Note: TOTAL CONTACT HOURS.....96

Certified Nurse Aide Refresher

The CNA in Kansas is required to work at least eight hours every two years for the CNA certificate to remain active. If the CNA does not work for two years, a 10-hour refresher course must be completed. This course meets the state requirement to activate the CNA certificate.

This course includes five hours of classroom instruction and five hours of laboratory experience. Students will discuss the nurse aide's responsibility in the current health care system and the importance of resident's rights. The student will demonstrate safety measures, infection control procedures, personal care skills, measurement of vital signs and transfers, positioning and turning.

Health Occupations

Area Vocational School Certificate

AVHO 103 Certified Nurse Aide Refresher Course*.....10
Note: TOTAL CONTACT HOURS.....10
*Prerequisite/Corequisite required

Dental Assisting, A.A.S.

This program, which leads to either an associate in applied science degree or a certificate of proficiency, prepares the student to enter the workforce as a trained dental auxiliary. Graduates of this program are eligible to take the national certifying examination given by the Dental Assisting National Board.

Admission to the Dental Assisting Program - Because enrollment in the program is limited, a student must meet the requirements and apply for admission.

JCCC offers the cooperative dental assisting degree for Johnson County residents with Penn Valley Community College. You must be accepted into the program at both JCCC and Penn Valley Community College. The student is awarded the degree from Penn Valley Community College upon successful completion of all requirements. It is the student's responsibility to check with a JCCC counselor before enrollment.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to <http://www.jccc.net/cooperative>

Associate of Applied Science

Degree Granted by Penn Valley

(General Education Requirements-can be taken at JCCC)

ENGL 121	Composition I*	3
ENGL 122	Composition II*	3
MATH 116	Intermediate Algebra or higher*	3
SPD 121	Public Speaking	3

American Institutions

HIST 140	U.S. History to 1877	3
	or	
HIST 141	U.S. History Since 1877	3
	or	
POLS 122	Political Science	3
	or	
POLS 124	American National Government	3
	or	
POLS 126	State and Local Government	3
PSYC 130	Introduction to Psychology	3
SOC 122	Introduction to Sociology	3
	Humanities Electives	9

Specific Program Requirements

(The following courses can be taken at any campus)

BIOL 144	Human Anatomy and Physiology	5
BIOL 230	Microbiology*	3
BIOL 231	Microbiology Lab*	2
CHEM 122	Principles of Chemistry	5

(Specific Program Requirements-must be taken at Penn Valley)

KSS 300	Affiliate Social Science	1-3
KDA 102	*	
KDA 105	Dental Laboratory Procedures*	2
KDA 110	Chairside Assisting I*	5
KDA 115	Dental Radiology I*	3
KDA 125	Clinical Practice I*	2

KDA 126	Dental Assistant Seminar*	1
KDA 200	Body Structure and Function*	2
KDA 205	Dental Biomaterials*	2
KDA 210	Chairside Assisting II*	2
KDA 215	Dental Radiology II*	1
KDA 250	Clinical Practice II*	4
KDA 225	Dental Office Management*	2
KDA 260	Dental Assisting Seminar*	1
	TOTAL PROGRAM CREDIT HOURS	76-78

*Prerequisite/Corequisite required

Dental Assisting Certificate

One of the most exciting features of a dental assistant career is the variety of work experiences you'll have, including working chair-side with dentists, taking radiographs, mixing dental materials, performing laboratory procedures, taking dental impressions, creating models, and fabricating bleaching trays and mouth guards. The demand for dental assistants and other professionals that dentists rely on to serve patients has increased dramatically.

The dental assistant program has accreditation from the American Dental Association (ADA), Commission on Dental Accreditation. Graduating from an ADA-accredited dental assisting program allows you to take the Dental Assisting National Board examination without the two years of full-time work experience that would otherwise be required.

JCCC offers the cooperative dental assisting certificate program for Johnson County residents with Penn Valley Community College. You must be accepted into the program at both JCCC and Penn Valley Community College. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the certificate-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to: <http://www.jccc.net/cooperative>

Vocational Certificate

Certificate granted by Penn Valley Community College

(Specific Program Requirements-must be taken at JCCC)

ENGL 121	Composition I*	3
PSYC 130	Introduction to Psychology	3
SPD 121	Public Speaking	3

(Specific Program Requirements taken at Penn Valley)

KDA 100	Developmental Dentistry*	3
KDA 105	Dental Laboratory Procedures*	2
KDA 110	Chairside Assisting I*	5
KDA 115	Dental Radiology I*	3
KDA 125	Clinical Practice I*	2
KDA 126	Dental Assistant Seminar*	1
KDA 200	Body Structure and Function*	2
KDA 205	Dental Biomaterials*	2
KDA 210	Chairside Assisting II*	2
KDA 215	Dental Radiology II*	1
KDA 225	Dental Office Management*	2
KDA 250	Clinical Practice II*	4
KDA 260	Dental Assisting Seminar*	1
	TOTAL PROGRAM CREDIT HOURS	39

*Prerequisite/Corequisite required

Home Health Aide Certificate

Home health care services are in demand, and continued growth in employment opportunities is expected into the next century. Home health aides may be required to provide support services for all age levels in the home setting. This 21-hour course will provide you with information necessary for nutritional meal planning, task modification, emotional support and personal services to clients and families needing health care assistance at home.

Enrollees for home health aide training must show proof of certification as a Kansas CNA and complete a reading comprehension exam/assessment prior to admission. The HHA course includes a practicum with local home health agencies. Completers will be scheduled to take the Kansas HHA certification examination.

Health Occupations

Area Vocational School Certificate

AVHO 106 Home Health Aide*.....21

Note: TOTAL CONTACT HOURS.....21

*Prerequisite/Corequisite required

IV Therapy for LPN Certificate

This 48-hour course is designed to prepare the student for clients who require intravenous fluid therapy. Students are required to have at least one year of experience as a licensed nurse prior to taking this course. This course meets the Kansas requirements for nurses seeking certification in IV therapy.

During this course, you will review basic physiology of the circulatory system and learn principles of site selection for veins appropriate to assess for IV therapy. A pharmacology review will include action, interaction, breakdown and allergic responses to medications commonly administered via the intravenous route.

Equipment and supplies routinely used to initiate and administer IV therapy will be used in instruction. Principles of infection control, correct legal documentation and calculation of infusion rates will be taught.

You will use the laboratory setting to demonstrate the basic skills of initiating intravenous therapy along with a clinical session in a hospital setting. Upon completion of clinical requirements, a written comprehensive examination must be completed to earn IV therapy certification.

Health Occupations

Area Vocational School Certificate

AVHO 115 I V Therapy For LPNs*.....48

Note: TOTAL CONTACT HOURS.....48

*Prerequisite/Corequisite required

Occupatnl Therapy Asst, A.A.S.

The occupational therapy assistant works under the supervision of a registered occupational therapist, helping people with emotional and developmental limitations achieve more functional lives. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

The JCCC occupational therapy assistant program is offered to Johnson County residents in cooperation with Penn Valley Community College. The support courses are held at JCCC. The clinical courses are held at Penn Valley or at affiliated clinical agencies. You must be accepted into the program by both JCCC and Penn Valley. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to <http://www.jccc.net/cooperative>

Health Occupations

Associate of Applied Science Degree

Degree granted by Penn Valley Community College
 General Education Requirements-must be taken at JCCC

ENGL 121	Composition I*	3
SPD 121	Public Speaking	3
PSYC 130	Introduction to Psychology	3

American Institutions

HIST 140	U.S. History to 1877	3
	or	
HIST 141	U.S. History Since 1877	3
	or	
POLS 122	Political Science	3
	or	
POLS 124	American National Government	3
	or	
POLS 126	State and Local Government	3

(Prerequisite Courses-must be taken at JCCC)

CHEM 122	Principles of Chemistry	5
AAC 130	Medical Terminology	3

(Specific Program Requirements-must be taken at JCCC)

Option 1

BIOL 144	Human Anatomy and Physiology	5
	and	
BIOL 145	Human Anatomy and Physiology Dissection*	1

Note: BIOL 144 must be taken before BIOL 145

or

Option 2

BIOL 140	Human Anatomy	4
	and	
BIOL 225	Human Physiology*	4

Note: BIOL 140 and CHEM 122 must be taken prior to BIOL 225

(Specific Program Requirements-must be taken at Penn Valley)

KSS 300	Affiliate Social Science	1-3
KOT 112	Basic Emergency Care	1
KOT 100	Introduction to Occupational Therapy	2
KOT 102	Documentation Guidelines*	2
KOT 103	Clinical Conditions*	2
KOT 106	Therapeutic Interventions I*	4
KOT 116	Level I Fieldwork I*	1
KOT 118	Assistive Technology*	2
KOT 120	Pediatrics*	3
KOT 121	Level I Fieldwork II*	5

Note: KOT 121 is .50 hours)

KOT 130	Analysis of Physical Performance*	3
KOT 154	Applied Neurology*	2
KOT 201	Mental Health*	2.5
KOT 202	Physical Dysfunction*	3
KOT 203	Gerontology*	3
KOT 208	Therapeutic Interventions II*	2
KOT 212	Level I Fieldwork III*	2
KOT 217	Fieldwork Seminar*	3
KOT 222	Level II Fieldwork*	12
TOTAL PROGRAM CREDIT HOURS		77-81

*Prerequisite/Corequisite required

Physical Therapist Asst, A.A.S

The physical therapist assistant, under the supervision of a licensed physical therapist, performs direct patient care. The therapist uses physical agents such as heat, light, sound, water, cold, massage, exercise and rehabilitation techniques as prescribed by a physician. The Commission on Accreditation in Physical Therapy Education accredits the program.

The JCCC physical therapist assistant program is offered to Johnson County residents in cooperation with Penn Valley Community College. The support courses are held at JCCC. All the clinical courses are held at Penn Valley and affiliated clinical agencies. You must be accepted into the program by both JCCC and Penn Valley. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to <http://www.jccc.net/cooperative>

Health Occupations

Associate of Applied Science Degree

Degree granted by Penn Valley Community College

(General Education Requirements-must be taken at JCCC)

ENGL 121	Composition I*	3
SPD 121	Public Speaking	3
PSYC 130	Introduction to Psychology	3

American Institutions

HIST 140	U.S. History to 1877	3
	or	
HIST 141	U.S. History Since 1877	3
	or	
POLS 122	Political Science	3
	or	
POLS 124	American National Government	3
	or	
POLS 126	State and Local Government	3

(Prerequisite Courses-must be taken at JCCC)

CHEM 122	Principles of Chemistry	5
AAC 130	Medical Terminology	3

(Specific Program Requirements-must be taken at JCCC)

Option 1

BIOL 144	Human Anatomy and Physiology	5
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and
 BIOL 145 Human Anatomy and Physiology Dissection*.....1
 Note: BIOL 144 must be taken first

or

Option 2

BIOL 140 Human Anatomy.....4
 and
 BIOL 225 Human Physiology*.....4
 Note: BIOL 140 and CHEM 122 must be taken before BIOL 225.

(Specific Program Requirements-must be taken at Penn Valley)

KSS 300 Affiliate Social Science.....1-3
 KPT 151 Introduction to Physical Therapy.....2
 Note: KPT 151 is a prerequisite course)

KPT 102 Basic Emergency Patient Care.....1
 KPT 152 Physical Therapy Fundamentals I*.....4
 KPT 153 Kinesiology*.....4
 KPT 154 Applied Neurology*.....2
 KPT 155 Rehabilitation*.....4
 KPT 158 Therapeutic Exercise*.....4
 KPT 159 Orthopedic Pathology*.....2
 KPT 160 Medical Diseases*.....2
 KPT 161 Physical Therapy Fundamentals II*.....4
 KPT 162 Clinical Experience I*.....2
 KPT 164 Pediatrics and Gerontology*.....2
 KPT 170 Clinical Experience II*.....2
 KPT 171 Clinical Seminar*.....2
 KPT 172 Clinical Experience III*.....12
 TOTAL PROGRAM CREDIT HOURS.....76-80

*Prerequisite/Corequisite required

Radiologic Technology, A.A.S.

The radiologic technology curriculum (X-ray technology) consists of a continuous 24-month period of study. Areas of study are radiographic exposure, positioning and anatomy, and the use of imaging equipment. The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

The JCCC radiologic technology program is offered to Johnson County residents in cooperation with Penn Valley Community College. Related courses are taken at JCCC with lab and clinical courses held at Penn Valley or at a cooperating health facility. You must be accepted into the program by Penn Valley and JCCC. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, admission requirements and options for meeting academic criteria.

For enrollment information regarding this Cooperative Program, go to <http://www.jccc.net/cooperative>

Health Occupations

Associate of Applied Science Degree

Degree granted by Penn Valley Community College

General Education Requirements-must be taken at JCCC

ENGL 121 Composition I*.....3
 SPD 121 Public Speaking.....3

PSYC 130 Introduction to Psychology.....3

American Institutions

HIST 140 U.S. History to 1877.....3
or
HIST 141 U.S. History Since 1877.....3
or
POLS 122 Political Science.....3
or
POLS 124 American National Government.....3
or
POLS 126 State and Local Government.....3

Specific Program Requirements-must be taken at JCCC

BIOL 140 Human Anatomy.....4
AAC 130 Medical Terminology.....3

(Specific Program Requirements-must be taken at Penn Valley)

KSS 300 Affiliate Social Science.....1-3
KRAD 150 Introduction to Radiologic Technology.....1
KRAD 160 Survey of Radiologic Technology*.....6
KRAD 162 Image Processing*.....2
KRAD 165 Patient Care*.....2
KRAD 170 Radiation Biology and Protection*.....3
KRAD 171 Radiographic Exposures I*.....3
KRAD 172 Radiographic Positioning I*.....3
KRAD 173 Clinical Training I*.....3
KRAD 174 Radiographic Exposures II*.....3
KRAD 175 Clinical Training II*.....4
KRAD 176 Radiographic Positioning II*.....3
KRAD 178 Clinical Training III*.....4
KRAD 278 Imaging Modalities and Pathology*.....3
KRAD 279 Radiographic Positioning III*.....2
KRAD 280 Clinical Training IV*.....4
KRAD 281 Radiation Physics*.....3
KRAD 282 Clinical Training V*.....4
KRAD 283 Final Seminar*.....2
KRAD 285 Special Procedures*.....2
TOTAL PROGRAM CREDIT HOURS.....77-79

*Prerequisite/Corequisite required

Rehabilitative Aide Cert

The 32-hour rehabilitative aide course includes both classroom and laboratory instruction. The role of the rehabilitative aide as a member of the health care team and in the aging process are emphasized. Students learn skills required to enhance the ability of elderly residents in long-term care. Skills required for residents with special needs are also learned.

Health Occupations

Area Vocational School Certificate

AVHO 112 Rehabilitative Aide*.....32
Note: TOTAL CONTACT HOURS.....32

*Prerequisite/Corequisite required

Surgical Technology Cert

The surgical technology vocational certificate program leads to a certificate of proficiency and prepares students for entry-level jobs as operating room technicians.

JCCC offers the cooperative surgical vocational certificate program for Johnson County residents with Penn Valley Community College. You must be accepted into the program at both Penn Valley Community College and JCCC. Consult with a JCCC counselor for more information. Students must be a resident of Johnson County in order to receive in-state tuition rates.

Program courses and credit hours are subject to change at the certificate-granting institution. Contact Penn Valley Community College at 816-759-4231 for an application packet, which includes deadlines, program prerequisites, and admission requirements.

For enrollment information regarding this Cooperative Program, go to <http://www.jccc.net/cooperative>

Health Occupations

Vocational Certificate

Certificate granted by Penn Valley Community College

The following courses should be taken first at JCCC

BIOL 144	Human Anatomy and Physiology.....	5
BIOL 145	Human Anatomy and Physiology Dissection*.....	1

Specific Program Requirements

Must be taken at Penn Valley

KST 100	Introduction to Surgical Technology.....	2
KST 102	Fundamentals of Operating Room Technique*.....	11
KST 105	Pharmacology for the Surgical Technologist*.....	2
KST 106	Aseptic Technique for the Surgical Technologist*.....	2
KST 109	Principles of Surgical Procedures I*.....	8
KST 110	Principles of Surgical Procedures II*.....	7
KST 114	Principles of Surgical Procedures III*.....	7
KST 111	Career Development for the Surgical Technologist*.....	2
TOTAL PROGRAM CREDIT HOURS.....		47

*Prerequisite/Corequisite required

HVAC Commercial Service Technician, A.A.S.

Modern residential, commercial, institutional and manufacturing operations depend on carefully monitored temperature conditions and well-trained installation and service technicians. Government researchers say graduates of training programs that emphasize hands-on experience will have a definite advantage when seeking employment in heating, ventilation and air conditioning technology. JCCC provides you the opportunity to work on actual equipment while pursuing a degree or certificate program. The 64-credit-hour associate of applied science degree program focuses on developing an awareness of basic mathematical and scientific principles. The curriculum is concerned with the manner by which these principles affect the control of temperature and the quality of air, design, testing, installation and development of heating and cooling systems.

If you select the commercial maintenance technician degree, you will learn the special emphasis is on energy conservation through computer management. The theory of operation as well as installation, service and repair of rooftop air conditioners, cooling towers, steam boilers and commercial systems air conditioning are part of the curriculum. In addition to the 31 core hours, the following courses are required for the A.A.S. degree, facilities maintenance technician option.

Heating, Ventilation, & Air Conditioning Technology

Associate of Applied Science Degree

First Semester

HVAC 121	Basic Principles of HVAC*.....	4
HVAC 123	Electromechanical Systems.....	4
HVAC 143	Reading Blueprints and Ladder Diagrams.....	2
HVAC 155	Workplace Skills.....	1
INDT 125	Industrial Safety.....	3

ENGL 121	Composition I*	3
EMS 121	CPR I - BLS for Healthcare Provider	1
	TOTAL CREDIT HOURS	18

Second Semester

HVAC 146	Plumbing Systems Applications	3
HVAC 150	Refrigerant Management and Certification	1
HVAC 167	Sheet Metal Layout and Fabrication	3
HVAC 221	Commercial Systems: Air Conditioning*	4
HVAC 231	HVAC Rooftop Units*	3
	TOTAL CREDIT HOURS	14

Third Semester

MATH 133	Technical Mathematics I*	4
	Social Science and/or Economic Elective	3
HVAC 223	Commercial Systems: Heating*	4
ELTE 122	National Electrical Code I	4
CPCA 105	Introduction to Personal Computers: Windows	1
	TOTAL CREDIT HOURS	16

Fourth Semester

HVAC 229	Advanced Control Systems*	4
ELTE 205	Industrial Electrical Wiring*	4
	Technical Elective	2
	Humanities Elective	3
	General Education Elective	3
	TOTAL CREDIT HOURS	16
	TOTAL PROGRAM CREDIT HOURS	64

Technical Electives

HVAC 125	Energy Alternatives	2
HVAC 271	HVAC Internship*	3
HVAC 291	Independent Study	1-7
ELTE 125	Residential Wiring Methods*	4

General Education Electives

ENGL 123	Technical Writing I*	3
SPD 120	Interpersonal Communication	3

*Prerequisite/Corequisite required

HVAC Commercial Service Technician Certificate

The postsecondary certificate program is designed to prepare you for the basic job skills needed to service and maintain heating and air conditioning equipment. Students who elect the facilities maintenance technician certificate option learn the theory of operation and how to service, repair and design rooftop air conditioners, cooling towers, steam boilers and commercial systems air conditioners. This knowledge is reinforced by working on actual equipment in the laboratory. Completion of this program will allow the student to seek employment as a commercial maintenance and service technician in the heating/air conditioning trade.

Heating, Ventilation, & Air Conditioning Technology

Postsecondary Certificate

ENGL 121	Composition I*	3
HVAC 121	Basic Principles of HVAC*	4
HVAC 123	Electromechanical Systems	4
HVAC 143	Reading Blueprints and Ladder Diagrams	2

HVAC 150	Refrigerant Management and Certification.....	1
HVAC 167	Sheet Metal Layout and Fabrication.....	3
HVAC 221	Commercial Systems: Air Conditioning*.....	4
HVAC 223	Commercial Systems: Heating*.....	4
HVAC 229	Advanced Control Systems*.....	4
HVAC 231	HVAC Rooftop Units*.....	3
INDT 125	Industrial Safety.....	3
HVAC 155	Workplace Skills.....	1
MATH 115	Introduction to Algebra*.....	3
	TOTAL PROGRAM CREDIT HOURS.....	39

*Prerequisite/Corequisite required

HVAC Installation Technician Certificate

The heating, ventilation and air conditioning vocational certificate program is a one-year program you can complete in two semesters. The program is designed as a fast track to employment for both new students into the job market and those who have been displaced from their jobs due to changes in the employment market. Upon successful completion of the program, you will be equipped with the entry-level technical skills necessary to enter the job market as an installation technician in the heating/air conditioning trade.

Heating, Ventilation, & Air Conditioning Technology

Vocational Certificate

Required Courses

HVAC 121	Basic Principles of HVAC*.....	4
HVAC 123	Electromechanical Systems.....	4
HVAC 167	Sheet Metal Layout and Fabrication.....	3
HVAC 155	Workplace Skills.....	1
INDT 125	Industrial Safety.....	3
HVAC 148	HVAC Installation and Start-up Procedures*.....	3
HVAC 146	Plumbing Systems Applications.....	3
HVAC 143	Reading Blueprints and Ladder Diagrams.....	2
HVAC 124	Equipment Selection and Duct Design*.....	4
HVAC 150	Refrigerant Management and Certification.....	1
	TOTAL PROGRAM CREDIT HOURS.....	28

*Prerequisite/Corequisite required

HVAC Residential Service Technician, A.A.S.

Modern residential, commercial, institutional and manufacturing operations depend on carefully monitored temperature conditions and well-trained installation and service technicians. Government researchers say graduates of training programs that emphasize hands-on experience will have a definite advantage when seeking employment in heating, ventilation and air conditioning technology. JCCC provides you the opportunity to work on actual equipment while pursuing a degree or certificate program. The 64-credit-hour associate of applied science degree program focuses on developing an awareness of basic mathematical and scientific principles. The curriculum is concerned with the manner by which these principles affect the control of temperature and the quality of air, design, testing, installation and development of heating and cooling systems.

If you select the residential degree, you will learn the theory of operation as well as installation, duct design, service and repair of gas and electric furnaces, heat pumps and central air conditioners. In addition to the 31 core hours, the following courses are required for the A.A.S. degree, residential option.

Heating, Ventilation, & Air Conditioning Technology

Associate of Applied Science Degree

First Semester

HVAC 121	Basic Principles of HVAC*	4
HVAC 123	Electromechanical Systems	4
HVAC 143	Reading Blueprints and Ladder Diagrams	2
HVAC 155	Workplace Skills	1
INDT 125	Industrial Safety	3
ENGL 121	Composition I*	3
EMS 121	CPR I - BLS for Healthcare Provider	1
	TOTAL CREDIT HOURS	18

Second Semester

HVAC 146	Plumbing Systems Applications	3
HVAC 150	Refrigerant Management and Certification	1
HVAC 137	Residential Systems: Air Conditioning*	4
HVAC 124	Equipment Selection and Duct Design*	4
HVAC 167	Sheet Metal Layout and Fabrication	3
	TOTAL CREDIT HOURS	15

Third Semester

MATH 133	Technical Mathematics I*	4
	Social Science and/or Economics Elective	3
HVAC 127	Residential Systems: Heating*	4
HVAC 148	HVAC Installation and Start-up Procedures*	3
	Technical Elective	3
	TOTAL CREDIT HOURS	17

Fourth Semester

HVAC 235	Residential Heat Pump Systems*	4
	Humanities Elective	3
	Technical Electives	4
	General Education Elective	3
	TOTAL CREDIT HOURS	14
	TOTAL PROGRAM CREDIT HOURS	64

Technical Electives

AUTO 230	Automotive Heating and Air Conditioning*	3
ELTE 122	National Electrical Code I	4
ELTE 125	Residential Wiring Methods*	4
HVAC 125	Energy Alternatives	2
HVAC 271	HVAC Internship*	3
HVAC 291	Independent Study	1-7

General Education Electives

ENGL 123	Technical Writing I*	3
SPD 120	Interpersonal Communication	3
	*Prerequisite/Corequisite required	

HVAC Residential Service Technician Certificate

The postsecondary certificate program is designed to prepare you for the basic job skills needed to service residential heating and air conditioning equipment. Students who elect the residential service certificate option learn the theory of operation and how to service, repair and design gas furnaces, central air conditioners, heat pumps and rooftop air conditioning systems. This knowledge is reinforced by working on actual equipment in the laboratory. Completion of this program will allow the student to seek employment as a residential maintenance and service technician in the heating/air conditioning trade.

Heating, Ventilation, & Air Conditioning Technology

Postsecondary Certificate

Required Courses

ENGL 121	Composition I*	3
HVAC 121	Basic Principles of HVAC*	4
HVAC 123	Electromechanical Systems	4
HVAC 124	Equipment Selection and Duct Design*	4
HVAC 150	Refrigerant Management and Certification	1
HVAC 137	Residential Systems: Air Conditioning*	4
HVAC 127	Residential Systems: Heating*	4
HVAC 235	Residential Heat Pump Systems*	4
HVAC 167	Sheet Metal Layout and Fabrication	3
HVAC 155	Workplace Skills	1
MATH 115	Introduction to Algebra*	3
	Technical Electives	3
	TOTAL PROGRAM CREDIT HOURS	38

Technical Electives

HVAC 125	Energy Alternatives	2
HVAC 143	Reading Blueprints and Ladder Diagrams	2
HVAC 271	HVAC Internship*	3
HVAC 291	Independent Study	1
CPCA 105	Introduction to Personal Computers: Windows	1
INDT 125	Industrial Safety	3

*Prerequisite/Corequisite required

Horticulture Certificate

Programs in some career areas are made available by means of cooperative agreements with other educational institutions. These cooperative agreements have resulted in the sharing of programming, curriculum and staffing in the greater Kansas City area and have promoted increased economies of operations for cooperating institutions. The horticultural certificate program is a cooperative program with the Metropolitan Community Colleges.

The 30-credit-hour certificate granted by Johnson County Community College is a certificate program designed to prepare students for a career in the "greening industry." Upon completion of this certificate, students will possess the competencies to be successful at entry-level or higher positions in landscape design and maintenance, lawn care, garden centers and nurseries, wholesale greenhouse growers, and greenhouse operations and other related occupations.

Missouri students should refer to Reverse Cooperative Program Information, see url: <http://www.jccc.net/cooperative>

Science Department

Vocational Certificate

First Semester

HORT 214	Woody Plants I, Deciduous	3
HORT 220	Herbaceous Plants	3
	TOTAL CREDIT HOURS	6

Second Semester

HORT 215	Woody Plants II, Evergreens	3
HORT 225	Plant Problems*	3
HORT 130	Landscape Design and Maintenance	3
	TOTAL CREDIT HOURS	9

Third Semester

HORT 230	Landscape Maintenance Techniques*	4
HORT 140	Turf Management I	3
	TOTAL CREDIT HOURS	7

Fourth Semester

HORT 150	Fruits, Vegetables and Herb Crops.....	2
HORT 160	Garden Center Operations.....	3
BUS 145	Small Business Management.....	3
	TOTAL CREDIT HOURS.....	8
	TOTAL PROGRAM CREDIT HOURS.....	30

*Prerequisite/Corequisite required

Chef Apprenticeship, A.A.S.

The hospitality management program at JCCC is a comprehensive study of the food service and public lodging industries. The program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The chef apprenticeship program at the college is sponsored by the American Culinary Federation and the U.S. Department of Labor. The three-year program has special admission requirements. You must be 18 years old and have a high school diploma or the equivalent.

The career program features formal course work along with the opportunity to actually practice such skills as baking, menu planning, food purchasing, beverage control and food preparation. After job placement, you join the American Culinary Federation Educational Institute for registered apprentice membership. Likewise, you register with the Department of Labor and will be officially indentured to supervising chefs and the sponsoring American Culinary Federation affiliate chapter for 6,000 hours. The program consists of 74 credit hours and leads to an associate of applied science degree.

Missouri students should refer to Reverse Cooperative Program Information, see url: <http://www.jccc.net/cooperative>

Hospitality Management

Associate of Applied Science Degree

First Semester

HMG T 121	Perspectives of Hospitality Management.....	3
HMG T 123	Professional Cooking I*.....	3
MATH 120	Business Math or higher*.....	3
CPCA 105	Introduction to Personal Computers: Windows.....	1
	or	
CPCA 106	Introduction to Personal Computers: MacIntosh.....	1
HMG T 281	Culinary Arts Practicum I*.....	2
	TOTAL CREDIT HOURS.....	12

Second Semester

HMG T 273	Hospitality Cost Accounting*.....	3
HMG T 230	Professional Cooking II*.....	3
HMEC 151	Nutrition and Meal Planning.....	3
HMG T 282	Culinary Arts Practicum II*.....	2
	TOTAL CREDIT HOURS.....	11

Summer

ENGL 121	Composition I*.....	3
SPD 120	Interpersonal Communication.....	3
	or	
SPD 125	Personal Communication.....	3
	TOTAL CREDIT HOURS.....	6

Third Semester

HMG T 130	Hospitality Law.....	3
HMG T 271	Seminar in Hospitality Management: Purchasing.....	3
HMG T 145	Food Production Specialties*.....	3

HMGT 285	Culinary Arts Practicum III*	2
	TOTAL CREDIT HOURS	11

Fourth Semester

HMGT 226	Garde Manger*	3
HMGT 223	Fundamentals of Baking	3
HMGT 277	Seminar in Hospitality Management: Menu Planning*	3
HMGT 286	Culinary Arts Practicum IV*	2
	TOTAL CREDIT HOURS	11

Fifth Semester

HMGT 231	Advanced Food Preparation*	4
HMGT 279	Beverage Control	3
PSYC 121	Applied Psychology	3
	or	
PSYC 130	Introduction to Psychology	3
HMGT 287	Culinary Arts Practicum V*	2
	TOTAL CREDIT HOURS	12

Sixth Semester

HMGT 128	Supervisory Management	3
HMGT 228	Advanced Hospitality Management*	3
HMGT 288	Culinary Arts Practicum VI*	2
	Humanities Elective	3
	TOTAL CREDIT HOURS	11
	TOTAL PROGRAM CREDIT HOURS	74

*Prerequisite/Corequisite required

Food and Beverage Management, A.A.S.

The hospitality management program at JCCC is a comprehensive study of the food service and public lodging industries. The program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The JCCC food and beverage management program prepares graduates to enter restaurant, club or food service management as a trainee or assistant manager. Courses in the 65-credit-hour program include supervisory management, hospitality accounting, hospitality law, food management, design techniques and advanced hospitality management. In addition, students learn food preparation skills through courses in basic and intermediate food preparation, menu planning, purchasing, nutrition and beverage control. Individuals considering this field should enjoy a very active environment and a lot of contact with people.

Missouri students should refer to Reverse Cooperative Program Information, see url: <http://www.jccc.net/cooperative>

Hospitality Management

Associate of Applied Science Degree

First Semester

HMGT 121	Perspectives of Hospitality Management	3
SPD 125	Personal Communication	3
	or	
SPD 120	Interpersonal Communication	3
MATH 120	Business Math or higher*	3
CPCA	Computer Elective	1
ENGL 121	Composition I*	3
HMGT 120	Food Service Sanitation	1
	TOTAL CREDIT HOURS	14

Second Semester

HMG	128	Supervisory Management.....	3
HMG	123	Professional Cooking I*.....	3
HMG	277	Seminar in Hospitality Management: Menu Planning*....	3
HMG	271	Seminar in Hospitality Management: Purchasing.....	3
HMEC	151	Nutrition and Meal Planning.....	3
		TOTAL CREDIT HOURS.....	15

Summer

PSYC	121	Applied Psychology.....	3
		or	
PSYC	130	Introduction to Psychology.....	3
		Humanities Requirement.....	3
		TOTAL CREDIT HOURS.....	6

Third Semester

HMG	230	Professional Cooking II*.....	3
HMG	207	Hospitality Human Resource Management*.....	3
HMG	279	Beverage Control.....	3
HMG	221	Design and Facilities Management*.....	3
HMG	273	Hospitality Cost Accounting*.....	3
		TOTAL CREDIT HOURS.....	15

Fourth Semester

HMG	126	Food Management*.....	4
HMG	228	Advanced Hospitality Management*.....	3
HMG		Hospitality Program Elective.....	3
HMG	268	Hospitality Managerial Accounting*.....	3
HMG	150	Seminar: Food Service Sales and Marketing.....	3
		TOTAL CREDIT HOURS.....	16
		TOTAL PROGRAM CREDIT HOURS.....	66

Hospitality Program Electives

FL	133	Basic Spanish for Hospitality Management.....	2
HMG	130	Hospitality Law.....	3
HMG	223	Fundamentals of Baking.....	3
HMG	250	Introduction to Catering.....	3
HMG	275	Seminar in Hospitality Management: Internship*.....	3
		*Prerequisite/Corequisite required	

Food and Beverage Management Certificate

The food and beverage management certificate program is a one-year program that students can complete in two semesters. Designed to give students basic skills hospitality industry employers are seeking for entry-level positions, the program includes an internship, which allows the student to gain actual experience with local employers.

Hospitality Management

Postsecondary Certificate

ENGL	121	Composition I*.....	3
HMG	121	Perspectives of Hospitality Management.....	3
HMG	123	Professional Cooking I*.....	3
HMG	126	Food Management*.....	4
HMG	128	Supervisory Management.....	3
HMG	230	Professional Cooking II*.....	3
HMG	271	Seminar in Hospitality Management: Purchasing.....	3
HMG	273	Hospitality Cost Accounting*.....	3
HMG	275	Seminar in Hospitality Management: Internship.....	3
MATH	120	Business Mathematics*.....	3
		TOTAL PROGRAM CREDIT HOURS.....	31
		*Prerequisite/Corequisite required	

Hotel & Lodging Management, A.A.S.

The hospitality management program at JCCC is a comprehensive study of the food service and public lodging industries. The program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The JCCC hotel and lodging management program prepares the graduate to enter hotel and lodging management, usually as a trainee or department supervisor. Courses in supervisory management, hotel accounting, hotel sales and marketing, and advanced hospitality management provide a comprehensive management background. In addition the students learn basic skills through courses in housekeeping, front office management, basic and intermediate food preparation, and beverage control.

Individuals considering this field should enjoy a very active environment and a lot of contact with people.

Missouri students should refer to Cooperative Program Information.

Hospitality Management

Associate of Applied Science

First Semester

HMG 121	Perspectives of Hospitality Management.....	3
ENGL 121	Composition I*.....	3
PSYC 121	Applied Psychology.....	3
	or	
PSYC 130	Introduction to Psychology.....	3
HMG 120	Food Service Sanitation.....	1
HPER 200	First Aid and CPR.....	2
HMG 132	Seminar in Housekeeping Operations.....	3
	TOTAL CREDIT HOURS.....	15

Second Semester

MATH 120	Business Math or higher*.....	3
HMG 265	Front Office Management.....	3
HMG 128	Supervisory Management.....	3
HMG 235	Seminar: Risk Management and Loss Prevention.....	3
HMG 123	Professional Cooking I*.....	3
	TOTAL CREDIT HOURS.....	15

Summer

HMG 275	Seminar in Hospitality Management: Internship.....	3
CPCA	Computer Elective.....	1
	TOTAL CREDIT HOURS.....	4

Third Semester

SPD 125	Personal Communication.....	3
	or	
SPD 120	Interpersonal Communication.....	3
HMG 230	Professional Cooking II*.....	3
HMG 279	Beverage Control.....	3
HMG 203	Hotel Sales and Marketing*.....	3
HMG 273	Hospitality Cost Accounting*.....	3
	TOTAL CREDIT HOURS.....	15

Fourth Semester

	Humanities Requirement.....	3
HMG 228	Advanced Hospitality Management*.....	3
HMG	Hospitality Program Elective.....	3
HMG 268	Hospitality Managerial Accounting*.....	3
HMG 207	Hospitality Human Resource Management*.....	3
	TOTAL CREDIT HOURS.....	15

TOTAL PROGRAM CREDIT HOURS.....64

Hospitality Program Electives

FL	133	Basic Spanish for Hospitality Management.....	2
HMEC	151	Nutrition and Meal Planning.....	3
HMG	126	Food Management*.....	4
HMG	130	Hospitality Law.....	3
HMG	221	Design and Facilities Management*.....	3
HMG	223	Fundamentals of Baking.....	3
HMG	250	Introduction to Catering.....	3
HMG	271	Seminar in Hospitality Management: Purchasing.....	3
HMG	277	Seminar in Hospitality Management: Menu Planning*.....	3

*Prerequisite/Corequisite required

Information Technology, A.A.S.

Information technology connects people, departments and companies for communication purposes. The technology of local area networks gives employees the ability to share and retrieve information at the group level. Combining local area networks with the Internet and telecommunications resources gives employees unlimited intranet access to information throughout the company and beyond. The associate of applied science degree in information technology provides students with a foundation in designing, installing and implementing computer networking resources. Course requirements include network operations and product-specific requirements for Netware, Windows, Unix and Cisco.

Information Technology

Associate of Applied Science Degree

First Semester

IT	205	Implementing Windows Client*.....	3
ELEC	126	Microcomputer A+ Preparation.....	4
ENGL	121	Composition I*.....	3
		Technical Electives.....	3
		Social Science and/or Economics Elective.....	3
		Health and/or Physical Education Elective.....	1
		TOTAL CREDIT HOURS.....	17

Second Semester

IT	221	Windows Server*.....	3
IT	230	UNIX Fundamentals*.....	3
IT	246	Introduction to Routers*.....	3
MATH	171	College Algebra or higher*.....	3
ENGL	122	Composition II*.....	3
		or	
ENGL	123	Technical Writing I*.....	3
		TOTAL CREDIT HOURS.....	15

Third Semester

IT	225	Windows Active Directory Services*.....	3
IT	231	UNIX Administration*.....	3
IT	247	Introduction to Wide-Area Networks*.....	3
		Humanities Elective.....	3
		Technical Electives.....	3
		TOTAL CREDIT HOURS.....	15

Fourth Semester

IT	245	Network Infrastructure*.....	3
IT	251	Network Security Fundamentals*.....	4
SPD	121	Public Speaking.....	3
		or	

SPD	125	Personal Communication.....	3
		Technical Elective.....	7
		TOTAL CREDIT HOURS.....	17
		TOTAL PROGRAM CREDIT HOURS.....	64

Technical Electives

CPCA	121	Introduction to Project Management*.....	1
CIS	134	Programming Fundamentals.....	4
ELEC	120	Introduction to Electronics.....	3
ELEC	150	Introduction to Telecommunications.....	3
ELEC	185	LAN Cabling and Installation.....	3
ELEC	250	Microcomputer Maintenance*.....	3
IT	200	Networking Technologies.....	3
IT	210	Netware Administration*.....	3
IT	227	SQL Server Administration*.....	3
IT	228	Exchange Server*.....	3
IT	231	UNIX Administration*.....	3
IT	232	UNIX Networking and Security*.....	4
IT	249	Advanced Routing*.....	3
IT	250	Networking Seminar*.....	3
IT	253	Advanced Switching*.....	3
IT	254	Remote Access Networks*.....	3
IT	271	Information Technology Internship I*.....	3
IT	272	Information Technology Internship II*.....	3

*Prerequisite/Corequisite required

Network Administration: UNIX Certificate

This certificate is a 26-credit-hour program that students can complete in four semesters. The certificate will provide students with competencies necessary to install, troubleshoot and administer Unix systems in an enterprise environment. These skills are sought in the industry today, with Unix operating systems claiming the majority of new implementations in the enterprise environment.

Vocational Certificate

IT	200	Networking Technologies.....	3
ELEC	126	Microcomputer A+ Preparation.....	4
IT	230	UNIX Fundamentals*.....	3
IT	231	UNIX Administration*.....	3
IT	232	UNIX Networking and Security*.....	4
IT	246	Introduction to Routers*.....	3
		Technical Electives.....	6
		TOTAL CREDIT HOURS.....	26

Technical Electives

IT	205	Implementing Windows Client*.....	3
IT	210	Netware Administration*.....	3
IT	221	Windows Server*.....	3
IT	225	Windows Active Directory Services*.....	3
IT	227	SQL Server Administration*.....	3
IT	245	Network Infrastructure*.....	3
IT	247	Introduction to Wide-Area Networks*.....	3
IT	250	Networking Seminar*.....	3
IT	271	Information Technology Internship I*.....	3
IT	272	Information Technology Internship II*.....	3
ELEC	185	LAN Cabling and Installation.....	3

*Prerequisite/Corequisite required

Network Administration: Windows Certificate

The networking administration: windows vocational certificate is a 28-credit-hour program that students can complete in four semesters. The program is designed

to give students the hands-on skills needed to install, troubleshoot and administer a local area network with Windows operating system. Course work parallels the requirements for the Microsoft Certified Systems Associate (MCSA) certification exams.

Information Technology

Vocational Certificate

IT	200	Networking Technologies.....	3
ELEC	126	Microcomputer A+ Preparation.....	4
IT	205	Implementing Windows Client*.....	3
IT	221	Windows Server*.....	3
IT	225	Windows Active Directory Services*.....	3
IT	245	Network Infrastructure*.....	3
		Technical Electives.....	9
		TOTAL PROGRAM CREDIT HOURS.....	28

Technical Electives

IT	210	Netware Administration*.....	3
IT	227	SQL Server Administration*.....	3
IT	228	Exchange Server*.....	3
IT	230	UNIX Fundamentals*.....	3
IT	231	UNIX Administration*.....	3
IT	232	UNIX Networking and Security*.....	4
IT	246	Introduction to Routers*.....	3
IT	247	Introduction to Wide-Area Networks*.....	3
IT	249	Advanced Routing*.....	3
IT	250	Networking Seminar*.....	3
IT	251	Network Security Fundamentals*.....	4
IT	271	Information Technology Internship I*.....	3
IT	272	Information Technology Internship II*.....	3

*Prerequisite/Corequisite required

Network Connectivity Certificate

The network connectivity vocational certificate is a 13-credit-hour program that students can complete in three semesters. The certificate addresses the crucial area of Internet connection devices and provides necessary skills for students to be successful in the field. This certificate is supported and promoted by Cisco through its Networking Academy initiative. Course work parallels the requirements for Cisco Certified Network Associate (CCNA) certification exam.

Information Technology

Vocational Certificate

IT	200	Networking Technologies.....	3
ELEC	126	Microcomputer A+ Preparation.....	4
IT	246	Introduction to Routers*.....	3
IT	247	Introduction to Wide-Area Networks*.....	3
		TOTAL PROGRAM CREDIT HOURS.....	13

*Prerequisite/Corequisite required

Interactive Media, A.A.S.

The interactive media program provides instruction in the design and development process for different types of interactive media, acquiring and managing assets, the history and theory of communication forms, authoring for interactive media, interface design, and project management. This program is designed to build a common foundation of experience while allowing the student to elect asset and authoring courses as well as general electives that best serve his or her individual needs. Depending on individual choices and talents, students who complete the interactive media program should be prepared for employment in a variety of

positions in the interactive media field. For more information and to see samples of student work, go to web.jccc.net/academic/cim

Interactive Media

Associate of Applied Science Degree

First Semester

ENGL 121	Composition I*	3
CIM 130	Interactive Media Concepts	2
CIM 140	Interactive Media Assets*	4
CIM 133	Screen Design*	4
	Electives	3
	TOTAL CREDIT HOURS	16

Second Semester

ENGL 140	Writing for Interactive Media*	3
CIM 152	Interactive Authoring I: Authorware*	4
	or	
CIM 154	Interactive Authoring I: Director*	4
	or	
CIM 156	Interactive Authoring I: Web*	4
CIM 200	Interactive Communication Form*	3
	Humanities Elective	3
	Asset Elective	4
	TOTAL CREDIT HOURS	17

Third Semester

CIM 230	Interactive Media Development*	4
CIM 250	Interface Design*	4
	Social Science and/or Economic Elective	3
	Asset Elective	4
	Electives	3
	TOTAL CREDIT HOURS	18

Fourth Semester

CIM 270	Interactive Media Project*	4
CIM 271	Career Preparation*	2
	Science and/or Mathematics	3
	Health and/or Physical Education	1
	Electives	3
	TOTAL CREDIT HOURS	13
	TOTAL PROGRAM CREDIT HOURS	64

Asset Electives

CIM 135	Digital Imaging and Video*	3
MUS 156	Midi Music Composition I	3
CIM 152	Interactive Authoring I: Authorware*	4
	or	
CIM 154	Interactive Authoring I: Director*	4
	Note:Whichever course not already taken as a requirement	
	or	
CIM 156	Interactive Authoring I: Web*	4
CIS 162	Database Programming*	4
BUS 141	Principles of Management	3
CIM 235	Advanced Digital Video*	3
CIM 252	Interactive Authoring II: Authorware*	4
CIM 254	Interactive Authoring II: Director*	4

*Prerequisite/Corequisite required

Multimedia Design Certificate

The multimedia design certificate provides instruction in the design and development process needed to deliver information and media, primarily via CD-ROM and DVD. This includes acquiring and managing assets (text, graphics, sound and video), the history and theory of communication forms, screen design, multimedia authoring, interface design and project management.

Students who complete the multimedia design certificate should be prepared for employment in a variety of positions within the interactive media field. Potential positions in multimedia design include writer/editor/researcher, graphics professional, photography/imaging/video professional, music/audio professional, animator, programmer, information designer, interface designer and/or project manager. For more information and to see samples of student work, go to web.jccc.net/academic/cim

Interactive Media

Vocational Certificate

CIM 130	Interactive Media Concepts.....	2
CIM 140	Interactive Media Assets*.....	4
CIM 133	Screen Design*.....	4
CIM 152	Interactive Authoring I: Authorware*.....	4
	or	
CIM 154	Interactive Authoring I: Director*.....	4
CIM 200	Interactive Communication Form*.....	3
CIM 230	Interactive Media Development*.....	4
CIM 250	Interface Design*.....	4
CIM 270	Interactive Media Project*.....	4
	TOTAL CREDIT HOURS.....	29

*Prerequisite/Corequisite required

Web Design Certificate

The Web design certificate provides instruction in the design and development process needed to deliver information and media primarily via the World Wide Web. This instruction includes acquiring and managing assets (text, graphics, sound and video), the history and theory of communication forms, screen design, multimedia authoring, interface design and project management.

Students who complete the Web design certificate should be prepared for employment in a variety of positions within the interactive media field. Potential positions in Web design include writer/editor/researcher, graphics professional, photography/imaging/video professional, music/audio professional, animator, programmer, information designer, interface designer and/or project manager. For more information and to see samples of student work, go to web.jccc.net/academic/cim

Interactive Media

Vocational Certificate

CIM 130	Interactive Media Concepts.....	2
CIM 140	Interactive Media Assets*.....	4
CIM 133	Screen Design*.....	4
CIM 156	Interactive Authoring I: Web*.....	4
CIM 200	Interactive Communication Form*.....	3
CIM 230	Interactive Media Development*.....	4
CIM 250	Interface Design*.....	4
CIM 270	Interactive Media Project*.....	4
	TOTAL PROGRAM CREDIT HOURS.....	29

*Prerequisite/Corequisite required

Interior Design, A.A.S.

Five options in JCCC's interior design program offer students opportunities to choose a career path from a wide variety of exciting fields. Three associate of applied science degree options -- interior design, interior merchandising and

interior entrepreneurship -- offer design, retail and business proprietorship skills. Two certificate programs, the interior products sales certificate and the interior design sales and marketing representative certificate, are available for students who need skills for immediate employment or who want a broader knowledge base for their current employment.

JCCC's program offers courses in interior products, creative retail selling, business management, manual and CAD drafting, and product presentation, combined with a basic curriculum of business math, English and art history. Two required work-study internships help develop technical, creative and business skills.

Faculty have worked in the field, which equips them to offer valuable firsthand knowledge of what it takes to succeed.

Missouri students should refer to Reverse Cooperative Program Information, see url:

<http://www.jccc.net/cooperative>

Interior Design

Associate of Applied Science Degree

First Semester

ITMD 121	Interior Design I.....	3
DRAF 261	Graphic Comm I/Interior Design.....	3
ITMD 133	Furniture & Ornamentation/Antiquity to Renaissance...3	
MATH 120	Business Math or higher*.....	3
ITMD 125	Interior Textiles.....	3
ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	18

Second Semester

ITMD 122	Interior Design II*.....	3
DRAF 264	CAD:Interior Design**.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3
ITMD 231	Furniture & Ornamentation Renaissance to 20th Cent...3	
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	18

Third Semester

ITMD 223	Contract Design*.....	3
ITMD 275	Interiors Seminar: Budget and Estimating*.....	2
ITMD 282	Interiors Internship I*.....	1
ART 180	Art History: Ancient to Renaissance.....	3
ECON 130	Basic Economic Issues.....	3
	or	
ECON 230	Economics I.....	3
ITMD 140	Draperies, Treatment and Construction*.....	1
ITMD 145	Upholstery Construction*.....	1
ITMD 147	Lighting Design and Planning*.....	1
	TOTAL CREDIT HOURS.....	15

Fourth Semester

ITMD 234	Kitchen and Bath: Planning and Design*.....	3
ITMD 273	Interiors Seminar: Practices and Procedures*.....	2
ITMD 148	History of Asian Furniture and Design.....	2
ITMD 150	Asian Rugs and Carpets.....	1
ITMD 284	Interiors Internship II*.....	1
DRAF 266	Graphic Communications II for Interior Design*.....	3
ITMD 239	Capstone: Portfolio and Presentation*.....	2
FASH 135	Image Management.....	1
	or	
ITMD 180	Leadership in Design.....	1
	Health and/or Physical Education Elective.....	1

TOTAL CREDIT HOURS.....	16
TOTAL PROGRAM CREDIT HOURS.....	67

Recommended Electives

ITMD 127	Elements of Floral Design.....	1
ITMD 175	Advanced Floral Design*.....	1
ITMD 250	20th Century Designers.....	1
ITMD 295	Field Study: Design and Merchandising*.....	3
ITMD 296	Interior Design: the Orient.....	3
*Prerequisite/Corequisite required		

Interior Design Retail Sales/Manu Rep Certificate

The interior design retail sales/manufacturers representative certificate is a 32-credit-hour program designed for students employed in or seeking positions in the retail or wholesale interior design market.

Missouri students should refer to Reverse Cooperative information:
http://www.jccc.net/home/handbook/student.php/toc_hb1/toc_admissions/coop_programs

Interior Design

Vocational Certificate

First Semester

ITMD 121	Interior Design I.....	3
ITMD 125	Interior Textiles.....	3
ITMD 132	Interior Products.....	3
MATH 120	Business Math or higher*.....	3
MKT 134	Creative Retail Selling.....	3
FASH 135	Image Management.....	1
ITMD 282	Interiors Internship I*.....	1
TOTAL CREDIT HOURS.....		17

Second Semester

MKT 121	Retail Management.....	3
FASH 125	Visual Merchandising.....	3
SPD 120	Interpersonal Communication.....	3
or		
BUS 225	Human Relations.....	3
ITMD 275	Interiors Seminar: Budget and Estimating*.....	2
ITMD 284	Interiors Internship II*.....	1
ITMD	Elective.....	3
TOTAL CREDIT HOURS.....		15
TOTAL PROGRAM CREDIT HOURS.....		32

Recommended Electives

ITMD 127	Elements of Floral Design.....	1
ITMD 140	Draperies, Treatment and Construction*.....	1
ITMD 145	Upholstery Construction*.....	1
ITMD 147	Lighting Design and Planning*.....	1
ITMD 231	Furniture & Ornamentation Renaissance to 20th Cent...3	
ITMD 273	Interiors Seminar: Practices and Procedures*.....	2
*Prerequisite/Corequisite required		

Interior Entrepreneurship, A.A.S.

Five options in JCCC's interior design program offer students opportunities to choose a career path from a wide variety of exciting fields. Three associate of applied science degree options -- interior design, interior merchandising and

interior entrepreneurship--offer design, retail and business proprietorship skills. Two certificate programs, the interior products sales certificate and the interior design sales and marketing representative certificate, are available for students who need skills for immediate employment or who want a broader knowledge base for their current employment.

JCCC's program offers courses in interior products, creative retail selling, business management, manual and CAD drafting, and product presentation, combined with a basic curriculum of business math, English and art history. Two required work-study internships help develop technical, creative and business skills.

Faculty have worked in the field, which equips them to offer valuable firsthand knowledge of what it takes to succeed.

Missouri students should refer to Reverse Cooperative Program Information, go to: <http://www.jccc.net/cooperative>

Interior Design

Associate of Applied Science Degree

First Semester

ITMD 121	Interior Design I.....	3
ITMD 133	Furniture & Ornamentation/Antiquity to Renaissance...	3
DRAF 261	Graphic Comm I/Interior Design.....	3
MATH 120	Business Math or higher*.....	3
ITMD 125	Interior Textiles.....	3
ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	18

Second Semester

ITMD 122	Interior Design II*.....	3
DRAF 264	CAD:Interior Design*.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3
ITMD 231	Furniture & Ornamentation Renaissance to 20th Cent...	3
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	18

Third Semester

	Interiors Elective.....	3
ITMD 275	Interiors Seminar: Budget and Estimating*.....	2
ITMD 282	Interiors Internship I*.....	1
ART 180	Art History: Ancient to Renaissance.....	3
ECON 130	Basic Economic Issues.....	3
	or	
ECON 230	Economics I.....	3
	Business/Business Entrepreneurship/ Marketing Elective.....	3
	TOTAL CREDIT HOURS.....	15

Fourth Semester

ITMD 234	Kitchen and Bath: Planning and Design*.....	3
	or	
ITMD 223	Contract Design*.....	3
ITMD 273	Interiors Seminar: Practices and Procedures*.....	2
ITMD 284	Interiors Internship II*.....	1
	Business/Business Entrepreneurship/ Marketing Electives.....	6
ITMD 239	Capstone: Portfolio and Presentation*.....	2
FASH 135	Image Management.....	1
	or	
ITMD 180	Leadership in Design.....	1
	Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Recommended Electives

ITMD 127	Elements of Floral Design.....	1
ITMD 295	Field Study: Design and Merchandising*.....	3
ITMD 296	Interior Design: the Orient.....	3
ITMD 140	Draperies, Treatment and Construction*.....	1
ITMD 145	Upholstery Construction*.....	1
ITMD 147	Lighting Design and Planning*.....	1
ITMD 148	History of Asian Furniture and Design.....	2
ITMD 150	Asian Rugs and Carpets.....	1
ITMD 175	Advanced Floral Design*.....	1
ITMD 250	20th Century Designers.....	1
ACCT 111	Small Business Accounting.....	3
ACCT 121	Accounting I.....	3
BUS 141	Principles of Management.....	3
BUS 145	Small Business Management.....	3
BUS 230	Marketing.....	3
ENTR 131	Financial Management for Small Business*.....	2
ENTR 142	Fast Trac Business Plan.....	3
ENTR 160	Legal Issues for Small Business.....	2
MKT 121	Retail Management.....	3
MKT 221	Sales Management*.....	3

*Prerequisite/Corequisite required

Interior Merchandising, A.A.S.

Five options in JCCC's interior design program offer students opportunities to choose a career path from a wide variety of exciting fields. Three associate of applied science degree options -- interior design, interior merchandising and interior entrepreneurship -- offer design, retail and business proprietorship skills. Two certificate programs, the interior products sales certificate and the interior design sales and marketing representative certificate, are available for students who need skills for immediate employment or who want a broader knowledge base for their current employment.

JCCC's program offers courses in interior products, creative retail selling, business management, manual and CAD drafting, and product presentation, combined with a basic curriculum of business math, English and art history. Two required work-study internships help develop technical, creative and business skills.

Faculty have worked in the field, which equips them to offer valuable firsthand knowledge of what it takes to succeed.

Missouri students should refer to Reverse Cooperative Program Information, go to: <http://www.jccc.net/cooperative>

Interior Design

Associate of Applied Science Degree**First Semester**

ITMD 121	Interior Design I.....	3
ITMD 133	Furniture & Ornamentation/Antiquity to Renaissance...3	3
DRAF 261	Graphic Comm I/Interior Design.....	3
MATH 120	Business Math or higher*.....	3
ITMD 125	Interior Textiles.....	3
ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	18

Second Semester

ITMD 122	Interior Design II*.....	3
DRAF 264	CAD:Interior Design*.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3

ITMD	231	Furniture & Ornamentation Renaissance to 20th Cent...	3
BUS	150	Business Communications*	3
		TOTAL CREDIT HOURS	18

Third Semester

		Interiors Elective	3
ITMD	275	Interiors Seminar: Budget and Estimating*	2
ITMD	282	Interiors Internship I*	1
ART	180	Art History: Ancient to Renaissance	3
ECON	130	Basic Economic Issues	3
		or	
ECON	230	Economics I	3
		Business/Marketing Elective	3
		TOTAL CREDIT HOURS	15

Fourth Semester

		Interiors Elective	3
ITMD	273	Interiors Seminar: Practices and Procedures*	2
ITMD	284	Interiors Internship II*	1
		Business/Marketing Elective	3
FASH	125	Visual Merchandising	3
ITMD	239	Capstone: Portfolio and Presentation*	2
FASH	135	Image Management	1
		or	
ITMD	180	Leadership in Design	1
		Physical Education Elective	1
		TOTAL CREDIT HOURS	16
		TOTAL PROGRAM CREDIT HOURS	67

Recommended Electives

ITMD	127	Elements of Floral Design	1
ITMD	295	Field Study: Design and Merchandising*	3
ITMD	296	Interior Design: the Orient	3
ITMD	140	Draperies, Treatment and Construction*	1
ITMD	145	Upholstery Construction*	1
ITMD	147	Lighting Design and Planning*	1
ITMD	148	History of Asian Furniture and Design	2
ITMD	150	Asian Rugs and Carpets	1
ITMD	175	Advanced Floral Design*	1
ITMD	223	Contract Design*	3
		or	
ITMD	234	Kitchen and Bath: Planning and Design*	3
ITMD	250	20th Century Designers	1
BUS	141	Principles of Management	3
BUS	145	Small Business Management	3
BUS	230	Marketing	3
MKT	121	Retail Management	3
MKT	221	Sales Management*	3

*Prerequisite/Corequisite required

Interior Products Sales Representative Certificate

The interior products sales representative vocational certificate is a 17-credit-hour program designed for students employed in or seeking positions in the interior design retail market. The required courses are already included in the approved curriculum of the interior design program.

Missouri students should refer to reverse cooperative program information:
<http://www.jccc.net/cooperative>

Interior Design

Vocational Certificate

ITMD 121	Interior Design I.....	3
ITMD 125	Interior Textiles.....	3
ITMD 132	Interior Products.....	3
MATH 120	Business Math or higher*.....	3
MKT 134	Creative Retail Selling.....	3
FASH 135	Image Management.....	1
ITMD 282	Interiors Internship I*.....	1
	TOTAL PROGRAM CREDIT HOURS.....	17

*Prerequisite/Corequisite required

Interpreter Training, A.A.S.

The employment outlook for sign language interpreters is promising. As the population grows, so will the need for interpreters. Another factor in the predicted increase in employment opportunities is the effort many social service agencies, school systems, medical services and industries are making to provide interpreter services.

JCCC's program concentrates on preparing students to provide entry-level interpretation and transliteration for the deaf, hard of hearing and non-deaf communities. During the last semester of the program, students participate in a practicum class in which they interpret under supervision in a variety of situations. Upon successful completion of this program, and a required evaluation, students will earn an associate of applied science degree.

This is a selective admission program with limited enrollment. The deadline for fall semester applications is in the spring. If you are interested, contact the Admissions office for an application packet, which includes prerequisites, deadlines, admission requirements and academic criteria.

Interpreter Training

Associate of Applied Science Degree

Prerequisites

INTR 120	Elementary American Sign Language I.....	3
INTR 121	Elementary American Sign Language II*.....	3

Note: INTR 120 and 121 must be passed with a 'C' or higher.

ENGL 121	Composition I*.....	3
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Note: ENGL 121 must be passed with a 'B' or higher.

TOTAL CREDIT HOURS.....9

First Semester

INTR 122	Intermediate American Sign Language I*.....	3
INTR 126	Classifiers in American Sign Language*.....	2
INTR 130	Survey of the Interpreting Profession*.....	3
INTR 142	Fingerspelling I*.....	3
ANTH 125	Cultural Anthropology**.....	3
SPD 120	Interpersonal Communication.....	3
	Health and/or Physical Educ Elect.....	1
	TOTAL CREDIT HOURS.....	18

Second Semester

INTR 123	Intermediate American Sign Language II*.....	3
INTR 131	Interpreting Preparation Skills*.....	2
INTR 135	Intro to American Sign Language Linguistics*.....	3
INTR 242	Fingerspelling II*.....	2
SPD 121	Public Speaking.....	3
ENGL 122	Composition II*.....	3
	TOTAL CREDIT HOURS.....	16

Third Semester

INTR 145	Deaf Culture*	3
INTR 181	Interpreting Practicum I*	1
INTR 223	*	
INTR 226	Specialized and Technical Vocabulary*	2
INTR 250	Interpreting I*	6
	Science and/or Math Elective	3
	TOTAL CREDIT HOURS	18

Fourth Semester

INTR 251	*	
INTR 262	Seminar on Interpreting*	3
INTR 282	*	
AAC 150	Job Search Skills	1
	Humanities Elective	3
	TOTAL CREDIT HOURS	15
	TOTAL PROGRAM CREDIT HOURS	67

*Prerequisite/Corequisite required

Note: **This course is required to meet the Social Science and/or Economics Elective.

Note: *** This course is required to meet the Communications Elective.

Note: All courses other than INTR courses must either be taken during the semester they are listed or before. In fact, it is highly recommended that all elective courses be taken prior to enrollment in the program or during the summer. However, AAC 150 should be taken in student's last semester due to courses/career relevancy.

Sing Language Communication Certificate

The sign language communication postsecondary certificate has been developed based on the need for professional people in the community to be skilled in sign language. The certification program is not available to students who have been admitted to the interpreter training program. MATH 115 or higher is required for the certificate program; students planning to apply for admission to the interpreter training program after receiving their certificates are advised that MATH 116 or higher and/or a science elective are required for the A.A.S. degree. Students should contact a counselor or the career program facilitator for advice concerning graduation requirements.

Interpreter Training

Postsecondary Certificate

First Semester

INTR 120	Elementary American Sign Language I	3
INTR 145	Deaf Culture*	3
	Health/Physical Education Elective	1
ENGL 121	Composition I*	3
	TOTAL CREDIT HOURS	10

Second Semester

INTR 121	Elementary American Sign Language II*	3
INTR 130	Survey of the Interpreting Profession*	3
ENGL 122	Composition II*	3
	TOTAL CREDIT HOURS	9

Third Semester

INTR 122	Intermediate American Sign Language I*	3
INTR 142	Fingerspelling I*	3
	Math Elective	3
	TOTAL CREDIT HOURS	9

Fourth Semester

INTR 123	Intermediate American Sign Language II*	3
INTR 135	Intro to American Sign Language Linguistics*	3
	Social Science or Economics Elective	3
	TOTAL CREDIT HOURS	9
	TOTAL PROGRAM CREDIT HOURS	37

Math Elective

MATH 115	Introduction to Algebra*	3
MATH 116	Intermediate Algebra*	3
MATH 118	Geometry*	3
MATH 120	Business Mathematics*	3
MATH 122	Mathematics in Our Culture*	3
MATH 133	Technical Mathematics I*	4
MATH 134	Technical Mathematics II*	5
MATH 165	Finite Mathematics*	3
MATH 171	College Algebra*	3
MATH 172	Trigonometry*	3
MATH 173	Precalculus*	5
MATH 175	Discrete Mathematics and its Applications*	3
MATH 181	Statistics*	3
MATH 225	Mathematics as a Decision Making Tool*	3
MATH 231	Business and Applied Calculus I*	3
MATH 232	Business and Applied Calculus II*	3
MATH 241	Calculus I*	5
MATH 242	Calculus II*	5
MATH 243	Calculus III*	5
MATH 244	Differential Equations*	3

*Prerequisite/Corequisite required

Land Surveying, A.A.S.

This program leads to an associate in applied science degree which provides students with the experience and knowledge they need to take the exam to become a land surveyor.

The JCCC land surveying program is offered to Johnson County residents in cooperation with Longview Community College. The support courses are held at JCCC. Program course and credit hours are subject to change because of the requirement changes at the degree-granting institution. It is the student's responsibility to check with a JCCC counselor or advisor before enrollment. Contact Longview Community College at 816-672-2510 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to <http://www.jccc.net/cooperative>

Associate of Applied Science Degree

Degree Granted by Longview Community College

(General Education Requirements-must be taken at JCCC)

ENGL 121	Composition I*	3
ENGL 122	Composition II*	3
ENGL 123	Technical Writing I*	3
SPD 121	Public Speaking	3

MATH 133	Technical Mathematics I*	4
	AND	
MATH 134	Technical Mathematics II*	5
	OR	
MATH 171	College Algebra*	3
	AND	
MATH 172	Trigonometry*	3
HIST 140	U.S. History to 1877	3
	OR	
HIST 141	U.S. History Since 1877	3
	AND	
ECON 132	Survey of Economics	3
	OR	
ECON 230	Economics I	3
--OR Two of the following:		
POLS 122	Political Science	3
POLS 124	American National Government	3
POLS 126	State and Local Government	3

(Specific Program Requirements-may be taken at JCCC)

GEOS 130	General Geology	5
	OR	
ASTR 122	Astronomy	4
MATH 150	Descriptive Statistics Using SPSS*	3
PHYS 125	Technical Physics I*	4
ENGR 180	Engineering Land Surveying I*	3
ENTR 142	Fast Trac Business Plan	3

(Specific Program Requirements-must be taken at Longview)

KSS 300	Affiliate Social Science	1-3
KSRV 152	Engineering Graphics & CADD I*	5
KSRV 136	Analysis of Survey Measurements*	3
KSRV 137	Subdivision Planning and Layout*	3
KSRV 139	Route and Construction Surveying*	3
KSRV 235	Advanced Surveying*	3
KSRV 236	Legal Aspects of Surveying*	3
KSRV 237	Land Surveying*	3
	TOTAL PROGRAM CREDIT HOURS	65-71

*Prerequisite/Corequisite required

Land Surveying Certificate

This certificate prepares an individual to take the state-licensing exam to become a registered land surveyor with the state of Missouri.

The JCCC land surveying certificate is offered to Johnson County residents in cooperation with Longview Community College. The support courses are held at JCCC. Program course and credit hours are subject to change because of the requirement changes at the degree-granting institution. It is the student's responsibility to check with a JCCC counselor or advisor before enrollment. Contact Longview Community College at 816-672-2510 for an application packet, which includes deadlines, program prerequisites and admission requirements.

For enrollment information regarding this cooperative program, go to <http://www.jccc.net/cooperative>

Vocational Certificate

Certificate granted by Longview Community College

Specific Program Requirements-must be taken at JCCC

MATH 133	Technical Mathematics I*	4
	AND	
MATH 134	Technical Mathematics II*	5
	OR	
MATH 171	College Algebra*	3
	AND	
MATH 172	Trigonometry*	3
ENGR 180	Engineering Land Surveying I*	3

Specific Program Requirements-must be taken at Longview

KSRV 152	Engineering Graphics & CADD I	5
KSRV 137	Subdivision Planning and Layout*	3
	OR	
KSRV 139	Route and Construction Surveying*	3
KSRV 235	Advanced Surveying*	3
KSRV 236	Legal Aspects of Surveying*	3
KSRV 237	Land Surveying*	3
	TOTAL PROGRAM CREDIT HOURS	26-29

*Prerequisite/Corequisite required

Paralegal, A.A.

The expanding role of the paralegal in the delivery of legal services has created increased opportunities with private law firms, corporate legal departments, insurance companies, real estate and title firms, banks, and government agencies. If you are interested in entering this career field, you should be aware that although the number of jobs for trained paralegals is rising, competition for these positions is increasing.

The paralegal program at JCCC

- has a challenging curriculum
- requires that you possess excellent communication skills, analytical ability and a high level of motivation
- is approved by the American Bar Association
- is a selective admission program based on various academic and testing criteria

Paralegal

Associate of Arts Degree

The following courses must be completed with a minimum GPA of 2.0 prior to application for admission to the paralegal program. Upon successful completion of the requirements for the associate of arts degree, you will be eligible to receive an A.A. degree and a paralegal certificate.

ENGL 121	Composition I*	3
LAW 121	Introduction to Law	3
LAW 123	Paralegal Professional Studies	1

Suggested Order of Courses: Students may take any number of courses each semester that will also allow them to fulfill their other personal and professional responsibilities.

First Semester

	Humanities Elective.....	3
SPD 120	Interpersonal Communication.....	3
	or	
SPD 121	Public Speaking.....	3
	or	
SPD 125	Personal Communication.....	3
	Science and Mathematics Electives.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

Following admission to the paralegal program:

ENGL 122	Composition II*.....	3
LAW 131	Legal Research*.....	3
LAW 132	Civil Litigation*.....	3
CPCA 128	Personal Computer Applications.....	3
	or	
CIS 124	Introduction to Computer Concepts and Applications...3	
	or the following three:	
CPCA 108	Word Processing on Microcomputers I*.....	1
	and	
CPCA 110	Spreadsheet on Microcomputers I*.....	1
	and	
CPCA 114	Databases on Microcomputers I*.....	1
	Social Science and/or Economics Electives.....	3
	TOTAL CREDIT HOURS.....	15

Third Semester

LAW 205	Legal Writing*.....	3
	Paralegal Electives.....	6
	Health and/or Physical Education Elective.....	1
	Humanities Elective.....	3
	Science and Mathematics Elective.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

LAW 271	Legal Ethics, Interviewing and Investigation*.....	3
	Paralegal Electives.....	8
	Science and Mathematics Electives.....	3
	Social Science and/or Economics Electives.....	3
	TOTAL CREDIT HOURS.....	17
	TOTAL PROGRAM CREDIT HOURS.....	64

Paralegal Electives

LAW 140	Alternative Dispute Resolution*.....	3
LAW 142	Torts*.....	3
LAW 148	Criminal Litigation*.....	3
LAW 152	Real Estate Law*.....	3
LAW 162	Family Law*.....	3
LAW 171	Law Office Management*.....	3
LAW 173	Judicial Academy*.....	1
LAW 212	Business Organizations*.....	3
LAW 220	Computer-Assisted Legal Research*.....	2
LAW 223	Computer Applications in the Law Office*.....	3
LAW 241	Wills, Trusts and Probate Administration*.....	3
LAW 245	Elder Law*.....	3
LAW 266	Employment Law*.....	3
LAW 268	Bankruptcy*.....	2
LAW 270	Administrative Law*.....	3
LAW 275	Paralegal Internship I*.....	1
LAW 276	Paralegal Internship II*.....	1

*Prerequisite/Corequisite required

Legal Nurse Consultant Certificate

A legal nurse consultant (LNC) is a registered nurse who possesses both medical and legal knowledge. The LNC assists members of the legal profession with medical malpractice, personal injury and workers' compensation cases. The LNC functions in two roles: a consulting expert and a testifying expert.

Prior to admission, you must have earned a registered nurse degree and have satisfied JCCC and American Bar Association general education requirements. Students will have fulfilled these general education requirements if they have 18 hours of general education. LNC applicants must also possess a current state license to practice nursing and have completed 2,500 hours of clinical work as a registered nurse.

Legal Nurse Consulting

Vocational Certificate

LAW	225	Legal Nurse Consultant Profession*	1
LAW	121	Introduction to Law	3
		or	
BUS	122	Introduction to Law	3
LAW	131	Legal Research*	3
LAW	250	Medicolegal Research and Writing*	3
		or	
LAW	205	Legal Writing*	3
LAW	260	Personal Injury Law*	3
		or	
LAW	132	Civil Litigation*	3
LAW	270	Administrative Law*	3
LAW	271	Legal Ethics, Interviewing and Investigation*	3

Note: Students must take one of the following courses:

LAW	140	Alternative Dispute Resolution*	3
LAW	142	Torts*	3
LAW	148	Criminal Litigation*	3
LAW	152	Real Estate Law*	3
LAW	162	Family Law*	3
LAW	171	Law Office Management*	3
LAW	212	Business Organizations*	3
LAW	241	Wills, Trusts and Probate Administration*	3
LAW	245	Elder Law*	3
LAW	266	Employment Law*	3
LAW	268	Bankruptcy*	2
		TOTAL PROGRAM CREDIT HOURS	21-22

*Prerequisite/Corequisite required

Paralegal Certificate

You must have completed a two-year degree or a four-year degree and have satisfied JCCC and American Bar Association general education requirements prior to admission. Students will have fulfilled these general education requirements if they have 18 hours of general education credit, including Composition I and Introduction to Algebra or a higher math course.

The following courses must be completed with a minimum GPA of 2.0 prior to application for admission to the paralegal program.

Paralegal

Postsecondary Certificate

LAW	121	Introduction to Law	3
LAW	123	Paralegal Professional Studies	1

Suggested Order of Courses: Students may take any number of courses each semester that will also allow them to fulfill their other personal and professional responsibilities.

First Semester

CPCA 128	Personal Computer Applications.....	3
	or	
CIS 124	Introduction to Computer Concepts and Applications...3	
	or the following three:	
CPCA 108	Word Processing on Microcomputers I*.....	1
	and	
CPCA 110	Spreadsheet on Microcomputers I*.....	1
	and	
CPCA 114	Databases on Microcomputers I*.....	1
	TOTAL CREDIT HOURS.....	7

Second Semester

Following admission to the paralegal program		
LAW 131	Legal Research*.....	3
LAW 132	Civil Litigation*.....	3
	Paralegal Electives.....	7
	TOTAL CREDIT HOURS.....	13

Third Semester

LAW 205	Legal Writing*.....	3
LAW 271	Legal Ethics, Interviewing and Investigation*.....	3
	Paralegal Electives.....	7
	TOTAL CREDIT HOURS.....	13
	TOTAL PROGRAM CREDIT HOURS.....	33

Paralegal Electives

LAW 140	Alternative Dispute Resolution*.....	3
LAW 142	Torts*.....	3
LAW 148	Criminal Litigation*.....	3
LAW 152	Real Estate Law*.....	3
LAW 162	Family Law*.....	3
LAW 171	Law Office Management*.....	3
LAW 173	Judicial Academy*.....	1
LAW 212	Business Organizations*.....	3
LAW 220	Computer-Assisted Legal Research*.....	2
LAW 223	Computer Applications in the Law Office*.....	3
LAW 241	Wills, Trusts and Probate Administration*.....	3
LAW 245	Elder Law*.....	3
LAW 266	Employment Law*.....	3
LAW 268	Bankruptcy*.....	2
LAW 270	Administrative Law*.....	3
LAW 275	Paralegal Internship I*.....	1
LAW 276	Paralegal Internship II*.....	1
	TOTAL CREDIT HOURS.....	15

*Prerequisite/Corequisite required

Marketing and Management, A.A.S.

Merchandising, marketing and management-related fields have recently experienced tremendous growth and expansion in Johnson County. Surveys indicate that few other areas offer greater opportunity to qualified people. In fact, employment of people in this field is expected to increase faster than the average for all occupations nationwide.

JCCC's Marketing and Management program prepares you for jobs in this field. Graduates of JCCC's program are ready for entry-level management or sales positions in retail, wholesale or manufacturing and marketing services.

Through marketing and management courses and in the case studies capstone course, you learn the latest in business trends. You also learn the importance of good customer service and the skills needed to deliver that service. The

curriculum reflects current industry standards, including an emphasis on personal computer use, interpersonal communications and human relations.

Because all marketing and management students work at least 15 hours a week each semester in a store or business, you can apply what you learn in the classroom to your job. You also can take your work experiences back to the classroom for analysis and a greater understanding of the problems businesses face. You acquire basic merchandising information and learn how to work with people. By integrating coursework and on-the-job experience, you are given the knowledge, skills and attitudes necessary to reach your career objectives.

Marketing and Management

Associate of Applied Science Degree

First Semester

BUS	121	Introduction to Business.....	3
BUS	225	Human Relations.....	3
MKT	133	Salesmanship.....	3
		or	
MKT	134	Creative Retail Selling.....	3
ENGL	121	Composition I*.....	3
MATH	120	Business Math or higher*.....	3
MKT	284	Marketing and Management Internship I.....	1
		TOTAL CREDIT HOURS.....	16

Second Semester

BUS	150	Business Communications*.....	3
BUS	230	Marketing.....	3
MKT	121	Retail Management.....	3
ACCT	121	Accounting I.....	3
		or	
ACCT	111	Small Business Accounting.....	3
CIS	124	Introduction to Computer Concepts and Applications...3 and CPCA/CDTP elective.....	1
		or	
		CPCA/CDTP electives.....	4

Note: CPCA 105 and 106 do not meet requirements.

		Health and/or Physical Education Elective.....	1
MKT	286	Marketing and Management Internship II.....	1
		TOTAL CREDIT HOURS.....	18

Third Semester

BUS	141	Principles of Management.....	3
MKT	202	Consumer Behavior*.....	3
HUM	122	Introduction to Humanities.....	3
PHIL	138	Business Ethics.....	1
ECON	130	Basic Economic Issues.....	3
		or	
ECON	230	Economics I**.....	3
		or	
ECON	132	Survey of Economics.....	3
MKT	221	Sales Management*.....	3
MKT	288	Marketing and Management Internship III.....	1
		TOTAL CREDIT HOURS.....	17

Fourth Semester

MKT	234	Services Marketing*.....	3
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HIST	141	U.S. History Since 1877.....	3
BUS	261	Business Law I.....	3
AAC	150	Job Search Skills.....	1
MKT	289	Marketing and Management Internship IV.....	1
MKT	290	Capstone: Marketing and Management Case Studies.....	3
		TOTAL CREDIT HOURS.....	14
		TOTAL PROGRAM CREDIT HOURS.....	65

*Prerequisite/Corequisite required
**Recommended for students who intend to transfer to a baccalaureate degree program

Retail Sales Representative Certificate

This retail sales representative certificate is designed for students seeking positions in the growing retail industry in Johnson County.

Marketing and Management

Vocational Certificate

BUS	230	Marketing.....	3
FASH	135	Image Management.....	1
MKT	121	Retail Management.....	3
MKT	134	Creative Retail Selling.....	3
MKT	202	Consumer Behavior*.....	3
MKT	234	Services Marketing*.....	3
MKT	284	Marketing and Management Internship I.....	1
		TOTAL PROGRAM CREDIT HOURS.....	17

*Prerequisite/Corequisite required
All 17 credit hours in the retail sales representative certificate program apply to the 35-credit-hour sales and customer service certificate.

Sales and Customer Relations Certificate

JCCC's sales and customer service program is designed for people employed in sales who wish to refine their skills or those who are contemplating a career in sales. The program focuses on the steps involved in the selling process and the delivery of effective customer service. Students who complete the program may find careers in sales (retail, wholesale or manufacturing) or in the customer service departments of stores, businesses and manufacturers.

Thirty-three of the 35 credit hours required for the sales and customer relations certificate apply toward JCCC's 65-credit-hour marketing and management associate of applied science degree.

Overall, employment in the selling field is expected to increase significantly through the year 2005.

Marketing and Management

Vocational Certificate

First Semester

MKT	134	Creative Retail Selling.....	3
		or	
MKT	133	Salesmanship.....	3
BUS	230	Marketing.....	3
MATH	120	Business Math or higher*.....	3
BUS	150	Business Communications*.....	3
MKT	121	Retail Management.....	3
MKT	284	Marketing and Management Internship I.....	1
		TOTAL CREDIT HOURS.....	16

Second Semester

BUS	225	Human Relations.....	3
MKT	202	Consumer Behavior*.....	3
MKT	221	Sales Management*.....	3
CIS	124	Introduction to Computer Concepts and Applications...3 and CPCA/CDTP elective.....	1
or			
CPCA/CDTP electives.....			4

Note: CPCA 105 and 106 do not meet requirements.

MKT	234	Services Marketing*.....	3
AAC	150	Job Search Skills.....	1
FASH	135	Image Management.....	1
MKT	286	Marketing and Management Internship II.....	1
TOTAL CREDIT HOURS.....			19
TOTAL PROGRAM CREDIT HOURS.....			35

*Prerequisite/Corequisite required

(Other Recommended Courses)

BUS	120	Management Attitudes and Motivation.....	3
BUS	121	Introduction to Business.....	3
BUS	235	Introduction to International Business.....	3
FASH	121	Fashion Fundamentals.....	3
FASH	125	Visual Merchandising.....	3
FASH	150	Textiles.....	3
FASH	242	Consumer Product Evaluation.....	3
ITMD	121	Interior Design I.....	3
ITMD	125	Interior Textiles.....	3
ITMD	132	Interior Products.....	3

Supervision Management Certificate

The supervision management certificate is a 25-credit-hour program designed for students who desire to be or have been designated as managers. The certificate meets the basic core competencies of being a manager or a supervisor.

Marketing and Management

Vocational Certificate

BUS	121	Introduction to Business.....	3
BUS	140	Principles of Supervision.....	3
BUS	141	Principles of Management.....	3
BUS	150	Business Communications*.....	3
BUS	230	Marketing.....	3
MKT	202	Consumer Behavior*.....	3
BUS	120	Management Attitudes and Motivation.....	3
or			
BUS	225	Human Relations.....	3
MKT	234	Services Marketing*.....	3
MKT	284	Marketing and Management Internship I.....	1
TOTAL PROGRAM CREDIT HOURS.....			25

*Prerequisite/Corequisite required

Teleservice Representative Certificate

The teleservice representative certificate program at JCCC was developed in conjunction with the Kansas City Area Call Center Managers Users Group with

the objective of providing students with business and practical skills that will help make them successful in the teleservice industry. Twenty-four of the 33 credit hours required for the teleservice representative certificate apply toward JCCC's 64-credit-hour marketing and management associate of applied science degree.

Marketing and Management

Vocational Certificate

First Semester

BUS	121	Introduction to Business.....	3
BUS	150	Business Communications*.....	3
BUS	230	Marketing.....	3
MKT	140	Teleservice Communication Skills.....	3
MATH	120	Business Mathematics*.....	3
MKT	284	Marketing and Management Internship I.....	1
		TOTAL CREDIT HOURS.....	16

Second Semester

BUS	123	Personal Finance.....	3
MKT	202	Consumer Behavior*.....	3
MKT	234	Services Marketing*.....	3
BOT	130	Office Systems Concepts.....	3
CIS	124	Introduction to Computer Concepts and Applications^... and CPCA/CDTP elective.....	3 1
		or	
		CPCA/CDTP electives.....	4

Note: CPCA 105 and 106 do not meet requirements.

MKT	286	Marketing and Management Internship II.....	1
		TOTAL CREDIT HOURS.....	17
		TOTAL PROGRAM CREDIT HOURS.....	33

*Prerequisite/Corequisite required

^Recommended for students who intend to transfer to a baccalaureate degree program

Teletrac Certificate

This certificate program meets the core competencies outlined by the Call Center User's Group, a group of area business leaders in the teleservice industry. This program includes one internship during which students will learn through hands-on industry experience. All 14 credit hours in this certificate can be applied toward the 33-credit-hour teleservice representative certificate program.

Marketing and Management

Vocational Certificate

BUS	121	Introduction to Business.....	3
MKT	140	Teleservice Communication Skills.....	3
MKT	202	Consumer Behavior.....	3
MATH	120	Business Mathematics*.....	3
BOT	101	Computerized Keyboarding**.....	1
MKT	284	Marketing and Management Internship I.....	1
		TOTAL PROGRAM CREDIT HOURS.....	14

*Prerequisite/Corequisite required

**Assessment test may be used to satisfy course requirement

Metal Fabrication Technology, A.A.S.

The welding technology/metal fabrication program provides students the opportunity to learn practical knowledge and skill competencies associated with welding, metal fabrication and related processes. The JCCC welding technology/metal fabrication curriculum is designed to prepare students for various phases and levels of occupational skills. The program also offers currently employed professional welders the opportunity to upgrade their skills by taking advanced welding courses during day and evening schedules. Opportunities for those who wish to become welders, cutters and machine operators should be good through the year 2005, as the number of qualified (certified) welders graduating from technical schools and community colleges is expected to be in balance with the number of job openings. Welding technology/metal fabrication offers the service of two Certified Welding Inspectors (CWIs) for the inspection and testing of welds. JCCC welding technology professors can customize welding programs to provide course materials utilizing processes, materials or welding positions that meet particular company needs.

JCCC provides well-equipped laboratories that enable students to receive instruction in blueprint and symbol reading for welders. The welding technology program consists of individual welding processes that allow students time to master each. After students master the Introduction to Welding course, other welding processes can be selected to meet individual needs. They are oxyacetylene welding (OAW) and cutting (OFC), plasma arc cutting (PAC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), gas tungsten arc welding (GTAW), basic machining, metallurgy and allied processes. The program is accredited as an American Welding Society Participating Organization in the Training and Testing of Entry Level Welders. Eligible students may elect to test under AWS QC10 certification guidelines and, if successful, be listed in the AWS National Registry of Entry Level Welders.

Metal Fabrication (Welding) Technology

Associate of Applied Science Degree

First Semester

INDT 125	Industrial Safety.....	3
MFAB 121	Introduction to Welding.....	4
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
CPCA 105	Introduction to Personal Computers: Windows.....	1
MFAB 180	Blueprint and Symbols Reading for Welders.....	2
	TOTAL CREDIT HOURS.....	17

Second Semester

MFAB 125	Advanced Gas and Arc Welding*.....	4
	or	
MFAB 140	Maintenance Repair Welding*.....	3
ENGL 123	Technical Writing I*.....	3
PHYS 125	Technical Physics I*.....	4
MFAB 152	Manufacturing Materials and Processes.....	3
HPER 200	First Aid and CPR.....	2
INDT 155	Workplace Skills.....	1
	TOTAL CREDIT HOURS.....	16-17

Third Semester

MFAB 130	Gas Metal Arc Welding I.....	4
MFAB 170	Basic Machine Tool Processes.....	4
BUS 140	Principles of Supervision.....	3
	Social Science Elective.....	3
	Related Elective.....	3
	TOTAL CREDIT HOURS.....	17

Fourth Semester

MFAB 160	Gas Tungsten Arc Welding*	4
MFAB 240	Metallurgy	2
	Humanities Elective	3
	Related Electives	6
	TOTAL CREDIT HOURS	15
	TOTAL PROGRAM CREDIT HOURS	65-66

Related Electives

AUTO 121	Small Engine Service	3
BUS 120	Management Attitudes and Motivation	3
BUS 145	Small Business Management	3
ENTR 142	Fast Trac Business Plan	3
CET 105	Construction Methods	3
CIS 124	Introduction to Computer Concepts and Applications	3
ELEC 131	Introduction to Sensors and Actuators	3
ELEC 133	Programmable Controllers	3
ENGL 210	Technical Writing II*	3
HVAC 167	Sheet Metal Layout and Fabrication	3
INDT 140	Quality Improvement Using SPC	2
MATH 134	Technical Mathematics II*	5
MFAB 127	Welding Processes	2
MFAB 230	Gas Metal Arc Welding II*	4
MFAB 271	Metal Fabrication Internship*	3
RRT 165	Railroad Safety, Quality and Environment	3

*Prerequisite/Corequisite required

Metal Fabrication Technology Certificate

The welding/metal fabrication vocational certificate program teaches welding skills in the areas of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), oxyacetylene welding (OAW) and cutting (OFC), plasma arc cutting (PAC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). The students also will receive training in safety and basic blueprint reading. This should give the student the skills needed to successfully enter the field of welding.

Metal Fabrication (Welding) Technology

Vocational Certificate

Required Courses

INDT 125	Industrial Safety	3
MFAB 180	Blueprint and Symbols Reading for Welders	2
MFAB 121	Introduction to Welding	4
MFAB 125	Advanced Gas and Arc Welding*	4
	or	
MFAB 140	Maintenance Repair Welding*	3
MFAB 130	Gas Metal Arc Welding I	4
MFAB 160	Gas Tungsten Arc Welding*	4
MFAB 230	Gas Metal Arc Welding II*	4
INDT 155	Workplace Skills	1
	TOTAL PROGRAM CREDIT HOURS	25-26

*Prerequisite/Corequisite required

Nursing - Registered Nurse, A.A.S.

Nursing is a rewarding and challenging career with an optimistic employment future. JCCC's registered nurse program is fully accredited by the National League for Nursing Accrediting Commission and Kansas State Board of Nursing. It is designed with the assistance of a community advisory committee composed of men and women who work in the nursing health care fields and are aware of the requirements for a successful nursing career. Our faculty are well qualified and experienced in the practice and teaching of nursing.

Students receive clinical practice in a variety of settings, including hospitals, long-term care facilities and clinics. Experiences are offered in maternal child nursing, pediatric nursing, operating room nursing, medical-surgical nursing, mental health nursing and gerontology.

A registered nurse with an associate's degree is a skilled health care provider who administers nursing care directly to patients and their families in a variety of settings. The job outlook is very positive. Employment of registered nurses is expected to grow faster than the average for all occupations through 2005.

Nursing

Associate of Applied Science Degree

Note: Kansas CNA certification is required for application to the nursing program.

Prerequisites: Prior to enrolling in NURS 124

CHEM 122	Principles of Chemistry.....	5
MATH 116	Intermediate Algebra or Higher*.....	3
	TOTAL CREDIT HOURS.....	8

First Semester

BIOL 144	Human Anatomy and Physiology.....	5
	or	
BIOL 140	Human Anatomy.....	4
	AND	
BIOL 225	Human Physiology*.....	4
PSYC 130	Introduction to Psychology.....	3
NURS 124	Foundations of Nursing*.....	9
	TOTAL CREDIT HOURS.....	17-20

Second Semester

	Communications Elective.....	3
PSYC 218	Human Development*.....	3
NURS 126	Nursing Care of the Adult: Health Alterations*.....	9
	TOTAL CREDIT HOURS.....	15

Summer

ENGL 121	Composition I*.....	3
	TOTAL CREDIT HOURS.....	3

Third Semester

NURS 228	*.....	
NURS 230	*.....	
SOC 122	Introduction to Sociology.....	3
	or	
SOC 125	Social Problems.....	3
BIOL 230	Microbiology*.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

NURS 232	*.....	
	Humanities Elective.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	13
	TOTAL PROGRAM CREDIT HOURS.....	72-75

*Prerequisite/Corequisite required

PN to RN Transition, A.A.S

The LPN to RN bridge program provides those licensed practical nurses wanting to become registered nurses the opportunity to do so. Admission to the program is based on academic criteria.

All licensed practical nurses making application must have completed required general education courses before being accepted.

Following successful completion of the summer transition courses, students are admitted to the third semester of the program. At least 10 openings are available each year. Successful completion of the third and fourth semesters of the program allows the graduate to apply to take the national licensing examination for RNs. The application deadline is Jan. 15.

Nursing

Associate of Applied Science Degree

Note: LPN to RN Transition

Students must successfully complete NURS 136 and NURS 228 and NURS 230 before advanced standing credits for NURS 124 and NURS 126 will be granted.

Prerequisite: Prior to enrolling in NURS 228 and NURS 230

BIOL 144	Human Anatomy and Physiology.....	5
CHEM 122	Principles of Chemistry.....	5
ENGL 121	Composition I*.....	3
PSYC 130	Introduction to Psychology.....	3
PSYC 218	Human Development*.....	3
	Communications Elective.....	3
MATH 116	Intermediate Algebra or Higher*.....	3
	TOTAL CREDIT HOURS.....	25

Summer

NURS 136 *.....

Note: NURS 136 is not added into the Total Program Hours.

TOTAL CREDIT HOURS.....6

Third Semester

NURS 228	*.....	
NURS 230	*.....	
SOC 122	Introduction to Sociology.....	3
	or	
SOC 125	Social Problems.....	3
BIOL 230	Microbiology*.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

NURS 232	*.....	
	Humanities Elective.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	13
	TOTAL PROGRAM CREDIT HOURS.....	72

*Prerequisite/Corequisite required

Note: Total Program Hours include 18 hours APL for NURS 124/126

Practical Nursing F/T Cert

The health care industry needs informed, skilled and dependable workers to complete the care team. The licensed practical nurse assists registered nurses and physicians in caring for physically or mentally ill clients. In the long-term care

setting and home health, the LPN may supervise other nursing care personnel. Practical nursing offers employment in many health care settings. Long-term care, physicians' offices, home care, hospitals and clinics provide opportunity for the practical nurse to administer care to a variety of clients. Job outlook for the Kansas City area is good, with an average starting salary of \$20,800-\$31,200.

Upon successful completion of the program, graduates are eligible to take the Practical Nursing Licensing exam. After completing the practical nursing program, you may continue your education in nursing to become a registered nurse.

The program, which can be completed in 10 months, provides 1,100 hours of instruction. This includes classroom and clinical laboratory experiences in many areas of nursing. The application deadline is April 1 for the following fall semester. Admission to this program requires successful completion of several prerequisites.

Nursing

Area Vocational School Certificate

Prerequisite courses: CNA certification

BIOL 144	Human Anatomy and Physiology.....	5
PSYC 130	Introduction to Psychology.....	3
CPCA 105	Introduction to Personal Computers: Windows.....	1
MATH 111	Fundamentals of Mathematics.....	3

Fall

AVPN 115	Nursing I*.....	550
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Spring

AVPN 117	Nursing II*.....	550
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Note: TOTAL PROGRAM CONTACT HOURS.....1100

*Prerequisite/Corequisite required

Practical Nursing P/T Cert

The health care industry needs informed, skilled and dependable workers to complete the care team. The licensed practical nurse assists registered nurses and physicians in caring for physically or mentally ill clients. In the long-term care setting and home health, the LPN may supervise other nursing care personnel.

Practical nursing offers employment in many health care settings. Long-term care, physicians' offices, home care, hospitals and clinics provide opportunity for the practical nurse to administer care to a variety of clients. Job outlook for the Kansas City area is good, with an average starting salary of \$20,800-\$31,200.

Upon successful completion of the program, graduates are eligible to take the Practical Nursing Licensing exam. After completing the practical nursing program, you may continue your education in nursing to become a registered nurse.

The program, which can be completed in 18 months, provides 1,100 hours of instruction. This includes classroom and clinical laboratory experiences in many areas of nursing. October 1st is the application deadline for the class that begins in January. Admission to this program requires successful completion of several prerequisites.

Nursing

Area Vocational School Certificate

Prerequisite courses:

CNA certification

BIOL 144	Human Anatomy and Physiology.....	5
PSYC 130	Introduction to Psychology.....	3
CPCA 105	Introduction to Personal Computers: Windows.....	1

MATH 111 Fundamentals of Mathematics.....3

Fall

AVPN 115 Nursing I*.....550

Spring

AVPN 117 Nursing II*.....550

Note: TOTAL PROGRAM CONTACT HOURS.....1100

*Prerequisite/Corequisite required

Power Plant Technology, A.A.S.

The power plant program provides students with the practical knowledge and skill competencies needed to obtain an entry-level position in the electric power generation industry. The program provides an overview of the power generation industry with emphasis on coal-fired plants, that use steam turbines. However, graduates could find employment in all varieties of power plants or industry and manufacturing companies, which utilize or process steam. The program offers two options: an associate of applied science degree and a vocational certificate. Graduates will be able to find entry-level career opportunities with either option. The associate's degree requires higher math and language skills than the certificate and offers students the opportunity to pursue additional technical courses.

Missouri students should refer to Reverse Cooperative Program Information, go to: <http://www.jccc.net/cooperative>

Power Plant Technology

Associate of Applied Science Degree

First Semester

PPT 140 Generating Plant Fundamentals.....3
ENGL 121 Composition I*.....3
MATH 171 College Algebra or Higher*.....3
INDT 125 Industrial Safety.....3
ELTE 123 Electromechanical Systems.....4
TOTAL CREDIT HOURS.....16

Second Semester

PPT 130 Basic Hydraulics, Mechanics and Pneumatics.....3
HVAC 143 Reading Blueprints and Ladder Diagrams.....2
PHYS 125 Technical Physics I*.....4
ELEC 131 Introduction to Sensors and Actuators.....3
CPCA 128 Personal Computer Applications.....3
INDT 155 Workplace Skills.....1
TOTAL CREDIT HOURS.....16

Summer Semester

PPT 271 Power Plant Technology Internship*.....3
TOTAL CREDIT HOURS.....3

Third Semester

ENGL 123 Technical Writing I*.....3
PPT 250 Intro to Power Plant Combustion and Exhaust*.....3
PPT 251 Introduction to Power Plant Steam and Water Cycle*...3
PPT 230 Introduction to Water Chemistry & Water Treatment...3
Humanities Elective.....3
TOTAL CREDIT HOURS.....15

Fourth Semester

PPT	280	Power Plant Operations and Process Controls*	3
SPD	120	Interpersonal Communication	3
EMS	121	CPR I - BLS for Healthcare Provider	1
		Social Science/Economics Elective	3
		Technical Electives	5
		TOTAL CREDIT HOURS	15
		TOTAL PROGRAM CREDIT HOURS	65

Technical Electives

ELEC	133	Programmable Controllers	3
CHEM	122	Principles of Chemistry	5
BUS	140	Principles of Supervision	3
BUS	141	Principles of Management	3
ELTE	205	Industrial Electrical Wiring*	4
ENGL	210	Technical Writing II*	3
BIOL	130	Environmental Science	3
BIOL	131	Environmental Science Lab*	1
POLS	126	State and Local Government	3
HVAC	146	Plumbing Systems Applications	3
EMS	128	EMS First Responder	5

*Prerequisite/Corequisite required

Power Plant Technology Certificate

The power plant technology vocational certificate provides students with the practical knowledge and skill competencies needed to obtain an entry-level position in the electric power generation industry. The certificate program provides an overview of the power generation industry and the many available types of power generation: wind, solar, hydroelectric, refuse-derived fuel, nuclear, combustion turbines and coal-fired plants. It emphasizes coal-fired plants that use steam turbines. However, graduates could find employment in all varieties of power plants or industry and manufacturing companies that use or process steam. Graduates can work as control room operators, process control personnel or floor operators. Graduates will also be prepared for continued education in industrial maintenance, industrial/electronic controls and power transmission/distribution systems.

Missouri students should refer to reverse cooperative program information, go to <http://www.jccc.net/cooperative>

Power Plant Technology

Vocational Certificate

First Semester

PPT	140	Generating Plant Fundamentals	3
INDT	125	Industrial Safety	3
ELTE	123	Electromechanical Systems	4
HVAC	143	Reading Blueprints and Ladder Diagrams	2
PPT	130	Basic Hydraulics, Mechanics and Pneumatics	3
		TOTAL CREDIT HOURS	15

Second Semester

PPT	251	Introduction to Power Plant Steam and Water Cycle*	3
INDT	155	Workplace Skills	1
PPT	250	Intro to Power Plant Combustion and Exhaust*	3
PPT	280	Power Plant Operations and Process Controls*	3
PPT	230	Introduction to Water Chemistry & Water Treatment	3
		TOTAL CREDIT HOURS	13

Summer Semester

PPT 271	Power Plant Technology Internship*.....	3
	TOTAL CREDIT HOURS.....	3
	TOTAL PROGRAM CREDIT HOURS.....	31

*Prerequisite/Corequisite required

Railroad Electronics, A.A.S.

The associate of applied science in railroad electronics degree program is a restricted access program for those students enrolled in the railroad electronics certificate program who wish to progress to a degree. The certificate program has been an active program on the JCCC campus since 1993, with a total enrollment to date of approximately 325 students.

The certificate program consists of 33 credit hours of electronics courses, previously designated as ELEC courses, currently designated as RREL courses. The total program content is equivalent to the electronics degree program, but the delivery differs. Content is divided into courses differently. Examples tend to be railroad-related where possible, and courses are delivered in alternative format, combining distance learning (using a remote access server) and classroom presentations.

Electronics technology influences almost every aspect of modern life. Skilled electronics technicians are needed to support growth in the railroad industry. These technicians must be able to fabricate, test, install, operate and maintain highly technical systems, such as communications systems networks, medical delivery systems, computers and computer networks, and industrial process control systems. The program focuses on the underlying principles of electronic devices used extensively in railroad signaling, circuit analysis and digital electronics and will provide a broad systems view of electronics.

Students in the railroad electronics technology program will work with outstanding facilities and the latest laboratory equipment. Graduates of the program will have the opportunity for employment in today's most challenging and exciting railroad signal career field.

No new courses are required for this program. All RREL courses are offered as closed courses for Burlington Northern Santa Fe, with the railroad furnishing all equipment, trainers, computers and software.

Railroad Operations

Associate of Applied Science Degree

First Semester

RREL 180	Introduction to Railroad Electronics*.....	1
RREL 181	Circuit Analysis DC/AC*.....	6
ENGL 121	Composition I*.....	3
	Science and/or Mathematics Elective.....	3
	Elective.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

RREL 182	Semiconductor Devices and Circuits*.....	6
RREL 183	Digital Techniques*.....	6
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	15

Third Semester

RREL 284	Electronic Communications*.....	6
	Social Science/Economics Elective.....	3
	Technical Electives.....	6
	TOTAL CREDIT HOURS.....	15

Fourth Semester

RREL 285	Microprocessor Techniques*.....	6
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RREL 286	Applied Microprocessors*	2
	Health and/or Physical Education Elective	1
	Communications Elective	3
	Technical Electives	6
	TOTAL CREDIT HOURS	18
	TOTAL PROGRAM CREDIT HOURS	64

Note: MATH 111 and MATH 115 will not meet math requirements.

Technical Electives

ASTR 120	Fundamentals of Astronomy	3
AUTO 121	Small Engine Service	3
AUTO 122	Introduction to Automotive Glass	3
AUTO 125	Introduction to Automotive Shop Practices	3
BOT 101	Computerized Keyboarding	1
BOT 103	Business English	3
BOT 105	Keyboarding and Formatting I	3
BOT 115	Electronic Calculators	1
BOT 150	Records Management	3
BOT 175	Conflict in the Workplace	1
CET 105	Construction Methods	3
CET 120	Engineered Plumbing Systems I	3
CET 122	Engineered Plumbing Systems II	3
CET 129	Construction Management	3
CPCA 105	Introduction to Personal Computers: Windows	1
CPCA 106	Introduction to Personal Computers: MacIntosh	1
CPCA 128	Personal Computer Applications	3
CIS 110	Introduction to Computers	2
CIS 124	Introduction to Computer Concepts and Applications	3
CIS 134	Programming Fundamentals	4
DRAF 120	Introduction to Drafting	2
DRAF 123	Interpreting Machine Drawings*	2
DRAF 129	Interpreting Architectural Drawings	2
DRAF 132	Introduction to AutoCAD LT	3
DRAF 140	Topics in CAD I	2
DRAF 238	Architectural Drafting*	3
ELEC 120	Introduction to Electronics	3
ELEC 124	Microcomputer Hardware	3
ELEC 125	Digital Electronics I	4
ELEC 131	Introduction to Sensors and Actuators	3
ELEC 133	Programmable Controllers	3
ELEC 150	Introduction to Telecommunications	3
ELEC 185	LAN Cabling and Installation	3
ENGR 121	Engineering Orientation	2
GEOS 130	General Geology	5
GEOS 140	Physical Geography	3
GEOS 145	World Regional Geography	3
HVAC 125	Energy Alternatives	2
HVAC 143	Reading Blueprints and Ladder Diagrams	2
HVAC 146	Plumbing Systems Applications	3
HVAC 150	Refrigerant Management and Certification	1
HVAC 155	Workplace Skills	1
HVAC 167	Sheet Metal Layout and Fabrication	3
INDT 125	Industrial Safety	3
INDT 140	Quality Improvement Using SPC	2
INDT 155	Workplace Skills	1
IT 200	Networking Technologies	3
IT 205	Implementing Windows Client	3
MFAB 121	Introduction to Welding	4
MFAB 152	Manufacturing Materials and Processes	3
MFAB 170	Basic Machine Tool Processes	4
MFAB 180	Blueprint and Symbols Reading for Welders	2
MFAB 240	Metallurgy	2
RRT 120	History of Railroading	3
RRT 121	Railroad Technical Careers	3
RRT 150	Railroad Operations	3
RRT 165	Railroad Safety, Quality and Environment	3

*Prerequisite/Corequisite required

Railroad Electronics Certificate

This certificate is a comprehensive program of study that covers the fundamental electronic principles used by railroad signal control systems technicians. Upon successful completion of this program, the student should be able to apply basic digital and analog theory required in the maintenance of right-of-way crossing and train control systems.

Enrollment in the program is subject to the approval of the Burlington Northern training director and JCCC division administrator.

Railroad Operations

Vocational Certificate

RREL 180	Introduction to Railroad Electronics*	1
RREL 181	Circuit Analysis DC/AC*	6
RREL 182	Semiconductor Devices and Circuits*	6
RREL 183	Digital Techniques*	6
RREL 284	Electronic Communications*	6
RREL 285	Microprocessor Techniques*	6
RREL 286	Applied Microprocessors*	2
	TOTAL PROGRAM CREDIT HOURS	33

*Prerequisite/Corequisite required

Railroad Carman Welding Certificate

JCCC's railroad industrial technology certificate program is open only to Burlington Northern Santa Fe employees.

Enrollment is subject to the approval of the Burlington Northern Santa Fe training director and JCCC division administrator.

The railroad carman welding vocational certificate is designed to provide students with training in welding and cutting operations used by carmen employed in the railroad industry. Students completing the program should be able to demonstrate safe operating procedures for welding and cutting applications and perform skill competencies involving oxyacetylene cutting, shielded metal arc welding, gas metal arc welding and flux corded arc welding. Students should also be able to complete qualification tests according to industry standards.

Railroad Industrial Technology

Vocational Certificate

RRIT 127	Welding Processes*	2
RRIT 140	Structural Quality SMAW*	3
RRIT 141	Structural Quality GMAW*	3
	TOTAL PROGRAM CREDIT HOURS	8

*Prerequisite/Corequisite required

Railroad Machinist Welding Certificate

JCCC's railroad industrial technology certificate program is open only to Burlington Northern Santa Fe employees.

Enrollment is subject to the approval of the Burlington Northern Santa Fe training director and JCCC division administrator.

The railroad machinist welding vocational certificate is designed to provide students with training in welding and cutting operations used by machinists employed in the railroad industry. Students completing the program should be able to demonstrate safe operating procedures for welding and cutting applications and perform skill competencies involving complete qualification tests according to industry standards.

Railroad Industrial Technology

Vocational Certificate

RRIT 127	Welding Processes*	2
RRIT 140	Structural Quality SMAW*	3
	TOTAL PROGRAM CREDIT HOURS	5

*Prerequisite/Corequisite required

Railroad Structural Welding Certificate

JCCC's railroad industrial technology certificate program is open only to Burlington Northern Santa Fe employees.

Enrollment is subject to the approval of the Burlington Northern Santa Fe training director and JCCC division administrator.

This certificate is designed to address the training needs for railway structural welders. Upon successful completion of this program, you should be able to demonstrate safe operating procedures for welding applications, perform skill competencies involving a variety of processes and positions, pass code welding requirements according to AWS D1.5, and perform welding operations as needed.

Railroad Industrial Technology

Vocational Certificate

RRIT 122	Elements of Welding*	3
RRIT 123	Basic Welding*	3
RRIT 137	Structural Welding SMAW*	3
RRIT 138	Structural Welding FCAW*	3
RRIT 139	Structural Welding Pipe*	3
	TOTAL CREDIT HOURS	15

*Prerequisite/Corequisite required

Railroad Track Welding Certificate

Enrollment is subject to the approval of the Burlington Northern Santa Fe training director and JCCC division administrator.

This certificate is designed to provide a concentrated program for industry-specific training in track maintenance and repairs. Upon successful completion of this program, you should have the ability to safely operate track welding equipment, perform basic and advanced welding operations, and complete specialized procedures as needed to perform the job of railway track welder.

Railroad Industrial Technology

Vocational Certificate

RRIT 122	Elements of Welding*	3
RRIT 123	Basic Welding*	3
RRIT 132	Thermite Welding*	3
RRIT 136	Rail and Switch Point Repair Welding*	3
RRIT 145	Frog Welding*	3
	TOTAL CREDIT HOURS	15

*Prerequisite/Corequisite required

Railroad Operations - Conductor Option, A.A.S.

Conductors are responsible for supervising over-the-road operation of freight trains and are in demand throughout the railroad industry. They may choose career paths leading to locomotive engineer service or railroad management. The final phase of this program consists of six weeks of full-time training provided in cooperation with the National Academy of Railroad Sciences on the campus of JCCC, plus 18 weeks of on-the-job training after securing employment with a railroad. Selective admission to the program is based on various criteria.

Interested students should meet with a JCCC counselor as early as possible.
 Missouri students should refer to Reverse Cooperative Program Information, go
 to: <http://www.jccc.net/cooperative>

Railroad Operations

Associate of Applied Science Degree

First Semester

CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheet on Microcomputers I*.....	1
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
PHIL 124	Logic and Critical Thinking.....	3
RRT 120	History of Railroading.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

ENGL 123	Technical Writing I*.....	3
MATH 134	Technical Mathematics II*.....	5
PHYS 125	Technical Physics I*.....	4
RRT 121	Railroad Technical Careers.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Third Semester

BUS 121	Introduction to Business.....	3
ECON 130	Basic Economic Issues.....	3
PHIL 138	Business Ethics.....	1
RRT 150	Railroad Operations.....	3
RRT 165	Railroad Safety, Quality and Environment.....	3
SPD 125	Personal Communication.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

RRTC 123	Introduction to Conductor Service*.....	4
RRTC 175	Conductor Mechanical Operation*.....	2
RRTC 261	Conductor Service*.....	2
RRTC 263	General Code of Operating Rules*.....	4
RRTC 265	Conductor Field Application*.....	9
	TOTAL CREDIT HOURS.....	21
	TOTAL PROGRAM CREDIT HOURS.....	69

*Prerequisite/Corequisite required

Railroad Operations - General Option, A.A.S.

JCCC's associate's degree program in railroad operations can prepare you for an exciting and well-paying career. The more than 500 companies that make up the U.S. railroad industry provide the country's freight and passenger transportation service on a network of some 300,000 route-miles of track. Railroads employ a substantial workforce to service, maintain and manage this extensive transportation network. JCCC's program offers five options. The general option requires 65 credit hours, the conductor option 69 credit hours, the dispatcher option 70 credit hours, the mechanical option 64 credit hours and the maintenance of way welding option 64 credit hours.

In general this option is designed to provide the student with general knowledge and skills for entry-level employment in the railroad industry. The student is introduced to the history of railroading and the various railroad crafts. Railroad operations, safety, environment and quality also are covered. The student will choose from a list of business and technical electives in order to provide a basis for possible employment and further post-employment training.

Railroad Operations

Associate of Applied Science Degree

First Semester

CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheet on Microcomputers I*.....	1
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
PHIL 124	Logic and Critical Thinking.....	3
RRT 120	History of Railroading.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

ENGL 123	Technical Writing I*.....	3
MATH 134	Technical Mathematics II*.....	5
PHYS 125	Railroad Technical Physics I.....	4
RRT 121	Railroad Technical Careers.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Third Semester

BUS 121	Introduction to Business.....	3
ECON 130	Basic Economic Issues.....	3
PHIL 138	Business Ethics.....	1
RRT 150	Railroad Operations.....	3
RRT 165	Railroad Safety, Quality and Environment.....	3
SPD 125	Personal Communication.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

INDT 140	Quality Improvement Using SPC.....	2
	Business/Related Electives.....	6
	Technical/Related Electives.....	9
	TOTAL CREDIT HOURS.....	17
	TOTAL PROGRAM CREDIT HOURS.....	65

Business/Related Electives

ACCT 121	Accounting I.....	3
BUS 123	Personal Finance.....	3
BUS 140	Principles of Supervision.....	3
BUS 141	Principles of Management.....	3
BUS 225	Human Relations.....	3
BUS 230	Marketing.....	3
BUS 243	Human Resource Management.....	3
BUS 261	Business Law I.....	3
ENGL 210	Technical Writing II*.....	3
BOT 101	Computerized Keyboarding.....	1

Technical/Related Electives

AUTO 125	Introduction to Automotive Shop Practices.....	3
AUTO 165	Automotive Engine Repair*.....	4
CET 105	Construction Methods.....	3
CET 127	Construction Estimating*.....	3
CET 129	Construction Management.....	3
CPCA 138	Windows for Microcomputers*.....	1
DRAF 123	Interpreting Machine Drawings*.....	2
DRAF 129	Interpreting Architectural Drawings.....	2
ELEC 120	Introduction to Electronics.....	3
ELEC 124	Microcomputer Hardware.....	3

ELEC 133	Programmable Controllers.....	3
ELEC 150	Introduction to Telecommunications.....	3
ENGR 180	Engineering Land Surveying I*.....	3
GEOS 140	Physical Geography.....	3
GEOS 141	Physical Geography Lab*.....	2
HVAC 123	Electromechanical Systems.....	4
INDT 125	Industrial Safety.....	3
MFAB 121	Introduction to Welding.....	4
MFAB 130	Gas Metal Arc Welding I.....	4
MFAB 152	Manufacturing Materials and Processes.....	3
MFAB 240	Metallurgy.....	2

*Prerequisite/Corequisite required

Railroad Operations - Mechanical Option, A.A.S.

Mechanical services include a variety of responsibilities for the maintenance, service and repair of locomotives, freight cars and other rolling stock. Skills include diesel engine repair, electrical and electronic system repair, freight car repair and inspection, and welding processes. The final phase of the program consists of training provided in cooperation with the National Academy of Railroad Sciences. Selective admission to the program is based upon various criteria. Interested students should meet with a JCCC counselor as early as possible.

Railroad Operations

Associate of Applied Science Degree

First Semester

CPCA 105	Introduction to Personal Computers: Windows.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheet on Microcomputers I*.....	1
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
PHIL 124	Logic and Critical Thinking.....	3
RRT 120	History of Railroading.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

ENGL 123	Technical Writing I*.....	3
MATH 134	Technical Mathematics II*.....	5
PHYS 125	Technical Physics I*.....	4
RRT 121	Railroad Technical Careers.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Third Semester

BUS 121	Introduction to Business.....	3
ECON 130	Basic Economic Issues.....	3
PHIL 138	Business Ethics.....	1
RRT 150	Railroad Operations.....	3
RRT 165	Railroad Safety, Quality and Environment.....	3
SPD 125	Personal Communication.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

RRIT 122	Elements of Welding*.....	3
	or	
MFAB 121	Introduction to Welding.....	4
RRIT 123	Basic Welding*.....	3
RRTM 124	Orientation to the Railroad Mechanical Craft*.....	2
RRTM 170	Railroad Mechanical Safety and Health*.....	2
RRTM 251	Locomotive Diesel Engine Fundamentals*.....	2

RRTM 253	Freight Car Fundamentals*	2
RRTM 254	Basic Locomotive Electricity and Electronics*	2
	TOTAL CREDIT HOURS	16
	TOTAL PROGRAM CREDIT HOURS	64

*Prerequisite/Corequisite required

Railroad Operations - Welding Option, A.A.S.

Maintenance of way welding involves maintenance and repair of rail and track components. The final phase of this program consists of course work provided in cooperation with the National Academy of Railroad Sciences. Selective admission to the program is based on various criteria. Interested students should meet with a JCCC counselor as early as possible.

Associate of Applied Science Degree

First Semester

CPCA 105	Introduction to Personal Computers: Windows	1
ENGL 121	Composition I*	3
MATH 133	Technical Mathematics I*	4
PHIL 124	Logic and Critical Thinking	3
RRT 120	History of Railroading	3
	TOTAL CREDIT HOURS	14

Second Semester

ENGL 123	Technical Writing I*	3
INDT 125	Industrial Safety	3
PHYS 125	Technical Physics I*	4
RRT 121	Railroad Technical Careers	3
	Health and/or Physical Education Elective	1
	TOTAL CREDIT HOURS	14

Third Semester

	Technical/Related Elective	3
ECON 130	Basic Economic Issues	3
RRT 150	Railroad Operations	3
RRT 165	Railroad Safety, Quality and Environment	3
SPD 125	Personal Communication	3
	TOTAL CREDIT HOURS	15

Fourth Semester

RRIT 122	Elements of Welding*	3
RRIT 123	Basic Welding*	3
RRIT 132	Thermit Welding*	3
RRIT 136	Rail and Switch Point Repair Welding*	3
RRIT 145	Frog Welding*	3
RRIT 271	Railroad Welding Internship*	6
	TOTAL CREDIT HOURS	21
	TOTAL PROGRAM CREDIT HOURS	64

*Prerequisite/Corequisite required

Technical/Related Electives

AUTO 125	Introduction to Automotive Shop Practices	3
AUTO 165	Automotive Engine Repair*	4
CET 105	Construction Methods	3
CET 127	Construction Estimating*	3
CET 129	Construction Management	3
CPCA 138	Windows for Microcomputers*	1
DRAF 123	Interpreting Machine Drawings*	2
DRAF 129	Interpreting Architectural Drawings	2

ELEC 120	Introduction to Electronics.....	3
ELEC 124	Microcomputer Hardware.....	3
ELEC 133	Programmable Controllers.....	3
ELEC 150	Introduction to Telecommunications.....	3
GEOS 140	Physical Geography.....	3
GEOS 141	Physical Geography Lab*.....	2
HVAC 123	Electromechanical Systems.....	4
MFAB 130	Gas Metal Arc Welding I.....	4
MFAB 152	Manufacturing Materials and Processes.....	3
MFAB 240	Metallurgy.....	2

Respiratory Care, A.A.S.

The respiratory therapist is involved in a variety of lifesaving and life-supporting situations. Respiratory therapists treat patients ranging in age from newborns to senior citizens in the prevention, treatment, management and rehabilitation of lung problems. Employment is typically in hospitals but is available in several other health delivery venues. The health care needs of an aging population will play a role in the future of respiratory care.

JCCC's associate of applied science program is accredited by the Committee on Accreditation for Respiratory Care. Graduates are eligible to take the National Board for Respiratory Care examinations for both the certified (CRT) and registered (RRT) respiratory therapist.

This is a selective admission program with limited enrollment. Prospective students are encouraged to visit the program Web site at <http://www.jccc.net/home/depts.php/001256> or to contact JCCC program personnel for additional information and application materials at 913-469-2583.

Note: Metropolitan Community College students should seek specific counsel from the JCCC program personnel for the appropriate course plan and numbers.

Missouri students should refer to Cooperative Program Information.

Associate of Applied Science Degree

Summer

	Social Science/Economics Elective.....	3
ENGL 121	Composition I*^.....	3
	TOTAL CREDIT HOURS.....	6

First Semester

BIOL 140	Human Anatomy^.....	4
MATH 116	Intermediate Algebra*.....	3
Note: MATH 116 or MATH 171 or higher		
CHEM 122	Principles of Chemistry^.....	5
	Humanities/Art Elective.....	3
	TOTAL CREDIT HOURS.....	15

Second Semester

BIOL 225	Human Physiology*^.....	4
BIOL 230	Microbiology*^.....	3-5
BIOL 231	Microbiology Lab.....	2
Note: BIOL 231 is strongly suggested.		
EMS 121	CPR I - BLS for Healthcare Provider.....	1
HC 101	Introduction to Health Care Delivery**.....	3
	Communications Elective.....	3
	TOTAL CREDIT HOURS.....	11-16

Note: ^Indicates prerequisite courses that must be completed before the clinic-year. Electives not completed by the

clinic-year will delay credentialing eligibility.

Note: **HC 101 is not a required course for the degree but is strongly encouraged. See the program application packet for details on how this course may be used to meet clinic-year eligibility requirements.

Summer (clinic-year)

RC	125	Beginning Principles of Respiratory Care*	4
RC	130	Respiratory Care Equipment*	4
RC	135	Cardiopulmonary Medicine I* (Current BCLS for Health Care Provider required)	1
		TOTAL CREDIT HOURS	9

Third Semester

RC	220	Cardiopulmonary Physiology*	2
RC	230	Clinical Topics and Procedures I*	4
RC	235	Cardiopulmonary Medicine II*	2
RC	240	Cardiopulmonary Pharmacology*	2
RC	271	Clinical Practice I*	6
		TOTAL CREDIT HOURS	16

Fourth Semester

RC	231	Clinical Topics and Procedures II*	4
RC	233	Respiratory Care of Children*	2
RC	236	Cardiopulmonary Medicine III*	2
RC	272	Clinical Practice II*	6
		TOTAL CREDIT HOURS	14
		TOTAL PROGRAM CREDIT HOURS	71-73
		WITH HC ELECTIVE COURSE	74-76

*Prerequisite/Corequisite required

CRT-RRT Transition, A.A.S.

This curriculum is designed to meet the educational needs of currently certified respiratory therapists who seek to become registry eligible. The prerequisite courses must be completed prior to enrolling for any required respiratory course work. However, candidates are encouraged to apply before the prerequisites are completed and seek counsel regarding course credit that may be possible through the Prior Learning Assessment evaluation process, which is based on prior respiratory care training and work experiences. Prospective students are encouraged to contact JCCC program personnel at 913-469-2583 for additional information and application materials.

Respiratory Care

Associate of Applied Science Degree

CRT-RRT Transition Curriculum Requirements

Prerequisites

CHEM	122	Principles of Chemistry	5
ENGL	121	Composition I*	3
MATH	116	Intermediate Algebra or Higher Math Course*	3
PSCI	120	Physical Science	4
BIOL	140	Human Anatomy	4
BIOL	225	Human Physiology*	4
BIOL	230	Microbiology Lecture*	3
BIOL	231	Microbiology Lab*	2
		Social Science Elective	3
		Communications Elective	3
		Humanities Elective	3

TOTAL CREDIT HOURS.....37
 The courses preceded by an "^" indicate that course credit may be possible through Prior Learning Assessment evaluation

Respiratory Care Course Requirements:

RC	125	Beginning Principles of Respiratory Care^.....	4
RC	130	Respiratory Care Equipment^.....	4
RC	135	Cardiopulmonary Medicine I^.....	1
RC	220	Cardiopulmonary Physiology^.....	2
RC	230	Clinical Topics and Procedures I^.....	4
RC	235	Cardiopulmonary Medicine II^.....	2
RC	236	Cardiopulmonary Medicine III^.....	2
RC	240	Cardiopulmonary Pharmacology^.....	2
RC	271	Clinical Practice I^.....	6
EMS	121	CPR I - BLS for Healthcare Provider^.....	1
RC	233	Respiratory Care of Children*.....	2
RC	245	CRT-RRT Clinical Topics and Procedures*.....	4
RC	272	Clinical Practice II^.....	6
		TOTAL CREDIT HOURS.....	40
		TOTAL PROGRAM CREDIT HOURS.....	77

* Prerequisite/Corequisite required

Note: Metropolitan Community College students should seek specific counsel through PVCC counselors or the JCCC academic director for appropriate course plans and numbers.

Supply Chain Logistics Cert

This program focuses not only on those who currently work in a logistics career but also those who wish to test their interest and want more knowledge about that field. The program stretches all employees, including management personnel professionally. Students receive information and training that can lead them to one of hundreds of careers tied to logistics. In addition to classroom knowledge, students receive current insights from professionals in the field.

The JCCC supply chain program is offered to Johnson County residents in cooperation with Metropolitan Community Colleges of Kansas City. Related courses are taken at JCCC. You must be accepted in to the program by both MCC and JCCC. Students must be residents of Johnson County in order to receive in-state tuition rates. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Blue River at 816 220-6532 or visit: www.kcmetro.edu/degree.asp

For enrollment information regarding this cooperative, go to: http://www.jccc.net/home/handbook/student.php/toc_hb1/toc_admissions/coop_programs

Vocational Certificate

(Certificate granted by Blue River Community College)

Specific Program Requirements

Must be taken at Blue River

KSCL	210	Logistics Management.....	3
KSCL	211	Operations Management.....	3
KSCL	212	Transport Operatio/ Management.....	3
KSCL	213	Warehousng & Distribution Ctrs.....	3

Specific Courses at JCCC

JCCC students can fulfill the elective requirement by completing one of the following classes. All of these classes are part of the curriculum for the associate of applied science degree in business administration.

ACCT	121	Accounting I^.....	3
BUS	120	Management Attitudes and Motivation.....	3
BUS	121	Introduction to Business^.....	3

BUS 123	Personal Finance^.....	3
BUS 140	Principles of Supervision^.....	3
BUS 141	Principles of Management^.....	3
BUS 145	Small Business Management^.....	3
BUS 230	Marketing^.....	3
BUS 235	Introduction to International Business^.....	3
BUS 243	Human Resource Management.....	3
BUS 261	Business Law I^.....	3
CIS 124	Introduction to Computer Concepts and Applications^...3	
ECON 230	Economics I^.....	3
	TOTAL PROGRAM CREDIT HOURS.....	15
	^Available on-line or as a television course.	

Veterinary Technology, A.A.S.

A background in veterinary technology provides opportunities for employment with veterinarians, assisting them in providing professional services and performing veterinary-related tasks. Opportunities also exist with pharmaceutical companies in technical services or laboratory animal care.

The program features supervised intensive clinical study under the direction of a licensed veterinarian and is fully accredited by the American Veterinary Medical Association. Students study sanitation, animal care, preparation of animals for surgery and anesthetic management as well as laboratory techniques and radiology.

JCCC's veterinary technology program is offered to Johnson County residents in cooperation with Maple Woods Community College. Both JCCC and Maple Woods Community College must accept the students into the program. Consult with a JCCC counselor for more information.

Program courses and credit hours are subject to change because of requirement changes at the degree-granting institution. Contact Maple Woods Community College at 816-437-3235 or www.kcmetro.edu/maplewoods/vettech for an application packet, which includes deadlines, program prerequisites, admission requirements and performance standards.

For enrollment information regarding this cooperative program; go to <http://www.jccc.net/cooperative>

Associate of Applied Science Degree

Degree granted by Maple Woods Community College

(General Education Requirements-must be taken at JCCC)

ENGL 121	Composition I*.....	3
SPD 121	Public Speaking.....	3

American Institutions

HIST 140	U.S. History to 1877.....	3
	or	
HIST 141	U.S. History Since 1877.....	3
	or	
POLS 122	Political Science.....	3
	or	
POLS 124	American National Government.....	3
	or	
POLS 126	State and Local Government.....	3

(Specific Program Requirements-must be taken at JCCC)

BIOL 127	General Zoology.....	5
BIOL 230	Microbiology*.....	3
BIOL 231	Microbiology Lab*.....	2
CHEM 122	Principles of Chemistry.....	5
PCPA 128	Personal Computer Applications.....	3

(Specific Program Requirements-must be taken at Maple Woods)

KSS 300	Affiliate Social Science.....	1-3
KSAH 108	Clinical Math.....	1
KSAH 100	Introduction to Veterinary Technology.....	2
KSAH 101	Principles of Animal Science I.....	3
KSAH 110	Principles of Animal Science II*.....	3
KSAH 111	Sanitation and Animal Care.....	2
KSAH 200	Veterinary Hospital Technology I*.....	3
KSAH 201	Clinical Pathology Techniques I*.....	4
KSAH 202	Veterinary Anatomy*.....	5
KSAH 203	Laboratory Animal Technology*.....	2
KSAH 209	Equine Medicine and Management*.....	3
KSAH 210	Veterinary Hospital Technology II*.....	3
KSAH 211	Clinical Pathology Techniques II*.....	5
KSAH 212	Large Animal Technology*.....	4
KSAH 213	Radiology and Electronic Procedures.....	2
KSAH 214	Veterinary Technician Internship*.....	6
	TOTAL PROGRAM CREDIT HOURS.....	76-78

*Prerequisite/Corequisite required

Credit Course Descriptions

The following course offerings at JCCC are listed alphabetically by subject area. Clicking on the subject in which you are interested will give you a list of all courses that fall under that subject and a course description (including credit hour value) for each of those courses. If you then click on a particular course (ANTH 125, for example), you will be directed to a copy of the course outline, which includes the objectives and competencies covered in the course.

- A -

Academic Achievement Center (AAC)

Accounting (ACCT)

Administration of Justice (ADMJ)

Anthropology (ANTH)

Architecture (ARCH)

Art (ART)

Astronomy (ASTR)

Automotive Technology (AUTO)

- B -

Biology (BIOL)

Business (BUS)

Business Logistics Management (KSCL)

Business Office Technology (BOT)

- C -

Chemistry (CHEM)

Civil Engineering Technology (CET)

Computer Desktop Publishing (CDTP)

Computer Forensics (CFOR)

Computer Information Systems (CIS)

Computer Personal Computer App (CPCA)

Computer Science (CS)

Computer Web (CWEB)

Cosmetology (AVCO)

- D -

**Dental Hygiene (DHYG)
Drafting/CAD/AutoCAD (DRAF)**

- E -

**Economics (ECON)
Education and Early Childhood (EDUC)
Electrical Technology (ELTE)
Electronics (ELEC)
Emergency Medical Science/MICT (EMS)
Engineering (ENGR)
English (ENGL)
English for Academic Purposes (EAP)
Entrepreneurship (ENTR)**

- F -

**Fashion Merchandising/Design (FASH)
Fire Services Administration (FIRE)
Foreign Language (FL)**

- G -

**Game Development (GAME)
Geoscience (GEOS)
Graphic Design (GDES)**

- H -

**Health Care (HC)
Health Information Technology (KMRT)
Health Occupations (AVHO)
Heating, Vent., Air Conditioning (HVAC)
History (HIST)
Home Economics (HMEC)
Honors Program (HON)
Horticulture (HORT)
Hospitality Management (HMGT)
Humanities (HUM)**

- I -

**Industrial Technology (INDT)
Information Technology (IT)
Interactive Media (CIM)
Interior Design (ITMD)
Interpreter Training (INTR)**

- J -

Journalism/Media Communication (JOUR)

- L -

Land Surveying (KSRV)

Leadership (LEAD)

Learning Communities (LCOM)

Learning Strategies (LS)

Legal Studies (LAW)

Library (LIBR)

- M -

Marketing Management (MKT)

Mathematics (MATH)

Metal Fabrication and Welding (MFAB)

Music (MUS)

- N -

Nursing (NURS)

- O -

Occupational Therapy Assistant (KOT)

- P -

Philosophy (PHIL)

Photography (PHOT)

Physical Ed, Health & Rec (HPER)

Physical Science (PSCI)

Physical Therapist Assistant (KPT)

Physics (PHYS)

Political Science (POLS)

Power Plant Technology (PPT)

Practical Nursing (AVPN)

Psychology (PSYC)

- R -

Radiologic Technology (KRAD)

Railroad Conductor (RRTC)

Railroad Dispatcher (RRTD)

Railroad Electronics (RREL)

Railroad Industrial Technology (RRIT)

Railroad Maintenance of Way (RRMW)

Railroad Operations (RRT)

Railroad Operations-Mechanical (RRTM)

Railroad Work Equipment (RRWE)

Reading (RDG)

Religion (REL)
Respiratory Care (RC)

- S -

Sociology (SOC)
Speech/Debate (SPD)
Surgical Technology (KST)

- T -

Theater (THEA)

- V -

Veterinary Technology (KSAH)

Academic Achievement Center (AAC)

AAC 100

Study Skills (1 CR)

This self-instructional course is designed to improve students' ability to study efficiently. Based on the results of a study skills survey administered during the student's initial visit to the center, an individualized program is established. Using instructional material provided by the AAC, students will master a variety of concepts, including time management, goal setting, textbook reading, note taking from textbook and from lecture, stress management, test taking, and using An Academic Achievement Center instructor is available to work with the student to establish specific instructional goals, administer tests, and provide individualized instruction as it is needed to complete the student's program. This course does not fulfill degree requirements.

AAC 101

Study Skills Mini-Course (1 CR)

This class is designed to improve students' ability to study efficiently. The focus is an array of skills the college student needs, i.e., test-taking skills and note-taking skills, using a textbook, critical reading and memory recall, and effective listening and classroom strategies. Also covered are services the college offers to facilitate the learning experience for the college student, i.e., the Writing Center, the Math Resource Center, the Academic Achievement Center, the Student Success Center and the Billington Library. The format includes reading, discussion and application activities. This course does not fulfill degree requirements.

AAC 102

Basic Spelling (3 CR)

This self-instructional course is for students who wish to improve their spelling ability but who have not been successful in the traditional spelling program. This course provides a highly structured approach to spelling improvement through mastery of morphographs (units of meaning) and guidelines for combining morphographs. A limited number of spelling rules are taught in the course. This course is ideal for students for whom English is a second language. An Academic Achievement Center instructor is available to work with students to establish specific goals, administer tests, and provide individualized instruction as needed to complete the students' program. This course does not fulfill degree requirements.

AAC 103**Advanced Spelling (1 CR)**

This self-instructional course is for students who need to learn or review the basic spelling concepts and to improve their level of spelling mastery. Based on the results of a pretest administered during the student's initial visit, an individualized program is established. Using instructional material provided by the AAC, students will master a variety of concepts, including the final-e rule, the doubling rule, the y-to-i rule, forming the plurals and using possessives. In addition, students will monitor misspellings that occur in their own writing and will master the correct spelling of those words. A post-test will be administered at the end of the program to measure progress. An Academic Achievement Center instructor is available to work with students to establish specific instructional goals, administer tests and provide individualized instruction as needed to complete the students' program. This course does not fulfill degree requirements.

AAC 104**Reading Comprehension (1 CR)**

This self-instructional course is designed for students who wish to improve their understanding of written language. A pretest is administered to determine a baseline reading comprehension level. An individualized program of study will be developed for each student, which includes both instructional and practice material provided by the A.A.C. Textbooks, computer software and handouts are some of the materials used in this course. This course does not fulfill degree requirements. Students learn techniques for increasing reading comprehension, which include previewing, questioning, careful reading with note taking, reciting and reviewing. An Academic Achievement Center instructor is available to work with students to establish specific goals, administer tests and provide individualized instruction as needed to complete the students program. This course does not fulfill degree requirements.

AAC 105**Reading Rate (1 CR)**

This self-instructional course is designed for students who demonstrate strong comprehension skills and wish to improve the rate at which they process written language. Students learn techniques for increasing reading rate and for improving skimming and scanning levels. A pretest will be administered to determine a baseline reading efficiency rate. An individualized program of study will be developed for each student, which includes both instructional and practice material provided by the A.A.C. Textbooks, computer software and handouts are some of the materials used in this course. An Academic Achievement Center instructor is available to work with students to establish specific instructional goals, administer tests and provide individualized instruction as needed to complete each student's program. This course does not fulfill degree requirements.

AAC 106**Vocabulary Development (1 CR)**

This self-instructional course is designed for college students who wish to expand both their receptive and expressive vocabulary levels. College students are expected to be able to recognize and use vocabularies specific to specialized and changing contents, i.e., data processing, sociology and business. A vocabulary placement test will be administered to determine a starting level. Instructional material provided by the A.A.C. includes Latin and Greek derivatives, specialized vocabulary, stated and implied meanings as well as the process of acquisition (context clues, etymology and derivatives). An Academic Achievement Center instructor is available to work with the student to establish specific instructional goals, administer tests and provide individualized instruction as needed to complete the student's program. This course does not fulfill degree requirements.

AAC 112

Basic Math Review (1 CR)

This self-instructional course is designed for students who need to learn or review basic mathematical concepts. Based on the results of a pretest administered during the student's initial visit to the Center, an individualized program is established. While one student may begin the program with multiplication facts, another may begin with solving proportions or equations. Instructional material is provided by the A.A.C. An Academic Achievement Center instructor is available to work with the student to establish specific instructional goals, administer tests and to provide individualized instruction as needed to complete the student's program. This course does not fulfill degree requirements.

AAC 113

Algebra Preparation (1 CR)

This self-instructional course is designed for students who possess basic math skills and want to learn basic concepts in algebra. Based on the results of a pretest administered during the students' initial visit to the center, an individualized program is established. Using instructional material provided by the A.A.C., students will master a variety of concepts, including the terminology of mathematics and algebra, simplifying open expressions, solving algebraic equations and other concepts. An Academic Achievement Center instructor will be available to work with the student to establish specific instructional goals, administer tests and provide individualized instruction as needed to complete the student's program. This course does not fulfill degree requirements.

AAC 114

Chemistry Preparation (1 CR)

This self-instructional course is designed for students who need to learn or review the basic chemistry concepts. Based on the results of a pretest administered during the student's initial visit to the center, an individualized program is established. Using instructional material provided by the A.A.C., students will master a variety of concepts, including chemical symbols and formulas, valences, chemical equations, the metric system, units and dimensions, temperature, numbers in exponent form, significant figures, electrical charges, acids, bases, salts and solubility. An Academic Achievement Center instructor is available to work with the student to establish specific instructional goals, administer tests and provide individualized instruction needed to complete the student's program. This course does not fulfill degree requirements.

AAC 115

College Skills Development (1 CR)

This course is designed to improve student self-awareness and institutional awareness. Focus is on strengthening the student's ability to use campus resources and services, as well as improving self-awareness in terms of communication skills, aptitudes, interests, values pertaining to career/life decisions, and self-advocacy. This course does not fulfill degree requirements.

AAC 120

Individualized Study (1 CR)

This self-instructional course is designed for students who want to improve in any of the following A.A.C. areas: study skills, reading comprehension, reading rate, vocabulary improvement, advanced spelling, basic math, algebra preparation or chemistry preparation. Once the area of study has been determined, a pretest will be administered by the instructor and a program of study will be developed using materials provided by the A.A.C. An Academic Achievement Center instructor is available to work with students to establish specific goals, administer tests, and to provide individualized instruction needed to complete the student's program. This course does not fulfill degree requirements.

AAC 121**Individualized Study (2 CR)**

This self-instructional course is designed for students who want to improve in one or two of the following A.A.C. areas: study skills, reading comprehension, reading rate, vocabulary improvement, advanced spelling, basic math, algebra preparation or chemistry preparation. Once the areas of study have been determined, a pretest will be administered by the instructor in each of these areas and a program of study will be developed using materials provided by the AAC. An Academic Achievement Center Instructor is available to work with students to establish specific goals, administer tests, and to provide individualized instruction needed to complete the students program. This course does not fulfill degree requirements.

AAC 122**Individualized Study (3 CR)**

This self-instructional course is designed for students who want to improve in two or three of the following A.A.C. areas: study skills, reading comprehension, reading rate, vocabulary improvement, advanced spelling, basic math, algebra preparation or chemistry preparation. Once the areas of study have been determined, a pretest will be administered by the instructor in each of these areas, and a program of study will be developed using materials provided by the A.A.C. An Academic Achievement Center instructor is available to work with students to establish specific goals, administer tests, and to provide individualized instruction needed to complete the student's program. This course does not fulfill degree requirements.

AAC 130**Medical Terminology (3 CR)**

This self-instructional course is designed for the student who wants to learn a systematic format for acquiring a medical vocabulary. The course begins with a study of suffixes and prefixes common to most of the body systems and guidelines for combining word parts and forming plurals. This is followed by a study of each body system and oncological terminology. Any student who is planning a career in any facet of the health care industry will find this course beneficial. An Academic Achievement Center instructor is available to work with students to establish specific goals, administer tests and provide individualized instruction as needed to complete the student's program.

AAC 135**Career and Life Planning (3 CR)**

This course helps students make decisions about their college majors, careers and other life goals. It emphasizes career research as a tool for making current career decisions and meeting changes in the future workplace. Students learn a systematic approach for making career and life decisions based on their perinterest, skills and values.

AAC 150**Job Search Skills (1 CR)**

This class presents the skills students need to conduct an effective job search, including locating job leads, writing resumes, and employment interviewing. Additionally, students will explore the importance of adapting to changes in the workplace to ensure their job survival and success. The class consists of lectures, activities, discussion and exercises in the career planning and job search process.

Accounting (ACCT)

ACCT 111
Small Business Accounting (3 CR)

This course will introduce the basic accounting procedures needed to maintain daily records for a small business and the use of such records in the decision-making process. Upon successful completion of the course, the student will be able to maintain a set of financial records with the occasional help of an outside accountant. This course does not prepare the student for Accounting II. 3 hrs./wk.

ACCT 121
Accounting I (3 CR)

This course is an introduction to accounting fundamentals. Upon successful completion of this course, a student should be able to analyze transactions, use various journals and ledgers, prepare financial statements and summarize results at the close of the fiscal period for the sole proprietorship. 3 hrs./wk.

ACCT 122
Accounting II (3 CR)

Prerequisite: ACCT 121

This course is a continuation of ACCT 121. Upon successful completion of this course, the student should be able to prepare and use financial statements with increased emphasis on interpretation and use of accounting data peculiar to partnerships, corporations and manufacturing firms. 3 hrs./wk.

ACCT 131
Federal Income Taxes I (3 CR)

This course teaches the student federal income tax rules and the procedures for reporting federal income tax. Upon completion of this course, the student should be able to do short- and long-range tax planning and keep records that will provide appropriate information for use in preparing federal income tax. The student should also be able to prepare the standard individual federal income tax return. 3 hrs./wk.

ACCT 135
Computerized Accounting Applications (3 CR)

Prerequisite: ACCT 121 or ACCT 111

Upon successful completion of this course, a student will be able to use the microcomputer to create a chart of accounts, accounts receivable and payable subsidiary ledgers, transaction journals, general ledgers, financial statements, reports and forecasts. 3 hrs./wk.

ACCT 140
Computerized Accounting Problems (3 CR)

Prerequisite or Corequisite: ACCT 122

The course will teach students how to use spreadsheet and database software to set up and solve accounting problems. 3 hrs/wk.

ACCT 215
Accounting for Nonprofit Organizations (3 CR)

Prerequisite: ACCT 121

This course is a three-hour survey course of not-for-profit accounting and its

primary users: federal, state and local governments; hospitals; and schools. Upon successful completion of the course, the student should be able to describe the primary funds and accounting groups, assist in the budget process, and practice variances among the major nonprofit organizations according to their authoritative pronouncements. 3 hrs./wk.

ACCT 221

Cost Accounting (3 CR)

Prerequisite: ACCT 122

Upon completion of this course, the student should be able to develop and use accounting information to plan and control operations, value inventory, determine income in a manufacturing environment, and evaluate subsequent results. 3 hrs./wk.

ACCT 222

Managerial Accounting (3 CR)

Prerequisite: ACCT 122

Upon completion of this course, the student should be able to develop and use accounting information as an instrument of management control. Students will recognize needed information, determine where it can be obtained and decide how this information can be used by managers to plan, control and make decisions. Material covered includes financial statement analysis, cost application and budgeting reports management. 3 hrs./wk.

ACCT 231

Intermediate Accounting I (3 CR)

Prerequisite: ACCT 122

The course will present the use of accounting theory in the preparation of financial reports. Upon successful completion of this course, the student should be able to solve problems that arise in the presentation of cash, receivables, inventories, tangible and intangible assets on the statement of financial position, and their related effect on the statement of income. 3 hrs./wk.

ACCT 232

Intermediate Accounting II (3 CR)

Prerequisite: ACCT 122

Accounting theory learned through the study of accounting concepts and technical procedures will be presented in this course. Upon completion, the student should be able to solve problems in the presentation of capital structures, long-term investments, debts, leases, pensions, the analysis of financial statements, and price-level, and fair value accounting and reporting. 3 hrs./wk.

ACCT 278

Accounting Internship I (1 CR)

Prerequisite: ACCT 121

The student will be able to gain work experience in an approved training station under instructional supervision in an accounting or an accounting-related occupation. This internship is designed to give students the opportunity to apply the skills they have acquired in accounting specialty courses. The internship will require an average of 15 hours of job training per week by arrangement.

ACCT 285

Accounting Capstone (3 CR)

Prerequisite: ACCT 122 and 15 hours of accounting courses and permission of the division administrator

This course is designed as a capstone experience before entering the workplace. Students will maintain a complete set of books and related financial statements both manually and electronically through an accounting cycle. Students will use previously prepared financial statements to make informed judgments and solve problems, identify and apply ethical positions and effectively communicate this information to others both orally and in writing.

Administration of Justice (ADMJ)

ADMJ 120

Writing in the Disciplines (1 CR)

Writing in the Disciplines is designed to complement and/or support the Administration of Justice Program by emphasizing the type of writing required in a law enforcement career. Students will review the rules of grammar, especially verb tense, pronoun usage, spelling, sentence correctness, and punctuation, and then they will practice writing a variety of report narratives representative of a career in law enforcement. Students enrolled in this class must come to the Writing Center, LIB 308, to make arrangements for their class schedule, to pick up a syllabus and other materials, and to be assigned an instructor. The course is a combination of written material and software. All completed work will be kept in a folder in the Writing Center. Students should anticipate approximately 20 hours of work to complete the course. This course is a required course in the Administration of Justice degree program. 1 hr. lecture/wk.

ADMJ 121

Introduction to Administration of Justice (3 CR)

The student will be required to participate in field and classroom experiences designed to explore the career opportunities within the criminal justice system. The student will demonstrate through examinations, assigned papers and reports his or her knowledge of law enforcement processes, minimum requirements at entry level for local, state, and federal law enforcement, the minimum training standards of each and the training and education programs available and required in Kansas. This course will provide a detailed description of the components of the American criminal justice system: police, courts and corrections. 3 hrs/wk.

ADMJ 124

Criminal Justice and Corrections (3 CR)

This course is a detailed exploration of the subsystems of the criminal justice system. It will begin with the history and evolution of the penal system. The law, legal system and criminal justice process will be reviewed. This focus includes a detailed examination of jails, detention facilities, probation, prisons and parole. An overview of the state, local and federal correctional systems will provide a systemic view of society's response to criminal behavior. 3 hrs. lecture/ wk.

ADMJ 127

Criminology (3 CR)

This class will explore various explanations for criminal behavior including choice, biosocial, psychological, social structure and social process theories. Society's responses to crime will also be examined. 3 hrs./wk.

ADMJ 130

Crime Prevention (3 CR)

Topics of special interest include the techniques public service agencies use to operate crime-prevention programs and provide technically accurate, cost-effective security recommendations to the community. 3 hrs./wk.

ADMJ 133

Juvenile Delinquency (3 CR)

This class will provide an analysis of detention procedures, disposition, custody and treatment of juvenile offenders throughout the United States with a specific interest in area systems. The origin and development of juvenile agencies, as well as the organization, functions and jurisdiction of juvenile courts, will be studied. 3 hrs./wk.

ADMJ 140

Constitutional Case Law (3 CR)

Students will study Supreme Court decisions that have had significant effect on law enforcement techniques and procedures. 3 hrs./wk.

ADMJ 141

Criminal Law (3 CR)

Prerequisite: ADMJ 124 or LAW 121 or PL 121

After taking this course, the student will be able to state the two basic elements necessary for any crime and the philosophy behind these two elements. After a detailed exploration of common law crimes and selected Kansas and Missouri statutes, the student will be able to classify common law crimes and state the difference between a felony and a misdemeanor. The student will understand the significance of the separation of powers doctrine and its application to criminal law and the constant interplay of the U.S. Constitution in criminal law. 3 hrs./wk.

ADMJ 143

Crime Analysis (3 CR)

Students will learn crime profiling skills and specialized techniques of conducting research, analyzing data and producing crime analysis products. Students will survey existing computer applications and learn practical use and evaluation of these applications. Students will become familiar with the common written reports, charts and graphs used to describe crime analysis products. Students will survey the variety of customers served by crime analysts and the integral part crime analysis plays within the community. 3 hrs. lecture/wk.

ADMJ 145

Fundamentals Private Security (3 CR)

In addition to understanding the general field of private security, the student will be able to differentiate between the security needs of industry, private business, government and selected educational institutions. 3 hrs./wk.

ADMJ 146

Retail Security (3 CR)

This is a study of retail security supervision and management. Topics will include employment practices, employee dishonesty, controlling shoplifters, and building and perimeter protection. 3 hrs./wk.

ADMJ 148**Family Violence/Sexual Abuse (3 CR)**

A description and causal analysis of the different physical, psychological and sexual abuse acts that may occur within the primary family unit will be provided in this course. The study will include possible causative factors; psychological and social effects on the various family members; psychological, social and legal implications; treatments; and the relationship between abuse and crime. 3 hrs./wk.

ADMJ 154**Fundamentals of Criminal Investigation (3 CR)**

Prerequisite: ADMJ 124

This course is designed to give fundamental information that serves as an overview of the entire field as well as a solid foundation for specialized course work. The course focuses on homicide investigation, crimes against children, sex-related offenses, etc. 3 hrs./wk.

ADMJ 170**Introduction to Substance Use and Abuse (3 CR)**

This course explores mood-altering substance use and abuse, including these substances' history and evolution. The course will focus on the models of abuse, addiction and treatment. The current local and federal laws governing substance use and abuse will be examined. Students will gain a comprehensive grasp of the current facts, focuses and methods of dealing with mood-altering substances. 3 hrs. lecture/wk.

ADMJ 201**Police Interrogation (3 CR)**

Prerequisite: None required, ENGL 121 highly recommended

This class will help students develop their interviewing, interrogation and report writing skills in criminal justice. Students will leave the class with the knowledge and ability to interview victims, witnesses and suspects, and to use the information gained to write an accurate, complete narrative police report. 3 hrs. lecture/wk.

ADMJ 221**Introduction to Forensics (3 CR)**

The student will gain knowledge and skill in the organization and function of a forensics laboratory. The student will demonstrate knowledge and skill in the techniques and methods used to establish the identity of tools and instruments used in the commission of a crime. 3 hrs. lecture/wk.

ADMJ 224**Introduction to Terrorism (3 CR)**

This course defines and describes for students and current police officers terrorism, current terrorist organizations, their personnel and history and their capacity to threaten the security and interests of the United States. Within this context, students learn how law enforcement officials can predict patterns of terrorist activities. The course focuses especially on law enforcement's methods for combating terrorism within multiple arenas, including deterrence, detection, prevention and swift response. The course further addresses the challenges facing law enforcement and intelligence agencies in developing a coordinated response to terrorism. 3 hrs. lecture/wk.

ADMJ 230**Criminal Behavior (3 CR)**

Prerequisite: PSYC 130

This course is a detailed survey of the various psychological pathologies displayed by citizens when coming into contact with the police, as well as the sources of those pathologies. Various strategies of handling and dealing with troubled persons will be discussed. Student will learn about psychological profiling and mental status examination. Factors contributing to individual behavior will be explored. Students will receive an overview of common treatment procedures. 3 hrs. lecture/wk.

ADMJ 265**Advanced Police Training**

Prerequisite: Open only to currently employed full-time police officers attending the Police Academy under sponsorship of a law enforcement agency

This course consists of 140 clock hours of law enforcement training provided in addition to the 400 hours required by the Kansas Minimum Standards Training Act for recruits attending the Police Academy. While the required 400-hour curriculum is provided without fee, enrollment in advanced training is required of all those attending the academy. The curriculum covers law, criminal investigations, patrol procedures, defensive tactics, report writing and specialized training required by local law enforcement agencies.

ADMJ 280**Criminal Justice and the Public (3 CR)**

Prerequisite: ADMJ 120 and ADMJ 121 and ADMJ 124 and ADMJ 127 and at least five (5) additional credit hours of Administration of Justice course work

This capstone course for Administration of Justice majors will identify and analyze conflict that arises between various parts of the criminal justice system and the communities they serve. The student will study needs and interests of various citizen populations as well as appropriate methods of serving those populations. The student will also study concepts of ethics and professionalism and will apply those concepts in an administration of justice field. 3 hrs. lecture/wk.

ADMJ 281**Readings in Police Science (3 CR)**

Prerequisite: 15 credit hours in ADMJ courses

The class will consist of selected readings in police science on topics such as police administration, criminal investigation, criminology, corrections, juvenile problems and evidence. By arrangement.

ADMJ 285**Administration of Justice Internship (3 CR)**

Prerequisite: Fifteen credit hours in ADMJ courses or program facilitator approval and a grade point average of 2.0 or higher

The student will gain experience in settings that reflect the application of knowledge and skills acquired in the Administration of Justice program. The student is expected to interact in a structured format with a professional agency, in a role related to study and career interests, and to develop insight and information that will help refine career directions and focus further study.

Anthropology (ANTH)

ANTH 125**Cultural Anthropology (3 CR)**

This introductory course will examine the political, economic, religious, family and social aspects of major groups of people around the world. Hunters, tribesmen, peasants and industrial populations will also be studied. 3 hrs./wk.

ANTH 126**Physical Anthropology (3 CR)**

This course will be a study of the basic concepts, methods and research areas in physical anthropology. Scientific methods, forces of evolution, dating methods, archaeological techniques, primate characteristics and behavior, and the tracing of primate and human evolution through skeletal material and artifacts will be among the topics discussed. 3 hrs./wk.

ANTH 130**World Cultures (3 CR)**

This ethnographic course in anthropology will examine a representative group of cultures from each major region of the world. Foragers, tribal farmers, pastoralists, agrarian societies and folk cultures will all be studied holistically and comparatively. 3 hrs./wk.

ANTH 134**Native Americans (3 CR)**

This ethnographic course in cultural anthropology seeks understanding of the prehistory, history and contemporary setting of the first nations of North, Central and South America. It examines the ecological framework in which these diverse societies have developed and their relationships with each other. It then analyzes the past and present status, legal and social, of a representative group of North American cultures. Finally, it describes the significant role that Native Americans will play in the national life of the United States in the 21st century. 3 hrs. lecture/wk.

ANTH 140**Archaeology (3 CR)**

This course will be a study of the basic concepts, methods and research areas in archaeology. Archaeology methods and techniques, the earliest evidence of tools and other cultural remains, the Middle Paleolithic to Upper Paleolithic transition, the peopling of the Americas, the development of agriculture and the evidence for complex societies will be among the topics discussed. 3 hrs./wk.

Architecture (ARCH)

ARCH 120**Introduction to Architecture (3 CR)**

This course is an introduction to the profession of architecture through a study of its history, vocabulary, theories and practices. The facets that make up the total architectural curriculum as well as the various professional roles that architects can be expected to perform will be covered. Architectural study is seen as both an art and a science. The interdisciplinary character of architectural practice is emphasized. 3 hrs. lecture/wk.

ARCH 130

Architectural Graphics I (3 CR)

Architectural Graphics I is designed to build a conceptual and manual foundation for further professional architectural education. Students will learn to apply a variety of media and drawing systems such as freehand drawing; architectural lettering; equipment usage; applied geometry; line, tone, texture, color studies; sun, shade and shadows; multi-view, paraline, axonometric and oblique drawings; and model building as they relate to architectural forms. Emphasis will be on learning to think in spatial terms, a mastery of the profession's conceptual and visual vocabulary, and developing graphic presentation skills using standard graphic conventions. 6 hrs. integrated lecture, studio/wk.

ARCH 131

Architectural Graphics II (3 CR)

Prerequisite: ARCH 130

This course builds upon the conceptual and manual skills acquired in Architectural Graphics I. Students will expand their ability by learning to apply a variety of media and advanced drawing systems, such as design drawing techniques, model building, graphic diagramming, grid perspective drawing, projection perspective drawing, and shade and shadow studies. Emphasis will continue to be on learning to think in spatial terms as well as developing a new repertoire of graphic presentation skills. 6 hrs. integrated lecture, studio/wk.

ARCH 140

Architectural Design (3 CR)

Prerequisite: ARCH 130

This course introduces the student to the process and vocabulary of design. The purpose of the content is to develop the ability to solve two- and three-dimensional design problems with basic methods, vocabulary and media appropriate to the architectural profession. 6 hrs. integrated lecture, studio/wk

ARCH 240

Architectural History: Ancient to Middle Ages (3 CR)

This course will trace the development of the built environment from Antiquity to the Middle Ages and explore pre-Columbian and Islamic architecture. Emphasis will be placed on how materials, technological advances and natural environment influence architecture. The shaping of architecture through cultural forces will be stressed. Fundamental design principles and analyses of the built form will also be covered. 3 hrs. lecture/wk.

ARCH 241

Architectural History: Renaissance to Enlightenment (3 CR)

This course will investigate the architecture of the Renaissance, Baroque and Enlightenment periods. A brief exploration into non-Western architecture will also be presented. The focus of this course will be on the principles of design, cultural forces and concept of the built environment within its historical context. The work of prominent architects from each period will be highlighted and analyzed. 3 hrs. lecture/wk.

Art (ART)

ART 124

Design 2D (3 CR)

Prerequisite: CDTP 135 will be a prerequisite or corequisite or equivalent experience

This is an introductory study of the principles of visual perception, two-dimensional space organization and the visual elements of line, shape, texture and space. Concepts, materials and processes necessary to an understanding of two-dimensional form are explored using traditional and digital tools and techniques. 6 hrs. lecture and studio/wk.

ART 127
Design 3D (3 CR)

Prerequisite: ART 124

This is a study of the function of three-dimensional organization in the development of visual ideas. Concepts, materials and processes necessary to an understanding of the three-dimensional relationships of space, form, form evolution and the dynamics of structure are explored. 6 hrs. lecture and studio/wk.

ART 129
Design Color (3 CR)

Prerequisite: COTP 135 will be a prerequisite or corequisite or equivalent experience

This is a study of the nature of color, its physical properties and visual qualities. Basic theories, phenomena and their applications will be explored using pigment, colored paper and digital color systems. 6 hrs. lecture and studio/wk.

ART 130
Drawing I (3 CR)

This is an introductory course with an emphasis on the development of fundamental drawing skills, increased power of observation and an awareness of the personally expressive and compositional aspects of drawing. 6 hrs./wk.

ART 131
Drawing II (3 CR)

Prerequisite: ART 130

This course involves intermediate problems in drawing with emphasis on individual expression based on historical as well as contemporary concerns and approaches in art. Students will work from models, still-life, and conceptual presentations. A variety of media will be explored. 6 hrs./wk.

ART 135
Painting I (3 CR)

This course is an introduction to the basic elements of painting. Students will learn basic painting skills, color properties, color mixing, color relationships, applications and proper use of tools and equipment. 6 hrs./wk.

ART 136
Painting II (3 CR)

Prerequisite: ART 135

This course involves intermediate problems in painting with emphasis on individual expression based on historical as well as contemporary concerns and approaches in art. 6 hrs./wk.

ART 138**Digital Imaging for Artists (3 CR)**

This course is an introduction to the use of the computer as a medium for making fine art. The course will emphasize developing the student's skill in making expressive visual statements using computer technology. 6 hrs./wk.

ART 142**Ceramics I (3 CR)**

This course is designed to build a conceptual and manual foundation for future ceramics education. Students will study the properties of clay, its preparation, hand and wheel techniques, surface design, firing methods, fundamental ceramic terms, principles of design, introductory ceramic history and orientation to safe practices for the ceramic artist. Emphasis will be on developing skills appropriate to the beginning student for the purpose of creative and technical expression. 6 hrs./wk.

ART 143**Ceramics II (3 CR)**

Prerequisite: ART 142

This course covers more advanced methods and studio practices in creative ceramic wheel expression and glaze formation. Emphasis is on development of a sense of thrown form and creative decoration or optional creative non-wheel ceramic form development. The course focuses on advanced ceramic form production, aesthetic issues, investigative study and practice. Clay, glaze and firing techniques are investigated in depth. The student acquires a repertoire of studio skills, a deeper awareness of ceramic history and articulated criteria of judgment. Individual interpretation and conceptual development are expected. The study of aesthetics of ceramic form is undertaken. 6 hrs./wk.

ART 145**Sculpture I (3 CR)**

Students will explore and study natural and synthetic sculptural forms as they create work using traditional or contemporary media and techniques. Assignments require work in limestone, clay, wax, bronze, aluminum and steel, and involve carving, modeling and building up. 6 hrs./wk.

ART 146**Sculpture II (3 CR)**

Prerequisite: ART 145

This continuation of ART 145 will focus on advanced methods and techniques with emphasis on materials, forms and the student's selection of an individual direction with individual material choices. 6 hrs./wk.

ART 148**Metal and Silversmithing I (3 CR)**

This course is a basic introduction to the terms, tools and techniques involved in creating jewelry and other wearables as they relate to the human figure. Casting, fabrication and construction will be explored. 6 hrs./wk.

ART 149**Metal and Silversmithing II (3 CR)**

Prerequisite: ART 148

Students will study advanced casting and construction techniques. Projects should show a higher degree of design and function. 6 hrs./wk.

ART 172

Watercolor Painting (3 CR)

This course is an introduction to transparent water media with emphasis on learning fundamental painting skills, the visual elements, composition, visual perception and an awareness of personal expression. 6 hrs./wk.

ART 180

Art History: Ancient to Renaissance (3 CR)

This course will acquaint students with the arts and ideas of world civilizations from the prehistoric period to the beginning of the Italian Renaissance. The course will examine the aesthetic elements that mark the styles of major periods in two-dimensional, three-dimensional and architectural works. Particular attention will be paid to the relationship between artistic elements and their various cultural and historical contexts. 3 hrs./wk.

ART 182

Art History: Renaissance to Modern (3 CR)

This course will acquaint students with the arts and ideas of Western cultures from the beginning of the Italian Renaissance to the present. The course will examine the aesthetic elements that mark the styles of major periods in two-dimensional, three-dimensional and architectural works. Particular attention will be paid to the relationship between artistic elements and their various cultural and historical contexts. 3 hrs./wk.

ART 184

Art History: Twentieth Century (3 CR)

This course introduces the student to the arts and ideas of Western Europe and the United States from the late 19th century to the present. The course will examine the aesthetic elements that mark the styles of major movements in two-dimensional, three-dimensional and architectural works. Particular attention will be paid to the relationship between artistic elements and their various cultural and historical contexts. 3 hrs. lecture/wk.

ART 186

Art History: Introduction to Asian Art (3 CR)

This course will acquaint students with the arts and ideas that arose in India, China and Japan from the prehistoric to the early modern periods. The course will examine the aesthetic elements that mark the styles of major periods in two-dimensional, three-dimensional and architectural works. Particular attention will be paid to the relationship between artistic elements and their various cultural and historical contexts. 3 hrs. lecture/wk.

ART 231

Life Drawing I (3 CR)

Prerequisite: ART 130

This course is an introduction to the basic elements of drawing for students wanting a concentration in drawing the human figure. Students will acquire basic competence in developing drawings involving the human form. 6 hrs./wk.

ART 232**Life Drawing II (3 CR)**

Prerequisite: ART 231

This course is an intermediate investigation of drawing from the human form. This class is for students wanting to concentrate on figure drawing beyond Life Drawing I. 6 hrs./wk.

ART 235**Studio Workshop I (3 CR)**

Prerequisite: ART 131 or ART 136

This course involves advanced problems in painting (or drawing) with emphasis on individual expression based on historical as well as contemporary concerns and approaches in art. 6 hrs./wk.

ART 236**Studio Workshop II (3 CR)**

Prerequisite: ART 235

This course involves advanced problems in painting (or drawing), above and beyond those experienced in Workshop I, with emphasis on individual expression. 6 hrs./wk.

ART 244**Ceramics Workshop I (3 CR)**

Prerequisites: ART 143 and permission of the academic director

Students will have the opportunity to pursue advanced individual research under the direction of the instructor. Emphasis is on creative expression and development of technical skills as well as the further pursuit of technical studies that have relevance for emerging personal specializations. Students will conduct a personal program of study on one aesthetic issue that emerges as personally significant and present the outcomes in an appropriate and acceptable manner at the close of the semester. Students should initiate and pursue studies in directions that inform and further their individual professional and creative growth, which leads to invention, innovation and refinement of their personal semester work, as agreed upon with the instructor. This course enables further pursuit of technical studies that have relevance for these emerging personal specializations. Skill refinement, three-dimensional imagination, with increased creative expression and creative product generation are anticipated. 6 hrs. lecture, lab/wk.

Astronomy (ASTR)

ASTR 120**Fundamentals of Astronomy (3 CR)**

This course is a study of the universe from the earth, moon and planets to the stars and the most distant galaxies. Topics include black holes, quasars, and the origin of the universe and the possibility of life on other planets. Current astronomical discoveries are discussed in class as they occur. Access to astronomical Web sites is available to students in this course. 3 hrs. lecture/wk.

ASTR 122**Astronomy (4 CR)**

This course is a study of the universe from the earth, moon, and planets to the stars and the most distant galaxies. Topics include black holes, quasars, and the

origin of the universe and the possibility of life on other planets. Current astronomical discoveries are discussed in class as they occur. Access to astronomical Web sites is available to students in this course. 3 hrs. lecture, 2 hrs. lab/wk., 5 nighttime telescope sessions are required.

Automotive Technology (AUTO)

AUTO 121

Small Engine Service (3 CR)

Upon successful completion of this course, the student should be able to compare and contrast operating principles of two-stroke and four-stroke cycle engines. The student should be able to describe lubricating, cooling, fuel and governor systems; troubleshoot engine problems; inspect engine components; and service the fuel, cooling and exhaust systems. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

AUTO 122

Introduction to Automotive Glass (3 CR)

Upon successful completion of this course, the student should be able to diagnose, service and repair various automotive glass problems, provide professional service to customers, and manage and supervise jobs and employees. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and /or equipment. 2 hrs. lecture, 1 1/2 hrs. lab/wk.

AUTO 123

Motorcycle Maintenance and Repair (2 CR)

Upon successful completion of this course, the student should be able to demonstrate the proper use of tools and equipment used in servicing motorcycles. Two-stroke and four-stroke cycle designs will be studied. Overhaul procedures will be demonstrated. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 3 hrs. lab/wk.

AUTO 125

Introduction to Automotive Shop Practices (3 CR)

This is a beginning course that is appropriate for both the automotive major and other interested students. Upon successful completion of this course, the student should be able to develop shop safety habits and become proficient in tire, battery, cooling system, lubrication service and minor electrical diagnosis. This course is an introductory course required for all students in the Automotive Technology program. Emphasis will be placed on learning basic skills needed to enter advanced automotive classes. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

AUTO 128

Automotive Parts Specialist (2 CR)

Upon successful completion of this course, the student should be able to demonstrate good communication and basic math skills. Ordering and maintaining correct inventory, as well as displaying and selling automotive parts for a fair profit, will be studied. Lectures will be supported by parts specialists in the industry. 2 hrs. lecture/wk.

AUTO 130

Diesel Fundamentals (2 CR)

Prerequisite or Corequisite: AUTO 125

Upon successful completion of this course, the student should be able to identify diesel engine components and parts and troubleshoot and service all external components with emphasis on glow plugs, injectors and injector pumps. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 3hrs. lab/wk.

AUTO 163

Automotive Steering and Suspension (3 CR)

Prerequisite or Corequisite: AUTO 125 or approval of division administrator

Upon successful completion of this course, the student should be able to describe manual and power steering component operation, summarize construction and operation of front and rear suspension systems, perform four-wheel alignment on current vehicles and service steering and suspension components. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 2hrs. lecture, 3 hrs. lab/wk.

AUTO 165

Automotive Engine Repair (4 CR)

Prerequisite or Corequisite: AUTO 125 or approval of the program administrator

Upon successful completion of this course, the student should be able to demonstrate an understanding of the four-stroke cycle internal combustion engine, calculating compression ratio, piston displacement, horsepower and torque, and correcting internal engine malfunctions. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 6 hrs. lab/wk.

AUTO 167

Automotive Brake System (2 CR)

Prerequisite or Corequisite: AUTO 125 or approval of program administrator.

Upon successful completion of this course, the student should be able to summarize disc and drum brake construction and operation, service all brake system components and describe anti-lock brake system services. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 3 hrs. lab/wk.

AUTO 168

Automotive Manual Drivetrain and Axles (3 CR)

Prerequisite or Corequisite: AUTO 125 or approval of program administrator.

Upon successful completion of this course, the student should be able to work safely in the shop; service the typical manual transmission/transaxle; service typical transfer cases; inspect, adjust and replace all clutch components; disassemble, reassemble and set up a differential; and service all front- and rear-wheel drive shaft components. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hr. lecture, 3 hrs. lab/wk.

AUTO 201

ASE Certification Seminar (1 CR)

This course will prepare students to take any of the eight basic National Institute for Automotive Service Excellence (ASE) automotive certification tests, the

Advanced Engine Performance Specialist (L1) test or the three ASE Engine Machinist tests. 1 hr. lecture/wk.

AUTO 206

Automotive Retailing Sales (3 CR)

Prerequisite: MKT 133 or MKT 134

Upon successful completion of this course, the student should be able to demonstrate the skills necessary for competency in automotive retailing. Student awareness and understanding will be directed toward an introduction to automotive retailing, past, present and future; professionalism in sales; the components of sales transactions; a structured sales program and product knowledge; customer satisfaction and follow-up; building a clientele; and success through self-improvement. 3 hrs. lecture/wk.

AUTO 210

Advanced Engine Repair (3 CR)

Prerequisite: AUTO 165

Upon successful completion of this course, the student should be able to plan, design, and build a performance engine. The student will also demonstrate knowledge of the relationships between displacement, horsepower and torque; regulations governing performance engines; and current trends in engine modification. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 6 hrs. lab/wk,

AUTO 230

Automotive Heating and Air Conditioning (3 CR)

Prerequisite or Corequisite: AUTO 125 or approval of program administrator

Upon successful completion of this course, the student should be able to operate, service and diagnose automotive heating, ventilation and air conditioning systems. The course will cover the theory and operation of these systems, major components, testing, recycling and other service procedures. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

AUTO 234

Automotive Electrical System (4 CR)

Prerequisite or Corequisite: AUTO 125 or approval of program administrator

Upon successful completion of this course, the student should be able to service starting and charging system components; describe the operation and construction of starters, alternators and controlling devices; describe various lighting systems used in current automotive vehicles; and repair electrical lighting and accessory systems. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

AUTO 250

Automatic Transmissions and Transaxles (4 CR)

Prerequisite or Corequisite: AUTO 125 or approval of program administrator

Upon completion of this course, the student should be able to diagnose, service and repair various automatic transmissions and automatic transaxles, including computer-controlled systems. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture/demonstration, 3 hrs. lab/wk.

AUTO 254

Automotive Engine Performance (5 CR)

Prerequisite: AUTO 165 and AUTO 234

Upon successful completion of this course, the student should be able to describe the operation and construction of automotive fuel system components such as carburetors, fuel pumps, injectors and controlling devices. The student should also be able to describe the operation and construction of ignition circuits to include computer controlled and DIS systems. Finally, students should be able to service all performance systems on the automobile. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 6 hrs. lab/wk.

AUTO 260

Automotive Service Management (3 CR)

Prerequisite: AUTO 254

Upon successful completion of this course, the student should understand the automotive service manager's job. The manager's job includes planning for inevitable change, maintaining flexibility, site planning, customer satisfaction, employee practices, meeting financial goals, and managing time, conflict and stress. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3hrs. lab/wk.

AUTO 261

Automotive Service Techniques (3 CR)

Prerequisite: AUTO 254

Upon successful completion of this course, the student should become proficient in ordering of parts, writing repair orders, presenting work orders to customers, questioning customers about automobile service problems, answering the telephone, and supervising work loads. Students will also diagnose and perform service work on student and staff vehicles. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 6 hrs. lab/wk.

AUTO 271

Automotive Technology Internship (3 CR)

Prerequisite: Career Program Facilitator Approval Required

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 1 hr. lecture, 15 hrs. work min./wk

Biology (BIOL)

BIOL 110

Nutrition for Life (2 CR)

Designed for students who wish to apply nutrition information to their lives, this course explores how food selection affects body size, body composition, performance, disease resistance and longevity. Students will analyze the composition of their diets and develop a plan of action to improve their eating behaviors. 2 hrs. lecture/wk.

BIOL 115**Natural History of Kansas (3 CR)**

Natural History of Kansas describes physical and biological processes that have led to the present Kansas landscape. Physical science topics include geology, climate patterns and soil formation. Biological science topics include ecology and a survey of the plants and animals of Kansas. The course will consider how the physical and biological environment relates to past and present human resource uses. 3 hrs. lecture/wk. Two 7-hr. Saturday labs required.

BIOL 122**Principles of Biology (3 CR)**

This course is an introduction to selected concepts and principles important to an understanding of how biological systems operate. The importance of scientific methods and processes will be explored. Biological organization will be studied by examining the chemical, cellular, organismal and ecological properties that are unique to life. The diversity and unity of life will be explained in terms of classical and molecular genetics. 3 hrs./wk. BIOL 122 students see Learning Strategies - LS 176 701 - Optional Enrollment.

BIOL 123**Principles of Biology Lab (1 CR)**

Prerequisite or corequisite: BIOL 122 or consent of the Assistant Dean

This introductory lab examines basic biological concepts by focusing on the structures and functions of plants and animals. 2 hrs./wk. BIOL 123 students must be currently enrolled in BIOL 122 or have successfully completed BIOL 122 within the last three years.

BIOL 124**Oceanus: Essentials of Oceanography (3 CR)**

This course for beginning students focuses on the marine environment as a unique feature of the planet earth and investigates areas of intense scientific and public concern: the pervasiveness of the ocean and its effect on the earth's weather, its stunning physical size and diversity of contained life forms, its contributions to the physical and historical development of man, its impact on geopolitical and economic matters, and the impact of oceanic pollutants and the potential exploitation of marine resources. 3 hrs. lecture/wk.

BIOL 125**General Botany (5 CR)**

This is a survey of the life, growth and structure of plants. Divisions of the plant kingdom will be presented with emphasis on life cycles, anatomy, physiology and ecology of major groups. Students will do microscopic and macroscopic analysis of the major division. 3 hrs. lecture, 4 hrs. lab/wk.

BIOL 127**General Zoology (5 CR)**

This is a survey of the life, structure, and growth of animals. Students will concentrate on identifying animals by their structural characteristics and looking at the role adaptation plays in anatomical and physiological features. Students will do dissections and microscopic analysis of the major phyla. 3 hrs. lecture, 4 hrs. lab/wk.

BIOL 130

Environmental Science (3 CR)

Environmental Science seeks to describe problems and solutions associated with human use of natural resources. Students will study the major physical and biological processes that govern the complex interactions in natural ecosystems. Major course topics include human population growth, resource use and pollution. Practical solutions aimed at sustainability will be identified and examined. This is an introductory, nonscience-major survey course. 3 hrs./wk. BIOL 131 students must be currently enrolled in BIOL 130 or have successfully completed BIOL 130 within the last three years.

BIOL 131

Environmental Science Lab (1 CR)

Prerequisite or corequisite: BIOL 130

In this lab, students will learn ecological principles that are necessary for understanding and solving environmental problems. Students will sample the local environment for various types of environmental pollution, conduct lab projects and computer simulations, and attend field trips. Field trips may include a visit to a local wastewater treatment plant, a stream ecosystem and a prairie ecosystem. 2 hrs.lab/wk. plus up to three field trips. BIOL 131 students must be currently enrolled in BIOL 130 or have successfully completed BIOL 130 within the last three years.

BIOL 135

Principles of Cell and Molecular Biology (4 CR)

This is an integrated lecture and laboratory course for biology majors and students planning to take additional courses in biology. Subjects covered include basic biochemistry, cell structure and function, cellular metabolism, Mendelian and molecular genetics, natural selection and evolution, cell physiology and development of plants and animals from the single-celled stage to the embryonic stage. 3 hrs. lecture, 2 hrs. lab/wk.

BIOL 140

Human Anatomy (4 CR)

Students will study gross and microscopic aspects of cells, tissues and organ systems of the human body. They will concentrate on a detailed analysis of the structure of each body system. 3 hrs. lecture, 3 hrs. lab/wk. The Open Anatomy Lab, 311 CLB, is available for students enrolled in Human Anatomy and Human Anatomy and Physiology classes at JCCC. Contact your professor, check the schedule outside of 311 CLB or call 913-469-8500 ext. 4124, for hours. A current student ID is required for using the Open Anatomy Lab.

BIOL 144

Human Anatomy and Physiology (5 CR)

This course provides basic knowledge on human structures and their function. Students will study the relationship of structures to function in the organ systems of the human body. Emphasis will be on the identification of the anatomical features and their functions. This course is integrated lecture and laboratory. 3 hrs. lecture, 4 hrs. lab/wk. The Open Anatomy Lab, 311 CLB, is available for students enrolled in Human Anatomy and Human Anatomy and Physiology classes at JCCC. Contact your professor, check the schedule outside of 311 CLB or call 913-469-8500, ext. 4124, for hours. A current student ID is required for using the Open Anatomy Lab.

BIOL 145

Human Anatomy and Physiology Dissection (1 CR)

Prerequisites: BIOL 144 and consent of the Assistant Dean

Students will dissect the cat and study the relationship of structures to function in the organ systems of the cat. In this laboratory course, they will also dissect the cow kidney, heart, brain and eye. Students will compare and contrast these structures and functions with the organ systems of the human body. 2 hrs.lab/wk. Students enrolling in BIOL 145 should have completed BIOL 140 or BIOL 144 and approval of the assistant dean.

BIOL 146

General Anatomy and Head and Neck Anatomy (4 CR)

Prerequisites: Admission to the Dental Hygiene Program and CHEM 122 and ENGL 121 and SOC 122 all with a minimum 2.0 GPA

Study of cells, tissues and organ systems of the body will be examined with emphasis on the head and neck. Discussion and analysis of each body region will be included, as well as embryology of the head and neck. 3 hrs. lecture, 3 hrs. lab/wk.

BIOL 150

Biology of Organisms (5 CR)

Prerequisite: BIOL 135 or consent of Assistant Dean

This is a survey of the five kingdoms of life. Monera, fungi, protista, plant and animal kingdoms will be presented, with emphasis on life cycles, anatomy, physiology and ecology of the major groups. 4 hrs. lecture, 3 hrs. lab/wk.

BIOL 155

Introduction to Bioethics (3 CR)

Prerequisite: BIOL 122 or BIOL 135 or equivalent, or permission of the assistant dean

This course is an introductory course in ethics with an emphasis on the ethical content raised by the discipline of biology. The student will examine the major ethical theories, including: deontology, act utilitarianism, rule utilitarianism, along with select others. Study of the theories will enable the analysis of case studies involving such issues as: human populations problems; reproductive technologies; genetic engineering of humans and other organisms; stem cells and their use; beginning/ending of life; the human genome project; environmental impact of humans; cloning; medical and non-medical genetic interventions; and biological ethics. 3 hrs. lecture/wk.

BIOL 160

Introduction to Biotechnology (2 CR)

Prerequisite: CHEM 122 Prerequisite or Corequisite: BIOL 135 or consent of assistant dean

This course is an introduction to biotechnology, including career exploration, history and applications of DNA/RNA technology, molecular biology, and bioethics. Topics include cloning, DNA, antibodies, gene therapy, plant biotechnology, the human genome project, DNA fingerprinting, genetic testing, diverse products made through biotechnology, and the ethical implications of this technology. The course is intended for those interested in pursuing a career in an industrial, academic, or biomedical research laboratory. 2 hrs. lecture/wk.

BIOL 165

Laboratory Safety (1 CR)

Prerequisite: CHEM 122 and Prerequisite or Corequisite: BIOL 135 or consent of assistant dean

This course will emphasize laboratory safety and procedures. Additionally,

regulations that govern the biotechnology laboratory will be discussed. Biological, chemical and radiation safety will all be handled through lectures, videotapes, demonstrations and field trips. There will also be exposure to good manufacturing practices (GMP), quality assurance and control procedures (QA/QC), and OSHA and FDA regulations. 1 hr. lecture/wk.

BIOL 205

General Genetics (4 CR)

Prerequisite: BIOL 122 or the equivalent introductory college-level biology course.

This introductory course emphasizes human heredity using concepts from classical and modern genetics. Themes of advancing technologies and bioethical issues are interwoven in the basic background fabric of the course. 3 hrs. lecture, 2 hrs. lab/wk.

BIOL 225

Human Physiology (4 CR)

Prerequisites: CHEM 122 and either BIOL 140 or BIOL 144 or BIOL 146

This is an introduction to the dynamic functions of the human organism from the chemical and molecular mechanisms that sustain cellular processes through the control systems responsible for homeostasis and the influence of these systems on the cellular function of organ and systems operation. Laboratory investigation using selected biochemical and physiological preparations allows correlation of theory with experimental observations. 3 hrs. lecture, 3 hrs. lab/wk.

BIOL 227

Human Pathophysiology (4 CR)

Prerequisites: BIOL 144 or BIOL 225

This introduction to the physiology of disease covers common disorders of the body from the cellular to the systemic level. Topics include causes, symptoms, diagnostic tests and treatments of disease. 4 hrs. lecture/wk.

BIOL 230

Microbiology (3 CR)

Prerequisite: CHEM 122 or one year of high school chemistry

This is a general introductory course in microbiology. It provides a background in many areas of microbiology physiology, antimicrobial agents, immunology and host-parasite relationship of microorganisms will be studied, with an emphasis on bacteria. 3 hrs./wk.

BIOL 231

Microbiology Lab (2 CR)

BIOL 231 students must be currently enrolled in BIOL 230 or have successfully completed BIOL 230 within the last three years.

Students will learn aseptic techniques and apply them in the isolation of pure cultures of bacteria. Students will also perform various staining techniques and chemical tests to identify these bacteria. The response of bacteria to changes in environmental conditions will also be examined. Various life stages of medically important parasites will also be observed. 4 hrs./wk.

BIOL 235

General Nutrition (3 CR)

Prerequisite: BIOL 144 or Prerequisite or Corequisite: BIOL 225

This introductory course provides a basic knowledge of human nutrition. Students will learn the sources and functions of the various nutrients. They will also explore the interaction of diet, disease prevention and treatment. Through the use of a computerized nutrition program, students will analyze their diets for nutritional deficiencies and excesses. 3 hrs. lecture/wk.

BIOL 240

General Pharmacology (3 CR)

Prerequisite: BIOL 225

This course provides a basic understanding of the science of drugs-how they work and what they do. Students will study various drug concepts including mechanism of action, pharmacologic class, pharmaco-kinetics, pharmacodynamics and clinical implications. 3hrs. lecture/wk. Spring.

BIOL 250

Ecology (4 CR)

Prerequisites: BIOL 122 and BIOL 123 or BIOL 130 and BIOL 131 or equivalent courses or consent of assistant dean

This course will teach continuing science students basic ecological theories that are accepted and used by the professional ecological community. Laboratory exercises will test ecological theories by having students develop hypotheses, design experiments, collect and analyze data by using statistics that include T-tests and Kruskal-Wallis tests, and write scientifically formatted reports. 3 hrs. lecture, 3 hrs. lab/wk.

BIOL 260

Biotechnology Methods (5 CR)

Prerequisite: BIOL 160 and BIOL 165 Prerequisite or corequisite: BIOL 230 or consent of the assistant dean

This course is an introduction to the theory and laboratory techniques in molecular biology, protein biochemistry and immunology with an emphasis on gene expression and regulation, recombinant DNA, RNA transcription, and protein translation. Laboratory emphasis will be on molecular biological techniques utilized in modern research and industrial laboratories. Techniques include growth and maintenance of *E. coli*, gene cloning, DNA and protein electrophoresis protein purification and enzymatic and immunology assays. Lecture and laboratory exercises on the principles and practices of initiation, cultivation, maintenance, preservation of cell culture lines and applications will also be covered. 6 hrs. lab/wk.

BIOL 265

Biotechnology Internship (4 CR)

Prerequisites: BIOL 160 and BIOL 165 and BIOL 260

The internship will provide advanced students the opportunity to develop job and career-related skills while in a work setting. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The work will be developed cooperatively with academic, industrial and private institutional biotechnology laboratories. 20 lab hrs./wk.

Business (BUS)

BUS 120

Management Attitudes and Motivation (3 CR)

Upon successful completion of this course, the student should be able to assess personal strengths and weaknesses and set goals for personal and professional life, define communication and listening skills, analyze human relations problems, apply problem-solving strategies to human relations issues in the workplace, and define and compare management styles. Class meets for 48 hrs.

BUS 121

Introduction to Business (3 CR)

Upon successful completion of this course, the student should be able to explain the basic principles of the American free enterprise economic system. In addition, the student should be able to explain the fundamentals of starting a business and the interrelationship among the four functional areas: accounting, finance, management and marketing. 3 hrs./wk.

BUS 122

Introduction to Law (3 CR)

Upon successful completion of this course, the student should be able to explain the major substantive and procedural aspects of law. This course is available to students with a general interest in the law, and is required for students seeking admission to the paralegal program. 3 hrs./wk. BUS 122 and LAW 121 are the same course; do not enroll in both

BUS 123

Personal Finance (3 CR)

Upon successful completion of this course, the student should be able to define the role of a consumer in the economy; develop a basic financial plan; apply budgeting procedures in a daily and monthly spending plan; calculate principal and interest; define the types of consumer credit; identify the types of housing mortgages; and explain the important considerations in buying, selling and renting. In addition, the student should be able to calculate individual insurance needs in the areas of life insurance, health insurance, property and liability insurance, automobile insurance and other types of special insurance and be able to explain employee and retirement benefits, including tax-sheltered plans. 3 hrs./wk.

BUS 140

Principles of Supervision (3 CR)

Upon successful completion of this course, the student should be able to define the supervisor's role within a company and identify the skills necessary to successfully fulfill that role. In addition, the student should be able to determine the supervisor's role in supervising employees on an individual basis and as a group. The student should also be able to apply the principles of supervision in simulated work situations. 3 hrs./wk.

BUS 141

Principles of Management (3 CR)

Upon successful completion of this course, the student should be able to state the basic functions of management, explain the nature of organizations and organizational theories and types, explain the importance of effective communication within the organizational structure, develop and define the techniques for directing and motivating employees, explain the effects of change on an organization, and develop techniques for coping with those effects. In addition, the student should be able to explain and discuss the application of business ethics in managerial decision-making. 3 hrs./wk.

BUS 145**Small Business Management (3 CR)**

Upon successful completion of this course, the student should be able to demonstrate an understanding of management techniques vital to small business. In addition, the student should be able to apply decision making skills in the areas of business start-up choosing the form of ownership, marketing, financial planning and managing the small business.

BUS 150**Business Communications (3 CR)**

Prerequisite: ENGL 121

Upon successful completion of this course, the student should be able to explain the role of communication in the business environment and identify the most effective methods for creating, sending and receiving messages. In addition, the student should be able to use effective oral and written communication skills in business; write and evaluate business documents, including letters, memos, and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation. 3 hrs./wk.

BUS 215**Savings and Investments (3 CR)**

Upon successful completion of this course, the student should be able to define, analyze and evaluate types of savings instruments and other investments. In addition, the student should be able to determine which instruments are desirable for a personal financial plan. The student should also be able to demonstrate an understanding of basic financial-planning concepts and tax-planning procedures. 3 hrs./wk.

BUS 225**Human Relations (3 CR)**

Upon successful completion of this course, the student should be able to evaluate the impact of human relations as it relates to the social system, technical system and administrative system of a work environment. In addition, the student should be able to analyze these systems and their effects on individual group and organizational performance. 3 hrs./wk.

BUS 230**Marketing (3 CR)**

Upon successful completion of this course, the student should be able to explain the concepts of production, consumption and distribution in relation to a free enterprise economy; list the basic channels of distribution available to the manufacturer of consumer and industrial products; explain and compare the distribution functions of the manufacturer, wholesale and retailer; and state the procedures necessary to develop a total marketing plan for a given product, service or product line. In addition, the student should be able to discuss the fundamental principles of consumer behavior in the buying process and apply those principles to target market strategies. 3 hrs./wk.

BUS 235**Introduction to International Business (3 CR)**

This course is designed to introduce the student to the global economy. Differences in political, economic and cultural forces within countries will be analyzed and national competitiveness assessed. Cross-border trade and investment and the global monetary system will be introduced and analyzed. Competition and a firm's international business strategy in the global marketplace

will be examined. Ethical issues in international business will also be discussed. 3 hrs./wk.

BUS 240

Legal Environment of International Business (3 CR)

Prerequisite: BUS 235 and BUS 261 and BUS 263

This course provides an introduction to the legal aspects of contracts for international sale of goods. Topics include multinational enterprises, sovereignty, international finance, international transportation, international marketing, protection of intellectual property, international dispute resolution, negotiation and diplomacy. 3 hrs. lecture/wk.

BUS 243

Human Resource Management (3 CR)

Upon successful completion of this course, the student should be able to state the principles of human resource management; describe the human resource function as an integral part of management; differentiate between roles of the personnel and line manager in the management of human resources; define and evaluate strategic planning, recruitment, selection and training; define the primary methods of human resource development; employ methods of employer appraisal; and state the major components and coverages of the Equal Employment Opportunity Act and other personnel/human resource-related laws. 3 hrs./wk.

BUS 250

Introduction to Corporate Finance (3 CR)

Upon successful completion of the course, the student should be able to explain the nature and role of finance in the U.S. economy and demonstrate an understanding of the concepts of corporate finance and the sources and types of corporate financing. Additionally, the student should be able to explain and accurately compute a firm's cost of capital and demonstrate an understanding of the capital budgeting process and how to manage and finance current assets. 3 hrs. lecture/wk.

BUS 261

Business Law I (3 CR)

This course is designed to introduce the students to the American legal system. Principles of legal ethics in business will be introduced. Principles of common law of contracts will be discussed. Sections of Uniform Commercial Code as applied to the law of sales and law of negotiable instruments will be introduced. 3 hrs./wk.

BUS 263

Business Law II (3 CR)

Prerequisite: BUS 261

A continuation of Business Law I, this course will introduce the student to the principles of Uniform Commercial Code as applied to secured transactions. The law of bankruptcy, principles of agency and business organizations such as partnerships, limited partnerships, joint ventures, corporations, and sole proprietorships will be discussed. Principles of real property, personal property, bailments, estate and trusts will be introduced. 3 hrs./wk.

Business Logistics Management (KSCL)

KSCL 210

Logistics Management (3 CR)

Logistics management is an integrated systems approach involving a variety of environments within a global marketplace. The course explores the logistic system from inbound movement of material and freight into the organization through physical distribution of the completed product to the consumer. Hands-on applications, activities and simulations. IAW Council of Logistics Management's guidelines will be emphasized. 3 hrs. lecture/wk. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO. Students should contact the Blue River coordinator of supply chain logistics about the class meeting times and beginning and ending dates of classes. Call 816-220-6532.

KSCL 211

Operations Management (3 CR)

This course covers the central role and importance of the operations function in both service and product organizations. Strategy, design, scheduling, materials handling, inventory, production, MRP and distribution are covered. 3 hrs. lecture/wk. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO. Students should contact the Blue River coordinator of supply chain logistics about the class meeting times and beginning and ending dates of classes. Call 816-220-6532.

KSCL 212

Transport Operatio/ Management (3 CR)

This course covers the significance of an integrated, well-organized transportation system to a market-driven economy. The development of the transportation system of the United States from both historic and economic perspectives is included. 3 hrs. lecture/wk. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO. Students should contact the Blue River coordinator of supply chain logistics about the class meeting times and beginning and ending dates of classes. Call 816-220-6532.

KSCL 213

Warehousing & Distribution Ctrs (3 CR)

This is an integrated systems approach involving a variety of environments within a global marketplace. The course covers the organization and operations of warehouses and distribution centers. The major components are warehousing and distribution center paradigms, system design, locations, technology and financial dimensions. 3 hrs. lecture/wk. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO. Students should contact the Blue River coordinator of supply chain logistics about the class meeting times and beginning and ending dates of classes. Call 816-220-6532.

Business Office Technology (BOT)

BOT 101

Computerized Keyboarding (1 CR)

Upon successful completion of this course, the student should be able to operate a computer keyboard by touch to enter data with speed and accuracy. 1 hr./wk.

BOT 103

Business English (3 CR)

Upon successful completion of this course, the student should be able to demonstrate the basic rules of English, develop correct sentence structure and use accurate English grammar and mechanics when writing documents. Students also will be able to proofread written work using standard proofreading symbols. 3 hrs. lecture/wk.

BOT 105**Keyboarding and Formatting I (3 CR)**

Upon successful completion of this course, the student should be able to develop speed and accuracy by learning to use the alphabetic, numeric and symbol keys by touch; identify and operate the basic machine parts and special purpose keys; and format and type personal correspondence and business documents - letters, reports, tables and memos. Microsoft Word 2002 will be used in this class to complete and format documents. 3 hrs./wk.

BOT 110**Skillbuilding I (1 CR)**

Prerequisite: BOT 105 or equivalent

Upon successful completion of this course, the student should be able to use a diagnostic approach to develop typing speed and accuracy. Specific problems will be identified, and the student should be able to complete specialized drills and activities tailored to the student's own typing needs to improve or eliminate deficiencies. 1 hr./wk.

BOT 115**Electronic Calculators (1 CR)**

Upon successful completion of this course, the student should be able to review basic arithmetic, operate the electronic calculator by touch to build speed and accuracy, use basic calculator functions and operating controls, and solve business application problems. 1 hr./wk.

BOT 118**Skillbuilding II (1 CR)**

Prerequisite: BOT 110

Upon successful completion of this course, the student should further develop speed and accuracy. The student should be able to improve keyboard skills through diagnostic evaluation and by completing individualized drills and activities. 1 hr. lecture/wk.

BOT 120**Machine Transcription (1 CR)**

Prerequisite: BOT 105 or equivalent

Upon successful completion of this course, the student should be proficient in transcribing a variety of business documents from machine transcription. Emphasis is placed on operation of transcription equipment; development of speed and accuracy in transcription; and developing English, proofreading and formatting skills. 1 hr./wk.

BOT 122**Medical Keyboarding (1 CR)**

Prerequisite: BOT 105

Upon successful completion of this course, the student should be able to develop keyboarding speed and accuracy in medical formats. The student should also be able to improve keyboard skills by completing drills and activities pertaining to the transcription of medical reports. 1 hr. lecture/wk.

BOT 125

Document Formatting (1 CR)

Prerequisite: BOT 155

Upon successful completion of this course, the student should be able to type business letters with special features, memorandums, reports, tables and a variety of administrative documents. The student should also be able to use Microsoft Word 2002 to complete these activities. 1 hr./wk.

BOT 130

Office Systems Concepts (3 CR)

Upon successful completion of this course, the student should be able to understand and apply technological factors of contemporary office systems. Implementation of office automation concepts will be examined as they relate to people, technology and organizations. These concepts will be applied to organizational and strategic planning to enhance productivity in the office. 3 hrs./wk.

BOT 150

Records Management (3 CR)

Methods for developing and controlling an office records management program will be discussed. Selection of equipment for active and inactive records will be covered, along with procedures for document, card and special records; microrecords; mechanized and automated records; and records storage, retention and transfer. Upon successful completion of this course, the student should be able to file documents using alphabetic, subject, consecutive numeric, terminal digit numeric and geographic filing systems using requisition charge out and transfer procedures. The student should be able to create a computer database for records management; enter, modify and delete records; print reports; and determine disposition of records filed alphabetically, numerically, by subject and geographically. The course will cover the identification of evaluation methods and standards for both staff and programs in a records management department. 3 hrs./wk.

BOT 155

Word Processing Applications I (2 CR)

Prerequisite: BOT 105 or equivalent

Upon successful completion of this course, the student should be able to demonstrate skill in creating, saving, opening, closing, printing and editing documents. The student should be able to use beginning and intermediate features of Microsoft Word 2002. The student should be able to demonstrate file maintenance procedures. 2 hrs. lecture/demonstration/wk.

BOT 160

Legal Transcription (3 CR)

Prerequisite: BOT 155 or equivalent

Upon successful completion of this course, the student should be able to demonstrate skill in spelling, defining, pronouncing and using legal terms in proper context. The student should also be able to use legal reference resources and transcribe legal documents from dictation using proper formatting rules. 3 hrs./wk.

BOT 165

Medical Transcription (3 CR)

Prerequisites: AAC 130 and BOT 155 or equivalent

Upon successful completion of this course, the student should be able to transcribe medical reports using proper formats and transcription rules. These

reports concern in-patients with a specific medical problem. Reports include history and physical examinations, radiology reports, operative reports, pathology reports, requests for consultation, death summaries, discharge summaries and autopsy reports. Students should be able to spell, define, pronounce and use medical terms in proper context and be able to use medical reference books. 3 hrs./wk.

BOT 170
Medical Coding and Billing (3 CR)

Prerequisite: AAC 130

This course is designed to give the student an overview of the medical insurance billing process. This includes becoming acquainted with ICD-9, HCPCS and CPT procedural coding systems as well as Blue Cross/Blue Shield, Medicaid, Medicare and Champus/Champva programs. Students will be given hands-on coding advice for optimal insurance reimbursement. 3 hrs. lecture/wk.

BOT 175
Conflict in the Workplace (1 CR)

Upon successful completion of this course, the student should be able to develop the knowledge, skills, process and understanding of good working relationships in an office environment. The student will also be able to recognize and understand behavior patterns and what work-related events might trigger workplace conflict. Strategies will be developed for dealing with conflict and difficult people. 1 hr. lecture/wk.

BOT 180
Business Spreadsheet Applications (1 CR)

Prerequisite: CPCA 110 or extensive experience using Windows-based spreadsheets

Upon successful completion of this course, the student should be able to demonstrate competencies in using advanced formatting techniques, advanced features and advanced functions of Microsoft Excel 2002. The following topics will be covered: working with templates, workbooks and lists; using Excel's analysis tools; managing and auditing worksheets; collaborating with workgroups; creating and editing macros; and importing and exporting data. 1 hr. lecture/wk.

BOT 185
Business Database Applications (1 CR)

Prerequisite: CPCA 114 or extensive experience using Windows-based databases

Upon successful completion of this course, the student should be able to demonstrate database development skills by effectively identifying the types of projects that should be developed using Microsoft Access 2002 rather than a spreadsheet; build tables that can be related to each other in order to eliminate data entry duplication; customize forms and reports; create basic and advanced queries; and define relational integrity between tables. The student should also be able to create basic and advanced queries with single and multiple tables using Boolean logic. The student should be able to identify and implement methods of troubleshooting and explain ways of getting additional help. 1 hr. lecture/wk.

BOT 205
Professional Image Development (1 CR)

Upon successful completion of this course, the student should be able to develop work habits and self-management skills that will affect performance on the job by reducing stress, conflict and miscommunication. 1 hr. lecture/wk.

BOT 210**Working in Teams (1 CR)**

Upon successful completion of this course, the student should possess the necessary skills to work in teams. Students should also be able to assess and adjust their perceptions of how they should communicate within a team environment and to assess their own workplace expectations, values and methods of communicating as a basis for understanding how to improve communication with others to achieve a common goal. 1 hr. lecture/wk.

BOT 220**Pharmacology Terminology (2 CR)**

Prerequisite: AAC 130

Upon successful completion of this course, the student should be able to use pharmacological terminology in an appropriate context. This course includes an investigation of medication actions, dosage forms, routes of administration and uses. The course emphasizes the terminology necessary for transcription of medical reports. 2 hrs. lecture/wk.

BOT 255**Word Processing Applications II (2 CR)**

Prerequisite: BOT 155 or extensive experience using the same software with approval of the program facilitator

Upon successful completion of this course, the student should be able to demonstrate word processing skills using such features as macros, styles, tables of contents and indexes, graphics, master and subdocuments, and other advanced features of Microsoft Word 2002. 2 hrs. lecture-demonstration/wk.

BOT 260**Desktop Publishing for the Office (3 CR)**

Prerequisite: BOT 155 or the equivalent

Upon successful completion of this course, the student should be able to use desktop publishing skills using PageMaker 7.0 to produce publications such as fliers, newsletters, brochures, operating manuals, price lists and bulletins. 3 hrs. lecture/demonstration/wk.

BOT 265**Computerized Office Applications (3 CR)**

Prerequisites: CPCA 110 and CPCA 114 and CPCA 141 and BOT 255 and BOT 130 (This capstone course should be taken near the end of the degree or certificate program)

Upon successful completion of this course, the student will be able to use the basic features of word processing, database, spreadsheet and presentation applications. The student will also use advanced features to complete simulated office applications and to perform multitasking projects. 3 hrs./wk.

BOT 270**Advanced Medical Transcription (3 CR)**

Prerequisite: BOT 165

Upon successful completion of this course, the student will develop medical transcription skills with emphasis on additional speed and accuracy. Students will apply language skills, decision-making skills and "common-sense" skills during the transcription process. Students will become familiar with the medical transcription profession, employment opportunities, the important role of the

medical transcriptionist in the health care team, and personal attributes, knowledge and skills required to produce error-free documents according to the employer's and AAMT standards. 3 hrs. lecture/wk.

BOT 275

Office Internship I (1 CR)

Prerequisite: Admission to the Business Office Technology Program

The student should be able to gain work experience in an approved training station under instructional supervision in Administrative Assistant, Medical, Legal, or Certificate Programs. The course will provide practical experience in the use of skills acquired in Business Office Technology specialty courses. The internship will require a minimum of 185 hours of job training.

BOT 280

Office Internship II (1 CR)

Prerequisite: BOT 275

The student should be able to gain work experience in an approved training station under instructional supervision in Administrative Assistant, Medical, Legal, or Certificate Programs. The course will provide practical experience using skills acquired in Business Office Technology courses. The internship will require a minimum of 185 hours per semester job training.

Chemistry (CHEM)

CHEM 120

Chemistry in Society (4 CR)

This course is designed for non-science majors who seek an understanding of the concepts of chemistry. Historical foundations of chemistry, applications to society and daily life, controversies of contemporary concern and current research topics are explored. Inquiry-based laboratory experiments will illustrate chemical principles. 3 hrs. lecture, 2 hrs. lab/wk.

CHEM 122

Principles of Chemistry (5 CR)

This course is an introduction to the fundamentals of chemistry, with emphasis on general concepts of inorganic chemistry and sufficient study of organic chemistry to introduce the student to biochemistry. The student will learn basic definitions and theories of chemistry, solve numerical problems related to chemical principles and apply chemical concepts in laboratory work. 4 hrs. lecture, 3 hrs. lab/wk.

CHEM 124

General Chemistry I Lecture (4 CR)

Prerequisite or corequisite: MATH 171 and Corequisite: CHEM 125

Students will relate atomic structure to chemical systems, calculate the amount of material used in chemical reactions, use the periodic table as an aid to understanding chemical systems and interpret chemical reactions. 4 hrs./wk.

CHEM 125

General Chemistry I Lab (1 CR)

Prerequisite or Corequisite: CHEM 124 Students who withdraw from GENERAL CHEMISTRY I LECTURE must also withdraw from the corresponding laboratory

GENERAL CHEMISTRY I LABORATORY Students may not withdraw from the laboratory course GENERAL CHEMISTRY I LABORATORY without withdrawing from CHEMISTRY I LECTURE.

Experiments of a qualitative and quantitative nature that support topics from General Chemistry I Lecture will be carried out. 3 hrs./wk.

CHEM 131

General Chemistry II Lecture (4 CR)

Prerequisite: CHEM 124 and CHEM 125 Corequisite: CHEM 132 Prerequisite or corequisite: CHEM 131

Chemistry 131 is the second semester of a two-semester course in general chemistry in which the student will develop a working knowledge of some of the fundamental concepts and quantitative relationships involved in the study of chemical reactivity. Topics include solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, chemical thermodynamics, electrochemistry, and nuclear chemistry. 4 hrs./wk. CHEM 131 students are required to enroll concurrently in CHEM 132.

CHEM 132

General Chemistry II Lab (1 CR)

Prerequisite: CHEM 124 and CHEM 125 Corequisite: CHEM 131 Students who withdraw from GENERAL CHEMISTRY II LECTURE must also withdraw from the corresponding laboratory GENERAL CHEMISTRY II LABORATORY. Students may not withdraw from the laboratory course GENERAL CHEMISTRY II LABORATORY without withdrawing from CHEMISTRY II LECTURE.

The laboratory consists of qualitative and quantitative experiments designed to parallel and support General Chemistry II Lecture. 3 hrs./wk.

CHEM 140

Principles of Organic Chemistry (5 CR)

Prerequisite: CHEM 122 or CHEM 131 and CHEM 132

This course covers nomenclature, theory and applications of basic organic chemistry and biochemistry in the area of carbohydrates, lipids, proteins and enzymes. The lab activities reinforce the topics presented in the lecture. 4 hrs. lecture, 3 hrs. lab/wk.

CHEM 220

Organic Chemistry I (5 CR)

Prerequisite: CHEM 131 and CHEM 132

Organic Chemistry I is an introduction to the theories and principles of the chemistry carbon compounds. The student will develop an understanding of organic chemistry, which will be useful in the studies of chemistry and related fields such as medicine, engineering and pharmacy. The laboratory is supportive in nature, with a strong emphasis on developing laboratory techniques. Representative compounds will be prepared and used to introduce the student to instrumental analysis. 3 hrs. lecture, 6 hrs. lab/wk.

CHEM 221

Organic Chemistry II (5 CR)

Prerequisite: CHEM 220

Organic Chemistry II is a continuation of Organic Chemistry I, the nomenclature, principles and theories of organic chemistry, with emphasis on electronic theories and reaction mechanisms. Laboratory is supportive in nature with emphasis on developing laboratory techniques and preparation of representative compounds.

Organic Chemistry II completes the study of organic chemistry designed to prepare the student for continued work in chemistry and related fields. 3 hrs. lecture, 6 hrs. lab/wk.

CHEM 250
Biochemistry (4 CR)

Prerequisite: CHEM 131 and CHEM 132 and CHEM 140 or CHEM 220

This course is an introduction to the major topics in biochemistry. Topics include the major classes of biological molecules, such as proteins, lipids and nucleic acid; an overview of the major metabolic pathways; and developments and topics relating to molecular biology. 4 hrs. lecture/wk.

CHEM 251
Biochemistry Laboratory (2 CR)

Prerequisite: CHEM 131 and CHEM 132 and CHEM 140 or CHEM 220
Corequisite: CHEM 250

The laboratory will consist of qualitative and quantitative experiments using biological molecules. Particular emphasis upon biochemistry laboratory techniques, including chromatography and spectroscopy, will be used. 3 hrs. lab, 1 hr. recitation/wk.

Civil Engineering Technology (CET)

CET 105
Construction Methods (3 CR)

This course introduces the student to the terms, methods, procedures, sequences of operation, and types of construction and planning in civil and building construction. 3 hrs./wk.

CET 120
Engineered Plumbing Systems I (3 CR)

Upon successful completion of this course, the student should be able to use codes and engineering principles and design engineering practices to analyze and design basic plumbing systems. Topics covered include codes, materials, hangers, supports, and expansion and contraction. Plumbing systems covered include fuel gas, domestic water and soil waste/vent. The student should also be able to interpret drawings related to plumbing technology. 3 hrs. lecture/wk.

CET 122
Engineered Plumbing Systems II (3 CR)

Upon successful completion of this course, the student should be able to describe storm water, industrial wastes, compressed air and irrigation and fire sprinkler systems. Topics include water treatment, noise control, decorative pools, pumps, estimating, specifications and field inspection. 3 hrs. lecture/wk.

CET 125
Construction Specifications (2 CR)

Prerequisite: CET 105 or equivalent

Upon successful completion of this course, the student will be able to describe the phases of a project, identify the bidding requirements, explain contractual relationships between parties, categorize the drawings, write specifications, list

warranties and explain contract modifications. 2 hrs. lecture/wk.

CET 127

Construction Estimating (3 CR)

Prerequisite: DRAF 129 or competence in reading building drawings

This course introduces the student to the basic principles of construction estimating. Topics covered include estimating quantities of material from drawings and using reference books, tables and the C.S.I. format. Students will use industry-standard software for construction estimating. 2 hrs. lecture and 3 hrs. lab/ wk.

CET 129

Construction Management (3 CR)

This course is intended for students interested in learning management principles for construction projects. Upon successful completion of this course, the student should be able to perform many processes associated with construction projects and complete forms typically used in project management. Topics include contract documents, scheduling, job costs and management issues. Project management software will be used to schedule and track project resources and progress. 2 hrs. lecture, 3 hrs. lab/wk.

CET 133

Concrete Testing (2 CR)

This course covers the principles of making and testing concrete. The emphasis will be on allowing concrete to reach the highest level of durability through proper mix design, placing and finishing techniques, and curing methods. This course will help prepare the student for ACI National Certification exam. 1.5 hrs. lecture, 1 hrs. lab/wk.

CET 140

Civil Engineering Materials (3 CR)

Corequisite: MATH 133

Upon successful completion of this course, the student will be able to analyze materials commonly used in civil engineering construction projects. Common properties of soil, concrete and asphalt will be studied for classification as engineering materials. Students will learn to perform typical materials tests in accordance with ASTM guidelines. 2 hrs. lecture, 3 hrs. lab/wk.

CET 211

Technical Statics and Design (3 CR)

Prerequisite: MATH 134 or MATH 172 or MATH 173 or MATH 241

Upon successful completion of this course, the student should be able to evaluate and design force systems in equilibrium. Topics include truss analysis, stress and strain, shear, loading conditions, steel member selection, and connection design. Computer applications are included. 3 hrs. lecture/wk.

CET 270

Fluid Mechanics (3 CR)

Prerequisites: MATH 172 or MATH 134

Upon successful completion of this course, the student should be able to analyze fluid systems using the fundamental properties of pressure, hydrostatic force, buoyancy, flow in pipes, open channel flow and hydrology. The student should

also be able to solve practical problems related to engineering technology. Computer applications will be included. 3 hrs. lecture/wk.

Computer Desktop Publishing (CDTP)

CDTP 131

Desktop Publishing I: QuarkXpress (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128 or an appropriate score on an assessment test

In this career-related course, students will create page layout documents using a variety of basic techniques on either the Macintosh or PC computer platform. Students will produce text material with complex tabs and indents and style attributes. Students will also be able to group and distribute multiple elements, demonstrate a basic proficiency with drawing tools, multiple document work, drop caps, text rotation, locking items and threading text blocks. 1 hr. lecture/wk.

CDTP 135

Desktop Photo Manipulation I: Photoshop (1 CR)

Prerequisites: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128 or an appropriate score on an assessment test

This course is designed to explore the manipulation of digital photographs using a variety of techniques and tools. The application of painting and editing tools to digital images; the manipulation of selections, layers and resolution; and analyzing scanned images will be covered. 1 hr. lecture/wk.

CDTP 140

Desktop Publishing I: InDesign (1 CR)

Prerequisites: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128 or an appropriate score on an assessment test

In this career-related course, students will create page layout documents using a variety of basic techniques on either the Macintosh or PC computer platform. Students will produce text material with complex tabs and indents and style attributes. Upon successful completion of the course, students will also be able to group and distribute multiple elements and demonstrate a basic proficiency with drawing tools, multiple document work, drop caps, text rotation, locking items and threading text blocks. 1 hr. lecture/wk.

CDTP 145

Desktop Illustration I: Illustrator (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128 or an appropriate score on an assessment test

In this career-related course, students will create basic computer-generated illustrations using a variety of techniques on either the Macintosh or Windows PC computer platform. Students will draw simple paths and shapes, create layers, import graphics and add typographic elements in rows and columns with runarounds, baseline shifts and conversion to outlines. 1 hr. lecture/wk.

CDTP 151

Desktop Publishing II: QuarkXpress (1 CR)

Prerequisite: CDTP 131

This course concentrates on text-handling skills, including converting text to graphics, super step and repeat, layering, Bezier paths, merge functions, repurposing files for Web viewing, creating encapsulated postscript graphic files

from text, creating books with lists, and the basics of production preparation using spot colors. Demonstrations are given for embossing, drop shadow techniques and converting styles. 1 hr. lecture/wk.

CDTP 155

Desktop Photo Manipulation II: Photoshop (1 CR)

Prerequisite: CDTP 135

This course presents advanced techniques of Photoshop. Topics covered include creating and manipulating text, importing existing images and creating new images. Other topics will include applying filter effects, correcting color, retouching and repairing images, adding special effects and preparing art for the Web. Students will explore solutions to specific Photoshop problems and will plan and create individual projects. 1 hr. lecture- demonstration/wk.

CDTP 160

Desktop Publishing II: InDesign (1 CR)

Prerequisite: CDTP 140

In this career-related course, students will create intermediate-level page layout documents using a variety of techniques on either the Macintosh or PC computer platform. Students will learn how to work with type styles, threads, columns, special characters, hanging indents, vertical spacing and tables as well as exploring PDF files. Students will also be able to master several aspects of working with graphic images: placing images, linking, clipping paths, libraries, grids, Bezier drawing, compound paths and reflections. Finally, students will work with advanced framing techniques to nest frames within shapes. 1 hr. lecture/wk.

CDTP 165

Desktop Illustration II: Illustrator (1 CR)

Prerequisite: CDTP 145

In this career-related course, students will create intermediate-level computer-generated illustrations using a variety of techniques on either the Macintosh or PC computer platform. Students will trace an object, create complex gradients with custom blends, create complex objects receding toward a vanishing point, and create an orthogonal projection to simulate depth. 1 hr. lecture /wk.

CDTP 171

Desktop Publishing III: QuarkXpress (1 CR)

Prerequisite: CDTP 151

In this career-related course, students will create several brochure layouts on either the Macintosh or PC computer platform that incorporate a variety of drawing techniques, including layering, blends, distribution, EPS files, Bozier shapes, merge shapes and multi-ink colors. Pre-press production for final art will also be covered. 1 hr. lecture/wk.

CDTP 175

Desktop Photo Manipulation III: Photoshop (1 CR)

Prerequisite: CDTP 155

This course presents advanced techniques for using Photoshop. Advanced topics include painting techniques, photographic techniques, image manipulation techniques, and composing techniques. Airbrushing, blending modes, channels, clipping groups, colorizing, filters, gradients, layer effects, masks and modes, levels, lighting effects, masking, perspective and depth, posterizing, restoration, retouching, texturizing and tiling are techniques that will be covered. Students will

explore and apply solutions to specific Photoshop problems by creating individual projects. 1 hr. lecture/wk.

CDTP 180

Photoshop for the Web: Photoshop and Image Ready (1 CR)

Prerequisite: CDTP 155

This course is designed to explore the preparation of digital photographs and images for the Web using a variety of techniques and tools. Optimizing images for the Web, creating Web graphics using slices and rollovers, designing Web pages using multiple Adobe programs (Adobe Acrobat and Adobe GoLive), and creating animated images for the Web will be covered. 1 hr. lecture/wk.

CDTP 185

Desktop Illustration III: Illustrator (1 CR)

Prerequisite: CDTP 165

In this career-related course, students will create advanced computer-generated illustrations using a variety of techniques on either the Macintosh or PC computer platform. Students will create charts, autotrace scanned images, fill objects with various pen-and-ink filter effects and create an image map for the Web. 1 hr. lecture/wk.

Computer Forensics (CFOR)

CFOR 150

Introduction to Computer Forensics (3 CR)

Prerequisite: CIS 134 and CPCA 139

In this course, students are introduced to computer forensics and incident response essentials. This course shows the student how to collect and analyze the digital evidence left behind in a digital crime scene. Computer forensics, the newest branch of computer security, focuses on the aftermath of a computer security incident. The goal of computer forensics is to conduct a structured investigation to determine exactly what happened and who was responsible and to perform the investigation in such a way that the results are useful in a criminal proceeding. 3 hrs. lecture/wk.

Computer Information Systems (CIS)

CIS 110

Introduction to Computers (2 CR)

This course provides a comprehensive overview of the computer-what it is, what it can and cannot do, how it operates and how it may be instructed to solve problems. The course will familiarize learners with the terminology of computer science. The course provides opportunities to examine the application of the computer to a broad range of organizational settings and social environments. The course is designed to prepare learners to understand and use computers in both their personal and professional lives. 2 hrs. lecture/wk.

CIS 124

Introduction to Computer Concepts and Applications (3 CR)

In this introductory, nontechnical computer course, students study computing concepts, terminology, issues and uses. Extensive hands-on experience with the microcomputer is provided using business applications and the operating system

to reinforce the concepts. 3 hrs. lecture/wk.

CIS 134

Programming Fundamentals (4 CR)

At the completion of this course, the student should be able to use the elementary concepts of computers, including several number systems. In addition, students will design, develop and write modular programs on a microcomputer in a structured programming language using standard structured concepts. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 138

Visual Basic .Net (4 CR)

Prerequisite: CIS 134

Upon successful completion of this course, students should be able to describe the Visual Basic programming environment, identifying the controls and objects available for creating .NET applications. Students should be able to define the basic terminology used by Visual Basic. They will create forms, draw the controls for each form, design menu bars, set form and control properties, write event and general procedures, and test and debug their applications. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 140

Editor for COBOL (1 CR)

Prerequisite: CIS 134

In this introductory course, students will focus on using an editor to create and manipulate files on a computer. They also will submit computer programs for execution. 1 hr. lecture, lab/wk.

CIS 145

Assembler Language for Microcomputers (4 CR)

Prerequisite: CIS 134 or ENGR 171 or the equivalent experience. It is recommended that this course be taken after completion of CS200 or an equivalent programming course beyond PROGRAMMING FUNDAMENTALS or PROGRAMMING FOR ENGR & SCIENCE

Students will study and use assembler language for the microcomputer in order to understand the basic concepts of the personal computer and its use in problem solving. Topics include the microcomputer CPU, registers and memory segmentation. Practical applications include DOS and BIOS systems services, array and bit processing, and library calls. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 148

COBOL I (4 CR)

Prerequisite: CIS 134 Corequisite: CIS 140

Students will study the use of the COBOL programming language by writing programs in COBOL in a mainframe environment. Emphasis will be on function and use of statements in the four divisions of ANSI COBOL. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 150

Assembler Language I (4 CR)

Prerequisite: CIS 134 Corequisite: CIS 140 It is recommended that this class be

taken after CIS 148

Students will write programs using assembler language in order to understand the basic concepts of the IBM mainframe. Topics include CPU, registers and memory fetching. Practical applications include I/O, array processing and bit manipulation. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 162

Database Programming (4 CR)

Prerequisite: CIS 134 or the equivalent

This course covers the use of an interactive environment and programming language to create, maintain and manipulate databases using Access as the RDBMS. The use of a command-level database programming language to customize business systems and selectively retrieve information using single or multiple database tables also will be studied. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 204

UNIX Operating System (3 CR)

Prerequisite: CS 200 or CS 205 or CS 201 and CPCA 139

This course will cover the concepts and principles of the multi-user, multi-tasking UNIX operating system. Students will complete projects in UNIX ranging from using simple commands to writing shell scripts automating repetitive tasks. 3 hrs. lecture/wk.

CIS 206

Programming in PERL (4 CR)

Prerequisite: CS 200 or CS 205 or CS 201 and CPCA 139

This course is an in-depth introduction to the Perl scripting language. Students successfully finishing the course should be familiar with the most common operations and language idioms used in Perl programs and should be able to produce useful Perl scripts. In addition, students will have been introduced to the more powerful and rich elements of the language. Lectures and lab projects will cover the many features of the Perl language. 3 hrs. lecture, 1.5 hrs. lab/wk.

CIS 215

OS/VS Job Control Language (3 CR)

Prerequisite: CIS 148 or CIS 150

Students will study the use of OS/VS JCL and typical applications. Emphasis will be on rules of coding JCL, optimizing resources, use of symbolic parameters and overriding statements. An IBM mainframe will be used in the application of JCL and utilities. 3 hrs. lecture/wk.

CIS 235

Object-Oriented Programming Using C++ (4 CR)

Prerequisite: CS 200 using C++

This course is intended to prepare students to apply the object-oriented programming paradigm to solve typical business problems. The student should work with container classes such as Linked Lists, Trees, Stacks and Queues as tools in their program solutions. Students will be building application-oriented objects using the concepts of inheritance, function overloading and polymorphism. Students will also apply techniques of dynamic memory to build arrays and objects that can adjust memory requirements at run time. Students will be exploring the object-oriented and I/O capabilities as well as the string processing capabilities of the object-oriented language. 3 hrs. lecture, 2 hrs. lab by

arrangement/wk.

CIS 238

Visual Basic Intermediate Topics (4 CR)

Prerequisite: CIS 138

Upon successful completion of this course, students should be able to write and test a Visual Basic program that uses the ADO.NET to access a local database. They will identify the commands necessary to open, display and maintain the database. They will correctly use Visual Basic keystroke events to edit and control input to the database. Students will use the Try Catch Error trapping structures to create robust projects. Students will generalize code for reuse. They will create a .Net component to coordinate a TextBox and ListBox that can be deployed from the ToolBox. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 240

Advanced Topics in JAVA I (4 CR)

Prerequisite: CS 250 or CIS 235 or CS 255

At the completion of this course, the student should be able to create Java applications and applets appropriate for implementation on the Internet and World Wide Web. The student will complete projects using Java's built-in features. The course will include graphics, graphical user interfaces, exception handling, multithreading and interactive media. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 242

Introduction to System Design and Analysis (3 CR)

Prerequisite: One semester of a computer language beyond CIS 134 or ENGR 171

Students will study the basic philosophy and techniques of developing and using business information systems. The emphasis will be on the human involvement necessary in systems design and implementation. The course will address the use of specific technical approaches available in information processing. 3 hrs. lecture/wk.

CIS 243

Object-Oriented Analysis and Design (4 CR)

Prerequisite: One programming course using an object-oriented programming language, or equivalent experience

This course includes information and materials that will introduce the student to an object-oriented analysis and design methodology suitable for designing systems that can be implemented in any object-oriented programming language. Experience in using specific techniques and tools will be gained through the completion of real-world projects. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 244

Advanced Topics in C# I (4 CR)

Prerequisite: CS 250 or CIS 235 or CS 255

At the completion of this course, the student should be able to create C# applications appropriate for implementation on the .NET platform. The student will complete projects using C#'s built-in features. The course will include graphics, graphical user interfaces, exception handling, multi-threading and database access. 3 hrs. lecture and 1.5 hrs lab/wk.

CIS 248
COBOL II (4 CR)

Prerequisite: CIS 148

In this advanced COBOL programming class, students will use ANSI COBOL to solve problems with data on a direct access device. They will work on methods for building, maintaining and using files in a sequential, random and indexed manner. They also will study the sort feature of COBOL. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 253
CICS (4 CR)

Prerequisite: CIS 248

This is an introduction to command-level CICS using the COBOL language. The class will cover basic CICS commands and their uses as well as CICS management modules and their functions, including program control, terminal control, basic mapping support, file control and temporary storage. Debugging on the transaction level will be discussed. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 254
UNIX System Administration (4 CR)

Prerequisite: CIS 204

This course is designed to present the skills and provide the hands-on experience required to be a Unix system and Web administrator. Typical system administration duties to be covered include installation, backup, restoration and routine maintenance, including adding/removing users, managing system resources, monitoring and optimizing system activity, and automating activities. Typical Web administration duties to be covered include installation and management of a relational database management system, installation and management of a Web server and an FTP server, kernel recompiling relevant to Web technology, and audio/video streaming. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 258
Operating Systems (3 CR)

Prerequisite: CIS 145 or CIS 148 or CIS 150 or CS 200

The basic concepts and principles of a digital computer operating system will be explained. Also explored through a study of a typical digital computer operating system will be the relationships between hardware and software. 3 hrs. lecture/wk.

CIS 260
Database Management (4 CR)

Prerequisite: CS 250 or CS 255 or CIS 235 or CIS 238 or CIS 248

Characteristics and objectives of database management systems (DBMS) versus traditional file management systems are discussed. Topics include relational, hierarchical and network models; data modeling using entity-relational model; normalization to avoid modification anomalies; and operational considerations of a relational database. Students will create and use a relational DBMS (currently Oracle) and a Standard Structured Query Language (SQL). SQL*Plus and embedded SQL will be used in programs. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 262
Project Management (3 CR)

Prerequisite: CIS 242

This course will prepare students to effectively manage projects, with a focus on information systems (IS) projects. Topics include project management terminology, project manager roles, project success factors, integration, scope, time, cost, quality, human resources, communications, risk, professional responsibility and procurement management. Using case studies, students will plan, schedule, execute and control projects, modifying their timelines and resource allocations as required. 3 hrs. lecture/wk.

CIS 264

Application Development and Programming (4 CR)

Prerequisite: CIS 242 and either CIS 260 or CIS 162 Prerequisite or Corequisite: CIS 238 or CIS 253 or CIS 269 or CIS 240 and CIS 262

This course is designed for students to apply the foundations of systems analysis and design, database design and programming to a significant information system. Students should work within a team to analyze a problem, develop and present a proposed information system solution, build a demonstrable prototype of the system and develop a significant portion of the system. Students should also develop a project schedule and present progress information to the class. Students should also develop job search skills and both written and oral communication skills. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 269

GUI Programming (4 CR)

Prerequisite: CIS 235 or CS 250

Upon completion of this course, students should be able to demonstrate applications in the graphical user interface (GUI) programming language and use the appropriate GUI library. Techniques of object-oriented programming developed in CIS 235 will be applied to problems involving user interaction. The common user access (CUA) standards of GUI programming will be used throughout the course. The message queue and ordered linked lists objects used in CIS 235 will be applied to problems involving user selection and updating information in a database. Students will make extensive use of the application framework for the GUI environment provided by the GUI language compiler. It is strongly recommended that students be familiar with common user programs that run under the chosen operating system (Windows, OS/2, X-Windows) before taking this course. 3 hrs. lecture, 2 hrs. lab by arrangement/wk.

CIS 270

Information Systems Internship (3 CR)

Prerequisites: CS 250 or CS 255 or CIS 235 or CIS 238 or CIS 248 and approval of the internship coordinator

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in information systems courses. Fifteen hours on-the-job training per week will be the usual workload for the student.

CIS 275

Web-Enabled Database Programming (4 CR)

Prerequisites: CS 200 or CS 201 or CS 205 or CIS 162 and either CPCA 139 or CIS 204 and either CPCA 161 or CPCA 158

At the completion of this course, the student should be able to create dynamic Web pages containing information accessed from a database for implementation on the Internet and World Wide Web. The student will complete projects using Dynamic HTML and a scripting language that can interface with a database. The course will include graphics, graphical user interfaces, exception handling, database and interactive media. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 277**Active Server Pages.Net (4 CR)**

Prerequisites: CS 200 or CS 201 or CS 205 or CIS 162 and either CPCA 139 or CIS 204 and either CPCA 161 or CPCA 158

At the completion of this course, the student should be able to create dynamic Web pages containing information accessed from a database for implementation on the Internet and World-Wide-Web. The student will complete projects using ASP.Net objects, Dynamic HTML and a scripting language that can interface with a database. The course will include graphics, graphical user interfaces, exception handling, database, and interactive media. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 279**Enterprise GUI Programming in C++ (4 CR)**

Prerequisite: CIS 243 and CIS 269 and CIS 260

Students will learn advanced programming techniques for Windows, including enterprise software tools, advanced user-interface techniques, multimedia, ActiveX and Internet programming. The course project provides students with real-world development experience covering analysis, design and implementation of a large-scale development project using an object-oriented software development methodology, version control technique, advanced testing techniques, defect-tracking and technical documentation. 3 hrs. lecture, 2 hrs. lab/wk.

CIS 280**Advanced Topics in JAVA II (4 CR)**

Prerequisite: CIS 240

At the completion of this course, the student should be able to create Java applications and applets that link to databases and provide the security and advanced GUI features appropriate for implementation on the Internet and World Wide Web. The student will complete projects using Java's built-in features. The course will include techniques for graphics optimization, building components for graphical user interfaces, client-server database connections in Java, handling security managers, building JAR files, using Java's remote objects and linking to other applications. 3 hrs. lecture, 2 hrs. lab/wk.

Computer Personal Computer App (CPCA)

CPCA 105**Introduction to Personal Computers: Windows (1 CR)**

This introductory course is designed to give the beginning computer user an overview of the personal computer. The student will gain confidence in basic computer skills and concepts through a hands-on approach while becoming familiar with a microcomputer and its primary uses. Topics include computer software, hardware and terminology; an introduction to microcomputer operating systems; and the graphical user interface. 1 hr. lecture /wk.

CPCA 106**Introduction to Personal Computers: Macintosh (1 CR)**

This introductory course is designed to give the beginning computer user an overview of the Macintosh personal computer. The student will gain confidence in basic computer skills and concepts through a hands-on approach while becoming familiar with a Macintosh computer and its primary uses. Topics include computer software, hardware and terminology; as well as an introduction to the Macintosh operating system, word processing, drawing, spreadsheets and database management. 1 hr. lecture/wk.

CPCA 108

Word Processing on Microcomputers I (1 CR)

Prerequisites: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128

Students will learn concepts and use of word processing software on the personal computer. Concepts covered will include creating, saving, printing and editing word processing files; searching and replacing text; creating headers and footers; inserting and resizing graphic images; setting up tables; creating and applying styles; and creating mail merge letters. 1 hr. lecture/wk.

CPCA 110

Spreadsheet on Microcomputers I (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CIS 124 or DP 124 or CPCA 128

Students will learn concepts and uses of spreadsheet software on the personal computer. Business decision-making worksheet models will be created and modified by entering labels, functions and formulas. Various formatting techniques will be applied to enhance the appearance of printed worksheets. Students will also learn to display the worksheet data graphically with the charting capabilities of the software. 1 hr. lecture/wk.

CPCA 111

Spreadsheets on Microcomputers II (1 CR)

Prerequisite: CPCA 110 or CPCA 128 or DP 124 or CIS 124

This course is a continuation of CPCA 110, Spreadsheets on the Microcomputer I, and will provide the student with intermediate level of spreadsheet concepts. Using typical business scenarios, the student will perform manual and automated "what-if" analyses, manage data in worksheets with tables and database functions, and use multiple worksheets to build consolidated statements. Basic macros will be introduced. 1 hr. lecture/wk.

CPCA 114

Databases on Microcomputers I (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

This course provides an introduction to the concepts and real-world applications of microcomputer relational database software. Foundational database competencies, including building tables, defining fields, relating tables, entering and editing data, filtering, and sorting will be covered. Students will query the database to select, calculate and summarize information. Students will build and customize forms and reports. 1 hr. lecture/wk.

CPCA 115

Databases on Microcomputers II (2 CR)

Prerequisite: CPCA 114

Upon completion of this course, the student should be able to design and define a relational database; create custom forms and reports for data entry, updating and presentation; and build the necessary queries to support these objects. The student should be able to transfer data into and out of the database from various file formats; use database software to develop Web pages and hyperlinks; and manipulate the data and database with introductory macro, query language and programming skills. The course contains a capstone project in which the student uses all the skills learned to create a working database for a client based on a real-world situation. 2 hrs. lecture/wk.

CPCA 116

Database:Filemaker Pro (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

In this career-related course, students will be introduced to the essential concepts of data management so they can store, organize and synthesize information for effective use in the day-to-day business needs of even a medium-sized organization. Students will create a database file with fields, records, calculations, summaries, auto entries and pop-up lists. Several layouts will be created with links between them. Sorts and finds will be created and saved as scripts with buttons. 1 hr. lecture/wk.

CPCA 117

Databases on Microcomputers III (1 CR)

Prerequisite: CPCA 115

Upon successful completion of this course, the student should be able to analyze an existing database solution that is not working properly, import the data into Access and use action queries and SQL to normalize the database into an effective relational database. A case study emphasis will cover different database design and documentation issues. Students will also build complex forms and reports using Visual Basic for Applications programming code. Student will be introduced to Data Access Objects and ActiveX Data Objects. 1 hr. lecture /wk.

CPCA 118

Groupware (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

This course provides an introduction to the concepts and applications of today's robust groupware applications. Students will use groupware to compose, send and receive e-mail; post and organize discussion group messages; manage calendars, appointments and to-do lists; and use contact management features. 1 hr. lecture/wk.

CPCA 121

Introduction to Project Management (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

Upon completion of this course, the student should be able to effectively manage projects using project management software. Students will learn about project management goals and terminology, create a project schedule and use project management methodologies and tools such as the Gantt chart, critical path method (CPM) and program evaluation review technique (PERT) chart to update a project and communicate project progress to others. Students will use other project management techniques such as applying resources, leveling overallocations, evaluating constraints and analyzing planned versus projected schedule and budget variables. 1 hr. lecture/wk.

CPCA 122

Assistive Technology (1 CR)

This introductory course is designed to give the student with or without disabilities an overview of the personal and the adaptive hardware and software available. The student will gain confidence in basic computer skills and concepts through a hands-on approach while becoming familiar with the adaptive software and hardware available on the campus. 1 hr. lecture/wk.

CPCA 123

Presentation Graphics (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or DP 124 or CIS 124 or CPCA 128

Upon completion of this course, students should be able to organize and produce

an effective on-computer or slide -generated presentation, complete with printed speaker notes and handouts plus overhead transparencies, using the basic features of a presentation graphics program. Students will use master pages, template files, text formatting, color schemes, various drawing tools, the automated outline feature and animation dissolve sequence and incorporate photographs. 1 hr. lecture/wk.

CPCA 125

Word Processing on Microcomputers II (1 CR)

Prerequisite: CPCA 108

This is a continuation of CPCA 108, Word Processing on Micros I. After completing this course, students should be able to use advanced concepts and applications of word processing software. The applications will include importing graphics, creating reports, newsletters, footnotes and endnotes, styles, columns, templates, macros, creating a Web page, on-screen forms, and linking and embedding an object. 1 hr. lecture/wk.

CPCA 128

Personal Computer Applications (3 CR)

Upon successful completion of this course, the student should be able to use Windows to create and organize files and folders and perform essential file management procedures such as copying, moving, deleting and renaming files and folders. An in-depth proficiency will also be attained with the use of word processing, spreadsheet, presentation graphics and Internet browser applications. Hands-on, practical projects will be performed to reinforce the concepts taught. 3 hrs./wk.

CPCA 134

Managing Your Macintosh (1 CR)

Prerequisite: CPCA 106

In this career-related course, students will be introduced through lecture material and hands-on practical projects to the essential concepts of file organization, utility software installation and use, font management and backup techniques. 1 hr. lecture/wk.

CPCA 138

Windows for Microcomputers (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

At the completion of this course, the student will be able to discuss the components of the Windows desktop, use the Windows Help system, create and organize a folder system on a disk, perform file management commands, customize the Windows desktop environment, use the Search tool to locate files and folders, and perform file backup and disk maintenance procedures. The student will also be able to use performance monitoring tools, add hardware and software to the system, and use basic MS DOS directory and file management commands.

CPCA 139

UNIX (1 CR)

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124 or assessment test

This course will introduce students to the major commands of the Unix operating system. E-mail, the vi editor and Telnet will be covered. Basic file and disk management projects will be completed in this course. 1 hr. lecture/wk.

CPCA 141**Internet I (1 CR)**

Prerequisite: CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or DP 124

This course will introduce the student to the commands and techniques required to effectively access the resources of the Internet. Windows applications to browse the Internet, locate and retrieve information and send and receive electronic mail will be covered. 1 hr. lecture/wk.

CPCA 151**Internet II (1 CR)**

Prerequisite: CPCA 141

This course will cover the commands and techniques required to effectively use various Internet application tools. The student will also use Windows and non-Windows applications to locate information, download and upload files, and create a Web page. Additionally the course will cover basic linux commands and publish a Web page to a Web server. 1 hr. lecture/wk.

CPCA 158**Internet Application and Utilities (3 CR)**

Prerequisite: CPCA 141

This course will introduce the student to the commands and techniques required to effectively access the resources of the Internet. Windows and non-Windows applications will be used to locate, retrieve and disseminate essential information. This course will cover the techniques required to create and publish World Wide Web pages using HTML. 3 hrs. lecture- demonstration/wk.

CPCA 161**Introduction to Web Pages using HTML (1 CR)**

Prerequisite: CPCA 151

This course will cover the commands and techniques required to create and publish World Wide Web pages using HyperText Markup Language. Topics covered will include basic text layout, background colors, formatting, ordered and unordered lists, tables, frames that include graphic images in a page and linking to other Web pages. 1 hr./wk.

Computer Science (CS)

CS 180**Introduction to Artificial Intelligence (3 CR)**

Prerequisite: CIS 145 or DP 145 or CIS 148 or DP 148 or CIS 150 or DP 150 or CS 200

Upon successful completion of this course, students should be able to understand simple computer programs illustrating introductory concepts in artificial intelligence, define terms and application areas in the field and describe knowledge representation and problem-resolution techniques used in artificial intelligence. 3 hrs. lecture/wk.

CS 200**Concepts of Programming Algorithms Using C++ (4 CR)**

Prerequisite: CIS 134 or ENGR 171 or equivalent experience

This course emphasizes programming methodology and problem solving.

Algorithm design and development, data abstraction, good programming style, testing and debugging will be presented. An appropriate block-structured high-level programming language will be studied and used to implement algorithms. 3 hrs. lecture, 2 hrs. lab by arrangement/wk. Four credit hour CS courses have two hours of open lab per week.

CS 201

Concepts of Programming Algorithms using C# (4 CR)

Prerequisite: CIS 134 or ENGR 171 or equivalent experience

This course emphasizes programming methodology and problem-solving using C#. Algorithm design and development, data abstraction, good programming style, testing and debugging will be presented. 3 hrs. lecture, 1.5 hrs. lab/wk. Four credit hours CS courses have two hours of open lab per week.

CS 205

Concepts of Programming Algorithms using JAVA (4 CR)

Prerequisite: CIS 134 or ENGR 171 or equivalent experience

This course emphasizes programming methodology and problem-solving using Java. Algorithm design and development, data abstraction, good programming style, testing and debugging will be presented. 3 hrs. lecture, 1.5 hrs. lab/wk. Four credit hours CS courses have two hours of open lab per week.

CS 210

Discrete Structures I (3 CR)

Prerequisites: MATH 171 or both MATH 116 and CIS 134 or appropriate test scores

Upon successful completion of this course, the student should be able to use fundamental discrete mathematics as it relates to computers and computer applications. The student will be exposed to a variety of discrete mathematical topics. The course will include fundamental mathematical principles, combinatorial analysis, mathematical reasoning, graphs and trees, and Boolean logic circuits. 3 hrs. lecture/wk.

CS 211

Discrete Structures II (3 CR)

Prerequisite: CS 210

Upon successful completion of this course, the student should be able to use fundamental discrete mathematics as it relates to computers and computer applications. The student will experiment with a variety of discrete mathematical topics. The course will include fundamental mathematical principles, combinatorial analysis, mathematical reasoning, graphs and trees, and Boolean logic circuits. 3 hrs. lecture/wk.

CS 250

Basic Data Structures using C++ (4 CR)

Prerequisite: CS 200 Prerequisite or Corequisite: CS 210 for students transferring to most four-year computer science programs.

This course will cover advanced programming topics using C++. Files, recursion, data structures and large program organization will be implemented in projects using object-oriented methodology. Students will write programs using the concepts covered in the lecture. 3 hrs. lecture, 2 hrs. lab/wk. Four credit hours CS courses have two hours of open lab per week.

CS 255

Basic Data Structures using JAVA (4 CR)

Prerequisite: CS 205

This course will cover advanced programming topics using Java. Files, recursion, data structures and large program organization will be implemented in projects using object-oriented methodology. Students will write programs using queues, stacks, lists and other concepts covered in the lecture. 3 hrs. lecture, 1.5 hrs. lab/wk. Four credit hours CS courses have two hours of open lab per week.

Computer Web (CWEB)

CWEB 101

Introduction to the Web using Internet Explorer (1 CR)

Prerequisites: CPCA 105 or CPCA 106 or CPCA 128 or DP 124 or CIS 124

This course will introduce the student to commands and techniques required to effectively use the resources of the World Wide Web. Topics to be covered will include how to browse, search and retrieve information on the Internet using Internet Explorer, how to create and manage "favorites", how to protect computers from viruses, how to send and receive electronic mail, and how to create a basic home page. 1 hr. lecture/wk.

CWEB 105

Introduction to Web Pages: Dreamweaver (1 CR)

Prerequisite: CWEB 101

This course will cover the commands and techniques required to create and revise Web pages using Dreamweaver. Topics to be covered will include basic text layout, viewing and identifying basic HTML tags, creating a site map, formatting a Web page, applying background color, inserting images and sounds, creating ordered and unordered lists, inserting files, and creating links on Web pages. 1 hr. lecture/wk.

CWEB 106

Introduction to Microsoft FrontPage (1 CR)

Prerequisite: CWEB 101

This course will cover the commands and techniques required to create and revise World Wide Web pages using Microsoft FrontPage. Topics to be covered will include basic text layout, viewing and identifying basic HTML tags, formatting a Web page, inserting background color, adding pictures and sounds, creating ordered and unordered lists, inserting files and creating links to other Web pages. 1 hr. lecture/wk.

CWEB 107

Web Tools: Microsoft Office (1 CR)

Prerequisites: CWEB 101 and CPCA 110 or CPCA 114

Upon successful completion of this course, the student should be able to create static and dynamic Web based documents, Excel spreadsheets, PowerPoint presentations and Access databases. 1 hr. lecture/wk.

CWEB 108

GoLive I (1 CR)

Prerequisite: CPCA 105 or CPCA 106

This short course provides instruction in the creation, production and management of Web pages and Web sites. The course covers introductory concepts and techniques in Web page creation, from the initial preplanning and page layout through the actual publishing of Web pages to a Web site. The emphasis is on introductory, practical experience in Web page creation and management using Adobe GoLive. 1 hr. lecture/wk.

CWEB 111

Intermed Web Concepts/Techniques using Explorer (1 CR)

Prerequisite: CWEB 101

This course is a continuation of CWEB 101, Introduction to the Web using IE, and will cover intermediate commands and techniques required to use various Web-based tools and programs. Topics to be covered will include using complex search strategies; finding people, businesses, and e-mail addresses on the Web; accessing and using Newsgroups; joining and leaving mailing lists; using a Web-based chat facility; locating and downloading freeware and shareware programs; and identifying online backup and storage options. 1 hr. lecture/wk.

CWEB 115

Intermediate Web Pages: Dreamweaver (1 CR)

Prerequisite: CWEB 105

This course will cover intermediate-level commands and techniques required to create and enhance a Web page using Dreamweaver. Topics to be covered will include tracing images, layers, converting layers to tables, custom tables, cascading style sheets, templates and libraries, and publishing a Web site. 1 hr. lecture/wk.

CWEB 116

Intermediate Microsoft FrontPage (1 CR)

Prerequisite: CWEB 106

This course is a continuation of CWEB 106, Introduction Web Pages: FrontPage, and will cover intermediate-level commands and techniques required to create and enhance a FrontPage Web site. Topics to be covered will include shared borders and themes, publishing a Web site, new Web site creation on a Web server, database integration and using office components and styles. 1 hr. lecture/wk.

CWEB 118

GoLive II (1 CR)

Prerequisite: CWEB 108

This intermediate course is designed to explore the relation, production and management of Web pages and Web sites using a variety of techniques and tools within Adobe GoLive. Creating animations, using actions and JavaScript, creating forms, using cascading style sheets, and management of Web sites will be covered. 1 hr. lecture/wk.

CWEB 120

Internet Applications: Fireworks I (1 CR)

Prerequisite: CPCA 105 or CPCA 106

This course is an introduction to the fundamentals, tools, and techniques of web imaging using Macromedia Fireworks. Students will gain an understanding how to import, manipulate, optimize and animate Web graphics. Students will combine graphics with HTML and JavaScript creating image slices, navigation menus and hotspots. 1 hr. lecture/wk.

CWEB 125

Internet Applications: Dreamweaver & Databases (1 CR)

Prerequisite: CWEB 115 and CPCA 114

This course explores the Dreamweaver database environment and dynamic site concepts. Students will learn how to create, sort and display recordset content in a Web page. Students will create search applications, allowing movement between master and detail record pages, and to display the results of database searches. 1 hr. lecture/wk.

CWEB 130

Introduction to Flash (1 CR)

Prerequisite: CPCA 161 or CWEB 105 or CWEB 106

This course will cover the commands and techniques available to add Flash content to Web pages and CD-ROMs. Topics covered will include using drawing tools, manipulating text with text tools, adding and modifying sound, creating animation and publishing work. This class will be taught in a classroom with both Macintosh and Windows computers. 1 hr. lecture/wk.

CWEB 135

Web-Enabled Databases I using Access (1 CR)

Prerequisite: CPCA 114

Upon completion of this course, the student should be able to create dynamic Web pages used to publish database information or create user entry forms. Using a browser, students will be able to open the Web pages to find, sort, enter and update data in the underlying database. Students will be introduced to underlying Internet technologies, such as Web servers, ODBC, HTML, and HTTP, and how they relate to a data-driven Web site. 1 hr. lecture/wk.

CWEB 140

Intermediate Flash (1 CR)

Prerequisite: CWEB 130

This course will build on the fundamental skills learned in CWEB 130, Introduction to Flash. Topics will include complex animation techniques; interactivity with simple frame actions; and interactivity using objects such as buttons, hot spots and movie clips. 1 hr. lecture/wk.

CWEB 145

Web-Enabled Databases II using Access (1 CR)

Prerequisite: CWEB 135

Upon completion of this course, the student should be able to create advanced dynamic Web pages used to publish database information, create complex user entry forms and analyze data interactively with advanced controls such as charts. Using a browser, students will be able to open the Web pages to manipulate and analyze data in the underlying database. Students will implement Internet technologies, such as Web servers, ODBC, HTML and HTTP, to build an intranet-based Web-enabled database. 1 hr. lecture/wk.

CWEB 150

Advanced Flash (1 CR)

Prerequisite: CWEB 140

This course will build on the skills learned in CWEB 131, Intermediate Flash. Students will do projects to control movie clips, sound, external data, multiple timelines and text fields. Some ActionScripting will be introduced. 1 hr. lecture/wk.

CWEB 160**Introduction to JavaScript (1 CR)**

Prerequisite: CWEB 105 or CWEB 106 or CPCA 161

This course will cover the commands and techniques available to add functionality to Web pages using JavaScript. Topics to be covered include integrating JavaScript into an HTML file, creating pop-up windows, adding scrolling messages, validating forms and enhancing the use of image and form objects. 1 hr. lecture/wk.

CWEB 165**Introduction to Adobe Acrobat (1 CR)**

This course will introduce students to the Adobe Acrobat software program. Students will be presented with the basics of Adobe Acrobat and will be shown how to create and edit PDF files using Acrobat and Distiller. Topics will include how to gather Web page content for off-line viewing and how to use JavaScript inside a PDF document to make it interactive. Projects will include how to add navigation, multimedia elements and data forms to PDF files. 1 hr. lecture/wk.

CWEB 170**Intermediate JavaScript (1 CR)**

Prerequisite: CWEB 160

This course builds on the skills learned in CWEB 160, Introduction to Web Scripting: JavaScript. Students will learn to use JavaScript in their Web pages to build menus and navigational structures. They will also learn to use intermediate techniques for cookie manipulation and storage. Complex use of operators (Bitwise, Assignment, Comparison, Arithmetic and Boolean) will be explained. 1 hr. lecture/wk.

CWEB 180**E-Commerce Using JavaScript (1 CR)**

Prerequisite: CWEB 170

This course builds on the skills learned in CWEB 160, Introduction to Web Scripting: JavaScript, and CWEB 161, Intermediate JavaScript. The student will build a complete e-Commerce site that will support online ordering and payment with JavaScript. 1 hr. lecture/wk.

CWEB 190**ActionScript for Flash (1 CR)**

Prerequisite: CWEB 150

This course will teach the basic skills needed to use ActionScripts in Flash movies. Students will build interactivity into their movies using ActionScript. They will also manipulate data and control Flash objects such as movie clips. ActionScript logic and functions will be explained. 1 hr. lecture/wk.

CWEB 230**Introductory E-Commerce Applications (1 CR)**

Prerequisite: CWEB 101 or CPCA 141

This course will introduce students to e-commerce in a software-driven, hands-on way. It will use software tools to discuss and explore a variety of e-commerce activities. Students will examine an extensive list of e-commerce sites, such as those that support purchasing, delivery, support, auction, business-to-business, virtual community and Web-portal business goals. They will examine e-commerce stores that incorporate advertising, marketing, branding, and business efficiency

goals. They will explore how to populate a store catalog, create site-wide navigation links and publish a store. 1 hr. lecture/wk.

CWEB 240

Intermediate E-Commerce Applications (1 CR)

Prerequisite: CWEB 230

This course will use software tools such as Internet Explorer and Netscape Communicator to discuss and explore a variety of intermediate e-commerce activities. For example, students will examine e-commerce security issues, such as cookies, privacy risks and property threats, including copyright issues, viruses, security policies, encryption, digital signatures and transaction integrity. Students will study electronics payment systems, including script, electronic checks, credit card purchases, electronic wallets, smart cards and electronic cash. Students will explore international and legal issues, such as language and custom barriers, laws and regulations, and tax considerations. They will also explore ethical issues, such as trust and defamation issues. Finally, they will explore careers in electronic commerce. 1 hr. lecture/wk.

Cosmetology (AVCO)

AVCO 102

Nail Technology

This course provides skill instruction in determining nail disorders and care as well as the artistic application of tips, overlays and sculptured nails. Upon successful completion, students are prepared to take the Kansas State Board of Cosmetology onychology examination. In-state tuition and fees \$462.50 total. Out-of-state tuition and fees \$2,562.50 total. 350 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

AVCO 110

Introduction to Cosmetology

This course provides skill instruction in shampooing, cutting, shaping, curling and coloring. Also included is curriculum from Nail Technology and Cosmetology Technician I and II. The first 500 contact hours are in the basic lab and the classroom without client contact. In-state tuition and fees \$894 total. Out-of-state tuition and fees \$4,060 total. 500 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

AVCO 112

Clinical Cosmetology

This course provides continuing skill instruction in shampooing, cutting, shaping, curling and coloring. Included is an introduction to client relations skills and sales promotion techniques. Instruction includes classroom and salon. In-state tuition and fees \$893 total. Out-of-state tuition and fees \$4,060 total. 500 contact hrs. For enrollment and tuition information, call 913-469-8500 ext.2390

AVCO 114

Advanced Cosmetology

Prerequisite: AVCO 110

This course provides advanced instruction in shampooing, cutting, shaping, curling and coloring. This course prepares the student for the Kansas State Board of Cosmetology examination. In-state tuition and fees \$893 total. Out-of-state tuition and fees \$4,060 total. 500 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

AVCO 118 **Esthetics**

This course provides skill instruction in skin care. Topics include sanitation, skin sciences, waxing, skin treatments, makeup and business practices. This course prepares the student for the Kansas State Board of Cosmetology esthetician examination. In-state tuition and fees \$1,070 total. Out-of-state tuition and fees \$5,070 total. 650 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

AVCO 212 **Cosmetology Instructor Training**

Prerequisite: Current Kansas Cosmetology and Esthetics or Nail Technology License. Minimum of one year of practice in trained area.

This 300 contact hour course is design to meet the educational requirements for licensure by Kansas Board of Cosmetology for instructors in the cosmetology sciences. Students will attend 40 hours of lecture and participate in 260 hours of observation, clinic supervision, and classroom teaching. Topics covered include instructor characteristics, student motivation, methods and evaluation. 300 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

AVCO 218 **Advanced Esthetics Training**

Prerequisite: Must possess current esthetics license granted by the Kansas Board of Cosmetology, a current cosmetology license, or the minimum of 500 hours of esthetics training from another institution.

This 100-contact-hour course is designed to meet the education requirements for licensure by the Missouri Board of Cosmetology for estheticians in the cosmetology sciences and meet the needs of students who desire exposure to advanced esthetics techniques. Students will attend 44 hours of lecture/demonstration, practice 48 hours of integrated lecture/clinical, participate in eight hours of community service. Topics covered include body treatments, theory on the day spa, airbrush makeup, microdermabrasion and manual lymphatic drainage. 100 contact hrs. For enrollment and tuition information, call 913-469-8500 ext. 2390

Dental Hygiene (DHYG)

DHYG 121 **Clinical Dental Hygiene I: Pre-Clinic (5 CR)**

Prerequisites: Admission to the Dental Hygiene Program, a minimum 2.0 GPA in curriculum courses and CHEM 122 and ENGL 121 and SOC 122 and PSYC 130 and BIOL 230 Corequisites: BIOL 146 and DHYG 125 Prerequisite or corequisite: DHYG 135

This course will includes information and techniques relating to the history, development, current status and future of the profession of dental hygiene. Students will be introduced to fundamental dental hygiene services, instrumentation, patient assessment, preventive treatment, transmissible diseases, exposure barriers and infection control. 2 hrs. lecture, 13 hrs. lab/wk.

DHYG 125 **Developmental Dentistry (2 CR)**

Corequisites: BIOL 146 and DHYG 121 and Prerequisite or corequisite: DHYG 135

This course will include a study of embryology; oral histology; developmental disturbances of the face, oral cavity and related structures; and dental morphology

and occlusion. 1 hr. lecture, 3 hrs. lab/wk.

DHYG 135

Dental Materials (2 CR)

Corequisites: BIOL 146 and DHYG 121 and DHYG 125

This course is designed to provide students with a knowledge base of the science and physical properties of dental materials. Through laboratory exercises, students will have hands-on experience with dental materials used in dental hygiene and dentistry while applying their knowledge of dental material sciences. 1 hr. lecture, 2 hrs. lab/wk.

DHYG 140

Clinical Dental Hygiene II (4 CR)

Prerequisite: No grade below a "C" in DHYG courses DHYG 121 Corequisites: DHYG 135 and DHYG 142 and DHYG 146 and DHYG 148 and Prerequisite or corequisite: BIOL 225

The course will include clinical application of dental hygiene techniques and instrumentation, oral health products, patient motivation and educational techniques, preventive strategies including use of an intraoral clinic camera and an introduction to selected dental specialties. Students will be prepared for medical and dental emergencies, which may be encountered in various practice settings. An introduction to the dental hygiene process (ADPIE) and working with special-needs patient populations will be provided.

DHYG 142

Dental Radiology (2 CR)

Prerequisites: No grade below a "C" in DHYG courses DHYG 121 Corequisites: DHYG 140 and DHYG 146 and DHYG 148 and Prerequisite or corequisite: BIOL 225 and DHYG 135

This class will concentrate on the theory and clinical practice of exposing, processing, mounting and evaluating oral radiographs with emphasis on radiation protection and infection control for the patient and operator. 1 hr. lecture, 3 hrs. lab/wk.

DHYG 146

Periodontics (3 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 121 Corequisites: DHYG 135 and DHYG 140 and DHYG 142 and DHYG 148 Prerequisite or corequisite: BIOL 225

This course will include recognition of the etiology and clinical signs and symptoms of periodontal diseases. The inflammatory process, treatment planning and nonsurgical therapy are discussed. 3 hrs. lecture/wk.

DHYG 148

Dental Health Education (2 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 121 Corequisites: DHYG 135 and DHYG 140 and DHYG 142 and DHYG 146 Prerequisite or corequisite: BIOL 225

Students will study health and apply educational methods for individuals and groups, with special emphasis on behavior modification, compliance, communication and motivation. Exercises in the research process and evaluation research articles are included. 1 hr. lecture, 2 hrs. lab/wk

DHYG 221

Clinical Dental Hygiene III (6 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 140 and BIOL 235 and DHYG 142 Corequisites: DHYG 225 and DHYG 230 and DHYG 240

Students will continue development in the areas of patient management, preventive dental hygiene treatment and proficiency in clinical techniques through practical application. Current advances in dental hygiene services will also be introduced. 2 hrs. lecture, 16 hrs. clinic/wk.

DHYG 225

Pathology (3 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 140 and BIOL 235 Corequisites: DHYG 221 and DHYG 230 and DHYG 240

This course will introduce the students to concepts related to general systemic and oral pathology. General principles of pathology include inflammation, immunity, neoplasia and wound healing. Basic pathological processes of oral conditions, their etiologies and treatments will be discussed. 3 hrs. lecture/wk.

DHYG 230

Dental Therapeutics (3 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 140 and BIOL 235 Corequisites: DHYG 221 and DHYG 225 and DHYG 240

This course will introduce the basic principles of drug actions, emphasizing dental-related therapeutics and drugs associated with common systemic disorders, information on the selection of professional products, and principles necessary in administering local anesthesia. 2 hrs. lecture, 2 hrs. lab/wk.

DHYG 240

Community Dental Health (2 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 140 and BIOL 235 Corequisites: DHYG 221 and DHYG 225 and DHYG 230

Topics will include public health agencies, statistical procedures for critiquing scientific literature, identifying dental needs of different groups and planning dental health education programs. Preventive techniques, health promotion, consumer advocacy and the role of the dental hygienist in public health will be emphasized. Field experience will be included. 1 hr. lecture, 3 hrs. lab/wk.

DHYG 245

Nitrous Oxide Analgesia (1 CR)

Prerequisite: DHYG 230 Corequisite: DHYG 250

This course will concentrate on the principles of administering and monitoring nitrous oxide analgesia. Upon completion of the course, didactic and clinical proficiency in nitrous oxide analgesia will meet certification standards set by state dental boards. 1 hr. lecture, lab/wk.

DHYG 250

Clinical Dental Hygiene IV (6 CR)

Prerequisites: No grade below a "C" in DHYG courses and DHYG 221 Corequisite: DHYG 245

This course will offer continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self-evaluation. Topics will include ethics, jurisprudence, office management, current dental hygiene issues and preparation for board exams. 2 hrs. lecture, 16

Drafting/CAD/AutoCAD (DRAF)

DRAF 120

Introduction to Drafting (2 CR)

This course should be taken by students without prior drafting experience. Upon successful completion of this course, the student should be able to identify and apply the essential, basic skills necessary to proceed through the drafting program, including lettering, measuring, geometric construction, sketching, isometrics, orthographic views, dimensioning and auxiliary view. 1 hr. lecture, 3 hrs. lab/wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 123

Interpreting Machine Drawings (2 CR)

Prerequisite or Corequisite: DRAF 120 or approval of the program assistant dean

This course is a required course in the computer aided drafting and design technology program. Upon successful completion of this course, students should be able to interpret graphics used to fabricate, assemble, maintain and operate the equipment and products of industry. General detail and assembly prints will be evaluated for title block information, general notes, dimensioning, tolerance specification and symbology. Specialized drawings will include cams, gears, numerical control, plastics, sheet metal and instrumentation. 2 hrs. lecture/wk.

DRAF 129

Interpreting Architectural Drawings (2 CR)

This beginning course will explain the fundamentals of interpreting (reading) architectural drawings. Upon successful completion of this course, students should be able to understand plan and elevation views, sections, details, schedules, specifications, symbols and abbreviations found on most residential and commercial construction drawings. 2 hrs./wk.

DRAF 130

Introduction to CAD Concepts: AutoCAD (3 CR)

Prerequisite: DRAF 120 or approval of the program assistant dean

This course provides a basic knowledge of AutoCAD. Students will learn to use CAD equipment, including input/output devices and microcomputers as drafting tools. Emphasis will be on a basic understanding of CAD terms and concepts as they are applied in industry. Students will be provided an overview of many of the key features of a major microcomputer CAD package with hands-on experience at a workstation. Basic instruction will be provided on drawing setup, drawing commands, editing commands and screen control. The important concepts of layering, standard symbols and dimensioning will be introduced. 2 hrs. lecture, 3 hrs. lab/wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 132

Introduction to AutoCAD LT (3 CR)

This course provides a basic knowledge of computer-aided drafting (CAD). Students will learn basic AutoCAD LT commands and the use of CAD equipment, including input/output devices as drafting tools. The latest version of AutoCAD LT, student version, will be used to cover topics including creating and setting up a drawing, using blocks and wblocks, editing a drawing, saving completed drawings,

developing template drawings, printing from paper space, dimensioning, layering, drawing defaults and hatching. This course is for beginning AutoCAD users. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 135
Graphic Analysis (3 CR)

Prerequisite: DRAF 120 and DRAF 130 or approval of the program assistant dean

This course expands on introductory knowledge in drafting and CAD. Upon successful completion of this course, the student should be able to solve descriptive geometry problems, locate intersections of geometric shapes and produce developments of geometric shapes. Most assignments in this course will be completed using AutoCAD software. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 140
Topics in CAD I (2 CR)

This course provides training for a specific design application software. Students will learn software commands and terminology. Students will be provided with in-depth coverage of the selected software and be given hands-on experience. Emphasis will be placed on the application of software to industry projects. 2 hrs. lecture, lab/wk.

DRAF 222
Mechanical Drafting (3 CR)

Prerequisite: Approval of the program assistant dean and DRAF 123 and DRAF 230 Prerequisite and/or Corequisite: MATH 134

Students successfully completing this course should be able to draw details and assembly views of mechanical parts. The types of parts discussed in this class include castings, sheet metal pieces, jigs and fixtures, and gauges. Important concepts include dimensioning, form and position tolerancing, coordinate tolerancing, and calculations related to material allowances and manufacturing. Project assignments will be completed using computer-aided drafting software. 2 hrs lecture, 3 hrs. lab/wk.

DRAF 225
Civil Drafting (3 CR)

Prerequisite: DRAF 230 or ENGR 131 Corequisite: MATH 134

Upon successful completion of this course, the student should be able to apply drafting techniques used in civil engineering offices. The student will learn to draw civil engineering plans from surveying and engineering data. The student will be able to produce plan and profile drawings, roadway cross sections, earthwork calculations, topographic maps and property maps. The student will use CAD in drawing projects. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 228
Industrial Design Applications (3 CR)

Prerequisites: CET 211 and DRAF 222 and DRAF 250 and DRAF 252

This course examines industrial systems. Topics include interdisciplinary considerations of manufacturing processes, machine elements, electrical controls and structural design. Systems will include pumping systems or material handling systems. Team project/protocol will be used to develop graphic, ISO and ANSI-approved solutions. Job books and journals for a project are required from all students. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 230**Intermediate CAD: AutoCAD (3 CR)**

Prerequisites: DRAF 130 or approval of the program assistant dean

This course provides an increased knowledge of autocad as it is used in today's industries. Students will build on their CAD experience by learning new commands and techniques that increase system productivity. Special emphasis will be on developing construction techniques and command usage to increase CAD proficiency. Additional study of standard symbols, layers and editing functions will occur. Concepts covered will include dimensioning variables and styles, attributes and external referencing, as well as paper space and model space, as used in multiple-view drawings. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 231**CAD 3-D (3 CR)**

Prerequisite: DRAF 230

In this course students will explore the use of computer-aided drafting and design software for the construction of three-dimensional computer models. Emphasis will be on using 3-D software to produce multiple-view drawings. Visualization commands and techniques will be discussed and developed. Topics will include view commands and wire-frame and surface construction, as well as solid modeling. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 232**CAD Applications Workstation Environment (2 CR)**

Prerequisite: DRAF 230 or approval of the program assistant dean

This course provides instruction for customizing the CAD workstation and handling files in a network environment. Students will receive instruction in software commands and terminology and be provided with in-depth coverage of customizing the CAD environment and managing CAD data files in a production environment. Emphasis will be on hands-on application of the covered topics. 2 hrs. lecture, lab/wk.

DRAF 233**CAD Administration (2 CR)**

This course covers topics necessary for an individual to manage a CAD department in a production environment. Topics include managing CAD data, selecting types of equipment/software and establishing drafting policies and procedures. Also discussed are personnel issues for CAD employees/employers. 2 hrs. lecture/wk.

DRAF 238**Architectural Drafting (3 CR)**

Prerequisites: DRAF 129 and DRAF 230

This course is an introduction to the production of architectural drawings for residential and commercial construction. Upon successful completion of this course, the student will be able to draw floorplans, sections, elevations, dimensions and schedules and use industry standards. Projects will be completed using CAD software. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 240**Introduction to AutoLISP (2 CR)**

Prerequisites: DRAF 230

This course covers techniques for automation of AutoCAD drafting procedures

through the use of the AutoLISP programming language. The scope of this course will include basic AutoLISP functions, creation of AutoLISP expressions and program files. It covers basic techniques concepts needed to begin using AutoLISP effectively. 1 1/2 hrs. lecture, 1 hr. lab/wk.

DRAF 242

Topics in CAD II (2 CR)

Prerequisite: DRAF 230 or approval of the program assistant dean

This course provides training for a specific CAD-related software. Students will learn software commands and terminology. Students will be provided with in-depth coverage of the selected software and be given hands-on experience. Emphasis will be on the application of the selected software to industry projects. 2 hrs. lecture, lab/wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 243

Architectural Desktop (2 CR)

Prerequisite: DRAF 230 or ENGR 131 or approval of the program assistant dean

This course introduces the student to the Architectural Desktop software used by many architectural and engineering design firms. Topics include software commands, project setup and the design process. Emphasis will be placed on the hands-on application of software to industrial projects. It is recommended that students have previous architectural design knowledge or have taken DRAF 238, Architectural Drafting. 2 hrs. lecture and lab/wk.

DRAF 244

Land Development Desktop (2 CR)

Prerequisite: DRAF 230 or ENGR 131 or approval of the program assistant dean

This course introduces the student to the Land Development Desktop software used by many land planning, civil engineering and surveying firms. Topics include software commands, project setup and the design process. Emphasis will be placed on the hands-on application of the software to industrial projects. It is recommended that students have previous civil engineering design knowledge or have taken DRAF 225, Civil Drafting. 2 hrs. lecture and lab/wk.

DRAF 245

Mechanical Desktop (2 CR)

Prerequisite: DRAF 230 or ENGR 131 or approval of the program assistant dean

This course introduced the student to the Mechanical Desktop software used by many industrial and mechanical design firms. Topics include software commands, project setup and the design process. Emphasis will be placed on the hands-on application of the software to industrial projects. It is recommended that students have previous mechanical engineering design knowledge or have taken DRAF 222, Mechanical Drafting. 2 hrs. lecture and lab/wk.

DRAF 250

Electrical Drafting (3 CR)

Prerequisites: MATH 133 and DRAF 230 or ENGR 131

Upon successful completion of this course, the student should be able to identify drafting techniques applicable to industrial lighting, motor controls, power distribution and generation. Emphasis will be on the use of tables, catalogs and applications software as aids to decision making required on electrical drawings. Project assignments will be completed primarily using CAD. 2 hrs. lecture, 3 hrs. lab/wk.

DRAF 252**Structural Drafting (3 CR)**

Prerequisites: DRAF 230 or ENGR 131 Corequisite: MATH 134

Upon successful completion of this course, the student should be able to produce structural drawings and details of steel, concrete and wood structures for manufacturing, construction, engineering and architectural firms. Project work will be done using CAD. 2 hrs. lecture, 3 hrs. lab./wk.

DRAF 261**Graphic Comm I/Interior Design (3 CR)**

Upon successful completion of this course, the student should be able to interpret residential drawings, draft architectural drawings and use industry references. Drawings studied include floor plans, exterior elevations, interior elevations, sections, details and schedules. In addition to workbook assignments, student will draft on coldpress board, vellum and plastic film. 2 hrs. lecture, 3 hrs. lab/wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 264**CAD:Interior Design (3 CR)**

Corequisite: ITMD 122 or approval of the program assistant dean

This course is an introduction to the use of computer aided drafting (CAD) as used in the interior design field. Upon successful completion of this course, the student should be able to draw floor plans and elevations of interiors using a computer-aided drafting system. AutoCAD LT software will be used. No previous computer experience is required. 2 hrs. lecture, 3 hrs. lab/wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 266**Graphic Communications II for Interior Design (3 CR)**

Prerequisite: DRAF 261

Upon successful completion of this course, the student should be able to draft three-dimensional representations of interior spaces, furniture, window treatments and decorative accessories. One-point and two-point perspective drawing, isometric drawing and perspective grids are covered. Student will draft in pencil on vellum and ink on mylar. 2. hrs, lecture, 3 hrs. lab/wk.

DRAF 271**Drafting Internship I (3 CR)**

Prerequisite: Approval of the program assistant dean

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students the opportunity to develop job- and career-related skills while in a work setting. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 15 hrs. min./wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

DRAF 272**Drafting Internship II (3 CR)**

Prerequisite: DRAF 271 and approval of the program assistant dean

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students the opportunity to develop job- and career-related skills while in a work setting. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 15 hrs. min./wk. Drafting classes that have additional lab have either the time and room listed or TBA (to be announced) with the room number listed.

Economics (ECON)

ECON 130

Basic Economic Issues (3 CR)

Upon successful completion of this course, the student should be able to use basic economic theory, concepts and nomenclature to analyze current economic issues at the local, national and international levels. This course is primarily for students who take only one economics course and for those who want a nontechnical introduction to economics. 3 hrs. lecture/wk.

ECON 132

Survey of Economics (3 CR)

Upon successful completion of this course, the student should be able to explain basic macroeconomic and microeconomic theory, fiscal and monetary policies, the role and significance of international economics and government trade and regulatory policies. In addition, the student should be able to describe the characteristics and consequences of the differing business units in the economy, as well as the functioning of the labor market and how national income is distributed. The course is primarily for students who desire a one-semester, nontechnical overview of the basic components of macroeconomic and microeconomic theory and the functioning of the United States economy. 3 hrs. lecture/wk.

ECON 230

Economics I (3 CR)

Upon successful completion of this course, the student should be able to use economic terminology and principles to explain and discuss basic macroeconomic concepts, including supply of and demand for products, national income determination, money and banking, and monetary and fiscal policy. The student enrolling in this course should have successfully completed one year of high school algebra or the equivalent. (Macro) 3 hrs./wk.

ECON 231

Economics II (3 CR)

Upon successful completion of this course, the student should be able to use economic terminology and principles to explain and discuss basic microeconomic concepts, including extended analysis of product supply and demand and theory of the firm and product and resource market structures. Students enrolling in this course should have successfully completed one year of high school algebra or the equivalent. (Micro) 3 hrs./wk.

Education and Early Childhood (EDUC)

EDUC 121

Introduction to Teaching (3 CR)

Prerequisite - Note: For elementary and secondary education only.

Teaching concepts and practices as they apply to today's elementary and secondary schools will be introduced. Topics will include the roles and responsibilities of the teacher, various modes of instruction, specialized areas in teaching, and professional requirements and concerns. Twenty hours of observation in a school setting are required. 3 hrs./wk.

EDUC 130

Foundations of Early Childhood Education (3 CR)

This introductory survey course is designed to provide students with current information on topics relevant to employment in early childhood programs. The course explores the historical and philosophical roots of early childhood education, general principles in child development, the teacher's role, values and ethics in early childhood education, curriculum design, and classroom management. Twenty hours of observation in a group child care setting are required. 3 hrs. lecture/wk.

EDUC 131

Early Childhood Curriculum I (3 CR)

Prerequisite or corequisite: EDUC 130

This methods course is designed for students who are, or will be, working in an early childhood education setting and parents or others who desire to develop an intellectually challenging environment for young children. The focus of the course is curriculum areas that deal with language and physical development. 3 hrs. lecture/wk.

EDUC 205

Concepts in Early Childhood Education (3 CR)

Prerequisite or corequisite: EDUC 130 for certificate only

This course will provide early childhood care and education professionals, and those aspiring to the profession, with the opportunity to apply early childhood education experience and continuing professional education to college credit. Students will gain and apply knowledge in many aspects of teaching young children in child-care and educational settings. The student will spend seven hours a week (105 clock hours total) in a supervised practical experience at the Hiersteiner Child Developments Center at JCCC and will complete 1.5 CEUs in early childhood education. Credit for prior experience may be substituted for completing this course. The program facilitator must assess the documents (i.e., CDA) provided by the student and/or arrange and evaluate the practical experience before offering credit for this course. Completion of an application for this credit is required and may be obtained from the program facilitator. For certificate only. 3 hrs. lecture/wk.

EDUC 210

Creative Experiences for Young Children (3 CR)

Prerequisite: EDUC 130 and one of the following: PSYC 215 or PSYC 218 or EDUC 270

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. The course includes the young child's developmental stages in art, music, movement, language, and creative and dramatic play; methods and materials that nourish developmentally appropriate creative experiences and support an inclusive, anti-bias curriculum; integration of creative experiences in the whole curriculum; the use of technology; and helping families understand the creative experience. 3 hrs. lecture/wk.

EDUC 215**Young Children with Special Needs (3 CR)**

This course is a study of creating and maintaining a developmentally appropriate inclusive environment for young children with special needs. The course includes the history of education and care for young children with special needs, federal and state legislation, types of differing abilities, developmental stages and capabilities of all young children, an inclusive approach to early education, and curriculum development for young children with special needs. Health, safety and nutrition; screening and assessment; interaction techniques; the role of the educator specific to the child's special needs; partnering with the family, other disciplines and community; and advocating for children are presented. The laboratory will include demonstration of the subject matter. 2 hrs. lecture, 3 hrs. lab/wk.

EDUC 220**Survey of the Exceptional Child (3 CR)**

This course is an overview of the field of special education geared to those who are preparing to work with students with special needs. The course provides fundamental information on the identification and exceptionality, laws and legal cases affecting the delivery of services to individuals with exceptionalities and the principles of effective educational approaches for each exceptionality. Categories of exceptionality presented include: learning disabilities, mental retardation, behavior disorders, gifted and talented, communication disorders, autism, traumatic brain injury, physical disabilities, sensory impairments, other health impairments and multiple and severe disabilities. 3 hrs./wk.

EDUC 225**Infant and Toddler Education and Care (3 CR)**

Prerequisite: EDUC 130

This course is a study of creating and maintaining a developmentally appropriate environment for infants and toddlers. The course will include the history of education and care, theories of child development, developmental stages and capabilities of the very young child, and curriculum development for infants and toddlers. Health, safety and nutrition; assessment; interaction techniques; the role of the educator specific to the needs of the infant and toddler; partnering with family and community; and advocating for the very young are presented. The laboratory will include demonstration of the subject matter. 2 hrs. lecture, 3 hrs. lab/wk.

EDUC 231**Early Childhood Curriculum II (3 CR)**

Prerequisite: EDUC 131

This methods course is designed for students who are, or will be, working in an early childhood education setting and parents or others who desire to develop an intellectually challenging environment for young children. The focus of the course is on curriculum areas that deal with the physical and social aspects of the world. Included in this inquiry curriculum are mathematics, science, social studies and nutrition. 3 hrs. lecture/wk.

EDUC 235**Parenting (2 CR)**

Prerequisite or corequisite: PSYC 215 or PSYC 218 or EDUC 270

This course is a study of effective parenting. The course is designed for teachers of young children and parents and guardians who desire to provide an environment that reflects sensitivity to the unique needs of the individual child and family. Topics covered during the course are the history of child-rearing methods, an overview of child development, types of families, parent/guardian fears and

concerns, purposes of child behavior, and effective communication techniques. Problem prevention and resolution, nurturing self-esteem in children and building effective, collaborative relationships between teachers and families are also covered. 2 hrs. lecture/wk.

EDUC 240

School-Age Programs and Curriculum I (3 CR)

Prerequisite: EDUC 130

This methods course is designed for students who are, or will be, working in an early childhood education setting and parents and caregivers who desire to develop an intellectually challenging environment for school age children. The focus of the course is on curriculum areas the school-aged child and extended day and summer programs. 3 hrs. lecture/wk.

EDUC 245

School-Age Programs and Curriculum II (3 CR)

Prerequisite: EDUC 240

The student will study the creation and maintenance of a developmentally appropriate environment for school-age children in extended school day and summer programs. The student will acquire the skills and characteristics of effective educators. The student will explore types of programs and how to plan, implement and evaluate these programs. Also, staff supervision and development, record keeping, relevant state regulations and laws will be discussed. Collaboration with family and community, public relations and contributing to the profession will be studied. The lab will include demonstration of the subject matter. 2 hrs. lecture, 3 hrs. lab/wk.

EDUC 250

Child Health, Safety and Nutrition (3 CR)

This course is a study of the basic health, nutrition and safety management practices for young children. Information on establishing and maintaining a physically and psychologically safe and healthy learning environment appropriate for the needs of young children will be included. The interrelation of health, safety and nutrition is stressed, with emphasis on appraisal procedures, prevention and protection, services and educational experiences for young children and their families. 3 hrs. lecture/wk.

EDUC 260

Observing and Interacting with Young Children (3 CR)

Prerequisite or corequisite: PSYC 215 or PSYC 218 or EDUC 270

This course is a study of the role of observation to assess and monitor the development and learning of children, birth through age 8, and the appropriate techniques for interacting with young children, considering their individual differences. Included will be the purposes and types of observation procedures, interpretation and use of findings, reporting techniques, and legal and ethical responsibilities. Expected age-related child behavior, fundamental principles of and theoretical approaches to child guidance, guidance techniques, working with families, and issues of diversity are presented. The laboratory will include demonstration of the subject matter. 2 hrs. lecture, 3 hrs. lab/wk.

EDUC 270

Early Childhood Development (3 CR)

This course is a comprehensive account of human development from conception through age 8. The course integrates genetic, biological, physical and social influences with psychological processes affecting the development of young

children. 3 hrs. lecture/wk.

EDUC 280

Administration of Early Childhood Program (3 CR)

This course is a study of the organization and administration of early childhood programs. The topics include the skills and characteristics of effective administrators; types of programs; planning, implementing and evaluating programs; policy development; staff supervision and development; finances and budget; record keeping; relevant state regulations and laws; developing, equipping and maintaining a facility; organizing a developmentally appropriate environment; collaboration with family and community; public relations; and contributing to the profession. The lab will include demonstration of the subject matter. 2 hrs. lecture, 3 hrs. lab/wk.

EDUC 284

Seminar: Early Childhood Education (3 CR)

Corequisite: EDUC 285

The course will focus on conduct and responsibilities of the intern; early childhood codes, laws and regulations; child development; activity planning and curriculum development; observation and guidance of young children; authentic assessment; responsibilities to the young child's family and community and to the teaching profession; employability skills; self-assessment; and job-seeking skills. The student's practical application of information in the internship will be discussed, and a portfolio will be developed. 3 hrs. lecture/wk.

EDUC 285

Internship: Early Childhood (3 CR)

Prerequisite: Program facilitator recommendation Corequisite: EDUC 284

This supervised field experience in early childhood education is designed for students to apply their knowledge of teaching young children. The student will participate in curriculum design and presentation; observing and interacting with young children; providing for the health, safety and nutrition of young children; the general management of a program setting; and working with families and the community. A self-assessment and a professional development plan are completed. The student will spend 20 hours a week (320 clock hours total) in at least two different early childhood settings, serving children of two different ages.

Electrical Technology (ELTE)

ELTE 122

National Electrical Code I (4 CR)

This is an introductory course on the use and interpretation of the current National Electrical Code. Students should develop a working knowledge of the code that will permit them to apply it to everyday applications. Upon successful completion of this course, the student should be able to use the code to design service entrances, feeders and branch circuits and discern between wiring methods used in different occupancies. 4 hrs. lecture /wk.

ELTE 123

Electromechanical Systems (4 CR)

Upon successful completion of this course, the student should be able to identify electrical components and their relationships to the various repair and troubleshooting techniques. The materials in this course will prove useful to service technicians whose background in electricity is limited. The course

includes material from basic electrical theory to troubleshooting complex electrical circuits. This course will provide practice in the application of electrical theory as well as in the interconnection of components of heating and cooling systems. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. This is a beginning course in electrical theory that is required for HVAC, electrical and power plant technology but is appropriate for all interested students. Common components found in the HVAC industry are used to develop these skills. 3 hrs. lecture, 3 hrs. lab/wk.

ELTE 125

Residential Wiring Methods (4 CR)

Prerequisite or corequisite: HVAC 123 or ELTE 123

This is an introductory course on residential wiring methods that includes practical application and hands-on experience in implementing the code requirements. Upon successful completion of this course, the student should acquire the necessary skills to wire a residence to meet the minimum requirements as set forth in the current National Electrical Code for residential occupancies. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

ELTE 200

Commercial Wiring Methods (4 CR)

Prerequisite: HVAC 123 or ELTE 123

This advanced course covers commercial wiring methods. Upon successful completion of this course, the student should be able to read commercial blueprints and apply the current National Electrical Code to commercial wiring systems. The student will gain working knowledge and hands-on experience with commercial wiring techniques. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

ELTE 205

Industrial Electrical Wiring (4 CR)

Prerequisite: ELTE 125 or ELTE 200 or ELTE 122

This advanced course covers industrial wiring methods. Upon successful completion of this course, the student should be able to read industrial blueprints and apply the current National Electrical Code to industrial wiring systems. The student will gain working knowledge and hands-on experience with industrial wiring techniques. The student will be required to provide ANSI Z87 safety glasses, and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

ELTE 210

Code Certification Review (3 CR)

Prerequisite: ELTE 122

Upon successful completion of this course, the student should be able to use the current National Electrical Code to do calculations involving loads, lighting and circuit sizing. The course will cover typical load calculations used in both residential and commercial settings. 3 hrs. lecture/wk.

ELTE 215

Generators, Transformers and Motors (4 CR)

Prerequisite: ELTE 123 and one of the following: ELTE 122 or ELTE 125 or ELTE 200 or equivalent experience and division administrator's approval

This is an advanced course on the use of generators, transformers and motors. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components. Also, the student will gain a working knowledge of the theory of these single-phase and 3-phase electrical components and their practical applications in everyday use in the electrical industry. 4 hrs. lecture/wk.

ELTE 271

Electrical Internship I (3 CR)

Prerequisite: Career Program Facilitator approval required.

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 1 hr. lecture, minimum 15 hrs. on-the-job training/wk.

Electronics (ELEC)

ELEC 120

Introduction to Electronics (3 CR)

This is a beginning course in electronics technology that is appropriate for both electronic majors and other interested students. An overview of basic electronic theory, principles and components is presented. In addition, the laboratory exercises will emphasize the operation and use of the primary pieces of electronic test equipment and the fabrication of selected circuits. 2 hrs. lecture, 2 hrs. lab-lecture, 2 hrs. lab/wk.

ELEC 122

Circuit Analysis I (3 CR)

Prerequisites: ELEC 120 and MATH 133 or MATH 172

This course covers resistive circuits having DC sources. Analysis topics include Ohm's law, Kirchoff's law, the superposition theorem, Thevenin's theorem and Norton's theorem. The current, voltage and resistance relationships in series, parallel and combination circuits will be studied. 3 hrs. lecture/wk.

ELEC 124

Microcomputer Hardware (3 CR)

This is an introductory course on personal computer hardware. The course will include topics necessary to prepare students to buy, optimize, upgrade and maintain personal computers. Course topics will be supported by laboratory projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 125

Digital Electronics I (4 CR)

This is a beginning course in which students will study and practice the basic concepts of digital electronics. Topics will include digital number systems, logic gates, logic circuits, flip-flops, digital arithmetic, counters and registers. 3 hrs. lecture, 3 hrs. lab/wk.

ELEC 126

Microcomputer A+ Preparation (4 CR)

This course is designed to be a general introduction to personal computer hardware and operating system software. The course teaches the operation, installation, upgrade of all the major components of a typical PC. The course also provides the basic knowledge to prepare the student for passing the A+ test, which is the industry standard certification for personal computer technicians. Since A+ Certification is based upon the Windows Operating System and Intel/AMD type microprocessors, these will be the basis of the course. The course will cover both of the A+ Certification testing areas: PC Hardware (Core Test) and Operating Systems (OS Test). 3 hrs. lecture, 3 hrs. lab/wk.

ELEC 130

Electronic Devices I (4 CR)

Prerequisite or corequisite: ELEC 140

This is the first course in electronic devices. Topics include diodes and transistors, special purpose diodes and diode application circuits. Both bipolar junction transistors (BJTs) and field effect transistors (FETs) are examined and application circuits for both transistor types are constructed. 3 hrs. lecture, 3 hrs. lab/wk.

ELEC 131

Introduction to Sensors and Actuators (3 CR)

This course examines types and uses of industrial sensors and actuators. Topics include temperature, pressure, optical, position and flow sensors. Operation of AC and DC motor drives will also be covered. The course will also include wiring and troubleshooting of sensors and actuators. Lecture topics will be supported by hands-on lab projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 133

Programmable Controllers (3 CR)

This is an introductory course in programmable logic controllers. The course is designed for individuals without extensive electrical or controller backgrounds. Hardware aspects and programming aspects of controller operation are covered. The foundational controller logic symbols and controller logic operations necessary to interpret and write ladder logic programs are taught in this class. Students will enter, edit and test controller programs through assigned laboratory projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 140

Circuit Analysis II (3 CR)

Prerequisites: ELEC 122 and MATH 134 or MATH 172 or MATH 173

The analysis techniques presented in Circuit Analysis I will be applied to complex circuits driven by AC and pulsed sources. The responses of circuits having resistance, inductance and capacitance will be analyzed. Other topics include transformers and electrical filters. 3 hrs. lecture/wk.

ELEC 150

Introduction to Telecommunications (3 CR)

This is an introductory-level course in telecommunications principles that includes both voice and data communications. An examination of the communications industry and its regulatory environment will be provided. Topics include voiceband communications, digital transmission, switching and signaling, and emerging technologies. 3 hrs. lecture/wk.

ELEC 165
Advanced Programmable Controllers (3 CR)

Prerequisite: ELEC 133

This course is a continuation of ELEC 133. Principle topics include sequences, file and block transfers, analog control and PID functions. In addition, methods of networking of PLCs and advanced user interfaces will be covered. Lecture topics will be supported by laboratory projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 175
Telecommunications (3 CR)

Prerequisite or corequisite: ELEC 130

This course studies hardware and software functions of telecommunication systems. Topics include both voice and data aspects of telecommunication systems, including terminology, interfaces, protocols, transmission media, networks and networking technologies. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 185
LAN Cabling and Installation (3 CR)

This course is designed to provide specialized skills for installing and testing local area network cabling and wireless installation. Twisted-pair, coax and fiber cables will be introduced and contrasted based on their characteristics and applications. Laboratory exercises for terminating and testing network cables and installing wireless systems will accompany the lectures. Students will be trained on how to use common wiring tools and testing instruments. Methods of documenting LAN systems will also be introduced. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 225
Digital Electronics II (3 CR)

Prerequisite: ELEC 125

Students will continue their study of digital concepts and will learn how to build digital circuitry using digital integrated circuit chips and basic concepts of computer organization. In addition, emphasis will be placed on learning how to troubleshoot digital circuits and digital systems. Each student will build a digital computer through a series of laboratory projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 230
Electronic Devices II (3 CR)

Prerequisite: ELEC 130

This class is a continuation of the electronic devices sequence. Topics include operational amplifiers, thyristors and voltage regulators. Operational amplifier applications include comparators, summing amplifiers, integrators, differentiators and active filters. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 240
Electronic Communication Systems (4 CR)

Prerequisite or corequisite: ELEC 230

This course provides a study of electronic communication systems. Topics include the electromagnetic spectrum, decibels, noise, amplitude modulation, antennas, transmission lines and the global positioning satellite system. 3 hrs. lecture, 3 hrs. lab/wk.

ELEC 245**Microprocessors (3 CR)**

Prerequisite: ELEC 225

This course provides students with a basic knowledge of microprocessors and how microprocessors interface with other devices to create microcomputer systems. Students will learn how to write assembly language and machine language programs for a microprocessor as well as how to interface memory, input devices and output devices to a microprocessor. Additionally, emphasis will be placed on learning how to troubleshoot microprocessor- based systems. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 250**Microcomputer Maintenance (3 CR)**

Prerequisite: ELEC 124

This course is a continuation of the study of personal computers and will further the student's ability to maintain and repair them. In addition, this course will assist the student in preparing for computer-maintenance certification. Topics will include interaction of hardware and operating systems, resource conflicts, networking capabilities, common hardware and software problems, hardware differences of portable computers, and upgrading computers. The course topics will be supported by laboratory projects. 2 hrs. lecture, 3 hrs. lab/wk.

ELEC 271**Electronics Internship I (1 CR)**

Prerequisite: Approval of the program assistant dean

This course affords the student the opportunity to apply classroom knowledge to an actual work environment. It will provide selected advanced electronics technology students with appropriate on-the-job experience with area employers, under instructional oversight, that will promote the student's career goals. 18 hrs. approved and appropriate work activity/wk.

ELEC 272**Electronics Internship II (1 CR)**

Prerequisites: ELEC 271 and approval of the program assistant dean

This course is a continuation of ELEC 271. It affords the student the opportunity to apply classroom knowledge to an actual work environment. It will provide selected advanced electronics technology students with appropriate on-the-job experience with area employers, under instructional oversight, that will promote the student's career goals. 18 hrs. of approved and appropriate work activity/wk.

Emergency Medical Science/MICT (EMS)

EMS 121**CPR I - BLS for Healthcare Provider (1 CR)**

This course provides an overview of the cardiovascular and respiratory systems, a discussion of medical and environmental emergencies leading to the need for CPR, and introduction to diagnostic signs and triage, as well as insight into the structure and function of the emergency medical services system. The most current practical CPR skills will be taught, including CPR, AED, and airway obstruction techniques for adults, children and infants. Upon successful completion of all American Heart Association standards, the student will receive affirmation at the Healthcare Provider level. 4 hrs. lecture, lab/wk. for 5 wks.

EMS 125

CPR II-Basic CPR Instructor (1 CR)

Prerequisite: Successful completion of EMS 121 and/or current certification by AHA as Basic Rescuer

This class will include a review and affirmation of Basic Rescuer techniques, practice in the design and implementation of CPR courses, demonstration of manikin maintenance and decontamination procedures, and mini-lectures. Upon successful completion of this class, students will be eligible for affirmation by the American Heart Association as a BLS instructor. Each participant must teach or co-teach a CPR class while being monitored by an AHA faculty member before the instructor affirmation card will be issued. 2.5 hrs. lecture, lab/wk. for 8 wks. (average).

EMS 128

EMS First Responder (5 CR)

This course is designed to provide training in emergency medical care for those who are apt to be the first persons responding to an emergency incident. Fire, police, civil defense personnel, school bus drivers, day-care providers, utility workers and industrial workers are a few examples of those persons who would benefit from this training. The student will receive both didactic and psychomotor skills training in CPR, patient assessment, fracture management, airway management and trauma management. Successful completion of this course will enable the student to sit for the First Responder certification exam administered by the Kansas Board of Emergency Medical Services. 6 hrs. lecture, 6.5 hrs. lab/wk. for 8 wks. (average).

EMS 130

Emergency Medical Technician (9 CR)

Prerequisite: EMS 128 or equivalent, or be an active member in a health-related occupation (firefighter, rescue, ambulance, law enforcement, industrial first-aid personnel or other health-related field), or attained the minimum of an associate's degree

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the State of Kansas. This program has been approved by the Kansas Board of Emergency Medical Services (BEMS). It addresses information and techniques currently considered the responsibility of the EMT according to the United States Department of Transportation, National Standard Curriculum. The program consists of didactic instruction, practical skill training and clinical experience. Attendance at one Saturday session is required. Saturday date and time will be announced during the first class session. Classroom instruction includes anatomy, physiology, recognition and care of medical emergencies, and trauma-related injuries. CPR, bandaging, splinting, childbirth techniques and airway management are among the skills taught. An extrication session will give students hands-on experience with automobile accident situations. Upon instructor recommendation, students will participate in clinical and field observation. All transportation to and from off-campus sites is the responsibility of the student. Students completing this course with a minimum grade of "C" will be allowed to sit for the Kansas EMT State Certification Examination administered by the BEMS. 7 hrs. lecture, 5 hrs. lab/wk. (average)

EMS 133

Emergency Medical Technician Practicum (3 CR)

Prerequisite: EMS 130 or equivalent and a copy of current EMT-B card.

EMT Practicum is designed to give the newly certified EMT-B the additional skills and confidence needed to successfully compete for a position as an EMT-B with an EMS service. Skills will include ambulance operation, driving, map reading, insurance billing and unit maintenance. This course will also provide high-fidelity

scenario training in all aspects of the EMS call as well as extensive field lab time with a local EMS service. Students will participate in realistic medical emergency scenarios with "actors" playing life-like patients and bystanders as well as numerous field internship shifts on a licensed ambulance. Students will work through all phases of an ambulance call. They will be presented with complex patient care situations that require the development of critical thinking and decision-making skills. Students will be tested on their ability to lead a team of pre-hospital caregivers in the diagnosis, proper treatment and evacuation of a patient. Scenario simulations will be set up to be as life-like as possible. 2 hrs. lecture, 10 hrs. lab/wk.

EMS 140

Basic Cardiology and EKG Recognition (3 CR)

Prerequisites: Prospective students should be certified in a health profession, i.e. EMT, RN, LPN, EMT-P. Permission of the academic director is required.

The health care worker with an understanding of ECG tracing will function more effectively when providing care for the cardiac patient. Increasing numbers of professionals are being called upon to utilize ECG tracing in their work settings, but without adequate knowledge of its use. This course will serve as both continuing education and the preparation for the job entry and/or job advancement. During the course, students will learn to apply monitoring and 12-lead electrodes, diagnose ECG dysrhythmias and infarct locations, treat ECG dysrhythmias, and defibrillate ventricular fibrillation. 3 hrs. lecture/wk.

EMS 203

KS EMT - Intermediate/Defibrillator (11 CR)

Prerequisites: EMT-B and additional prerequisite and/or documentation requirements. See academic director for details.

This course will cover selected advanced emergency medical care concepts and practices. This intermediate-level course advances the basic emergency medical technician's knowledge and skills in patient assessment, airway management, intravenous cannulation and manual defibrillation. The KS EMT-I/D's knowledge and skills are intermediate between the EMT-Basic and the EMT-Paramedic. Upon successful completion of this course, the student will be able to utilize the assessment findings to formulate a field impression and implement the treatment plan for the patient suffering a medical or trauma emergency. As the KS-EMT-I/D demonstrates cognitive and motor skill competency in the classroom and skills laboratory, his or her training will proceed to the clinical and field environments, where the knowledge, skills and attitudes necessary for professional practice will be practiced, synthesized and perfected. 7 hrs. lecture, 5 hrs. lab, 10 hrs. clinical/field experience/wk.

EMS 210

Emergency Medical Services Instructor Coordinator (5 CR)

Prerequisites: Prospective students must meet all the requirements for selection as set forth by the Kansas Board of Emergency Medical Services, which includes certification as a care provider, documentation of pre-hospital experience and successful completion of the BEMS pre-selection process.

This course covers the basic tenets of adult education as they apply to teaching emergency medical services provider courses. Students are oriented to all Kansas requirements for conducting initial courses of instruction for ambulance attendants. Successful completion will be the first step toward certification as a Kansas EMS instructor coordinator. This program has been approved by the Kansas Board of Emergency Medical Services (BEMS). It addresses information and techniques currently considered the responsibility of the EMT-IC according to the United States Department of Transportation, National Standard Curriculum. 5 hrs. lecture-demonstration/wk. for 8 wks.

EMS 220
MICT I (10 CR)

Prerequisite: Admission to the MICT program

MICT I is the first of four courses in advanced out-of-hospital emergency medical care leading to the opportunity to sit for the National Registry Examination for Paramedics. In this narrowly focused but intense foundational course, the paramedic student will gain a significant knowledge of patient assessment, pharmacology and medication administration techniques, electrocardiography, advanced airway management, and paramedic scope of practice. Much material will be covered rapidly, and emphasis is on organization, internalization and synthesis of the basic knowledge of the discipline in this 9-week course. Additionally, during the initial psychomotor teaching labs, students will gain the ability to assess patients, administer medications, treat dysrhythmias and manage the airway through manikin practice. 24 hrs. lecture/wk.

EMS 225
MICT II (10 CR)

Prerequisite: EMS 220 with a minimum grade of "C"

MICT II is the second of four courses in advanced out-of-hospital emergency medical care leading to the opportunity to sit for the National Registry Examination for Paramedics. This course builds on the foundational knowledge developed in MICT I and covers advanced management of medical and trauma emergencies in the out-of-hospital environment. Much material will be covered rapidly, and emphasis is on organization, internalization, synthesis and application of the basic knowledge of the discipline in this 9-week course. Students demonstrate competency at motor skill performance, and extensive simulation practice is afforded. Students begin field observation with a paramedic ambulance crew and complete an Advanced Cardiac Life Support Course. 24 hrs. avg. lecture/wk., 12 hrs. lab/field observation avg./wk.

EMS 230
MICT III Clinicals (12 CR)

Prerequisite: EMS 225 with a minimum grade of "C"

MICT III is the third of four courses in advanced out-of-hospital emergency medical care leading to the opportunity to sit for the National Registry Examination for Paramedics. During MICT III, paramedic students have the opportunity to take the knowledge and skills gained in MICT I and II and apply them in actual supervised clinical practice. MICT III represents a brief, intense 14-week course in which knowledge and skills are synthesized and applied to patients under supervision of physicians and nurses in clinical practice in the emergency department, critical care unit, surgery/recovery room, labor/delivery room, pediatric emergency department and burn center. Field observation lab and classroom and laboratory review are included as well. 4 hrs. lecture avg./wk., 44 hrs. clinical/lab/field avg./wk.

EMS 271
MICT IV Field Internship (15 CR)

Prerequisite: EMS 230 with a minimum grade of "C"

MICT IV is the final of four courses in advanced out-of-hospital emergency medical care leading to the opportunity to sit for the National Registry Examination for Paramedics. During MICT IV, paramedic students have the opportunity to take the knowledge and skills gained in MICT I, II and III and apply them in an actual practice environment. MICT IV represents an intense 4-month course in which knowledge, skills and professional behaviors are synthesized and applied to victims of sudden trauma or medical emergencies under supervision of paramedic preceptors at the emergency scene and in the ambulance. Entry-level competence into the profession is demonstrated as the student demonstrates the ability to assess the scene and the patient, develop a plan for therapeutic intervention as well as scene management, and effectively lead the out-of-hospital resuscitation team's effort. Classroom and laboratory review are included. 4 hrs.

Engineering (ENGR)

ENGR 121

Engineering Orientation (2 CR)

Upon successful completion of this course, the student should be able to describe careers in engineering and use fundamental concepts in engineering problem solving. Topics include engineering disciplines, aptitude and academic requirements, professional responsibilities, problem definition and solution, engineering design, and terminology. Students will meet professional engineers during field trips to engineering companies and work sites. The primary intent of this course is to introduce students to the engineering problem-solving process and to help each student make the best career decision. 2 hrs. lecture/wk.

ENGR 131

Engineering Graphics I (4 CR)

Corequisite: MATH 133 or MATH 171 or MATH 172 or MATH 173 or MATH 241

Upon successful completion of this course, the student will be able to apply graphic principles used in the engineering design process. The student will master graphics concepts using computer-aided drafting (CAD) software. Topics include 2-D and 3-D CAD commands; geometric construction; multi-view, orthographic projection; sectional views; isometrics; dimensioning; and descriptive geometry. 3 hrs. lecture, 4 hrs. lab/wk.

ENGR 171

Programming for Engineering and Science (3 CR)

Prerequisite: MATH 171

At the completion of this course, the student should be able to design algorithms for the solution of engineering and science problems using pseudocoding and flowcharting techniques; code the solution in the FORTRAN programming language; and compile, test and debug the program. Programming concepts covered will include data input from the keyboard and data files, formatted output, sequence, selection and iteration structures, function and subroutine subprograms and array processing. Proficiency with conversions and math in the decimal, binary and hexadecimal numbering systems will also be attained. This is a beginning course that will prepare students for more advanced studies in engineering and science computer applications. 2 hrs. lecture, 2 hrs. lab/wk.

ENGR 180

Engineering Land Surveying I (3 CR)

Corequisite: MATH 134 or MATH 172

Upon successful completion of this course, the student should be able to identify the basic applications of plane surveying procedures; measurement of horizontal distances, directions, angles, leveling, traversing, curves and stadia coordinates; computations with the aid of a computer; and topographical property and construction surveying. Students will take part in field operations using equipment such as auto levels, theodolites, EDM and total station. 2 hrs. lecture, 3 hrs. lab/wk.

ENGR 251

Statics (3 CR)

Prerequisite: MATH 242 Corequisite: PHYS 220

Upon successful completion of this course, the student should be able to describe and predict the conditions of rest and motion of bodies under the action of forces. The principles used will include vectors, force systems, equilibrium, free body diagram, centroids, moments of inertia, trusses, frame, and shear and moment diagrams. 3 hrs. lecture/wk.

ENGR 254

Dynamics (3 CR)

Prerequisites: ENGR 251

Upon successful completion of this course, the student should be able to apply the principles of dynamics, the branch of engineering mechanics that studies objects in motion. Topics covered will include unbalanced force systems (Newton's second law), displacement, velocity and acceleration, work and energy, and impulse and momentum. Computer applications will be included. 3 hrs. lecture/wk.

English (ENGL)

ENGL 102

Writing Strategies (3 CR)

Prerequisite: Appropriate placement test score

This course assists the student in developing strategies for sentence writing. The course is designed to meet a variety of learning styles, levels and needs. Students will develop strategies for self-monitoring errors in written products. Students are taught strategies for writing a variety of sentence formats and have extensive practice in writing sentences as a means of implementing new information. 3hrs./wk. This course does not fulfill degree requirements. Students must take the JCCC writing assessment test before enrolling. For more information, see a JCCC counselor.

ENGL 103

Practical Writing Skills (1 CR)

At the completion of this course, the student should be able to recognize and write complete sentences. The student will write a variety of sentences using strategies for building sentences with phrases and clauses as well as editing sentences through coordination and subordination. The student will then practice developing paragraphs in various organizational modes. Along with writing the student will read selected prose and write responses to these readings. The course is designed specifically to aid non-native speaking students in acquiring writing skills through individualized instruction. The aim of this course is to enhance/supplement the English as a Second Language program already offered at JCCC. Also, because hearing-impaired students have similar difficulties with the English language as ESL students, this course addresses the challenges often faced by this student population. This course meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 105

Basic English Grammar (3 CR)

The aim of English 105 is to introduce the student to the basic structures in English grammar: parts of speech, sentence types, phrases and clauses. Students learn to use correct punctuation. Moving from joining short phrases to the basic sentence, students learn to combine ideas to form a variety of sentence structures. Students practice skills, working in class (often in pairs or groups) and making use of computer programs in the Writing Center. Grammar games are used to help prepare students for a test. 3 hrs./wk. This course does not fulfill degree requirements.

ENGL 106

Introduction to Writing (3 CR)

Prerequisite: ENGL 102 or appropriate score on assessment test or EAP 107 and EAP 092 (EAP 092 is equivalent to EAP 103 and EAP 121)

Beginning with a review of basic sentence skills, this course focuses on paragraph development, including subject selection, topic sentences, methods of development, transitional devices and effective introductions and conclusions. The last part of the course will focus on developing multi-paragraph essays. 3hrs./wk. This course does not fulfill degree requirements. Students must take the JCCC writing assessment test. For more information, see a JCCC counselor.

ENGL 107

Sentence Pattern Skills (1 CR)

At the completion of this course, the student should be able to identify the parts of speech, elements of a sentence and basic sentence patterns. Emphasis is on sentence combining and sentence composing. Students are told that grammar in isolation will not improve writing skills, and they are encouraged to practice writing. This course meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 108

Composing Skills (1 CR)

After completing Composing Skills, students will be able to choose a topic, narrow the topic, and organize and develop with supporting evidence a variety of paragraph modes. The student will be able to achieve paragraph unity, coherence and emphasis. Also, the student will learn revision and editing strategies. Course meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 109

Proofreading Skills (1 CR)

This 1-credit module is designed to provide students with strategies and rules that will help them recognize and repair common grammar, usage and mechanical errors in their writing. This course focuses on the major and minor errors as set forth in the English program objectives (available in the Writing Center). Students will learn to recognize and correct these errors, not only on exercise sheets, but also in their own writing. This class meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 110

English Grammar Review (1 CR)

English Grammar Review helps students to review the parts of speech, elements of a sentence, basic sentence patterns, major sentence level errors, agreement errors and punctuation. Students are encouraged to practice writing. Course meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 112

Research Skills (1 CR)

Research Skills is a review of the various aspects of the research process, beginning with limiting the subject and moving to revising the finished product.

Emphasis is on the gathering of resource materials, synthesizing the information and developing an essay in which the resource information is used to support a thesis and is documented in an approved academic form. This course meets by arrangement in the Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 115

Revision Skills (1 CR)

Revision Skills is designed to instruct the practicing writer in skills needed to revise all writing, including business, college and personal writing. Students will use computer programs and self-paced materials. Revision Skills is intended to complement courses in which writing is assigned. Students will be encouraged to bring in business communication or college assignments to apply the learned skills. Course meets by arrangement in The Writing Center. This course does not fulfill degree requirements. After registering for this course, the student should contact the Writing Center.

ENGL 120

Writing in the Disciplines (1 CR)

This course is designed to complement and/or support classes in which writing is intrinsic to the curriculum and provide students with a process that can be applied to the variety of written assignments typically assigned in classes other than composition. Students will practice writing a variety of short papers using a prescribed process for each assignment. The course is individualized. Students enrolled in this class must come to the Writing Center, LIB 308, to make arrangements for their class schedule, to pick up a syllabus and other materials, and to be assigned an instructor. The course is a combination of written material and software. All completed work will be kept in a folder in the Writing Center. Students should anticipate approximately 20 hours of work to complete the course. This course does not fulfill degree requirements.

ENGL 121

Composition I (3 CR)

Prerequisite: ENGL 106 or appropriate placement test score

Composition I focuses on writing nonfiction prose suitable in its expression and content to both its occasion and its audience. Students will have an opportunity to improve in all phases of the writing process: discovering ideas, gathering information, planning and organizing, drafting, revising and editing. Each essay written in the course should clearly communicate a central idea or thesis, contain sufficient detail to be lively and convincing, reflect the voice of the writer and use carefully edited standard written English. 3 hrs./wk. Students must take the JCCC writing assessment test or submit an ACT score of 19 or higher before enrolling. For more information, see a JCCC counselor.

ENGL 122

Composition II (3 CR)

Prerequisite: ENGL 121

Because so much writing required in college and in the workplace demands the ability to synthesize information gathered from various sources, Composition II will focus on skills essential to gathering, comprehending, analyzing, evaluating and synthesizing information. Composition II also emphasizes organizing and polishing steps important in composing expository, evaluative and persuasive prose. 3 hrs./wk.

ENGL 123

Technical Writing I (3 CR)

Prerequisite: ENGL 121

This course provides a basic knowledge of technical writing. Students will learn the writing process (prewriting, writing and rewriting) to follow when constructing correspondence, including memos, letters, e-mail, reports, instructional manuals and Web pages. Students also will learn seven key traits of effective technical writing: clarity, conciseness, document design, organization, audience recognition, audience involvement and accuracy. Accuracy specifically entails the need for students to adhere to rules of grammar and mechanics. Students will learn how to create computer-generated graphics and learn word processing skills. Finally, the students will learn how to work in teams, modeling Total Quality Management skills. 3 hrs./wk.

ENGL 130

Introduction to Literature (3 CR)

Prerequisite: ENGL 121

Students will read, discuss and analyze works from three literary genres: the short story, the poem and the play. Students will learn and apply the technical vocabulary used in the criticism of these literary forms. Students will be introduced to representative works from various literary traditions and cultures, including numerous works from contemporary writers. 3 hrs./wk.

ENGL 140

Writing for Interactive Media (3 CR)

Prerequisite: ENGL 121

This course teaches students to apply the writing process as well as fundamental rhetorical and composition skills to various interactive media including web pages, CD-ROMs/DVD, e-mail, kiosks, computer program packages and other electronic media. The instruction will focus on skills essential to selecting, evaluating and synthesizing information from primary and secondary sources; in addition, it will emphasize the different approaches to organization that these media require as well as the variety of discourse styles used in informative, instructional, persuasive and entertainment media texts. 3 hrs. lecture/wk.

ENGL 150

Digital Narratives (3 CR)

Prerequisite: ENGL 121

Games, particularly Role-Playing Games (RPGs) and other participatory narratives, share many properties with traditional narratives, yet differ significantly from their linear counterparts. This course focuses on the elements of narrative as well as the principles that drive virtual or alternative possible worlds (both fictive and reality-based), and it will provide students with practice writing and designing artifacts that demonstrate an understanding of plot, character, setting and the impact of structure and purpose in game development. 3 hrs. lecture/wk.

ENGL 210

Technical Writing II (3 CR)

Prerequisite: ENGL 123

This course provides an advanced knowledge of technical writing. Students will learn the writing process (prewriting, writing and rewriting) to follow when constructing correspondence. Types of technical writing covered in this course include memos, letters, e-mail, short reports, long reports, instructional manuals, Web pages, PowerPoint presentations, brochures, newsletters, journal articles, resumes and online resumes. Students also will learn seven key traits of effective technical writing: clarity, conciseness, document design, organization, audience recognition, audience involvement and accuracy. Accuracy specifically entails the need for students to adhere to rules of grammar and mechanics. Students will

learn how to create computer-generated graphics and learn word-processing skills. Finally, the students will learn how to work in teams, modeling Total Quality Management skills. 3 hrs./wk.

ENGL 222

Advanced Composition (3 CR)

Prerequisite: ENGL 122

This course offers challenging insights into the act of writing. We will move beyond Composition I and Composition II, focusing on writing persuasively to a select audience; working together to anticipate and defuse objections; supply convincing evidence; synthesize the ideas of others to support our ends; look critically at all sources; and perfect a mature, polished style that is suitable to audience and occasion. 3 hrs./wk.

ENGL 223

Creative Writing (3 CR)

Prerequisite: ENGL 122

Students will study and practice writing in two or three of the major literary modes of writing: poetry, fiction, and possibly drama. The reading assignments are based on the premise that, to be a good writer, students must have knowledge of literary techniques and be perceptive readers and critics. Students will examine techniques of two or possibly three of the literary genres and then apply their knowledge to write in each genre. In addition, they will read other students' work and provide useful feedback on that work. 3 hrs./wk.

ENGL 224

Creative Writing Workshop (3 CR)

Prerequisite: ENGL 223

In this class, students will build upon the knowledge and skills learned in ENGL 223. In addition to studying writing techniques, they will produce a body of written work in one or more literary genres of their choice: poetry, fiction, and/or drama. They will also read other students' work and provide useful feedback on that work. 3 hrs./wk.

ENGL 230

Introduction to Fiction (3 CR)

Prerequisite: ENGL 122

This course features significant opportunities to write about the literature and the reader's response to it. Students will learn the historical fictional precedents of the short story; the similarities and differences between the short story and other narrative forms, such as the novel; the differences between the short story and its historical precedents, between short stories and film adaptations of them, and between commercial and literary short stories. Students will discover the place of short stories in major literary movements, the key elements of short stories and interpretive approaches to short stories. 3 hrs./wk.

ENGL 231

American Prose (3 CR)

Prerequisite: ENGL 122

American Prose presents a series of literary works by American writers that reflects the attitudes and identity of our national literature and culture. By grappling with the ideas and characterizations presented in each literary work, the student develops meaningful insights into the attitudes and human conditions that influence America's national literary identity. 3 hrs./wk.

ENGL 232**Children's Literature (3 CR)**

Prerequisite: ENGL 122

Children's Literature is meant for all students interested in bringing children and books together but is especially suited for who are students with English or education majors; teachers already in the elementary school classroom; parents; those working with children in preschools, day-care centers and libraries; and grandparents and prospective parents. The course would also benefit those exploring the field of writing and illustrating for children. Students will identify children's needs and interests, list the criteria for choosing books for children, and demonstrate the means by which we can bring children and books together. Students will read, examine and critique a variety of children's literature selected by author, genre and historical time period. 3 hrs./wk.

ENGL 235**Drama As Literature (3 CR)**

Prerequisite: ENGL 122

This course introduces students to the analysis of plays as literature. Beginning with the Greek dramatists and ending with the contemporary scene, students will read full-length plays and the comments of playwrights, directors, actors and critics. They will analyze drama from psychological, historical, philosophical, structural and dramatic perspectives. Students will write essays demonstrating their understanding of the works studied. 3 hrs./wk.

ENGL 241**British Writers (3 CR)**

Prerequisite: ENGL 122

This course emphasizes reading and discussion of works by selected major British writers and includes related writing projects. Students will identify important biographical details; explore the historical, cultural and artistic context of major writers and their works; and identify and evaluate the use of significant literary devices. The course emphasizes the relationships among influential writers, their lives and times and their works important to our cultural heritage. 3 hrs./wk.

ENGL 243**Literature of Science Fiction (3 CR)**

Prerequisite or corequisite: ENGL 122

This course examines the literature of science fiction, especially from 1960 through the present. Students explore the unifying concepts of science and technology, depicted through imaginative narratives of the past, present and future. Students read short stories and/or novels, view science fiction films and discuss key science fiction concepts. 3 hrs. lecture/wk.

ENGL 245**Writing Literature for Children (3 CR)**

Prerequisite: ENGL 232

Writing Literature for Children is a continuation of Introduction to Children's Literature aimed primarily at those students interested in writing and publishing literature for children. The students will review children's needs and interests, research topics and collect data for possible books. Then students will write and assemble a variety of children's literature. Students will critique their own work and that of their peers and revise their work accordingly. Finally, students will compose all correspondence typically required by publishers. 3 hrs./wk.

ENGL 250

World Masterpieces (3 CR)

Prerequisite: ENGL 122

World Masterpieces introduces students to literary study using major literary works composed from the times of Homer to Shakespeare that have been influential in shaping and expressing values of Western culture. Students will read selections representative of the epic, tragic, comic and lyric traditions primarily to gain knowledge of the works assigned. In addition, students will analyze the assigned texts as literary works and as cultural artifacts and influences. Finally, students will compare and contrast contemporary understandings of the individual and society with those expressed in the works studied. In completing the course objectives, students will learn the conventions of writing about literature and become familiar with general reference materials useful in studying literature. 3 hrs./wk.

ENGL 254

Masterpieces of the Cinema (3 CR)

Prerequisite: ENGL 122

This course examines the development of cinema from the early experiments in the late 1800s up to the present day, presenting the history and art of both American and international cinema. Students read the textbook, view short and full-length films, and discuss important cinematic techniques and concepts. Students verify their judgments by summarizing and analyzing these important concepts, using discussions, and writing effective, well-organized essays in response to cinematic presentations and explanations. 3 hrs./wk.

ENGL 256

American Poetry (3 CR)

Prerequisite: ENGL 122

American Poetry presents a planned reading schedule and directed discussion of poems that reflect the attitudes of American poets and American culture. By grappling with the ideas and characterizations presented in these poems, students can develop meaningful insights into the attitudes and human conditions that have influenced America's national literary identity. 3 hrs./wk.

English for Academic Purposes (EAP)

EAP 091

Reading/Vocabulary I and Writing/Grammar I (6 CR)

Prerequisite: Appropriate assessment test score

Students who successfully complete EAP 091 will be awarded three hours of credit for EAP 101 Writing and Grammar I and three hours of credit for EAP 120 Reading and Vocabulary I. The teaching of this course will be shared by two instructors. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>.

EAP 092

Reading/Vocabulary II and Writing II and Writing/Grammar II (6 CR)

Prerequisite: EAP 091 (EAP 091 is equivalent to EAP 101 and EAP 120) and EAP 105 or appropriate score on an assessment test

Students who successfully complete EAP 092 will be awarded three hours of credit for EAP 103 Writing and Grammar II and three hours of credit for EAP 121 Reading and Vocabulary II. The teaching of this course will be shared by two instructors. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>.

EAP 101

Writing and Grammar I (3 CR)

Prerequisite: Appropriate COMPASS ESL score Corequisite: EAP 120

This course, which is paired with EAP Reading and Vocabulary I, provides English as a Second Language students an integrated communicative experience at the beginning college level. As part of a Learning Community, students will learn effective writing techniques for using American English at the sentence and basic paragraph level. The course will also focus on basic study and learning strategies to aid writing. This course is the first writing and grammar course in the sequence of courses for English for Academic Purposes. 3 hrs lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. EAP courses provide Second Language English learners with two levels of integrated reading/vocabulary and writing/grammar course in a Learning Community setting. The two levels for speaking/pronunciation focus on speaking and listening successfully in academic, career and personal settings. Appropriate assessment test score.

EAP 103

Writing and Grammar II (3 CR)

Prerequisite: Appropriate COMPASS ESL score or EAP 101 Corequisite: EAP 121

This course, which is paired with EAP Reading and Vocabulary II, provides English as a Second Language students an integrated communicative experience. As part of a Learning Community, students will focus on using American English in writing at the paragraph level. The course will also focus on learning and study strategies to enhance writing. This course is the second writing and grammar course in the sequence of courses for English for Academic Purposes. 3 hrs. lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. EAP courses provide Second Language English learners with two levels of integrated reading/vocabulary and writing/grammar course in a Learning Community setting. The two levels for speaking/pronunciation focus on speaking and listening successfully in academic, career and personal settings. Prerequisite: Appropriate assessment test score.

EAP 105

Speaking and Pronunciation I (3 CR)

Prerequisite: Appropriate COMPASS ESL score

This course provides English as Second Language students the opportunity to develop their speaking and pronunciation skills. Focus will be on effective techniques for using American English in academic, career and personal settings. 3 hrs. lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. Prerequisite: Appropriate assessment test score.

EAP 107

Speaking and Pronunciation II (3 CR)

Prerequisite: EAP 091 (EAP 091 is equivalent to EAP 101 and EAP 120) and EAP 105 or appropriate score on an assessment test

This course provides English as Second Language students the opportunity to expand fluency in speaking and pronunciation. The course covers techniques for listening with accuracy and speaking with the stress, rhythm and intonation of American English. Personal communications and group interactions in academic, career and community settings are included. The course concludes with applications to individual life goals. 3 hrs lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. EAP courses provide Second Language English learners with two levels of integrated

reading/vocabulary and writing/grammar course in a Learning Community setting. The two levels for speaking/pronunciation focus on speaking and listening successfully in academic, career and personal settings. Prerequisite: Appropriate assessment test score.

EAP 120

Reading/Vocabulary I (3 CR)

Prerequisite: Appropriate COMPASS ESL score and Corequisite: EAP 101

This course, which is paired with EAP 101 Writing and Grammar I, provides English as a Second Language students an integrated communication experience on the beginning college level. As part of a Learning Community, students will learn effective techniques for reading, studying and using American English in an academic setting. This is the first reading course in the English for Academic Purposes series. 3 hrs. lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. EAP 120 and RDG 120 are the same course; do not enroll in both.

EAP 121

Reading/Vocabulary II (3 CR)

Prerequisite: EAP 120 or RDG 120, or appropriate COMPASS ESL score

Corequisite: EAP 103

This course, which is paired with EAP Writing and Grammar II, provides English as a Second Language students the opportunity to develop reading fluency, comprehension and vocabulary in a Learning Community setting. Reading, writing, speaking and listening will be integrated, and students will learn effective techniques for studying and using American English in an academic setting. This is the second reading course in the English for Academic Purposes series. 3 hrs. lecture/wk. This course does not fulfill degree requirements. Please visit the EAP home page at <http://web.jccc.net/academic/english/eap/index.htm>. EAP 121 and RDG 121 are the same course; do not enroll in both.

Entrepreneurship (ENTR)

ENTR 131

Financial Management for Small Business (2 CR)

Prerequisite: ACCT 111 or ACCT 121

Upon successful completion of this course, the student should be able to identify and evaluate the various sources available for funding a small business; demonstrate an understanding of financial terminology; read, prepare and analyze a financial statement; and write a loan proposal. In addition, the student should be able to explain the importance of working capital and cash management. The student should also be able to identify financing needs, establish credit policies, and prepare sales forecasts. This course is required for a vocational certificate and associate of applied science degree in business entrepreneurship. 2 hrs./wk.

ENTR 142

Fast Trac Business Plan (3 CR)

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect, and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses. The course is required for the business plan certificate, the vocational certificate in business entrepreneurship and the associate of applied science

degree in business entrepreneurship. 3 hrs. lecture/wk.

ENTR 160

Legal Issues for Small Business (2 CR)

Upon successful completion of this course, the student should be able to identify the forms of business ownership and the legal and tax implications for each. In addition, the student should be able to explain laws covering issues such as personnel, contracts and protection of intellectual property. The student should also be able to explain the reporting requirements for local, state and federal agencies. This course is required for the associate of applied science degree and the vocational certificate in business. 2 hrs./wk.

ENTR 180

Opportunity Analysis (2 CR)

Upon successful completion of this course, the student should be able to assess the current economic, social and political climate for small businesses. In addition, the student should be able to explain how demographic, technological and social changes create opportunities for small business ventures. This course is required for the associate of applied science degree in business entrepreneurship. 2 hrs./wk.

ENTR 190

Small Business Analysis (2 CR)

Prerequisite: BUSE 131 or ENTR 131 and BUSE 160 or ENTR 160 and BUS 230 or permission of division administrator

Upon successful completion of this capstone course, the student should be able to identify problems that frequently arise in small business and use problem-solving skills to formulate solutions. In addition, the student should be able to apply the knowledge of business concepts and techniques in the analysis of cases and actual business situations. This course is required for an associate of applied science degree and a vocational certificate in business entrepreneurship. 2 hrs./wk.

ENTR 210

Entrepreneurship Internship I (1 CR)

Prerequisite: Approval of career program facilitator or assistant dean

Upon the successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course consists of supervised work experience in an approved training situation. A minimum of 240 hours of on-the-job training is required. This course is required for an associate of science degree in business entrepreneurship. Either ENTR 210 or BUSE 210, Entrepreneurship Internship I, or ENTR 215 or BUSE 215, Entrepreneurship Internship II is required for a vocational certificate in business entrepreneurship.

ENTR 215

Entrepreneurship Internship II (1 CR)

Prerequisite: ENTR 210

Upon the successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. A minimum of 240 hours of on-the-job training is required. This course is required for an associate of applied science degree in business entrepreneurship. Either BUSE 210 or ENTR 210, Entrepreneurship Internship I, or BUSE 215 or ENTR 215, Entrepreneurship Internship II is required for a vocational certificate in business entrepreneurship.

Fashion Merchandising/Design (FASH)

FASH 121

Fashion Fundamentals (3 CR)

Upon successful completion of this course, the student should be able to define appropriate fashion terminology and explain the structure of the industry, including the design process and marketing of the fashion product. 3 hrs./wk.

FASH 123

Apparel Construction I (4 CR)

Upon successful completion of this course, the student should be able to apply clothing construction principles, techniques and skills in apparel construction. The class will use lecture, demonstration and hands-on experience to teach the skills needed to plan and construct four garments during this class. 2 hrs. lecture, 4 hrs. lab/wk.

FASH 124

Apparel Construction II (4 CR)

Prerequisite: FASH 123 or two years of high school apparel construction training or division administrator approval

Upon successful completion of this course, the student should be able to apply intermediate apparel construction principles, techniques and skills in the production of various garments. This continuation of FASH 123 will focus on the planning and construction of an ensemble of intermediate complexity made from muslin fitting samples, with emphasis on precise fitting alteration. This course is a suggested elective for the Fashion Merchandising Program. 2 hrs. lecture, 4 hrs. lab/wk.

FASH 125

Visual Merchandising (3 CR)

Upon successful completion of this course, the student should be able to explain and apply the principles of design in visual merchandising. In addition, the student should be able to identify and explain the use of mannequins and other forms, display fixtures and lighting systems; apply color theory; and present merchandise effectively in visual displays. The student should also be able to demonstrate the use of appropriate types of displays for in-store promotions. This course is required for the Fashion Merchandising Program. 3 hrs./wk.

FASH 127

CAD: Pattern Design I (4 CR)

Prerequisite: FASH 123

Upon successful completion of this course, the student should be able to apply the use of flat pattern methods in developing patterns for original apparel designs. Basic slopers and the CAD (computer-assisted design) Pattern Design System will be used to develop and manipulate patterns. The class will use lecture, demonstration and hands-on experience to teach skills needed in manual and computer-assisted pattern design. The student will plan and create patterns in this class. 2 hrs. lecture, 4 hrs. lab/wk.

FASH 128

CAD: Pattern Design II (4 CR)

Prerequisite: FASH 127

Upon successful completion of this course, the student should be able to apply

advanced methods of flat pattern design in developing patterns. This class is a continuation of FASH 127, CAD: Pattern Design I. Lecture, demonstration and hands-on experience will be used to teach techniques needed in computer-assisted and manual advanced pattern design. Industry standards will be used for sloper manipulation. Each student will create advanced flat patterns in this class. This is a suggested elective for the Fashion Merchandising Program. 2 hrs. lecture, 4 hrs. lab/wk.

FASH 130

Fashion Illustration I (3 CR)

Upon completion of this course, students should be able to create fashion illustrations for their portfolios. In addition, the student should be able to apply color, mood, detail and form using various media. 3 hrs./wk.

FASH 132

Marketing Communications (3 CR)

Upon successful completion of this course, the student should be able to explain advertising and promotion from an integrated marketing communications perspective that combines theory with planning, management and strategy. In addition, the student will be able to explain advertising, sales promotion, direct marketing and publicity/public relations and the need for integration of these promotional mix elements in an overall marketing communications program. 3 hrs./wk. This course is typically taught in the fall semester.

FASH 135

Image Management (1 CR)

Upon successful completion of this course, the student should be able to conduct an extensive wardrobe inventory. In addition, the student should be able to apply principles of personal grooming, elements of design and fabric, and accessory knowledge to the development of an individual professional wardrobe plan based on individual budget constraints. 1 hr./wk.

FASH 140

Garment Design I (3 CR)

Prerequisite: FASH 123

Upon successful completion of this course, students should be able to produce a first pattern and prepare it for production. This includes translating garment ideas from color sketches (croquis); continue the design process through fabric selection and pattern drafting; figure yardage, notions and wholesale cost; and construct a finished garment. 6 hrs. lecture, lab/wk.

FASH 143

Tailoring (4 CR)

Prerequisite: FASH 124

Upon successful completion of this course, the student should be able to apply advanced construction principles, techniques and skills in the production of tailored garments. This course is a continuation of FASH 124, Apparel Construction II. The class will use lecture, demonstration and hands-on experience as the student completes a trial muslin for a jacket or coat plus a finished three-piece ensemble of advanced complexity during this class. 2 hrs. lecture, 4 hrs. lab/wk.

FASH 150

Textiles (3 CR)

Upon successful completion of this course, the student should be able to differentiate fibers and fabrics according to their specific characteristics and to select fibers and fabrics for specific applications. In addition, the student should be able to identify properties and characteristics of natural and man-made fibers, the properties and characteristics of yarns, fabric construction methods including weaving and knitting and various finishing processes including printing and dyeing. 3 hrs./wk.

FASH 220

CAD Apparel Design (3 CR)

Upon successful completion of this course, the student should be able to apply the elements and principles of design in evaluating and designing women's, men's and children's apparel. A project of designing a line will apply the student's aesthetic knowledge, the relationship of apparel design to the current socioeconomic conditions and apparel production knowledge. Projects use computer-aided design software. 3 hrs./wk.

FASH 224

History of Costume (3 CR)

Upon successful completion of this course, the student should be able to identify the political, economic, technological and sociological factors that have influenced Western costume worn by women, men and children from ancient Egyptian times to the present. 3 hrs./wk.

FASH 225

Store Planning (3 CR)

Prerequisite: FASH 125

Upon successful completion of this course, the student should be able to demonstrate the skills needed to plan and execute the display methods and store planning concepts for promoting merchandise within a large or small store interior. These plans will use the student's understanding of design, fixtures, traffic patterns, floor sets, graphics/signage and materials. This course is a requirement for the visual merchandising certificate. 3 hrs. lecture/wk. This course is typically taught in the spring semester.

FASH 230

Fashion Illustration II (3 CR)

Prerequisite: FASH 130

Upon successful completion of this course, the student should be able to produce refined fashion illustrations to enhance the portfolio. Fashion Illustration II is a continuation of Fashion Illustration I. Greater emphasis is placed on development of a personal illustration style and presentation of a professionally executed portfolio. 3 hrs./wk.

FASH 231

Merchandising Planning and Control (3 CR)

Prerequisite: MATH 120

Upon successful completion of this course, the student should be able to describe the management structure of retail merchandising operations, contrast merchandising functions among various types of retail operations, explain the buying process, explain the financial operations of retail merchandising and apply these principles in computer-simulated case situations. 3 hrs./wk. This course is typically taught in the spring semester.

FASH 242**Consumer Product Evaluation (3 CR)**

Upon successful completion of this course, the student should be able to evaluate a wide range of textile and nontextile products, from lingerie to china, on the basis of specialized product knowledge. In addition, the student should be able to prepare research projects on selected products. 3 hrs./wk. This course is typically taught in the spring semester.

FASH 268**Field Study: The Market Center (3 CR)**

Prerequisite: FASH 121

Upon successful completion of this course, the student should be able to identify and distinguish between national, regional and local retail market centers. In addition, the student should be able to explain the importance of market centers, analyze the marketing mix of selected retailers and describe uses of fashion auxiliary services. This is a suggested course for the Fashion Merchandising Program. 3 hrs./wk. This course is typically taught in the spring semester.

FASH 277**Fashion Seminar: Career Options (2 CR)**

Upon successful completion of this course, the student should be able to define individual career goals after a thorough examination of five career areas within the fashion industry. In addition, the student should be able to explain strategies for success in the workplace. 2 hrs./wk.

FASH 279**Fashion Portfolio Development (2 CR)**

Prerequisite: FASH 121 and FASH 124 and FASH 127 and FASH 130 and FASH 150 and FASH 220 Prerequisite or corequisite: FASH 280 and FASH 140

Students will compile, select and create new material for their portfolio as well as evaluate their own competencies and strengths. In addition, students will create a resume and perform a mock interview to be reviewed by faculty and peers. 2 hrs. lecture/wk. This course is typically taught in the spring semester.

FASH 280**Capstone: Industry Topics (3 CR)**

Prerequisites: FASH 283 and FASH 284 Corequisite: FASH 231

Upon successful completion of this course, the student should be able to exhibit knowledge and work-based skill inherent to fashion retailing, wholesaling and manufacturing. The student will have opportunities to apply knowledge gained in prior courses analyzing industry topics. This capstone course will review and evaluate competencies that are essential for employment in the fashion industry. This course is required for the Fashion Merchandising Program. 3 hrs. lecture/wk. This course is typically taught in the spring semester.

FASH 283**Fashion Internship I (1 CR)**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in the fashion industry. A minimum of 15 hours on-the-job training/wk.

FASH 284**Fashion Internship II (1 CR)**

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The student will receive 225 hours of work experience in an approved training situation designed to provide practical experience in the fashion industry. An average of 15 hours on-the-job training/wk.

FASH 285**Fashion Internship III (1 CR)**

Upon successful completion of this course, the student should be able to demonstrate the skills required to advance to an entry-level management position. The student will receive 225 hours of work experience in an approved training situation designed to provide practical experience in the fashion industry. An average of 15 hours on-the-job training is required/wk.

FASH 286**Fashion Internship IV (1 CR)**

Prerequisites: FASH 283 and FASH 284 and FASH 285 and 45 hours toward degree in Fashion Merchandising

Upon successful completion of this course, the student will have received 225 hours of work experience in an approved training environment. The student should be able to demonstrate the skills required in an entry level management position. An average of 15 hours on the job training/wk. is required.

FASH 298**European Fashion Emphasis (3 CR)**

Upon successful completion of this course, the student will be able to compare American and European retail merchandising, advertising and visual presentation. This travel-for-credit course includes visits to selected European cities.

Fire Services Administration (FIRE)

FIRE 110**Essentials of Fire Fighting (9 CR)**

Prerequisite or corequisite: HPER 240

This course provides cognitive, psychomotor and affective instruction for those students seeking certification as a fire fighter in the state of Kansas. The class covers hazardous materials, fire department communications, fire ground operations (first responder: operations level), rescue operations and prevention, preparedness and maintenance. Upon successful completion of the cognitive examinations and all psychomotor skills evaluations, students will be allowed to sit for the Kansas Fire Fighter II state certification examination, which is administered by the University of Kansas, Fire Service Training 5 hrs. lecture 7 hrs. lab/wk. This course is typically taught in the fall and spring semesters only.

FIRE 130**Fire Investigation (1 CR)**

Prerequisite: FIRE 110 or FIRE 175

This course provides instruction in basic fire investigation. Students will learn basic cause and origin determination, scene and evidence security techniques, and report-writing skills. This course meets the job performance requirements pertaining to fire investigation identified in NFPA 1021, Fire Office Professional

Qualifications. 1 hr./wk. This course is typically taught in the spring semester only.

FIRE 135

Building and Fire Codes (3 CR)

Prerequisite: FIRE 110 or FIRE 175

This course entails application and interpretation of codes and ordinances, especially the Life Safety Codes used extensively in fire prevention. 3 hrs./wk. This course is typically taught in the spring semester only.

FIRE 162

Fire Tactics and Strategy (3 CR)

Prerequisite: FIRE 110 or FIRE 175

Fire control through manpower, equipment and extinguishing agents will be explored, including theoretical models and practical applications. 3 hrs./wk. This course is typically taught in the fall semester only.

FIRE 220

Fire Administration (3 CR)

Prerequisite: FIRE 110 or FIRE 175

Techniques and methods used in managing fire departments are explored, including budgeting processes, administrative functions and types of political systems that affect a fire department. 3 hrs./wk. This course is typically taught in the fall semester only.

FIRE 222

Fire Science Law (3 CR)

Prerequisite: FIRE 110 or FIRE 175

The law as it pertains to the fire service will be explained, along with tort law and business law. 3 hrs. /wk. This course is typically taught in the fall semester only.

FIRE 224

Incident Command Systems (3 CR)

Prerequisite: FIRE 110 or FIRE 175

This is a course in basic incident command. Disaster control, disaster management, communications for disaster management and types of disasters are presented. 3 hrs. /wk. This course is typically taught in the spring semester only.

FIRE 250

Fire Service Science Instructional Methodology (3 CR)

Prerequisite: FIRE 110 or FIRE 175

This course is designed to provide the instructional skills and knowledge necessary to develop, conduct and evaluate formal training programs in in-service and classroom formats. This course meets NFPA 1041 standards for fire service instructor. This course is typically taught in the spring semester only.

Foreign Language (FL)

FL 116**Elementary Latin I (3 CR)**

Students will have the opportunity to learn the basic vocabulary and structural patterns, or grammar, of Latin. Emphasis will be on fundamental grammar concepts, extensive word study for English vocabulary growth and the lasting contributions Roman society made to Western civilization. 3 hrs./wk.

FL 117**Elementary Latin II (3 CR)**

Prerequisite: FL 116 or one year of high school Latin

This course will complete the presentation of basic Latin vocabulary and grammar. Fundamental grammar concepts, extensive word study for English vocabulary growth and the lasting contributions of Roman society to Western civilization will be emphasized. 3 hrs./wk. Spring.

FL 120**Elementary German I (5 CR)**

This course presents the sounds, vocabulary and basic structural patterns of German, focusing on the development of listening comprehension, speaking, reading and writing skills. Cultural material will be integrated into the course. 5 hrs./wk.

FL 121**Elementary German II (5 CR)**

Prerequisite: FL 120 or one year of high school German

This course will continue the presentation of the vocabulary and basic structural patterns begun in Elementary German I with continued emphasis on the development of listening comprehension, speaking, reading and writing skills. 5 hrs./wk.

FL 130**Elementary Spanish I (5 CR)**

In this basic course, students will study Spanish grammar conversation, composition and the culture of Spanish-speaking countries. 5 hrs./wk.

FL 131**Elementary Spanish II (5 CR)**

Prerequisite: FL 130 or one year of high school Spanish

This course will continue the presentation of the material introduced in Elementary Spanish I. Graded reading selections will be added as a basis for conversation and composition in discussion periods. 5 hrs./wk.

FL 133**Basic Spanish for Hospitality Management (2 CR)**

In this basic course, students will be introduced to terminology related to the hospitality industry, basic Spanish grammar and phrases related to work. 2 hrs./wk.

FL 140

Elementary French I (5 CR)

Areas covered in this basic course include vocabulary building, grammar study, conversation and an introduction to French culture and civilization. The emphasis is on conversation. 5 hrs./wk.

FL 141**Elementary French II (5 CR)**

Prerequisite: FL 140 or one year of high school French

This course continues the presentation of the material introduced in Elementary French I. Graded reading selections will be used as the basis for conversation. 5 hrs./wk.

FL 150**Elementary Russian I (5 CR)**

In this course, students will learn the basic sounds, vocabulary and structural patterns of Russian. Emphasis will be on listening comprehension, speaking, reading and writing skills. Cultural material will be included. 5 hrs./wk.

FL 151**Elementary Russian II (5 CR)**

Prerequisite: FL 150 or one year of high school Russian

This course completes the presentation begun in Elementary Russian I. Students will gain listening comprehension, speaking, reading and writing skills appropriate to a second-level course. 5 hrs./wk.

FL 160**Elementary Italian I (5 CR)**

Students will be introduced to the sounds, vocabulary and basic structural patterns of Italian, with primary focus on the development of listening comprehension, speaking, reading and writing skills. Integrated throughout the course will be an introduction to the culture of Italy. 5 hrs./wk.

FL 161**Elementary Italian II (5 CR)**

Prerequisite: FL 160 or one year of high school Italian

A continuation of the presentation of the vocabulary and basic structural patterns of Italian, this course will emphasize the development of listening comprehension, speaking, reading and writing skills. Cultural material also will be integrated into the course. 5hrs./wk.

FL 165**Elementary Chinese I (5 CR)**

This course will introduce students to the basic sounds, vocabulary, grammar and usage, characters and reading of the Chinese language. The emphasis will be on developing basic conversational skills. Students will develop an understanding and appreciation of Chinese culture. 5 hrs./wk.

FL 166**Elementary Chinese II (5 CR)**

Prerequisite: FL 165 or equivalent college-level course with a grade of "D" or better or one year of high school Chinese with a grade of "D" or better

This course offers a continuation of Elementary Chinese I, emphasizing the sounds, vocabulary, grammar, usage, characters and reading of the Chinese language. Students will develop more advanced conversational skills and cultural understanding. 5 hrs./wk.

FL 170

Elementary Japanese I (5 CR)

This course is an introduction to the sounds, vocabulary, grammar, usage and readings of the Japanese language. The emphasis will be on developing basic conversational skills. Cultural materials will be included. 5 hrs./wk.

FL 171

Elementary Japanese II (5 CR)

Prerequisite: FL 170 or one year of high school Japanese

A continuation of Elementary Japanese I, this course will emphasize the sounds, vocabulary, grammar, usage and reading of the Japanese language. The emphasis is on developing more advanced conversational skills and cultural understanding. 5 hrs./wk.

FL 175

Elementary Brazilian Portuguese I (5 CR)

In this basic course, students will study Portuguese grammar, conversation, composition and the culture of Brazil. 5 hrs./wk.

FL 176

Elementary Brazilian Portuguese II (5 CR)

Prerequisite: FL 175

This course will continue the presentation of the material introduced in Elementary Brazilian Portuguese I. Graded reading selections are added as a basis for conversation and composition in discussion periods. 5 hrs. lecture/wk.

FL 178

Intermediate Russian I (3 CR)

Prerequisite: FL 151 or two years of high school Russian

This course will emphasize vocabulary development and more advanced study of Russian grammar. Students will practice reading, listening comprehension, speaking and writing at the intermediate level. 3 hrs./wk.

FL 179

Intermediate Russian II (3 CR)

Prerequisite: FL 178 or three years of high school Russian

Students will study Russian language and culture that would prepare them to travel in a Russian-speaking country and engage in simple conversation with the citizens. 3 hrs./wk.

FL 180

Elementary American Sign Language I (3 CR)

This class will focus on the development of beginning American Sign Language communication skills. Comprehension skills and linguistic features of the language taught in context will be emphasized. 6 hrs. integrated lecture-lab/wk. FL 180 and INTR 120 are the same course. Do not enroll in both.

FL 181

Elementary American Sign Language II (3 CR)

Prerequisite: FL 180 or INTR 120

This course will focus on continued development of elementary American Sign Language skills beyond those taught in Elementary ASL I. Students will work on developing communication competencies, concentrating on comprehension and production skills. Information about the linguistic and cultural features will be included in the context of language learning experiences. 6 hrs. integrated lecture-lab/wk. FL 181 and INTR 121 are the same course. Do not enroll in both.

FL 190

Intermediate Japanese I (3 CR)

Prerequisite: FL 171 or two years of high school Japanese

This course is a continuation of the study of Japanese language and culture, emphasizing the sounds, vocabulary, grammar, usage and readings of the Japanese language. Emphasis will be on developing further advanced conversational skills by increasing vocabulary and variety of sentence patterns. Cultural understanding will also be stressed. 3 hrs/wk.

FL 191

Intermediate Japanese II (3 CR)

Prerequisite: FL 190 or three years of high school Japanese

This course is a continuation of the study of Japanese language and culture, emphasizing the sounds, vocabulary, grammar, usage and readings of the Japanese language. Emphasis will be on developing further advanced conversational skills by increasing vocabulary and variety of sentence patterns. Cultural understanding will also be stressed. 3 hrs. lecture/wk.

FL 192

Intermediate Chinese I (3 CR)

Prerequisite: FL 166 or equivalent

This course is a continuation of study of the Chinese language and culture, emphasizing the sounds, vocabulary, grammar, usage and readings of the Chinese language. Focus will be on developing more advanced conversational skills by increasing vocabulary and variety of sentence patterns. Cultural understanding will also be stressed. 3 hrs./wk.

FL 193

Intermediate Chinese II (3 CR)

Prerequisites: FL 192 or equivalent

This course is a continuation of study of the intermediate Chinese language and culture, emphasizing the sounds, vocabulary, grammar, usage and readings of the Chinese language. Focus will be on developing more advanced conversational skills by increasing vocabulary and variety of sentence patterns. Cultural understanding will also be stressed. 3 hrs. lecture/wk.

FL 205

Conversational Japanese (2 CR)

Prerequisite: FL 171 or two years of high school Japanese

This course is designed to enhance the ability of students to express themselves orally in Japanese through vocabulary building and reiteration of essential grammatical structures. The vocabulary will stress everyday situations and current events. 2 hrs. lecture/wk.

FL 220**Intermediate German I (3 CR)**

Prerequisite: FL 121 or two years of high school German

This class will emphasize vocabulary building and grammar review primarily through extensive reading of German texts. There will be additional practice in listening comprehension, speaking and writing. 3 hrs./wk.

FL 221**Intermediate German II (3 CR)**

Prerequisite: FL 220 or three years of high school German

This class will further expand the mastery of German vocabulary and structure through extensive reading of more advanced texts with additional practice in listening comprehension, speaking and writing. 3 hrs./wk.

FL 223**Conversational German (2 CR)**

Prerequisite: FL 121 or two years of high school German

By applying vocabulary and structures presented in the text and handouts and by applying knowledge gained in a systematic review of German, the successful student will be able to communicate in German in situations that typically arise while traveling in a German-speaking country. 2 hrs./wk.

FL 230**Intermediate Spanish I (3 CR)**

Prerequisite: FL 131 or two years of high school Spanish

This is a reading course designed to build vocabulary, increase understanding of Hispanic culture and increase speaking fluency. The course will include composition and conversation. 3 hrs./wk. Prerequisite: or two years of high school Spanish

FL 231**Intermediate Spanish II (3 CR)**

Prerequisite: FL 230 or three years of high school Spanish

Extensive study of Hispanic literature will be included in this class, along with advanced reading and grammar review. 3 hrs./wk.

FL 234**Conversational Spanish (2 CR)**

Prerequisite: FL 131 or two years of high school Spanish

This course is designed to enhance students' ability to express themselves orally in Spanish through vocabulary building and reiteration of essential grammatical structures. The vocabulary will stress everyday life situations and current events. 2 hrs./wk.

FL 240**Intermediate French I (3 CR)**

Prerequisite: FL 141 or two years of high school French

In this course, students begin a more in-depth study of French grammar and vocabulary as they improve their mastery of the four communicative skills (listening, speaking, reading and writing). Reading assignments (from literary, journalistic and Internet sources) will be more advanced and writing assignments will be more extensive at the Intermediate level. 3 hrs./wk.

FL 241**Intermediate French II (3 CR)**

Prerequisite: FL 240 or three years of high school French

In this class, students continue their in-depth study of French grammar and improvement of vocabulary. All four communication skills (listening, speaking, reading, and writing) continue to be emphasized as reading assignments, compositions, listening comprehension exercises and class discussion become more complex. 3 hrs./wk.

FL 243**Conversational French (2 CR)**

Prerequisite: FL 141 or two years of high school French

This course is designed to build spontaneous speaking ability. Everyday situations and current events will be discussed in class. 2 hrs./wk.

FL 246**Conversational Russian (2 CR)**

Prerequisite: FL 151 or two years of high school Russian

This course is designed to enhance students' ability to express themselves orally in Russian through vocabulary building and reiteration of essential grammatical structures. The vocabulary will stress everyday situations and current events. 2 hrs./wk.

FL 270**Intermediate American Sign Language I (3 CR)**

Prerequisite: FL 181 or INTR 121

This course will focus on the development of intermediate American Sign Language communication skills. Emphasis will be on teaching in context comprehension skills and linguistic features of the language. 6 hrs. lecture-lab/wk.
FL 270 and INTR 122 are the same course, do not enroll in both.

FL 271**Intermediate American Sign Language II (3 CR)**

Prerequisite: FL 270 or INTR 122

The study of intermediate American Sign Language will continue in this course. It is designed to further intermediate communication skills in American Sign Language. Information about the linguistic and cultural features will be included in the context of language learning experiences. 6 hrs. lecture/wk. FL 271 and INTR 123 are the same course, do not enroll in both.

FL 298**French Culture and Civilization (3 CR)**

In this travel-for-credit course, students will visit selected sites in France, where they will compare the French and U.S. languages, values, culture and institutions. Summer.

Game Development (GAME)

GAME 101

Computer Game Creation (4 CR)

This course is designed to present the skills and to provide the hands-on experience required to create computer games utilizing game development tools that require no programming. Typical game creation topics to be covered include 2D graphics, 3D modeling, music and sound effects. Typical tasks will include setting up a game development studio, manipulating graphics images, obtaining or creating sounds and music, installing and using various game development tools and working with pictures and animation. 3 hrs lecture, 1.5 hrs lab/wk.

GAME 110

Flash Gaming (4 CR)

This course is designed to present the skills and to provide the hands-on experience required to create computer games utilizing Flash MX 2004. Typical topics to be covered include 2D Coordinate systems, basic game physics, game trigonometry, motion techniques, collision detection, collision reaction, conservation of momentum and energy, and tile based worlds. Typical tasks include creation of angle conversion functions, projection functions, controlling speed, velocity, and acceleration, applying Newton's three laws of motion, effecting gravity and friction and creation of grid management systems. 3 hrs. lecture and 1.5 hrs. lab/wk.

GAME 130

Game Programming I - 2D (4 CR)

Prerequisite: CS 200 Prerequisite or corequisite: CIS 235

This course is designed to present the skills and to provide the hands-on experience required to create simple two-dimensional games utilizing C++ and the Windows environment. Typical game topics will include Windows programming, Graphics Device Interface (GDI), DirectX, sound, music and working with graphics. Typical tasks will include setting up the environment, creating several simple games, using music and sound in a game, and exercises that will highlight important game programming concepts. 3 hrs. lecture, 1.5 hrs. lab/wk.

GAME 150

Game Programming II - 2D (4 CR)

Prerequisite: CIS 235 and GAME 130 Prerequisite or corequisite: CS 250

This course is designed to present the skills and provide the hands-on experience required to create more complex two-dimensional games utilizing C++ and the Windows environment. Typical game topics will include algorithms, multithreading, artificial intelligence (AI) and physics modeling. Typical tasks will include creating several games, using advanced data structures and AI and exercises that will highlight important game programming concepts. 3 hrs. lecture, 1.5 hrs. lab/wk.

GAME 200

Game Design (3 CR)

Students will refer to the history of video games to describe the progression of development up to the modern forms of games available today. Students will critically analyze video games, identify and understand the thematic, visual,

systematic, and geographical elements that contribute to making a fun user experience. Abstract systems will be introduced at the beginning of the course and students will be invited to give their own examples. Models will be shown early as references for students when investigating specific video game structures later in the course. Students will develop a common lattice of "game design patterns" creating a common vocabulary and database. Creative habits and professional attitudes will be discussed. 3 hrs. lecture/wk.

Geoscience (GEOS)

GEOS 130

General Geology (5 CR)

In this introductory course the students will survey the geologic processes that form and shape the earth over geologic time using the models of the rock cycle, the hydrologic cycle and the tectonic cycle. In the laboratory they will conduct hands-on activities designed to enhance and reinforce the geologic concepts they have studied. 4 hrs. lecture, 3 hrs. lab/wk.

GEOS 140

Physical Geography (3 CR)

This course is a survey of the physical and environmental topics of geography, including the methods used to study them. The Earth as a system and the subsystems of the atmosphere, hydrosphere, lithosphere and biosphere constitute the major units of study. Students will acquire basic terminology that they will use to explain the earth, the atmosphere, the landscape, and the processes that occur on earth to change the landscape. Topics may include mapping with topographic maps and remote sensing; development and structure of the atmosphere; weather; water resources; climate; rock formation; mountain building; chemical and physical weathering; mass movement; soil formation; erosion, transportation and deposition by running water, wind, ice, currents, waves and tides; and the foundation that these processes build for the biosphere on earth. 3 hrs./wk.

GEOS 141

Physical Geography Lab (2 CR)

Prerequisite or Corequisite: GEOS 140 or the equivalent

Students in this course will practice their knowledge of physical geography through the collection and analysis of atmospheric data and the identification and interpretation of landforms and biological patterns as depicted on topographic maps and remotely sensed imagery. 4 hrs. lab/wk.

GEOS 145

World Regional Geography (3 CR)

In this introductory course, the student will first review the basic theories of the discipline of geography, the relationship of world population and resources and the factors affecting development. Next, the student will survey the major regions of the world to identify each region's distinguishing geographic characteristics, summarize its past development and explain the key issues affecting the region's future development. 3 hrs. lecture/wk.

Graphic Design (GDES)

GDES 120

Introduction to Graphic Design (3 CR)

This course is designed to acquaint the student with the various aspects of the graphic design field. Topics include the ways in which visual messages are used in society, the skills needed by a graphic designer and the potential areas of specialization and employment. This class will have guest speakers from the field of graphic design. Emphasis will be on assisting the student to make an informed decision about graphic design as a career. 3 hrs. lecture/wk.

GDES 130

Drawing and Media Methods 1 (3 CR)

Prerequisite: ART 124 and GDES 120 or CD 120

This course will provide instruction in perceptual techniques, perspective theory and drawing process methods that relate to the visual analysis of the three-dimensional forms drawn from life. Focus will be on the application of theory, processes and techniques to attain structural accuracy and the illusion of three-dimensional form on a two-dimensional surface. 6 hrs. lecture and studio/wk.

GDES 131

Drawing and Media Methods 2 (3 CR)

Prerequisite: GDES 130 or CD 130

This course is a continuation of Drawing and Media Methods I, with emphasis on the creative application of perspective theory, perceptual skill and drawing methods. Drawing methods and rendering techniques will be applied to visual problem-solving processes and the communication of design concepts. 6 hrs. lecture studio/wk.

GDES 132

Typography (3 CR)

Prerequisite: ART 124 and GDES 120 or CD 120 and CDTP 131

This course will provide instruction in the basic principles of contemporary typographic design. Information concerning typography, from traditional letterpress through digital type design and typesetting, will be included. The course content will emphasize effective methods of communicating to a mass audience through the printed letter, word, line and page. 6 hrs. lecture and studio/wk.

GDES 134

Layout Design (3 CR)

Prerequisite: GDES 132 or CD 132

This course will provide a basic study of layout elements. Students will acquire the skills necessary to produce layouts. These skills include photographic indication techniques, comp lettering, advertising and editorial grid systems and electronic page design. This course is typically offered in the spring semester only. 6 hrs. lecture and studio/wk.

GDES 140

Technical Processes (3 CR)

Prerequisite: PHOT 121

This course covers digital prepress applications, scanning, image manipulation and color output devices. The transition from conventional to digital production will be covered. Proper usage of peripheral equipment will be emphasized. 6 hrs. lecture and studio/wk.

GDES 230**Drawing and Media Methods 3 (3 CR)**

Prerequisite: GDES 131 or CD 131 and GDES 132 or CD 132 and GDES 134 or CD 134

This course will provide an understanding of the application of illustration to graphic design. Visual problem-solving processes will be further developed through problems in image composition emphasizing expressive communication. Techniques in traditional and digital media are explored. 6 hrs. lecture and studio/wk.

GDES 231**Advanced Typography (3 CR)**

Prerequisite: GDES 134 or CD 134

This course is a continuation of Layout Design. Emphasis will be on typographic solutions that explore verbal/visual messages. Projects include designs for publication, such as posters, brochures, packaging and graphic campaigns. Typography as a functional and experimental medium will be stressed. Design problem-solving for a diverse range of specifications, including audience, client needs and budget constraints, are included. Traditional and digital tools will be incorporated to produce comprehensives. This course is typically offered in the fall semester only. 6 hrs. lecture and studio/wk.

GDES 235**Production Methods (3 CR)**

Prerequisite: GDES 134 or CD 134 and GDES 140 or CD 140

This course will provide the fundamentals of preparing art for reproduction. Traditional camera-ready art techniques and digital prepress production methods will be emphasized. This course is typically offered in the fall semester only. 6 hrs. lecture and studio/wk.

GDES 236**Electronic Production (3 CR)**

Prerequisite: GDES 230 or CD 230 and GDES 231 or CD 231 and GDES 235 or CD 235 and either PHOT 123 or CIM 135

This course is a continuation of the Production Methods course, providing experience in digital prepress and electronic production techniques. The student will apply production skills to problems of professional scope and complexity, including specialty processes, trapping and color separation. Preparation of graphic files for screen presentation and for the Web will be explored. This course is typically offered in the spring semester only. 6 hrs. lecture and studio/wk.

GDES 244**Communication Systems (3 CR)**

Prerequisite: GDES 230 or CD 230 GDES 231 or CD 231 and GDES 235 or CD 235 and either CIM 135 or PHOT 123

This course will explore the scope and potential of graphic design as a vehicle for visual communication in contemporary society. Signs and symbols, as well as communicative power of typographic, hand graphic and photographic modes, will be studied. Traditional and electronic methods will be used to develop projects. This course is typically offered in the spring semester only. 6 hrs. lecture and studio/wk.

GDES 245**Advanced Design Practice (3 CR)**

Prerequisite: GDES 230 or CD 230 and GDES 231 or CD 231 and GDES 235 or CD 235 and either CIM 135 or PHOT 123

This course will focus on the use of the student's total design capability and technical knowledge in solving graphic design problems of professional scope and complexity. Students will have the opportunity to work with three art directors and produce three professional projects for potential inclusion in their portfolios. This course is typically offered in the spring semester only. 6 hrs. lecture and studio/wk.

GDES 272

Professional Preparation (3 CR)

Prerequisite: GDES 231 or CD 231 and GDES 235 or CD 235 and GDES 230 or CD 230 and PHOT 123 or CIM 135 Prerequisite: The student must have completed all required studio courses in the graphic design program prior to the semester for which he or she is enrolling in this course or be co-enrolled in all fourth-semester studio courses.

This course will provide graphic design majors instruction in the organization and presentation of his or her work in a portfolio format of professional quality. A portfolio, digital portfolio archive, self promo, resume and business ensemble will be produced. Instruction in interviewing techniques and employment searches will also be provided. 6 hrs. lecture and studio/wk.

GDES 275

Graphic Design Internship (1 CR)

Prerequisite: Graphic design faculty review committee approval

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the graphic design program. Student interns will complete a minimum of 180 hours on the job and will be compensated with at least the minimum hourly wage.

Health Care (HC)

HC 101

Introduction to Health Care Delivery (3 CR)

This course is an introduction to the health care delivery system with an overview of health careers and the roles and responsibilities of members of the health care team. Emphasis will be on how to work within a health care team, effective communication skills, professional safety and workplace skills, and legal and ethical rights and responsibilities of patients and health care workers. 3 hrs. lecture/wk.

HC 125

International Awareness Field Study (2 CR)

This is a service-learning course. While partnering with a not-for-profit agency, teams of students will deliver service to a community in a developing country that suffers from extreme poverty. The service provided will vary depending on the identified needs of the community. While serving in the developing country, students will gain an understanding of the culture, language and health status of the people. Students will be exposed to the social, political and economic aspects of life that shape the community. Prior to travel, students are required to attend preparation meetings, fundraise and participate in a local service project. sixteen hrs. lecture, forty hrs. field study

Health Information Technology (KMRT)

KMRT 101

Introduction to the Health Information Technology Profession (2 CR)

Orientation to the medical records profession and the supporting professional organization. History and evolution of health care delivery, facilities, and practitioners. Supervisory functions of the medical record department. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 102

Health Records Systems, Analysis and Control (3.5 CR)

Content, storage, retrieval, control, and retention of medical records, especially hospital records. Forms design and control, microfilming, and computer applications for medical record departments. 2.5 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 103

Medical Terminology for Health Records (3 CR)

Professional language of medicine. Analysis of medical terms by roots and combining forms. Disease processes, diagnostic and operative procedures for each system of the body. Selected medical specialties. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 106

Health Care Statistics (3 CR)

Prerequisite: KMRT 102 or approval of instructor.

Vital health statistics, their uses and values. Abstracting and analysis of data from medical records, collection of data from other sources, and methods of presenting the information. 2.5 hrs. lecture, 1 hr. lab/ wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 108

Legal Aspects of Medical Records (2 CR)

KMRT 102 or approval of the instructor.

Legal principles applied to the health care professions. Confidentiality of the medical record, informed consent, the medical record as a legal document, release of clinical information, response to subpoena, and testimony. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 109

Directed Practice I (2.5 CR)

Prerequisite: BIOL 144 and KMRT 102.

Supervised on-the-job training in a medical records department. Supervised discussion of clinical experiences. 2 hrs. lab, 3 hrs. field studies/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 110

Pharmacology (1.5 CR)

Prerequisite: BIOL 144 and KMRT 103.

Introduction to basic pharmacology with a body systems approach to disease. 1 hr. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 111

Intro to Medical Insurance and Office Procedures (1.5 CR)

Prerequisite: KMRT 103.

An overview of medical office systems and administrative procedures, with emphasis on insurance billing, compliance with regulatory agencies, and technology tools including medical transcription. 1 hr. lecture, 1 hr. lab /wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 200

Introduction to Classification Systems (1 CR)

Classification systems used to organize clinical data in health care. The ICD-9-CM classification system will be introduced. 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 201

Quality Management (3 CR)

Prerequisite: KMRT 108 or approval of instructor.

Methods of assessing and improving quality in a health care setting. Concept of continuous quality improvement. Compliance with guidelines of regulatory and accrediting agencies. 2.5 hrs. lecture, 1 lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 202

Class. Systms/Nomenclatures/Indexes & Registers I (4 CR)

Prerequisite: KMRT 200.

Nomenclatures and classification systems for coding and indexing diagnoses and procedures with special emphasis on ICD-9-CM. 2.5 hrs. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 203

Directed Practice II (2 CR)

Prerequisite: KMRT 202 with a grade of C or better or concurrent enrollment in KMRT 202.

Supervised learning experience in a medical records department under the direction of a credentialed professional involving a variety of procedures including coding and abstracting health information, medical transcription, and release of information. Supervised discussion of clinical experiences. 1 hr. lab, 3 hrs. field studies/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 206

Specialized Health Records Systems (2 CR)

Specialized health care systems. Record maintenance. Requirements of accrediting and regulating agencies. Specialized health information registers. 2 hrs. lecture /wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 207

Class. System/Nomenclature/Index & Register II (3 CR)

Prerequisite: BIOL 144 and KMRT 202.

Nomenclatures and classification system for coding and indexing diagnoses and procedures with emphasis on specialized health care record systems. Impact of DRGs on the coding function. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 208

Directed Practice III (2 CR)

Prerequisite: KMRT 203.

Supervised on-the-job instruction about health record systems in specialized health care facilities. Supervised discussion of directed practice experiences. 2 hrs. lab, 2 hrs. field studies. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 210

Classif Systems & Nomenclatures/Ambulatory Care (3 CR)

Prerequisites: KMRT 200 and BIOL 108/PVCC with a grade of "C" or better or concurrent enrollment in BIOL 108.

Outpatient coding, classification, and payment systems. Assignment of CPT-4 codes to procedures and services. Common outpatient procedures. Role of the health information technologist in ambulatory coding & billing. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KMRT 211

Organization & Administration in Health Informat (3 CR)

Prerequisite: KMRT 201, 202, and 203

General principles of management and organization as applied to health information settings. Budget development and control, personnel recruitment and retention, performance appraisal, and progressive discipline. Office design, productivity monitoring, work simplification, job analysis and job descriptions, and quality management. 2.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of health information technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

Health Occupations (AVHO)

AVHO 102

Certified Nurse Aide

Prerequisite: COMPASS reading test, or successful completion of Composition I

This course provides classroom and clinical instruction for the primary care of clients in long-term and acute-care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning and safe transfer of clients. The class prepares and schedules the student to take the Kansas CNA examination. In-state tuition and fees \$180 total. Out-of-state tuition and fees \$790 total. 96 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 103

Certified Nurse Aide Refresher Course

Prerequisite: Kansas CNA Certification

This 10 hour CNA refresher course provides both classroom and laboratory experience to update the inactive CNA. The student will discuss the nurse aide's responsibility in current health care system and the importance of resident's rights. The student will demonstrate safety measures, infection control procedures, personal care skills, measurement of vital signs and transfers, positioning and turning. In-state tuition \$30 total. Out-of-state tuition \$93 total. 10 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 104

Certified Medication Aide

Prerequisite: Appropriate test score Prerequisite: Proof of Kansas CNA certification or having completed the State CNA examination and awaiting results. If CNA examination results are not satisfactory, the student must withdraw from the CMA course. Documentation of current TB skin test - negative results within the last year. Current CPR for Health Care Professionals

This course includes the development of knowledge related to many commonly prescribed medications. Students will learn the classification, side effects and techniques of administration, including preparation and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated. Students will be scheduled to take the Kansas CMA examination. In-state tuition and fees \$170 total. Out-of-state tuition and fees \$678 total. 80 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 106

Home Health Aide

Prerequisite: Proof of Kansas CNA certification and appropriate test score

This course provides the student with information necessary for nutritional meal planning, task modification, emotional support and personal service to clients and families needing health care assistance at home. Students will be scheduled to take the Kansas HHA certification examination. In-state tuition and fees \$90 total. Out-of-state tuition and fees \$224 total. 21 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 108 Certified Medication Aide Update

Prerequisite: Proof of Kansas CMA certification

This course meets the continuing education requirements for licensed Certified Medication Aides. The course includes review of commonly used drugs and their interactions with foods and other drugs. Also included are discussions of legal implications and regulations related to administration and record keeping, biological effects of medications on the elderly and a review of basic safety principles. In-state tuition \$30 total. Out-of-state tuition \$93 total. 10 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information. The credit reflected in this course is for transcript reporting, recording and transfer only.

AVHO 110 CPR for Health Care Providers

This course includes discussion of the cardiac and respiratory systems. The student will demonstrate CPR skills and airway obstruction techniques. With successful completion of this course, the student will receive Basic Rescuer level (Health Care Provider) affirmation. In-state tuition \$35 total. Out-of-state tuition \$86 total. 8 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 112 Rehabilitative Aide

Prerequisite: Proof of Kansas CNA certification

This course includes both classroom and laboratory instruction for the aging process as well as the role of the rehabilitative aide as a member of the health care team. Students learn the skills required to enhance the mobility of elderly residents in long-term care as well as the skills required to care for residents with special needs. A certificate from the college will be issued. In-state tuition \$80 total. Out-of-state tuition \$284 total. 32 contact hrs. For additional information go to the jccc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

AVHO 115 I V Therapy For LPNs

Prerequisite: Proof of Kansas LPN licensure Present evidence of personal liability insurance at the time of application for admission to the program, and maintain throughout the clinical practicum. Maintenance of current CPR certification for the duration of the course. Evidence of negative TB test or chest X-ray within the past year.

This course provides review of basic physiology of the circulatory system and instruction in principles of site selection for veins appropriate for I.V. therapy. This

course meets the Kansas requirements for LPNs seeking certification in I.V. therapy. In-state tuition and fees \$200 total. Out-of-state tuition and fees \$506 total. 48 contact hrs. For additional information go to the jcc.net web page: click on classes; click on credit class search; click the semester; course prefix is AVHO Health Occupations. Click on CRN number for information.

Heating,Vent.,Air Conditioning (HVAC)

HVAC 121

Basic Principles of HVAC (4 CR)

Prerequisite or corequisite: HVAC 123

This is a beginning course in heating, ventilation and air conditioning technology that is appropriate for HVAC majors and other interested students. Upon successful completion of this course, the student should be able to identify the function of the basic components of an air-conditioning system. Topics will include heat laws, refrigerants, oils and refrigeration cycles of residential and light commercial systems. In the lab, students will design, assemble and operate a working refrigeration system. Competencies will include brazing, wiring, evacuating and charging a system. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 123

Electromechanical Systems (4 CR)

This is a beginning course in electrical theory that is required for HVAC, electrical and power plant technology, but is appropriate for all interested students. Common components found in the HVAC industry are used to develop these skills. Upon successful completion of this course, the student should be able to identify electrical components and their relationships to the various repair and troubleshooting techniques. The materials in this course will prove useful to service technicians whose background in electricity is limited. The course includes material from basic electrical theory to troubleshooting complex electrical circuits. This course will provide practice in application of electrical theory as well as in the interconnection of components of heating and cooling systems. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 124

Equipment Selection and Duct Design (4 CR)

Prerequisites: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify techniques and procedures used in the residential construction industry to determine proper sizing of HVAC equipment and ducts to meet the requirements for a high-quality, comfortable climate in terms of heating, cooling, humidifying, dehumidifying, ventilation and air cleaning or filtering. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 125

Energy Alternatives (2 CR)

Upon successful completion of this course, the student should be able to identify diverse methods of alternate energy production. Some of the technologies that will be discussed are wind energy, photoelectric energy, nuclear energy, hydroelectric energy, biomass and alternate fuel vehicles. Students will understand the advantages of using various alternate energy technologies, the effects or by-products of each and the problems that might be encountered. Some student research will be included in the context of the course. Emphasis will be on the

most promising or effective alternate energy technologies available. 2 hrs. lecture/wk.

HVAC 127

Residential Systems: Heating (4 CR)

Prerequisites: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify all the components and accessories and their relation to the functions of residential heating systems. Topics covered will be natural gas, propane, oil, forced air and hydronic-types of equipment. Emphasis will be on the electrical diagrams and mechanical principles of operation of these systems. Practical instruction in service diagnosis procedures and techniques for efficient operation, maintenance, troubleshooting and repair of these systems make up the lab portion of the course. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 137

Residential Systems: Air Conditioning (4 CR)

Prerequisite: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify all the components and accessories and their relation to the functions of residential air conditioning systems. Topics covered will include electric and natural gas air conditioner condensing units, metering devices, evaporation coils, and refrigerants. Electrical diagrams, psychrometric charts and techniques for efficient operation, maintenance, troubleshooting and repair of these systems make up the laboratory portion of the course. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 143

Reading Blueprints and Ladder Diagrams (2 CR)

Upon successful completion of this course, the student should be able to identify all types of industrial plant blueprints. Included will be a discussion of machine parts and drawings as well as hydraulic, pneumatic, piping and plumbing, electrical, air conditioning and refrigeration drawings. Sketching used in industrial plants will be covered. A portion of the course will cover the types and use of ladder logic and various components such as input, output and diagrams. The structure, symbols and terminology of ladder logic diagrams will be introduced. Logic and decision-making functions are presented, along with practice in creating ladder logic diagrams. 2 hrs. lecture/wk.

HVAC 146

Plumbing Systems Applications (3 CR)

Upon successful completion of this course, the student should be able to demonstrate familiarity with many aspects of fuel gas piping, gas appliance venting, water heater installations, combustion air requirements and proper piping techniques. Classroom lectures center on methods for proper sizing of both fuel gas piping and vent sizing with emphasis on interpretation of both the Uniform Plumbing Code and the National Fuel Gas Code. There will be an emphasis on combustion air requirements. Laboratory competencies will include identification of materials and proper installation methods of fuel gas lines, vent piping systems and copper water line connections. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

HVAC 148

HVAC Installation and Start-up Procedures (3 CR)

Prerequisites: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify techniques and procedures to install new systems, retrofit systems and do an initial start-up, check-out furnaces and air conditioners. Topics will include electrical requirements, flue appliance location, permit and inspections, combustion air, sheet metal ducts, and mechanical standards. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

HVAC 150

Refrigerant Management and Certification (1 CR)

Upon successful completion of this course, the student should have knowledge and confidence necessary to pass the EPA Refrigerant Certification exam and properly, efficiently and responsibly handle refrigerants as set forth in the Clean Air Act of 1990. 1 hr. lecture/wk.

HVAC 155

Workplace Skills (1 CR)

Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the field of their choice. Topics included listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics, career planning and resume building. 1 hr. lecture/wk.

HVAC 167

Sheet Metal Layout and Fabrication (3 CR)

Upon successful completion of this course, the student should be able to identify the components, equipment and operation for sheet metal layout and fabrication. Practice problems are included at the end of each unit in order to provide the student with an opportunity to apply the methods attained by sheet metal layout. Shop facilities are available. The patterns will be fabricated and joined into a line of fittings. This gives the most complete test of pattern accuracy and also provides the experience needed by a competent layout person. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

HVAC 221

Commercial Systems: Air Conditioning (4 CR)

Prerequisites: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify cooling systems used in commercial, institutional and industrial applications. Types of equipment include reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Topics also include psychometrics, pressure-enthalpy diagrams and commercial load calculations, evacuation and charging. 3 hrs. lecture, 3 hrs lab/wk.

HVAC 223

Commercial Systems: Heating (4 CR)

Prerequisite: HVAC 123

Upon successful completion of this course, the student should be able to identify large heating systems used in commercial, institutional and industrial applications. Types of equipment include hot water, low-pressure and high-pressure steam

boilers; auxiliary, safety and flame safeguard controls; steam traps; condensate return; and water treatment systems. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 229

Advanced Control Systems (4 CR)

Prerequisite: HVAC 123 and HVAC 121

Upon successful completion of this course, the student should be able to identify the components and theory in electronic, pneumatic and direct digital control systems as they apply to HVAC systems. This course will reinforce and build on those competencies learned in HVAC 123 and HVAC 121. Classroom lectures will center on components, wiring diagrams, calibration and sequences of operation, system components, theory of operation, wiring diagrams and installation methods. Laboratory competencies include identification, calibration, maintenance and problem diagnosis of pneumatic, electronic and DDC systems, thermostat controllers and their related sensors/transmitters. Students will program a complete building energy management system. Interactive instructional media will be used in this course. 3 hrs. lecture, 3 hrs. lab/wk

HVAC 231

HVAC Rooftop Units (3 CR)

Prerequisites: HVAC 121 and HVAC 123

Topics will include electrical controls and economizers of various rooftop units, roof curbs, installation, service, diagnosis, evacuation and charging of typical light commercial rooftop units. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 2 hrs. lecture, 3 hrs. lab/wk.

HVAC 235

Residential Heat Pump Systems (4 CR)

Prerequisites: HVAC 121 and HVAC 123

Upon successful completion of this course, the student should be able to identify the function of all components and accessories of all electric and dual heat pump systems. Topics will include electric heat and heat pump fundamentals, principles and applications; refrigerant flow controls; defrost cycle controls; heat pump thermostats; indoor air distribution; dual fuel controls; and change-over stats. Emphasis will be on the electrical diagrams and mechanical principles of operation. These systems, as well as practical instruction in service and diagram procedures and techniques for the efficient operation, maintenance, troubleshooting and repair of these systems, will make up the lab portion of the course. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 3 hrs. lecture, 3 hrs. lab/wk.

HVAC 271

HVAC Internship (3 CR)

Prerequisite: Career Program Facilitator Approval Required

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 1 hr. lecture, minimum 15 hrs. on-the-job training/wk.

History (HIST)

HIST 120

Local and Kansas History (3 CR)

This course introduces students to the history of Kansas from the beginning of the Late Ceramic Period (1500) to the present. Emphasis will be on the examination of the living patterns of the various peoples who have inhabited the region during this time frame. This course will also analyze the social and economic factors and political objectives that transformed the central plains from the domain of the bison-hunting Plains Indian to a society based in a market-agricultural economy. 3 hrs./wk.

HIST 125

Western Civilization: Readings and Discussion I (3 CR)

The course explores the major developments, ideas and personalities that have shaped Western civilization. Organized around a readings and discussion format, students engage some of the world's most provocative and influential literature. Western Civilization I begins with the ancient cultures of the Middle East, Greece and Rome and follows the development of Western thought from the medieval period to the Renaissance and Reformation. 3 hrs./wk. It is not necessary to take HIST 125 before HIST 126.

HIST 126

Western Civilization: Readings and Discussion II (3 CR)

The course explores the major developments, ideas and personalities that, for the past 500 years, have shaped Western civilization. Organized around a readings and discussion format, the course allows students to engage some of the world's most provocative and influential literature. Western Civilization II begins with the three revolutions that define modernity - Scientific, French, and Industrial. The course also highlights the new ideologies of the 19th century and more recent themes of modernization and the cultural crisis of the 20th century. It is not necessary to take HIST 125 before HIST 126.

HIST 130

European History From 1750 (3 CR)

This course covers the major political, intellectual, and economic and social developments in Europe from the end of the 18th century to the present, including modern political ideologies, major wars, the growth of strong governments, the effect of modern science on social and political thought, the Industrial Revolution, the creation of large middle classes, and the effect of modern technology. 3 hrs./wk.

HIST 132

History of Africa (3 CR)

This course introduces students to the history of Africa until the present. It emphasizes the fundamental characteristics and long-term developments in the evolution of African political and socioeconomic institutions. 3 hrs./wk.

HIST 135

Eastern Civilization (3 CR)

This course is an introduction to the societies and cultures of Asia. Through lectures, readings and discussions, the course will focus on aspects of the history, politics, art, literature and economics of China, Japan and India. The major traditional themes and concepts of these civilizations will be stressed. 3 hrs. /wk.

HIST 137**African American Studies (3 CR)**

This course surveys the major themes and developments in African-American culture and history from the colonial period to the present. The course is divided into three five-week segments. Each segment relates to a historical period; slave, post-emancipation and contemporary. Each segment also permits a flexible, interdisciplinary approach that will include literature, fine arts and the social sciences. 3 hrs. lecture/wk.

HIST 140**U.S. History to 1877 (3 CR)**

This survey course in U.S. history will emphasize developments and trends in American society from the early period of discovery and settlement through Reconstruction. Topics will include the Colonial era, the Revolutionary period, the Federalist era, the expansion of the Republic during the mid-19th century, and the Civil War and Reconstruction. The emphasis will be on analysis and interpretation of these developments. 3 hrs./wk.

HIST 141**U.S. History Since 1877 (3 CR)**

This survey course will emphasize developments and trends in American society from the 1870s to the late twentieth century. Topics will include the Reconstruction era, industrialization, immigration, reform movements, World Wars I and II, social and cultural trends, and foreign policy. Emphasis will be on analysis and interpretation of these developments. 3 hrs./wk.

HIST 151**World History I: Traditional World (3 CR)**

This course provides students an introduction to the history of the major world civilizations up to approximately 1500. Upon successful completion of the course, students will be able to identify the major political, social, economic and technical developments in the histories of Egypt, Mesopotamia, other Near Eastern civilizations, Rome, Greece, India, China, sub-Saharan Africa, pre-Columbian America and medieval Europe. Students will be able to define the concept of a traditional, as opposed to a modern, society. They will be able to compare these societies with each another and with the modern society of the contemporary United States. 3 hrs. lecture/wk.

HIST 152**World History II: Modern World (3 CR)**

This course provides students an introduction to the history of the world since approximately 1500. Upon successful completion, students will be able to describe and analyze the development of modernism, which occurred first in the West, including the scientific revolution, secularism, industrialism and the rise of new political ideologies. They will be able to trace the expansion of modernization in both the Western and non-Western worlds and the response to modernism in non-Western countries. 3 hrs. lecture/wk.

HIST 160**Modern Russian History (3 CR)**

This course examines three centuries of the social, political, economic and cultural forces shaping Russian history, beginning with a survey of the events that place Russia outside the Western historical tradition. 3 hrs./wk. This course is typically offered in the fall semester.

HIST 162**Modern Latin America (3 CR)**

This course is an examination of the economic, social, political and cultural history of Latin America since independence. Regional identities, such as Central America, and independent national states, such as Cuba and Mexico, are explored. Literary and intellectual trends together with contemporary popular culture are featured in the course. 3 hrs./wk.

HIST 164**Japan: Changing Tradition (3 CR)**

This self-paced course explores Japanese history, politics and economics from the early days of the Tokugawa regime from 1500 to the present. The thrust of the course is geared to exploring the themes that permeate the Japanese experience over the past two centuries.

Home Economics (HMEC)

HMEC 151**Nutrition and Meal Planning (3 CR)**

This course covers the basic food groups, their use in meal planning, their functions and their nutritional values. In addition to the current trends in eating, this course covers diets and exercise, as well as fad diets, life-cycle nutritional needs, and the effects of nutrient intake on growth and development. This is a required course for the food and beverage program and the chef apprenticeship program. 3 hrs./wk.

Honors Program (HON)

HON 250**Honors Forum: In Search of Solutions (3 CR)**

This course will focus on two topics during the semester and how those topics affect the local, national and global communities. The course complements other courses in the curriculum by applying the dual emphases of specific content and skill development to the areas of interaction, analysis, synthesis and conflict resolution. Students will study each issue in a historical and contemporary context, develop a greater understanding of the issues, and take a position on the issues. This position will be subjected to further challenge and dialogue. In this course, the process of reflecting, researching, analyzing and evaluating are as important as content. As points of view concerning the issue are developed, the students must articulate and defend these viewpoints as they are challenged by others and make judgments among alternative options. The first topic is selected by the faculty members, then midway through the semester, the students will select the second topic. This course will require students to use many forms of research, including the Internet and electronic databases. In addition, students will be expected to use e-mail for sharing information with classmates and instructors.

Horticulture (HORT)

HORT 115**Home Horticulture (2 CR)**

This course provides basic knowledge for the design and management of home lawns, flower and vegetable gardens, and landscape trees and shrubs. Students will learn basic plant anatomy and physiology concepts; how to recognize some common plant deficiency symptoms; the use of fertilizers and pesticides;

identification of some common trees, shrubs and garden plants; and the major considerations of good landscape design. 1 hr. lecture, 2 hrs. lab/wk.

HORT 120

Introduction to Urban Agribusiness (3 CR)

This is a general survey course for students who wish to learn more about the broad field of agribusiness. Particular emphasis is on the many facets of landscape and grounds management. Career areas that will be covered are interior landscaping, greenhouse management, the position of pesticide applicators' and

HORT 130

Landscape Design and Maintenance (3 CR)

This course is designed to familiarize students with aspects of landscape design, plant selection and maintenance. Upon completion, the student will be able analyze both the site and the preferences of the person requesting the design. The student will be introduced to the concepts and principles of landscape design as well as the walls and ceilings of the outdoor room or landscape. The course will cover form, texture and color in both plant selection and embellishments. The student will learn how to complete and apply a landscape design and make a hand drawing as well as be introduced to the concept, application and procedures of computer-aided design. 3 hrs. lecture/wk.

HORT 140

Turf Management I (3 CR)

This course is designed to familiarize students with all the major cool- and warm-season turfgrasses as well as with the adaptation and tolerances, cultural management, and major disease and insect pests of each major category of turfgrass. Upon successful completion of this course, students should demonstrate the ability to properly identify the major categories of turfgrass and to establish a turfgrass based on their knowledge of seeding, sodding, sprigging, plugging and past establishment procedures. Students should also be able to develop a pest and disease control program for each major category of turfgrass. 3 hrs./wk.

HORT 150

Fruits, Vegetables and Herb Crops (2 CR)

This course is designed to familiarize garden center employees with the plant materials and production of crops many homeowners use and grow. This course will help the employee answer many homeowner questions about production, varieties and potential crop problems. Home hobbyists may also wish to enroll in this course. 1 hr. lecture, 2 hrs. lab/wk.

HORT 160

Garden Center Operations (3 CR)

This course is designed for garden center employees and provides background on the elements necessary for success in a competitive retail environment. The business organization is emphasized, including environmental monitoring, selling, inventory issues, merchandising, advertising, cost effectiveness, labor/team relationships and customer service. In addition, safety and legal issues are examined. 3 hrs. lecture/wk.

HORT 201

Introduction to Horticultural Science (4 CR)

Prerequisite: High school biology

This is an introduction to the principles and practices of horticultural plant systems. Plant structure and function will be discussed, along with the effects of environmental factors on plant growth. General cultural practices will be described, including pest control, mineral nutrition and plant propagation. 3 hrs. lecture, 2 hrs. lab/wk.

HORT 205
Plant Propagation (3 CR)

Prerequisite: HORT 201

This course provides basic knowledge of the art and science of sexual and asexual methods of propagating plants. Students study the processes of seed development, seed dormancy, germination, root initiation and grafting. Students will learn basic seed sowing, cutting and grafting skills. The students will be able to demonstrate the selection of appropriate propagation methods and choose the proper environmental conditions necessary to achieve successful propagation of seeds or cuttings. 2 hrs. lecture, 2 hrs. lab/wk.

HORT 210
Concepts of Floral Design (3 CR)

This is an introductory course for students to learn the design basics of flower arranging. The course will help the students develop an eye for color combinations, flow of lines, balance, geometric shapes and textures in materials used, mechanics of design, customer perspectives and the post-harvest care of floral materials. 2 hrs. lecture, 3 hrs. lab/wk.

HORT 214
Woody Plants I, Deciduous (3 CR)

This course will assist the grounds maintenance employee, landscaper, garden center employee and home hobbyist in identifying plant materials used in the landscape. This class places emphasis on deciduous trees sold in garden centers and used in climatic zones 5 and 6. Plant uses, specific characteristics, cultivation, seasonal effects and influences that affect plant choices will be taught. 2 hrs. lecture, 3 hrs. lab/wk.

HORT 215
Woody Plants II, Evergreens (3 CR)

This course will assist the grounds maintenance employee, landscaper, garden center employee and home hobbyist in identifying evergreen trees and shrubs and flowering shrubs sold in garden centers used in climatic zones 5 and 6. The plant uses, specific characteristics, plant cultivation, seasonal effects, influences that affect plant choices and customer services attributes will be taught. 2 hrs. lecture, 3 hrs. lab/wk.

HORT 220
Herbaceous Plants (3 CR)

This course will focus on the identification and uses of perennials, annuals, bulbs, ground covers and vines. The course will assist the grounds maintenance employee, landscaper, garden center employee and home hobbyist in identifying and selecting herbaceous plant materials used in the landscape. Culture and care will be covered, with additional emphasis on uses and maintenance. The student will also cover the more creative aspects of landscape enhancement and uses of herbaceous plants in garden design. 2 hrs. lecture, 3 hrs. lab/wk.

HORT 225**Plant Problems (3 CR)**

Prerequisites: HORT 214 and HORT 220 or permission of assistant dean

This course is a broad-spectrum overview of plant insects diseases and nutrition. Students will look at plants to identify the common characteristics found when diagnosing plant problems. Identification, treatment and treatment alternatives will be considered to help customers make diagnostic decisions for the use of chemicals and integrated pest management techniques (IPM). 2 hrs. lecture, 3 hrs. lab/wk.

HORT 230**Landscape Maintenance Techniques (4 CR)**

Prerequisite and/or corequisite: HORT 225

This course prepares garden center and lawn care professionals for the total care of the landscape. Mowing, edging, pruning techniques, fertilization, watering, spray schedules and weed control will be covered. Mulches, construction materials and equipment used in maintaining landscapes and seasonal enhancements are examined as they pertain to the landscape. Irrigation systems repair and maintenance for residential and commercial landscapes will be discussed. In addition, the student will learn to design preventive strategies and identify and examine disease and insect damage as well as maintain good customer relations. 3 hrs. lecture, 3 hrs. lab/wk.

HORT 240**Turfgrass Management II (3 CR)**

Prerequisite: HORT 140

More specific information is provided on turfgrass management. Topics include green construction, top dressing, sprayer calibration, management programs (e.g., setting up a lawn care program) and the influence environment has on turfgrass growth. 3 hrs. lecture/wk.

HORT 255**Landscape Pest Control (3 CR)**

This course will explore the general concepts of turf and ornamental maintenance and pest control in the local area. The student will become familiar with federal and state regulations pertaining to horticulture chemical application. Upon completion of this course, the student should be prepared to take the Kansas or Missouri licensing examination to become a certified applicator of restricted horticultural pesticides and herbicides. 3 hrs. lecture/wk.

Hospitality Management (HMGT)

HMGT 120**Food Service Sanitation (1 CR)**

This course covers the basic principles of providing and serving safe food. It also provides the student with safe food-handling procedures necessary to manage a sanitary and safe food service operation in compliance with the National Food code and the National Restaurant Association. The successful completion of the Serv Safe Sanitation exam will result in a national sanitation certification. 1 hr. lecture/wk.

HMGT 121**Perspectives of Hospitality Management (3 CR)**

This introductory course is designed to provide students with current information on topics relevant to career exploration, employment and operational specifics of the various segments of the hospitality industry. The course includes exploration of the tourism, lodging, food and beverage and related industries, along with the operational characteristics unique to each and the critical concepts of service management. The identification of current events and trends will be included along with the evaluation of impact on the hospitality industry. This course also identifies and explores career opportunities, and includes the professional profiles and job search materials directly related to the hospitality industry. 3 hrs. lecture/wk.

HMG 123
Professional Cooking I (3 CR)

Prerequisite or corequisite: HMG 120

This is the first of two courses in professional cooking methods for students enrolled in hospitality management programs. Upon completion of this course, the student should be able to demonstrate skills in basic cooking methods, recipe conversion, and professional food preparation and handling. Additionally, the student should be able to safely operate common food service equipment used in commercial kitchens. 1 hr. lecture, 2.5 hrs. lab/wk.

HMG 126
Food Management (4 CR)

Prerequisites: HMG 123 and HMG 145 and HMG 230 and HMG 277 and admission to the hospitality management program

This course offers an overview of restaurant management practices used in the hospitality industry. Emphasis will be on demonstrating the components of menu planning and the styles of food service used for various occasions -- buffet service and French, Russian and American service. The student will participate in the operation of the campus restaurant, including food preparation, service, sales promotion, purchasing and costing. 7 hrs./wk.

HMG 128
Supervisory Management (3 CR)

This course contains the basic supervisory management skills, management styles, motivation with emphasis on human relations, delegation, training, evaluation and communication. In addition, the hiring and firing functions within FLSA guidelines will be covered. 3 hrs./wk.

HMG 130
Hospitality Law (3 CR)

This course offers an overview of product and dram shop liability as well as of the various areas of federal and state legislation that regulate the hospitality industry. Emphasis will be on familiarizing the hospitality manager with ways to avoid costly and time-consuming lawsuits. A manager's or owner's legal rights and responsibilities also will be discussed. Upon successful completion of this course, the student should be able to recognize potential legal problems. 3 hrs./wk.

HMG 132
Seminar in Housekeeping Operations (3 CR)

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. The course will also include related health department and OSHA regulations. While enrolled in this class, a student must work a minimum of 15 hours a week in a lodging operation. The work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. 2 hrs./wk.

HMG 145**Food Production Specialties (3 CR)**

Prerequisite: HMG 123

This course covers the fundamentals of convenience baking, hors d'oeuvre and cold kitchen preparation. It provides knowledge of and basic skills in the pastry kitchen, where the student can handle convenience products from the frozen or dried state and produce finished pies, cakes and dessert items. It provides further knowledge of and skill in the garde-manger kitchen, specifically making salads, cocktail hors d'oeuvres and cocktail sandwiches, as well as making economic purchases for gourmet food items. In addition, the student will learn how to make intermezzo iceS, identify different types of cheese, and design and make a general plan for a buffet. 1 1/2 hrs. lecture, 2 hrs. lab/wk.

HMG 150**Seminar: Food Service Sales and Marketing (3 CR)**

This course includes detailed information in distinguishing the difference between marketing, sales, promotion, advertising and merchandising. In addition, development and quantifying the cost of a marketing plan by analyzing markets and developing a primary target market will be discussed. This course is a seminar course and students are required to be employed 15 hours per week in a job related to the hospitality industry. 3 hrs. lecture, 15 hrs. internship/wk.

HMG 155**Basic Pastry Shop Production (8 CR)**

Prerequisite: HMG 123 Corequisite: HMG 160 and HMG 233 and HMG 252

This course will provide hands on instruction of techniques used to make basic pastry shop staples used in the production of items intended for retail sales in a professional pastry shop. 1 hr. lecture 8 hrs. lab/wk.

HMG 160**Pastry Shop Principles I (8 CR)**

Prerequisite: HMG 123 Corequisite: HMG 155 and HMG 233 and HMG 252

This course will examine the fundamental baking concepts including sanitation, ingredient identification and usage, weights and measures, inventory and product ordering needed as it pertains to a professional pastry shop. 1 hr. lecture 3 hrs. lab/wk.

HMG 203**Hotel Sales and Marketing (3 CR)**

Prerequisites: HMG 121 and admission to the Hospitality Management program

This course will focus on practical sales and marketing techniques for the hotel industry. It will cover a marketing plan and advertising campaign for a hotel, including identifying target markets, prospecting for sales leads and using sales techniques. 3 hrs. lecture/wk.

HMG 207**Hospitality Human Resource Management (3 CR)**

Prerequisite: HMG 128

This course will examine hospitality human resources management from the global perspective as the rise of multinational hospitality corporations and a multicultural society place new requirements on managers with human resource responsibilities. Special emphasis will be placed on both the "soft skills" involved in counseling, interpersonal relations and different management theories, as well

as the "hard skills" involved in the legislative aspects of managing people. This course will concentrate on how to manage managers. 3 hrs. lecture/wk.

HMG 220

American Regional Cuisine (3 CR)

Prerequisite: HMG 230

This course introduces the student to regional American cooking from nine regional culinary traditions and two specialty traditions within American cuisine. Students will study the cuisine of New England; the Mid-Atlantic states; the Deep South; Florida and the Caribbean; Cajun and Creole; the Central Plains and Rocky Mountain states; Tex-Mex and the American Southwest; California and Hawaii; the Pacific Northwest, as well as vegetarian cuisine and kosher dietary laws. Upon completion of this course, the student should be able to demonstrate skills in cooking and presenting classic American dishes in their traditional forms within a restaurant setting. 1 hr. lecture/2.5 hrs. lab/wk.

HMG 221

Design and Facilities Management (3 CR)

Prerequisites: HMG 123 and HMG 271

This course includes detailed information about food service design that covers layout, design and equipment specifications. In addition, facilities operations will be discussed regarding electrical, water and transportation systems, refrigeration, waste disposal, energy management and HVAC. Preventive maintenance will be emphasized. 3 hrs./wk.

HMG 223

Fundamentals of Baking (3 CR)

This course covers bakeshop production as it relates to the basic principles of ingredients, measurements, mixing, proofing, baking and final presentation. In addition, the student will be able to identify the various types of baking equipment used in the preparation of bakeshop products. The class includes lecture and participation. 1 hr. lecture, 2.5 hrs. lab/wk.

HMG 226

Garde Manger (3 CR)

Prerequisite: HMG 230

This course is designed for the student to learn cold food production and charcuterie. The course will allow the student to develop fundamental principles of the cold kitchen and modernize traditional methods of salad preparation. 1 hr. lecture, 2.5 hrs. lab/wk.

HMG 228

Advanced Hospitality Management (3 CR)

Prerequisite: Hospitality Management program approval

This course includes detailed information about various components of menu planning, food service, supervision, design and beverage control. In addition, an understanding of the external factors affecting the hotel-restaurant industry will be discussed. Skills necessary to secure a position in management within the hospitality industry will be emphasized, and case studies and computer simulation (HOTS) will be used for critical thinking analysis. Business plans will be developed as part of the course project. 3 hrs./wk.

HMGT 230**Professional Cooking II (3 CR)**

Prerequisite: HMGT 120 and HMGT 123

This is the second of two courses in professional cooking methods for students enrolled in hospitality management programs. This course is designed to help the student continue to develop professional cooking skills in the savory kitchen, the pastry shop and the cold kitchen. Upon successful completion of this course, the student should be able to demonstrate the skills necessary to prepare standard menu items, to prepare basic convenience baked products, and to prepare basic garde manger items. The class will include menu planning for plated and buffet meals. In addition, the student will learn how to make frozen desserts and intermezzo ices, identify different cheeses and other specialty items. This course consists of lecture, demonstration and participation in food preparation. 1 hr. lecture, 2.5 hrs. lab/wk.

HMGT 231**Advanced Food Preparation (4 CR)**

Prerequisites: HMGT 230

This course is designed to develop a student's advanced culinary skills in preparation of international cuisine commonly served in today's operations in Latin America, Europe, Asia, the Middle East, the Far East and the Pacific area. 4 hrs. lecture/wk.

HMGT 233**Patisserie (8 CR)**

Prerequisite: HMGT 123 Corequisite: HMGT 155 and HMGT 160 and HMGT 252

This course will provide hands on instruction of techniques to make finished pastry items such as tortes, tarts, pastries, cookies, candies and breads as well as how to present items in a professional manner. 1 hr. lecture 8 hrs. lab/wk.

HMGT 235**Seminar: Risk Management and Loss Prevention (3 CR)**

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection. It explores risk management and loss prevention issues and outlines OSHA regulations that apply to lodging properties. While enrolled in this class, a student must work a minimum of fifteen hours a week in a lodging operation. The work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. 2 hrs lecture, 15 hrs. work/wk.

HMGT 240**Advanced Baking (4 CR)**

Prerequisites: HMGT 123 and HMGT 223

This course covers the principles needed to enter the baking and pastry industry. The course provides knowledge of specialty ingredients and techniques needed to make tortes, finished desserts and a wedding cake. The student will be instructed in the making of these items through lecture and will prepare a variety of such items in lab. 4 hrs. lecture, lab/wk.

HMGT 248**Confectionery Arts (3 CR)**

This course covers the design and production of artistic centerpieces made from confections. It provides knowledge of and basic skills in making decorative dining

table centerpieces using food products such as cooled and pulled sugar syrup, isomalt, pastillage, marzipan and chocolate. The student will be instructed in the preparation of these ingredients and will construct center and showpieces after viewing demonstrations. 4.5 hrs. lecture, lab/wk.

HMG 250

Introduction to Catering (3 CR)

This course includes detailed information about the different types of catered events within the hospitality industry. Topics covered include the importance of marketing, contract writing, food production, room arrangements and required personnel relative to specific catered events. 3 hrs. lecture/wk.

HMG 252

Retail Sales Fundamentals (8 CR)

Prerequisite: HMG 123 Corequisite: HMG 155 and HMG 160 and HMG 233 Students must enroll all four classes.

This course will provide hands on instruction of techniques used to sell finished pastry items such as tortes, tarts, pastries, cookies, candies and breads as well as the exploration of good inventory practices. 1 hr. lecture 8 hrs. lab/wk.

HMG 265

Front Office Management (3 CR)

This course provides a full understanding of the flow of business, from the front office, beginning with the reservations process to checkout and settlement. It also includes the night audit and statistical analysis of rates and revenue management. 3 hrs./wk.

HMG 268

Hospitality Managerial Accounting (3 CR)

Prerequisites: MATH 120 and HMG 121 and HMG 273

This course introduces the student to basic managerial accounting. This includes accounting concepts, processing data and the flow of financial information within a hospitality operation. The course provides a working knowledge of an income statement, balance sheet, statement of owner's equity and cash flows. 3 hrs. lecture/wk.

HMG 271

Seminar in Hospitality Management: Purchasing (3 CR)

This course offers an overview of purchasing techniques and specification writing for commodities used in the hospitality industry. Emphasis will be on decision-making skills in the areas of quality, quantity, specifications and general value analysis. Two hours in class and a minimum of 15 hours a week are required in a supervised work situation in an approved area of the hospitality industry. Work experience is concurrent but does not necessarily concentrate on the subject being taught in the course.

HMG 273

Hospitality Cost Accounting (3 CR)

Prerequisites: MATH 120 or higher and HMG 121

This course includes detailed information on how to prepare operation statements for a food service operator, including inventory and control systems. Areas of concentration will be food cost controls, labor cost controls, purchasing controls

and profit production. The practice set will be used to reinforce control systems. 2 hrs./wk.

HMG 275

Seminar in Hospitality Management: Internship (3 CR)

Prerequisite: Admission to the Hospitality Management Program

This course provides industry experience for students in cooperating businesses, agencies and organizations. While enrolled in this course, a student must work a minimum of 320 hours in an approved position in the hospitality industry. By arrangement.

HMG 277

Seminar in Hospitality Management: Menu Planning (3 CR)

Prerequisite: HMG 123

This course provides the basic knowledge of menu design and planning. Students will learn the components of menu design and planning for each concept category. The course will cover the topics of menu layout, selection and development, price structures and the theory of menu design. A minimum of 15 hours a week is required in a supervised work situation in an approved area of the hospitality industry. Work experience is concurrent but does not necessarily concentrate on the subject being taught in the course. 2 hrs. lecture/wk.

HMG 279

Beverage Control (3 CR)

This course covers the history of wines and their use and storage procedures. The students should gain an understand of beverage control and how it is used in all types of operations. The course will also cover in-depth study of spirits, internal control systems and local/state alcoholic beverage control laws. 3 hrs./wk.

HMG 281

Culinary Arts Practicum I (2 CR)

Prerequisite: Acceptance into the American Culinary Federation Chef Apprenticeship training program and approval of Hospitality Management assistant dean

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation.

HMG 282

Culinary Arts Practicum II (2 CR)

Prerequisite: HMG 281

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum I.

HMG 285

Culinary Arts Practicum III (2 CR)

Prerequisite: HMG 282

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum II.

HMG 286

Culinary Arts Practicum IV (2 CR)

Prerequisite: HMG 285

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum III.

HMG 287

Culinary Arts Practicum V (2 CR)

Prerequisite: HMG 286

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum IV.

HMG 288

Culinary Arts Practicum VI (2 CR)

Prerequisite: HMG 287 and approval of Hospitality Management assistant dean

A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum V.

Humanities (HUM)

HUM 122

Introduction to Humanities (3 CR)

This interdisciplinary study begins with a look at artistic and technical elements of several art forms, including painting, sculpture, architecture, music, theater, film, dance and literature. Major themes expressed in the works and their reflection of the values of their culture are also examined.

HUM 137

Introduction to Russian Culture (3 CR)

This course is a survey of the cultural history of Russia from the ninth century to the present. The approach is interdisciplinary, examining representative examples of Russian art, architecture, music, theater, dance, literature and philosophy in their historical context. In addition to developing the students' appreciation of Russia's contribution to world culture, the course aims to enhance students' understanding of the contemporary world. 3 hrs. lecture/wk. Usually course is offered in the spring semester. When paired with Introduction to Literature, Russian emphasis, it includes an online component.

HUM 138

Introduction to Russian Culture, Field Study (1 CR)

Prerequisite: HUM 137 or approval of instructor

This course is the field study portion of the HUM 137, Introduction to Russia, course. Students study, on site, selected works of art, architecture, music, literature, theater and film for the various historical periods from the perspective of Russian experts in these fields. In addition, students enhance their knowledge of Russian history by visiting the sites of many of the major events that have shaped the development of Russia's culture. 2 hrs. lab/wk.

HUM 145

Introduction to World Humanities I (3 CR)

This course will acquaint students with the arts and ideas of the world's major civilizations, from antiquity through the late Middle Ages (pre-Renaissance). The approach will be interdisciplinary, covering the artistic values embodied in painting, sculpture, architecture, literature, theater, music and dance as they have emerged out of their historical contexts. In addition to providing the fundamental principles, methodologies and theories used in the study of the humanities, the course aims to enhance students' understanding of the contemporary world. 3 hrs. lecture/wk.

HUM 146

Introduction to World Humanities II (3 CR)

This course will acquaint students with the arts and ideas of the world's major civilizations, from the Renaissance to the present. The approach will be both interdisciplinary and chronological, covering the artistic values embodied in painting, sculpture, architecture, literature, theater, music and dance as they have emerged from their historical contexts. In addition to providing the fundamental principles, methodologies and theories used in the study of the humanities, the course aims to enhance students' understanding of the contemporary world. 3 hrs. lecture/wk.

HUM 155

Classical Mythology (3 CR)

This course provides a systematic study of the myths and epic cycles of the Greeks and Romans in both literature and art and investigates their survival and metamorphosis in the literature and visual arts of Western Europe. In addition, this course provides several methodological frameworks with which to analyze several types of tales and their relation to history, religion, rituals and art.

HUM 164

Civilization (3 CR)

This course covers the major ideas and events of Western civilization communicated through the arts. The course begins after the fall of the Roman Empire and includes material to the 20th century.

Industrial Technology (INDT)

INDT 125

Industrial Safety (3 CR)

Upon successful completion of this course, the student should be able to identify various industrial safety and health considerations, list basic safety rules and regulations, identify the proper personal protective equipment needed for common industrial tasks and recognize the need for an ongoing safety program. 3 hr.

lecture/wk.

INDT 140

Quality Improvement Using SPC (2 CR)

Upon successful completion of this course, the student should be able to describe and apply basic concepts of quality improvement. This course will examine the application of the "Transformation of America" concept to American businesses. Statistical process control will be introduced as a tool to improve quality. W. Edwards Deming's 14 points and the management changes required to implement quality improvement also will be covered. 2 hrs. lecture/wk.

INDT 155

Workplace Skills (1 CR)

Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the field of his or her choosing. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, time and resource management, work ethics and career planning. 1 hr. lecture/wk.

Information Technology (IT)

IT 200

Networking Technologies (3 CR)

This course is designed to provide students with the fundamentals of networking technology. Concepts covered include network terminology and protocols, network standards, LANs and WANs, the layers of the OSI reference model, cabling practices, network topologies, and IP addressing.

IT 205

Implementing Windows Client (3 CR)

Prerequisite: IT 200

The focus of this course is the use of Microsoft Windows as an operating system in a business environment. Planning a simple network system, installation and configuration of the software and hardware, resource management, connectivity, running application software under Windows, monitoring and optimizing system hardware, and troubleshooting all lead the student to a deeper understanding of local area network use and administration. 2 hrs. lecture, 3 hrs. lab/wk.

IT 210

Netware Administration (3 CR)

Prerequisites: IT 200 and ELEC 126 and IT 205

This course is designed to provide students with the necessary knowledge and skills to perform competently in the role of a NetWare network administrator. Students completing this course will be able to accomplish basic network management tasks. Topics covered include managing user accounts; planning and managing the network file system; managing NetWare Directory Services (NDS); implementing login, file system and NDS security; and implementing network printing. 2 hrs. lecture, 3 hrs. lab/wk.

IT 221

Windows Server (3 CR)

Prerequisites: IT 200 and ELEC 124 and IT 205

This course is designed to provide students with the knowledge and skills to perform competently in the role of a network administrator utilizing the Windows network operating system. Students completing this course will be able to accomplish basic fundamental network management tasks, including planning server roles and subsequent requirements, planning the network file system, implementing user accounts and file system security, implementing network printing, and managing the network servers. 2 hrs. lecture. 3 hrs. lab/wk.

IT 225

Windows Active Directory Services (3 CR)

Prerequisite: IT 221

The focus of this course is using Microsoft Windows 2000 Server or Advanced Server software to install, configure and troubleshoot Active Directory components, Domain Name Space (DNS) for Active Directory and Active Directory security solutions. The course also emphasizes the skills required to manage, monitor and optimize the desktop environment using Group Policy. 2 hrs. lecture 3 hrs. lab/wk.

IT 227

SQL Server Administration (3 CR)

Prerequisite: IT 221

Upon successful completion of this course, the student should be able to administer an SQL server installation. Topics covered include installing, upgrading and configuring SQL servers using SQL utilities; working with databases and users; backing up and restoring databases and log files; automating maintenance tasks; managing, copying and moving data; replicating; tuning; and troubleshooting. 2 hrs. lecture, 3 hrs. lab/wk.

IT 228

Exchange Server (3 CR)

Prerequisite: IT 225

This course is designed to provide network administrators with information that enhances their ability to manage an Exchange server network. Included are topics related to server and client mail management and server performance, e-mail concepts and advanced Internet networking. 3 hrs. lecture, 2 hrs. lab/wk.

IT 230

UNIX Fundamentals (3 CR)

Prerequisites: IT 200 and ELEC 124

This course is designed to provide students with a fundamental understanding of the UNIX operating system environment. Students successfully completing this course will be able to plan server roles and subsequent requirements, execute common Unix commands and utilities, and accomplish basic system tasks such as navigating the file system, applying file system security, managing user accounts, installing and configuring user software, using the printing environment, and managing the resources of a basic Unix system. 2 hrs. lecture, 3 hrs. lab/wk.

IT 231

UNIX Administration (3 CR)

Prerequisite: IT 230

This course is designed to provide students with the necessary knowledge and skills to perform competently as a Unix system administrator. Students successfully completing this course should be able to perform basic system

administration tasks including installing, configuring and troubleshooting a basic Unix system, managing devices, implementing the printing environment, creating and maintaining file systems, installing packages, and configuring the graphical user interface. 2 hrs. lecture, 3 hrs. lab/wk.

IT 232

UNIX Networking and Security (4 CR)

Prerequisite: IT 231

This course is designed to provide network administrators with information that enhances their ability to manage a Unix network in the enterprise. Included are topics that are related to Unix management of DNS, DHCP, NFS, advanced routing services and Samba. 3 hrs. lecture, 2 hr. lab/wk.

IT 245

Network Infrastructure (3 CR)

Prerequisite: IT 221

This course is designed to provide an in-depth understanding of the ability to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing and WINS in a Windows 2000 network infrastructure. In addition, it will provide an in-depth understanding of the ability to manage, monitor and troubleshoot Network Address Translation and Certificate Services. Laboratory exercises will accompany the lectures. 2 hrs. lecture, 3 hrs. lab/wk.

IT 246

Introduction to Routers (3 CR)

Prerequisite: IT 200

This course is designed to provide students a fundamental understanding of network routing and the operation of routers. Topics include installing and configuring routers, OSPF and Link State routing protocols, working with metrics and route selection, and TCP/IP configuration. Programming and setup using Cisco routers will be conducted. Laboratory exercises will accompany lectures. 2 hrs. lecture, 3 hrs. lab/wk.

IT 247

Introduction to Wide-Area Networks (3 CR)

Prerequisite: IT 246

This course is designed to provide students a fundamental understanding of internetworking. Topics include local area network segmentation using switches and routers. Wide area network physical technologies will be studied. Configuring WAN protocols using PPP, ISDN and Frame Relay will be presented. Securing the network with standard and extended access lists will be performed. IP and IPX routing will be covered. Programming and configuration will be conducted using Cisco routers and switches. Laboratory exercises will accompany lectures. 2 hrs. lecture, 3 hrs. lab/wk.

IT 249

Advanced Routing (3 CR)

Prerequisite: IT 247

This course provides advanced instruction of Cisco routers found in medium to large networks. It is intended for students preparing for advanced Cisco certification. Upon completion of this course, the student will be able to select and implement the appropriate Cisco services required to build a scalable router network. Topics covered include extending IP addressing, implementing OSPF for

a single area and multiple areas, configuring EIGRP, and implementing BGP. This course will follow semester five in the Cisco Networking Academy curriculum.

IT 250

Networking Seminar (3 CR)

Prerequisite: IT 225 and IT 247

This course is designed to teach advanced concepts in information technology. Topics covered are section specific and include e-mail servers, Web servers, database servers, routing, switching and advanced LAN design concepts. Prerequisites are posted for each section. Students may use this course as a capstone for applying concepts and procedures developed in previous courses using realistic business scenarios. 2 hrs. lecture, 3 hrs. lab/wk.

IT 251

Network Security Fundamentals (4 CR)

Prerequisites: IT 230 and IT 221 and IT 247

This course is designed to provide students with a fundamental understanding of network security principles and implementation. Topics covered include authentication, the types of attacks and malicious code that may be used against computer networks, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies will be discussed as well as technologies and concepts used for providing secure communication channels, secure internetworking devices, intrusion detection systems, and firewalls. Hands-on exercises will be used to reinforce the concepts. 3 hrs. lecture, 2 hrs. lab/wk.

IT 253

Advanced Switching (3 CR)

Prerequisite: IT 247

This course provides advanced instruction of Cisco switches found in medium to large networks. It introduces students to the deployment of the state-of-the-art campus Local Area Networks (LAN). The course focuses on the selection and implementation of the appropriate Cisco Internetworking Operating System (IOS) services to build reliable scalable multilayer-switches LANs. Students will develop skills with Virtual LANs (VLAN), Virtual Trunking Protocol (VTP), Spanning Tree Protocol (STP), inter-VLAN routing, redundancy, Quality of Service (QoS) issues, campus LAN security, and transparent LAN services.

IT 271

Information Technology Internship I (3 CR)

Prerequisites: IT 210 or IT 221 or IT 230 and approval of the program assistant dean

This course affords the student the opportunity to apply classroom knowledge to an actual work environment. It will provide advanced information technology students with appropriate on-the-job experience with area employers, under instructional oversight, which will promote the student's career goals. Student will work a total of 300 hours a semester at an approved job site.

IT 272

Information Technology Internship II (3 CR)

Prerequisites: IT 271 and approval of the program assistant dean

This course is a continuation of IT 271, Internship I. It provides the student additional opportunity to apply classroom knowledge to an actual work environment. Students will work a total of 300 hours per semester at an approved

Interactive Media (CIM)

CIM 130

Interactive Media Concepts (2 CR)

This survey course introduces students to the interactive media field. Topics to be covered include the definition of interactive media, the basic stages of interactive media creation and project management fundamentals. Current and future trends in interactive media will also be covered. 2 hrs. lecture/wk.

CIM 133

Screen Design (4 CR)

Prerequisites: CDTP 135

This course will cover fundamental visual principles and the creation of graphic elements, as well as the layout of those visual elements, for the computer screen. Visual perception, composition, color and typographic principles will be covered as applicable to presentation graphics, Web graphics, CD-ROM and kiosk graphics. Cross platform issues will be addressed. This course is intended to provide nondesigners with fundamental visual literacy. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 135

Digital Imaging and Video (3 CR)

Prerequisite: CDTP 135 Recommended: PHOT 121

This course provides an introduction to electronically mediated photography, including digital video. The course covers basic concepts of photographic communication and design. The course covers basic techniques of electronic photography, including operation of input devices, two-dimensional and time-based computer imaging and digital video production software programs and output devices. Recommended prior courses are Fundamentals of Photography and Introduction to Photoshop. 6 hrs. integrated lecture, lab/wk.

CIM 140

Interactive Media Assets (4 CR)

Prerequisites: CDTP 135 and CDTP 145 and CWEB 105 and CWEB 130

Prerequisite or Corequisite: CIM 130

This course explores the creation, acquisition and management of assets for use in the development of interactive media. Assets to be covered include digital graphics, digital sound, digital video and computer-based animation. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 145

Introduction to 3D Animation (3 CR)

Prerequisite: CDTP 135

This introductory course will provide a historical background and general design and production issues for 3D animation creation. The details of modeling dimensional objects and environments and a range of simple to complex rendering techniques will be covered. Issues associated with telling a story through moving pictures such as screenplay writing, storyboarding and techniques for bringing an animated character to life will be explored. It is strongly recommended that a student enrolled in this course co-enroll in ART 130 Drawing I or have previously taken a drawing course. 6 hrs. integrated lecture-studio/wk.

CIM 152**Interactive Authoring I: Authorware (4 CR)**

Prerequisite: CIM 130 Prerequisite or corequisite: CIM 140

This course will focus on the icon-based scripting approach to interactive media authoring/programming. The course will introduce concepts about the way interactive media works and the development strategies used, which will orient students to the peculiarities of the CD-ROM and intranet delivery of computer-based training, interactive marketing and catalogs. Students will examine specifications for each project, carefully analyze individual applications and, as a class, establish a set of criteria that define what works, what doesn't work, and why. Upon completion of this course, the student should be able to produce an Authorware interactive media presentation, which includes text, graphics, sound, movies and animation. The student will have the skills needed to create both a linear presentation and an interactive presentation. Navigational strategies for CD-ROM and Internet will be discussed. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 154**Interactive Authoring I: Director (4 CR)**

Prerequisite: CIM 130 Prerequisite or corequisite: CIM 140

This course will provide a hands-on approach to authoring/programming. Upon completion of this course, the student should be able to produce a Director interactive media or Internet presentation that includes text, graphics, sound, movies and animation. The student should have the skills needed to create both a linear presentation and an interactive presentation. Navigational strategies for CD-ROM and Internet will be discussed. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 156**Interactive Authoring I: Web (4 CR)**

Prerequisite: CIM 130 Prerequisite or corequisite: CIM 140

This course will focus on the front-end aspects of Web design, HTML, authoring, graphics production and media development. The course will introduce concepts about the way the World Wide Web works, which will orient students to the peculiarities of the Web and introduce them to new technologies that are destined to have an important effect on the Web's future but are currently in various stages of development. Students will examine specifications for each project, carefully analyze individual sites and, as a class, establish a set of criteria that define what works, what doesn't and why. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 200**Interactive Communication Form (3 CR)**

Prerequisite or corequisite: CIM 130

This course will focus on concepts and forms of human communication historically, currently and in the future of our culture. Immediated and mediated forms of communication, such as lecture, telephony, television, print and computer interaction, will be explored. Particular attention will be given to how communication forms affect content. Emphasis will be on the integration of communication forms as demonstrated by interactive media applications. 3 hrs. lecture/wk.

CIM 230**Interactive Media Development (4 CR)**

Prerequisite: CIM 152 or CIM 154 or CIM 156 Prerequisite or Corequisite: CIM 200 Corequisite: CIM 250

The course will provide a conceptual as well as a hands-on exploration of the development process for interactive media. Information design, interaction design and presentation design will be equally emphasized. Students produce a series

of projects starting with the use of text and graphics and building toward more complex projects employing animation and video. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 235

Advanced Digital Video (3 CR)

Prerequisite: CIM 135

This course provides advanced instruction in the production and applications of digital video. The course covers advanced concepts and techniques in video design and production, from the initial preproduction scripts and storyboards through actual shooting to nonlinear editing, mastering and output. The emphasis is on in-depth, advanced, practical experience in producing professional-level video products for a variety of applications, including education, corporate, documentary and entertainment. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 250

Interface Design (4 CR)

Prerequisite: CIM 152 or CIM 154 or CIM 156 Prerequisite or Corequisite: CIM 200 Corequisite: CIM 230

This course will specifically focus on the issues and complexity of interface design for interactive media applications. Students are provided an in-depth study of the use of the building blocks of interface design: backgrounds, windows and panels, buttons and controls, text, images, sound, video and animation. Through readings, critiques, exercises and discussions, students will explore what makes the interface of an interactive media application successful. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 252

Interactive Authoring II: Authorware (4 CR)

Prerequisite: CIM 152

This course will build upon the basic skills covered in the first Authorware course. Many of these topics relate to the use of functions, variables and UCDs in Authorware. Projects will include creating a user login system with individual user bookmarks, creating an Internet browser window within an Authorware application, creating an application that reads student records information from a text file and writes student records information to a text file. Students will learn to create intelligent authoring wizards, which can dynamically create and modify Authorware icons and logic. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 254

Interactive Authoring II: Director (4 CR)

Prerequisite: CIM 154

At completion of this course, the student should be able to create Director applications using Director's scripting language and the Internet capabilities of Macromedia Director. The primary emphasis of the course is hands-on experience with the Lingo, Behaviors, Shockwave and scripts of Director. During the course, students will be involved in learning advanced Lingo. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 270

Interactive Media Project (4 CR)

Prerequisites or corequisites: CIM 200 and CIM 230 and CIM 250

This project-oriented course will require students to actively participate in a group interactive media project, which will require each student to analyze the problem; write a project proposal; design, produce and gather assets for the project;

prototype and create a project; and test and evaluate the final project. 3 hrs. lecture, 2 hrs. lab/wk.

CIM 271

Career Preparation (2 CR)

Prerequisite: CIM 230 and CIM 250 Prerequisite or Corequisite: CIM 270

This course will provide interactive media majors instruction in the presentation of his or her work in a digital portfolio format of professional quality. A printed and written resume will be produced. Self-promotion, networking, job searches and interview skills will also be covered. 2 hrs. lecture/wk.

CIM 272

Interactive Media Internship (1 CR)

Prerequisite: Facilitator approval required

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the interactive media program. Student interns will be required to complete a minimum of 180 hours of on-the-job training.

Interior Design (ITMD)

ITMD 121

Interior Design I (3 CR)

This course provides basic, introductory knowledge about interior design. Upon successful completion of this course, the student should understand the significance of interior design, complete projects using the elements and principles of design and color theory in interior spaces, use space planning skills to arrange furniture on a floor plan, and present the floor plan and its decorative scheme. This course is required in the interior design, interior merchandising and interior entrepreneurship associate of applied science degrees; the interior products sales representative certificate; and the interior design retail sales/manufacturers representative certificate programs. 3 hrs./wk.

ITMD 122

Interior Design II (3 CR)

Prerequisites: ITMD 121 and DRAF 261

This is an advanced course focusing on residential design. Upon successful completion of this course, the student should be able to demonstrate an advanced level of furniture arrangement on a floor plan; develop color schemes that will solve specific assigned decorating problems; demonstrate the ability to coordinate fabrics, colors, textures, patterns and finishes in a complete floor plan for a residential unit; and produce floor plans enhanced by color and shadow. This is a required course in the interior design, interior merchandising and interior entrepreneurship associate of applied science degree programs. 3 hrs./wk.

ITMD 125

Interior Textiles (3 CR)

This course is a comprehensive study of textiles used in interior design. Upon successful completion of this course, the student should be able to differentiate fibers and textiles according to their specific characteristics and to select fibers and interior textiles for specific applications. Specific course content includes properties and characteristics of natural and man-made fibers; construction methods; and various finishing processes, such as weaving, knitting, felting, printing and dyeing. The course will concentrate on textiles designed for interior

applications. This is a required course for the interior design, interior merchandising and interior entrepreneurship associate of applied science degrees; the interior products sales representative certificate; and the interior design retail sales/manufacturers representative certificate. 2 hrs. lecture, 2 hrs. lab/wk

ITMD 127

Elements of Floral Design (1 CR)

This course provides in-depth knowledge and hands-on application of floral design. Upon successful completion of this course, the student should be able to use the principles of floral design, develop a proficiency in the techniques of line and mass arrangements, possess a greater appreciation for flowers and other plant material, apply the mechanics and design considerations involved in working with silk and dried materials, and design and create silk and dried floral arrangements. This is an elective course in the interior design, interior merchandising, interior entrepreneurship associate of applied science degrees and interior design retail sales/manufacturers representative certificates. 1.5 hrs. integrated lecture, lab/wk.

ITMD 132

Interior Products (3 CR)

This course provides in-depth knowledge about products used in interior spaces. Upon successful completion of this course, the student should be able to evaluate the quality of interior products; demonstrate the ability to use catalogs and other product information resources; identify manufacturing and/or construction techniques used in products; use correct terminology to describe the various types of interior products; and compare the design, use, durability and cost of products. This course is a required course in the interior design, interior merchandising and interior entrepreneurship associate of applied science degrees; the interior products sales representative certificate; and the interior design retail sales/manufacturers representative certificate programs. 3 hrs./wk.

ITMD 133

Furniture & Ornamentation/Antiquity to Renaissance (3 CR)

This course provides in-depth knowledge in the study of Western furniture and ornament. Upon successful completion of this course, the student should be able to analyze and compare the furniture, ornamentation, design motifs and textiles of historical periods from antiquity to the Renaissance. Additionally, the student should be able to define the religious, political and social influences on the ornamentation and furnishings of each period. The student should also be able to identify the craftsmanship and materials used in the furniture of each historical period and correctly use vocabulary related to each era. This is a required course in the interior design, interior merchandising and interior entrepreneurship associate of applied science degree programs. 3hrs./wk.

ITMD 140

Draperies, Treatment and Construction (1 CR)

Prerequisites: ITMD 121 and ITMD 125 Corequisite: ITMD 275

This course provides comprehensive knowledge about draperies and window treatments and their construction. Upon successful completion of this course, the student should demonstrate the use of correct vocabulary relating to drapery and window treatments, explain the equipment used in the drapery industry, distinguish appropriate textiles and hardware for specific window treatments, measure for window treatments, and describe and select the proper suspension system for specific window treatments. The student will measure, select and present the proper style, fabric and suspension system for a specific window treatment. This is a required course in the interior design program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degrees. It is also an elective in the interior design retail

sales/manufacturers representative certificates. 1 hr./wk.

ITMD 145

Upholstery Construction (1 CR)

Prerequisites: ITMD 121 and ITMD 125 Corequisite: ITMD 275

This course provides comprehensive knowledge about upholstery construction. Upon successful completion of this course, the student should be able to demonstrate the use of correct vocabulary relating to upholstery construction, explain the equipment used in the upholstery industry, identify appropriate textiles and materials for upholstery use, and describe the various suspension systems used in bench-constructed and mass-produced furniture. This is a required course in the interior design program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degrees. It is also an elective in the interior design retail sales/manufacturers representative certificate programs. 1 hr./wk.

ITMD 147

Lighting Design and Planning (1 CR)

Prerequisite: ITMD 121 or FASH 125

This course provides in-depth knowledge about lighting design and planning. Upon successful completion of this course, the student should be able to define and use vocabulary relating to lighting design and planning. The student should be able to recognize and explain lighting application and technology used in the lighting industry. Additionally, the student should be able to identify and describe proper fixtures and equipment for lighting applications and demonstrate skills in selecting proper lighting designs for specific applications. This course is a required course in the interior design and an elective in the interior merchandising and interior entrepreneurship associate of applied science degrees. Also an elective in the interior design retail sales/manufacturers representative certificate. 1 hr./wk.

ITMD 148

History of Asian Furniture and Design (2 CR)

This course provides in-depth knowledge in the study of Asian furniture and ornament. Upon successful completion of this course, the student will be able to analyze and compare furniture, ornamentation, design motifs and textiles of the Near East and Far East during historical periods from antiquity to modern times. The student should be able to identify the religious, political and social influences on the ornamentation and furnishings of each period. In addition, the student should be able to identify the craftsmanship and materials used in the furniture of each historical period and to demonstrate the use of correct vocabulary related to each era. This is a required course in the interior design associate of applied science degree program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degree programs. 2 hrs./wk.

ITMD 150

Asian Rugs and Carpets (1 CR)

This course provides in-depth knowledge in the study of Asian carpets and rugs. Upon successful completion of this course, the students will be able to analyze and compare materials, ornamentation, design motifs and textiles of the Near East and Far East during historical periods from antiquity to modern times. The student should be able to identify the religious, political and social influences on the ornamentation and furnishings of each period. In addition, the student should be able to demonstrate the use of correct vocabulary. This is a required course in the interior design associate of applied science degree program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degree programs. 1 hr/wk.

ITMD 175**Advanced Floral Design (1 CR)**

Prerequisite: ITMD 127

This course is a continuation of Elements of Floral Design and provides the student with a more comprehensive application of floral design for home interiors. Upon successful completion of this course, the student will be able to determine the appropriate floral design for an existing home, design a variety of florals for specific placement, work with other students on a specific project and learn how to buy and price interior floral designs. This is an elective course for the interior design, interior merchandising, and interior entrepreneurship associate of applied science degree programs. 1 hr. lecture, 1.5 hrs. lab/wk.

ITMD 180**Leadership in Design (1 CR)**

Upon successful completion of this course, the student should be able to identify leadership skills necessary to have successful involvement in the field of interior design and professional organizations. Topics include group communication methods, time management, team-building skills, and organizing and facilitating meetings. Students desiring leadership opportunities in the ASID or other organizations are encouraged to enroll. This course is an elective in the interior design, interior merchandising and interior entrepreneurship associate of applied science degree programs. 1 hr. lecture/wk.

ITMD 223**Contract Design (3 CR)**

Prerequisites: ITMD 122 and DRAF 264

This is an advanced course focusing on contract design. Upon successful completion of this course, the student will be able to define and use vocabulary related to contract design, identify and use proper architectural symbols common to contract floor plans and elevations, and explain the differences between residential and contract design. Additionally, the student should be able to demonstrate the skills necessary to convert, redesign and create contract design space; explain the concept of open office planning; and compare and analyze the costs and benefits of open planning versus closed planning. This is a required course in the interior design associate of applied science degree program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degree programs. 1 hr. lecture, 3 hrs. lab/wk.

ITMD 231**Furniture & Ornamentation Renaissance to 20th Century (3 CR)**

This course provides in-depth knowledge in the study of Western furniture and ornament. Upon successful completion of this course, the student should be able to analyze and compare furniture, ornamentation, design motifs and textiles of historical periods from the Renaissance to the 20th century. Additionally, the student should be able to define the social, religious and political influences on the ornamentation and furnishings of each period. The student should also be able to identify the craftsmanship and materials used in the furniture of each historical period and correctly use vocabulary related to each era. This is a required course in the interior design, interior merchandising and interior entrepreneurship associate of applied science degrees and an elective in the interior design retail sales/manufacturers representative certificate program. 3 hrs./wk.

ITMD 234**Kitchen and Bath: Planning and Design (3 CR)**

Prerequisites: ITMD 122 and DRAF 264

This is a comprehensive course in kitchen and bath design and planning. Upon successful completion of this course, the student should be able to define and use

proper vocabulary related to kitchen and bath design and construction, identify and use proper architectural symbols common to kitchen and bath plans and elevations, state the space relationships required for proper kitchen and bath usage, convert to metric measurements, and draw a kitchen and bath floor plan and elevation. This is a required course in the interior design associate of applied science degree program and an elective in the interior merchandising and interior entrepreneurship associate of applied science degree programs. 2 hrs. lecture, 1 hr. lab/wk.

ITMD 239

Capstone: Portfolio and Presentation (2 CR)

Prerequisites: Approval of program facilitator

This course is designed as a capstone for the interior design program. It should be taken in conjunction with or after completion of the final interiors studio course or in the graduating semester. Upon successful completion of this course, the student should be able to select and rework portfolio materials for maximum visual potential and appeal. In addition, the student will prepare a resume, conduct a job search, and present written and oral presentations based on resource and product files from other classes. This is a required course in the interior design, interior merchandising and interior entrepreneurship associate of applied science degree programs. 2 hrs. lecture/wk.

ITMD 250

20th Century Designers (1 CR)

This course provides in-depth knowledge in the study of the 20th-century designers. Upon successful completion of course, the student should be able to analyze and compare furniture, ornamentation, design motifs and textiles of various 20th-century designers. Recognition of periods and individual styles is stressed. The student will have an opportunity to study a specific designer in depth. This is an elective course in the associate of applied science degrees in interior design, interior merchandising and interior entrepreneurship. 1 hr lecture /wk.

ITMD 273

Interiors Seminar: Practices and Procedures (2 CR)

Prerequisite: ITMD 121

Upon successful completion of this course, the student should be able to demonstrate the use of proper interior design industry terminology, appropriate business forms and contracts, define the types of business legal structure, and solve business organizational and ethical problems through use of case studies. This course is required in the associate of applied science degree in interior design, interior merchandising or interior entrepreneurship and is an elective in the interior design retail sales/manufactures representative certificate program. 2 hrs./wk.

ITMD 275

Interiors Seminar: Budget and Estimating (2 CR)

Prerequisite: ITMD 121 and ITMD 125 and MATH 120

Upon successful completion of this course, the student should be able to describe methods of pricing interior design/merchandising materials and services, measure accurately for materials, demonstrate the use of business math in interior design/merchandising applications, and compute cost in cases. This course is required in the associate of applied science degrees in interior design, interior merchandising and interior entrepreneurship and in the interior design retail sales/manufacturers representative certificates. 2 hrs./wk.

ITMD 282**Interiors Internship I (1 CR)**

Prerequisite: ITMD 121

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course consists of supervised work experience in an approved training situation. It is designed to provide practical experience in the interiors industry. A minimum of 15 hours each week on-the-job training is required. This course is required in the associate of applied science degrees in interior design, interior merchandising and interior entrepreneurship and in the interior product sales and interior design retail sales/manufacturers representative certificates.

ITMD 284**Interiors Internship II (1 CR)**

Prerequisite: ITMD 121

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course consists of supervised work experience in an approved training situation. It is designed to provide practical experience in the interiors industry. A minimum of 15 hours each week on-the-job training is required. This course is required in the associate of applied science degrees in interior design, interior merchandising and interior entrepreneurship and in the interior product sales and interior design retail sales/manufacturers representative certificates.

ITMD 295**Field Study: Design and Merchandising (3 CR)**

Prerequisite: ITMD 121 and approval of the program facilitator

This travel-for-credit course consists of visits to manufacturing plants, a market showroom and a merchandise mart in a major market city. This is an elective course for the interior design, interior merchandising and entrepreneurship associate of applied science degree programs.

ITMD 296**Interior Design: the Orient (3 CR)**

Upon successful completion of this course, the student should be able to recognize and identify Asian furniture pieces and accessories from different countries; define and use vocabulary common to the art periods; and compare and contrast furniture and accessory pieces observed in museums, temples, homes and antique stores. This course will include five 3-hour pre-departure seminars followed by a three-week field trip to Japan, Hong Kong and Thailand. This is an elective course for the interior design, interior merchandising, and interior entrepreneurship associate of applied science degree programs.

Interpreter Training (INTR)

INTR 120**Elementary American Sign Language I (3 CR)**

This class will focus on the development of beginning American Sign Language communication skills. Comprehension skills and linguistic features of the language taught in context will be emphasized. 6 hrs. integrated lecture-lab/wk. INTR 120 and FL 180 are the same course. Do not enroll in both.

INTR 121

Elementary American Sign Language II (3 CR)

Prerequisite: INTR 120 or FL 180

This course will focus on continued development of elementary American Sign Language skills beyond those taught in Elementary ASL I. Students will work on developing communication competencies, concentrating on comprehension and production skills. Information about the linguistic and cultural features will be included in the context of language learning experiences. 6 hrs. integrated lecture-lab/wk. INTR 121 and FL 181 are the same course, do not enroll in both.

INTR 122

Intermediate American Sign Language I (3 CR)

Prerequisite: INTR 121 or FL 181 Corequisite: For students accepted in the interpreter training program: INTR 130 and INTR 126 and INTR 142

This course will focus on the development of intermediate American Sign Language communication skills. Comprehension skills and linguistic features of the language taught in context will be emphasized. 6 hrs.lecture-lab/wk. The daytime sections only are open to students in the interpreter training program. INTR 122 and FL 270 are the same course, do not enroll in both.

INTR 123

Intermediate American Sign Language II (3 CR)

Prerequisite: INTR 122 or FL 270 Corequisite: For students accepted in the interpreter training program: INTR 131 and INTR 135 and INTR 242

The course will continue study of intermediate American Sign Language. It is designed to develop further intermediate communication skills in American Sign Language. Information about the linguistic and cultural features will be included in the context of language learning experiences. 6 hrs. integrated lecture-lab/ wk. The daytime sections only are open to students in the interpreter training program. INTR 123 and FL 271 are the same course, do not enroll in both.

INTR 126

Classifiers in American Sign Language (2 CR)

Prerequisite: INTR 121 Corequisites: INTR 122 and INTR 130 and INTR 142 and acceptance in the interpreter training program

The course will provide an in-depth analysis of classifiers in ASL through discussion and demonstration of the three different categories of classifiers in ASL: representative classifiers (noun and its action), descriptive classifiers (size-and-shape, extent, perimeter, pattern, and texture), and instrumental classifiers (manipulative and handle). Students will learn to comprehend and produce classifiers from all three categories.

INTR 130

Survey of the Interpreting Profession (3 CR)

Prerequisite: Acceptance in the Interpreter Training Program Corequisite: For students accepted in the interpreter training program: INTR 122 and INTR 126 and INTR 142

This course provides an introduction to interpreting as an occupation. Students will come to understand interpersonal communication skills, professional ethics, parameters of responsibilities, community resources and legal ramifications as they relate to the interpreter. 3 hrs./wk.

INTR 131

Interpreting Preparation Skills (2 CR)

Prerequisite: INTR 130 Corequisite: For students accepted in the interpreter

training program: INTR 123 and INTR 135 and INTR 242 and acceptance into the interpreter training program

This course provides students with a foundation in the theory of interpretation. Students will explore the Colonomos Model of interpreting and apply this model by first using pre-interpreting skills in isolation. Then students will progress from producing translations to interpreting consecutively. 4 hrs. integrated lecture-lab/wk.

INTR 135

Intro to American Sign Language Linguistics (3 CR)

Prerequisite: INTR 122 or FL 280 Corequisite: INTR 123 and INTR 242 and INTR 131 for students in the interpreter training program

This course introduces students to the structural and grammatical principles of ASL. Students will explore concepts of equivalency between English and ASL 3 hrs. lecture/wk. The daytime sections only are open to students in the interpreter training program.

INTR 142

Fingerspelling I (3 CR)

Prerequisites: INTR 121 and INTR 125 or FL 181 Corequisite: For students accepted in the interpreter training program: INTR 122 and INTR 126 and INTR 130

Students will work on developing beginning expressive and receptive finger spelling skills based on word recognition principles. 2 hrs. lecture, 3 hrs. lab/wk. The daytime sections only are open to students in the interpreter training program.

INTR 145

Deaf Culture (3 CR)

Prerequisite or Corequisite: INTR 120 or INTR 125 Corequisite: INTR 181 and INTR 223 and INTR 226 and INTR 250 for students accepted in the interpreter training program

Students will compare middle-class American values, beliefs and institutions with those of the deaf community in the United States. 3 hrs./wk. The daytime sections only are open to students in the interpreter training program.

INTR 181

Interpreting Practicum I (1 CR)

Prerequisite: INTR 130 Corequisite: INTR 145 and INTR 223 and INTR 226 and INTR 250 for students accepted in the interpreter training program and admission to the Interpreter Training Program

Students will observe skilled interpreters in various interpreting situations in a variety of settings during the semester. 2 hrs. lab, field work/wk.

INTR 225

Physical and Psychological Aspects of Interpreting (2 CR)

Corequisites: INTR 181 and INTR 250 and admission to the Interpreter Training Program

This course provides knowledge of stress management as applied to both the physical demands and mental conditions of sign language interpreting. The course also identifies and describes critical components of self-esteem development and maintenance. Additionally, the course provides knowledge of career development theory, career decision making and the job-search process. The course is intended for second-year interpreter training students. 2 hrs./wk.

INTR 226**Specialized and Technical Vocabulary (2 CR)**

Prerequisite: INTR 123 Corequisite: INTR 145 and INTR 181 and INTR 230 and INTR 250 for students in the interpreter training program

This course will expand the interpreter training students' vocabulary related to specialized and technical contexts. Students will discuss vocabulary use in a variety of contexts to include socially restricted terms and phrases Deaf people use, colloquialisms, varying registers, terminology in medical, mental health, religion, sex drugs, and strong language in ASL. Students' development of comprehension and production skills in common formal and informal settings will be emphasized. Students will also discuss Signing Exact English (SEE II) and the differences from American Sign Language (ASL). 3 hrs. integrated lecture-lab/wk.

INTR 230**American Sign Language IV (4 CR)**

Prerequisite: INTR 140 and admission to the Interpreter Training Program

This course is a continuation of ASL III, including culturally significant topics related to the deaf community, more complex ASL grammatical features and conversational skill development. ASL vocabulary development, comprehension and production skills will be emphasized. Students will be given opportunities to expand their vocabulary related to common experiences in both formal and informal setting. Students will then use what they learned about advanced ASL, in class activities, dialogues, short stories, general conversations and class discussions. 1 hr. lecture, 7 hrs. lab/wk.

INTR 242**Fingerspelling II (2 CR)**

Prerequisite: INTR 142 Corequisite: INTR 123 and INTR 131 and INTR 135 for students accepted in the interpreter training program

This course focuses on continued development of expressive and receptive fingerspelling skills based on word and phrase recognition and expression. 1 hr. lecture, 2 hrs. lab/wk. The daytime sections only are open to students in the interpreter training program.

INTR 250**Interpreting I (6 CR)**

Prerequisite: INTR 130 Corequisite: INTR 140 and admission to the Interpreter Training Program

In this introduction to interpreting principles, emphasis will be on English-to-ASL and ASL-to-English skills. Students will participate in sequential drills and apply these skills in class. 2 hrs. lecture, 8 hrs. lab/wk.

INTR 255**Interpreting II (6 CR)**

Prerequisite: INTR 250 and admission to the Interpreter Training Program

This is an advanced course concentrating on continued development of English-to-ASL, ASL-to-English and transliteration skills. Students will have the opportunity to use these skills as they role-play employment situations. 2 hrs. lecture, 8 hrs. lab/wk.

INTR 262**Seminar on Interpreting (3 CR)**

Prerequisite: INTR 250 Corequisite: INTR 251 and INTR 282 for students

accepted in the interpreter training selective admissions program.

This course provides students with knowledge of stress management as applied to both the physical demands and mental conditions of sign language interpreting. Students will learn and apply decision-making techniques in regard to the Interpreter (RID) Code of Ethics. Additionally, the course provides students with knowledge of career development theory, career decision-making and the job-search process. 3 hrs. lecture/wk.

Journalism/Media Communication (JOUR)

JOUR 120

Mass Media and Society (3 CR)

Via books, newspapers, magazines, recordings, movies, radio, television, new technologies and the related areas of advertising and public relations, each of us is exposed to and affected by the mass media on a daily basis. This course will increase student awareness of the various media and help them understand the influence of the media on their daily activities, beliefs, decisions and goals. As a result, the student will become a more astute critic of the messages delivered by the mass media. 3 hrs./wk.

JOUR 122

Reporting for the Media (3 CR)

Reporting for the Media is structured for students interested in the basics of writing and reporting. Writing for print broadcast, and online media are included. Information gathering and story writing are conducted under strict deadlines to prepare students for a professional position. Basic news writing and style principles will be gained by writing stories for JCCC student media, including the student newspaper, The Campus Ledger. 3 hrs./wk.

JOUR 125

Fundamentals of Advertising (3 CR)

Fundamentals of Advertising introduces the student to the contemporary advertising process. Research, planning, creativity, production, media placement and sales are discussed, along with individual mediums and their forms, functions and roles in society. Major emphasis is placed on the areas of advertising/marketing research, planning and creativity, including integrated marketing communications. 3 hrs./wk.

JOUR 127

Introduction to Broadcasting (3 CR)

This course serves as a general introduction to students interested in pursuing knowledge of or a career in radio and television broadcasting. The course includes a study of the industry's development, its form and function, job responsibilities, basic production techniques, audience measurement, FCC regulations and ethics. Class time will include discussion of current trends and issues in the field, with students developing an understanding of broadcast media. Productions in the college's audio booth and TV facilities offer an opportunity to experience the field of broadcasting. These experiences will allow students to evaluate broadcasting as a possible career choice. 3 hrs./wk.

JOUR 130

Principles of Public Relations (3 CR)

This course is intended to provide the student with an overview of the history, principles and real-life functions of public relations. Public relations is a rapidly

growing field. The ability to work with the public is essential in business, education, health care and numerous other fields. This course is designed to give students the background to develop their PR skills, both verbally and in writing. 3 hrs./wk.

JOUR 202

Broadcast Performance (3 CR)

Students will learn how to improve their speaking voices and body language as well as the techniques necessary to effectively communicate messages through basic announcing skills. Interviewing, radio and television news, and commercial announcing are some of the topics covered in this course, which will allow students to polish their skills through performances in the college's television studio and audio booth. 3 hrs./wk.

JOUR 222

Advanced Reporting (3 CR)

Prerequisite: JOUR 122

This is an advanced newsgathering and reporting course designed to sharpen the discernment, critical thinking and writing skills of student journalists. Specific English language rules and principles plus AP news writing style will be emphasized in the production of incisive, well-defined news stories, features, profiles, editorials and personal columns. Professional writings in various media will be examined and critiqued, and class members will have the opportunity to participate in hands-on editing and layout. Students will gain additional experience by preparing for and participating in news conferences and events, as well as interacting with area media writers. 3 hrs./wk.

JOUR 225

Promotional Writing (3 CR)

Prerequisite: JOUR 125 or JOUR 130

Students will study the elements of layout and copywriting for promotional purposes, with emphasis on advertising, direct mail and public relations writing. 3 hrs./wk.

JOUR 227

Basic Television Production (3 CR)

Prerequisite: JOUR 127

This course provides students with the fundamentals of television production. The goal is to teach students basic video techniques. Topics covered include technology, lighting, camera operations, audio and editing. Students will gain hands-on experience in the college's Television Services studio. 3 hrs. lecture/wk.

JOUR 271

Journalism Internship (3 CR)

Prerequisite: By permission; completion of six credit hours in journalism/media communications at JCCC or another college with a minimum grade of "C" in those 6 hours.

A journalism/media internship allows students to gain work experience at an approved training center under staff supervision. Emphasis is on learning new skills related to a particular program or department at a media facility. Students may learn the application of writing techniques needed to produce and broadcast news, and produce advertising or public relations promotional copy. On-the-job training involves approximately 15-20 hrs./wk. by arrangement.

Land Surveying (KSRV)

KSRV 136

Analysis of Survey Measurements (3 CR)

Prerequisite: ENGR 180 with a minimum grade of C

Introduction to the true nature of surveying instruments and their use. Analysis of the effect that instruments and observers have on the measurements. Explanation of random error propagation, estimates of uncertainty, and dealing with this phenomena. Introduction to adjustments of measurement data. 3 hrs. lecture/wk. Course taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call 816-672-2510.

KSRV 137

Subdivision Planning and Layout (3 CR)

Prerequisite: ENGR 180 MCC's and DRAF 152 with a minimum grade of C

Physical elements of designing land subdivisions including traffic circulation, sewer and drainage systems, soils and earthworks, grading considerations, erosion control, lot and block arrangement, topography and existing land use factors, geometric analysis, laws and codes affecting land subdivisions, environmental considerations, site analysis procedures. 3 hrs. lecture/wk. Courses taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call 816-672-2510.

KSRV 139

Route and Construction Surveying (3 CR)

Prerequisite: ENGR 180 with a minimum grade of C

A survey of equipment and methods used in laying out engineering construction projects with an emphasis on the methodology, computations and note keeping techniques required. 3 hrs. lecture/wk. Course taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call 816-672-2510.

KSRV 152

Engineering Graphics & CADD I (5 CR)

Prerequisite: MATH test

Introduction to engineering communications and basic computer aided drafting/design (CADD). Emphasis on sketching, projections, drawing layout, drafting standards and conventions, dimensioning, sectioning, and basic design principles. Foundation for computer aided drafting/design including file management, basic drawing commands, basic editing commands, layering conventions, blocks, dimensioning, polylines, sectioning, and drawing layout and plotting. 3 hrs. lecture 4 hrs lab.

KSRV 235

Advanced Surveying (3 CR)

Prerequisite: ENGR 180 with a minimum grade

This course is a continuation of surveying skills introduced in ENGR 180 with an emphasis on advanced techniques beyond plane surveying such as geodetic control networks, practical astronomy, state plane coordinates, photogrammetry and the US Public Land Surveys System. 3 hrs. lecture/wk. Course taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call

816-672-2510.

KSRV 236

Legal Aspects of Surveying (3 CR)

Prerequisite: ENGR 180

A study of the legal principles of land boundaries, section corners, area; interpretations of land descriptions, identification of land parcels; legal principles of boundary locations and the United States land survey system. 3 hrs. lecture/wk. Course taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call 816-672-2510.

KSRV 237

Land Surveying (3 CR)

Prerequisite: ENGR 180

A study of the land survey practice of retracement and creation of new parcels as it relates to the lot survey, the sectional survey, and the water boundary survey. Further, standard business practice will be discussed. 3 hrs. lecture/wk. Course taught at Longview Community College, 500 SW Longview Rd., Lee's Summit, MO. Students should contact the Longview coordinator of land surveying about the class meeting times and beginning and ending dates of classes. Call 816-672-2510.

Leadership (LEAD)

LEAD 120

Leadership Development Seminar (3 CR)

This seminar course is designed for individuals who are interested in exploring the concepts of leadership using discussion, film, exercises and works of classic literature. The course will lead to the development of a personal leadership philosophy. 3 hrs./wk.

Learning Communities (LCOM)

LCOM 125

Composition II/College Algebra (6 CR)

Prerequisite: ENGL 121 and MATH 116 with a grade of "C" or better or appropriate score on the math assessment test - Note: College Algebra not available to students with a credit in MATH 173.

This course is a combination of ENGL 122 Composition II and MATH 171 College Algebra. College Algebra focuses on the study of functions and their graphs, techniques of solving equations and the recognition and creation of patterns, and Composition II focuses on giving students practice in gathering, evaluating, and synthesizing information in writing. This Learning Community combines the objectives of College Algebra and Composition II, giving students the opportunity to connect language and mathematics. Students will work together to write about math concepts and patterns, and to become aware of their innate ability to learn mathematics and language.

LCOM 126

Composition II/U.S. History to 1877 (6 CR)

Prerequisite: ENGL 106 or appropriate placement score

This course is a combination of ENGL 122 Composition II and HIST 140 US History to 1877. This six-hour Learning Communities course (part online part on campus) will focus on U.S. History from the discovery/encounter experience to the end of Reconstruction, as well as on composition and research techniques. Students will read both primary historical documents and a history textbook, and they will write three essays with an expository aim (one of which will involve substantial research), and one essay with an evaluative aim. All assignments will focus on understanding and interpreting American history. Students will receive credit on their transcripts for HIST 140 and for ENGL 122.

LCOM 127

Composition II/U.S. History Since 1877 (6 CR)

Prerequisite: ENGL 106 or appropriate test score

This six-hour Learning Communities course (part online and part on campus) will focus on U.S. History from the end of Reconstruction to the present, as well as on composition and research techniques. Students will read both primary historical documents and a history textbook, and they will write three essays with an expository aim (one of which will involve substantial research), and one essay with an evaluative aim. All assignments will focus on understanding and interpreting American history. Students will receive credit on their transcripts for HIST 141 and for ENGL 122.

LCOM 128

Art History: Renaissance to Modern/Furniture and Ornamentation: Renaissance to Modern (6 CR)

This course introduces students to the arts and ideas of western culture from the Renaissance to the present. The course will examine furniture, ornament, textiles, two and three dimensional art and architecture. Particular attention will be paid to the relationship between artistic elements and their various cultural and historical contexts. This course utilizes the collections of the Nelson-Atkins Museum of Art where the class meets on a weekly basis throughout the semester.

LCOM 132

Composition II/Literature of Science Fiction (6 CR)

Prerequisite: ENGL 121

Students in this Learning Community will integrate their work in Composition II with their work in Literature of Science Fiction. Science Fiction literature will be read evaluated and act as the subject matter for the writing inherent in the Composition II course objectives: and we'll summarize Science Fiction stories and criticism; we'll criticize and synthesize definitions of Science Fiction, its development, and its key concepts; and we'll explore the translation of text to screen.

LCOM 135

Social Issues: Appomattox-9/11 (6 CR)

This course is a combination of HIST 141 US History Since 1877 and SOC 122 Introduction to Sociology. Earn 6 credit hours while exploring the major social issues of modern America. Topics to be covered include: gender roles; race and civil rights; globalization and terrorism; immigration and urbanization; the environment; media technology; religion and politics. 6 hrs. lecture/wk.

Learning Strategies (LS)

LS 174

Learning Strategies for Math (1 CR)

Corequisite: Concurrent enrollment in a math course

This course teaches thinking and study skills specifically geared toward the learning of math. Students practice these skills on their math textbooks and homework assignments as well as in their math class discussions and lectures. This course also addresses feelings and attitudes that may block math learning and offers strategies and techniques designed to overcome these feelings. 1 hr./wk. Learning Strategies courses offer students opportunities to acquire the thinking and learning skills needed to be a successful learner, including reading textbooks, taking notes, organizing information and preparing for tests.

LS 176

Strategic Learning System (1 CR)

Corequisite: Concurrent enrollment in a college lecture course

In this course, students will learn a series of strategies for processing information from textbooks and lectures and strategies for studying for and taking tests. As the strategies are introduced, students apply them to the content of courses in which they are concurrently enrolled. Upon successful completion of the course, students will have developed a system for learning that can be adapted for use in any learning situation. 1 hr./wk. Learning Strategies courses offer students opportunities to acquire the thinking and learning skills needed to be a successful learner, including reading textbooks, taking notes, organizing information and preparing for tests.

LS 178

Memory Strategies (1 CR)

Corequisite: Concurrent enrollment in another college course

In this course, students learn a series of techniques to help them improve their retention and recall of information needed for success in college courses. These techniques provide a systematic approach to learning and remembering. Students immediately use the techniques to learn information from their other college courses. 1 hr./wk. Learning Strategies courses offer students opportunities to acquire the thinking and learning skills needed to be a successful learner, including reading textbooks, taking notes, organizing information and preparing for tests.

LS 186

Exam Strategies (1 CR)

Corequisite: Concurrent enrollment in at least one other college course in which exams are taken

This course offers students an opportunity to explore their own learning styles and to develop appropriate strategies for improving test performance through improved learning procedures. Emphasis will be on practical application of the learned strategies to courses in which the students are concurrently enrolled. 1 hr./wk. Learning Strategies courses offer students opportunities to acquire the thinking and learning skills needed to be a successful learner, including reading textbooks, taking notes, organizing information and preparing for tests.

LS 200

College Learning Methods (3 CR)

Corequisite: Concurrent enrollment in at least one academic college course

This course provides students with opportunities to develop skills and habits that will help them establish and maintain effective learning systems. Students first learn and practice the learning methods in class and then apply these methods to appropriate situations in their other college coursework. The methods, which are based on valid learning and thinking principles, will help students meet the higher-level demands of the subjects encountered in college courses. 3 hrs./wk.

Learning Strategies courses offer students opportunities to acquire the thinking and learning skills needed to be a successful learner, including reading textbooks, taking notes, organizing information and preparing for tests.

Legal Studies (LAW)

LAW 121

Introduction to Law (3 CR)

Upon successful completion of this course, the student should be able to explain the major substantive and procedural aspects of law. This course provides an overview of the legal system and knowledge of specific legal topics, including torts, criminal law, contracts, family law, business law, real estate and probate. This course is a requirement for applying to the paralegal program and for completion of the legal nurse consultant program. 3 hrs. lecture/wk. LAW 121 and BUS 122 are the same course; do not enroll in both.

LAW 123

Paralegal Professional Studies (1 CR)

Upon successful completion of this course, the student should be able to explain the legal assistant profession. Topics will include paralegal licensing, certification, education, employment and professional ethics. The course is required for students seeking admission to the paralegal program. 1 hr. lecture/wk.

LAW 131

Legal Research (3 CR)

Prerequisite or corequisite: Legal nurse consultant students- LAW 225 and LAW 121 or BUS 122 Paralegal program students - Admission to the program or division administrator approval

This course will familiarize the student with library organization and the types of informational resources used for performing legal research. The student will become acquainted with the major characteristics of these resources and usage techniques and will learn a systematic method for researching legal issues. Numerous opportunities will be provided for skill development in the use of these resources. 3 hrs. lecture/wk.

LAW 132

Civil Litigation (3 CR)

Prerequisite: Admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

This course will acquaint the student with the major characteristics of the civil litigation process. Students will become familiar with the various types of procedural rules regulating the civil litigation process and their application. Emphasis will be on the role of the legal assistant in a civil litigation practice and will include the drafting of pleadings. 3 hrs. lecture/wk.

LAW 140

Alternative Dispute Resolution (3 CR)

Prerequisites: Legal nurse consultant students and Paralegal program students - LAW 132

This course examines the various methods used by our legal system for dispute resolution and the role of the legal assistant in those methods. Upon successful completion of this course, the students should be able to explore the nature of conflict and the principles of negotiation and review the traditional litigation system. The course will concentrate on the major alternatives to litigation,

including mediation and arbitration. 3 hrs. lecture/wk.

LAW 142

Torts (3 CR)

Prerequisites: Legal nurse consultant students and Paralegal program students - LAW 132

Upon successful completion of this course, the student should be able to explain the major principles of tort law and personal injury litigation. The student should be able to discuss and compare the elements of negligence torts, intentional torts and strict liability torts, as well as the types of damages available and defenses to each of these torts. 3 hrs. lecture/wk.

LAW 148

Criminal Litigation (3 CR)

Prerequisites: Legal nurse consultant students and Paralegal program students - LAW 132

Upon successful completion of this course, the student should be able to explain the objectives, substantive principles and procedural rules of the criminal process. The student will be able to explain the role of the paralegal in criminal litigation practice and draft documents used in the criminal litigation process. 3 hrs. lecture/wk.

LAW 152

Real Estate Law (3 CR)

Prerequisite: Paralegal program students - Admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

Upon successful completion of this course, the student should be able to describe common types of real estate transactions and conveyances. The preparation of legal instruments, namely deeds, contracts, leases and mortgages will be studied. 3 hrs. lecture/wk.

LAW 162

Family Law (3 CR)

Prerequisite: Paralegal program students - admission to paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

Upon successful completion of this course, the student should be able to describe the substantive and procedural principles of family law, including issues related to adoption, divorce, custody, support and visitation. The student will also be able to draft pleadings including petition for divorce, petition for adoption, decrees, settlement agreements and motions for modification. 3 hrs. lecture/wk.

LAW 171

Law Office Management (3 CR)

Prerequisite: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

This course will acquaint the student with the general principles of law office management and will emphasize the unique characteristics of organizing and managing the law office or legal department. Projects will provide students with opportunities for practical application of law office management concepts. 3 hrs. lecture/wk.

LAW 173

Judicial Academy (1 CR)

Prerequisite: Admission to the paralegal program. Legal nurse consultant students - LAW 225 and LAW 121

Upon successful completion of this course, the students should possess an in-depth understanding of the trial courts of Kansas. In order to achieve this goal, students will learn the main components of the Johnson County District Court, including discussion of the court structure, judicial qualifications, jury service, the criminal justice system, the juvenile court system and family matters. 1 hr. lecture/wk.

LAW 205

Legal Writing (3 CR)

Paralegal prerequisite: LAW 131 or division administrator approval; Legal Nurse Consultant Prerequisite: LAW 131 or division administrator approval

Upon successful completion of this course, the student should be able to research complex legal problems, communicate the results of this research and other law-related information clearly and effectively and analyze legal problems using the skills of logic and reasoning. 3 hrs. lecture/wk.

LAW 212

Business Organizations (3 CR)

Prerequisite: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

Upon successful completion of this course, the student should be able to describe the various forms of business ownership, including corporations, partnerships and sole proprietorships. The emphasis in the course is on the role of the legal assistant in a business law practice and on the preparation of related documents. 3 hrs. lecture/wk.

LAW 220

Computer-Assisted Legal Research (2 CR)

Prerequisites: Legal nurse consultant students - LAW 131 Paralegal program students - LAW 131

Upon successful completion of this course, the student should be able to access general and legal resources on the Internet and conduct electronic legal research using online and CD-ROM databases.

LAW 223

Computer Applications in the Law Office (3 CR)

Prerequisites: Paralegal program students - admission to the paralegal program and either CIS 124 or CPCA 128 or three hours of CPCA 108 and CPCA 110 and CPCA 114

Upon successful completion of this course, the student should be able to evaluate and use legal software to perform customary law office procedures including computer litigation support, drafting and editing of specific legal documents, document and file management, time-keeping and billing, docket control, and forms generation. 3 hrs. lecture/wk.

LAW 225

Legal Nurse Consultant Profession (1 CR)

Prerequisite: Admission to the legal nurse consultant program or division

administrator approval

In this course, students will examine the functions of legal nurse consultants and available career opportunities, including relevant issues regarding employment and independent contracting. 1 hr. lecture/wk.

LAW 241

Wills, Trusts and Probate Administration (3 CR)

Prerequisite: Paralegal program students -- admission to the paralegal program or division administrator approval. Legal nurse consultant students -- LAW 225 and LAW 121

Upon successful completion of this course, the student should be able to draft a will with testamentary powers. The use of trusts, probate procedures, techniques for fact gathering and mastery of estate tax principles are emphasized in this course. 3 hrs. lecture/wk.

LAW 245

Elder Law (3 CR)

Prerequisite: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 225 and LAW 121

Upon successful completion of this course, the student should be able to explain the legal aspects of aging. Topics include financial and estate planning, health care, personal planning and protection, taxation, housing and other legal matters affecting the elderly and people with special legal needs. 3 hrs. lecture/wk.

LAW 250

Medicolegal Research and Writing (3 CR)

Prerequisites: Admission to the legal nurse consultant program and LAW 131

This course emphasizes the role of the legal nurse consultant in the preparation of, and contribution to, various documents used in the context of a medicolegal-related law practice. Topics include the use of medical and science-related information resources and the preparation of such documents as legal memoranda; legal-related correspondence; summaries of medical/science literature; summaries of health-care records; and summaries of health-care expenses and settlement brochures, particularly in the context of intentional torts, negligence, product liability, strict liability, and medical-malpractice litigation. 3 hrs. lecture/wk.

LAW 260

Personal Injury Law (3 CR)

Prerequisites: Admission to the legal nurse consultant program and LAW 131

Upon successful completion of the course, the student should be able to explain and apply substantive and procedural principles of personal injury claims. The course will concentrate on the role of a legal nurse consultant in analyzing and applying legal theories and defenses relevant to intentional torts, negligence, product liability, strict liability and medical malpractice. 3 hrs. lecture/wk.

LAW 266

Employment Law (3 CR)

Prerequisite: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 121 and LAW 225

This course examines the relationship between employer and employee. Major federal and state employment laws will be examined, including Title VII of the Civil

Rights Act of 1964, the Age Discrimination Employment Act and the Americans with Disabilities Act. 3 hrs. lecture/wk.

LAW 268

Bankruptcy (2 CR)

Prerequisite: Paralegal program students - admission to the paralegal program or division administrator approval. Legal nurse consultant students - LAW 121 and LAW 225

This course will familiarize the student with the purpose and application of the federal Bankruptcy Code. Topics will include Bankruptcy Court procedures and the preparation of bankruptcy forms and documents. Emphasis will be on the role of the legal assistant in a bankruptcy practice. 2 hrs. lecture/wk.

LAW 270

Administrative Law (3 CR)

Prerequisite: Admission to the legal nurse consultant program and LAW 225 and LAW 121 or admission to the paralegal program

Upon successful completion of the course, the student will be able to explain and apply substantive and procedural principles of administrative agencies. The course will concentrate on the basic principles of workers' compensation law, Social Security law; the Americans with Disabilities Act and the Occupational Safety Health Administration. 3 hrs. lecture/wk.

LAW 271

Legal Ethics, Interviewing and Investigation (3 CR)

*Prerequisite Paralegal: LAW 132 and Corequisite Paralegal: LAW 205
Prerequisite Legal Nurse Consultant: LAW 132 or LAW 260 Corequisite Legal Nurse Consultant: LAW 205 or LAW 250*

Upon successful completion of this course, the student should be able to explain ethical rules and standards governing the legal profession, interview clients and witnesses, and perform factual investigation pursuant to legal proceedings. The emphasis will be on recognition of ethical problems commonly encountered, as well as the development of interviewing and investigating skills. 3 hrs. lecture/wk.

LAW 275

Paralegal Internship I (1 CR)

Prerequisite: Admission to the paralegal program or division administrator approval

Upon successful completion of this course, the student should be able to explain how a law office or legal- related office operates from practical on-the-job experience. The student must work 120 hours a semester in law-related activities. By arrangement.

LAW 276

Paralegal Internship II (1 CR)

Prerequisite: Admission to the paralegal program or division administrator approval

Upon successful completion of this course, the student should be able to explain how a law office or legal- related office operates from practical on-the-job experience. The student must work 120 hours a semester in law-related activities. By arrangement.

Library (LIBR)

LIBR 125

Introduction to Library Research (1 CR)

This course provides an introduction to the methods and technologies of library research. Included will be a study of the various information resources available for research and techniques for retrieving information from both print and electronic sources. The resources of Billington Library will be featured, although the emphasis will be on building information retrieval skills that will be useful in many settings. 1 hr./wk.

Marketing Management (MKT)

MKT 121

Retail Management (3 CR)

Upon successful completion of this course, the student should be able to describe and analyze retail store organization and operation including customer markets, store location and design, human resource management, merchandise planning and control, and retail promotion. 3 hrs. lecture/wk.

MKT 133

Salesmanship (3 CR)

Upon successful completion of this course, the student should be able to define and contrast the three main areas of selling -- direct, wholesale and retail -- and explain the selling process. In addition, the student should be able to define the steps of selling and identify their appropriate application. The student should also be able to demonstrate selling skills through role play and presentations. Students who have received credit for MKT 134 may not receive credit for MKT133. 3hrs. lecture/wk.

MKT 134

Creative Retail Selling (3 CR)

Upon successful completion of this course, the student should be able to describe the process of successful selling in the retail environment. In addition, the student should be able to define the steps of selling and identify appropriate application. The student should also be able to apply selling principles through role-play. Students who have received credit for MKT 133 may not receive credit for MKT 134. 3 hrs. lecture/wk.

MKT 140

Teleservice Communication Skills (3 CR)

Upon successful completion of this course, the student should be able to describe the process of successful communication in the teleservice field. In addition, the student should be able to define the principles of teleclient service and identify their appropriate application. The student should also be able to demonstrate effective telecommunication and client services skills through role-playing. Students who have received credit for MKT 133 or MKT 134 may not receive credit for MKT 140. 3 hrs. lecture/wk.

MKT 202

Consumer Behavior (3 CR)

Upon successful completion of this course, the student should be able to analyze

the elements and influences that affect consumer behavior. In addition, the student should be able to apply the basic principles of consumer behavior and insight to the application of consumer-research findings used in the professional practice of marketing. 3 hrs. lecture/wk.

MKT 221
Sales Management (3 CR)

Prerequisite: MKT 134 or MKT 133

Upon successful completion of this course, the student should be able to identify skills necessary to manage a sales force and develop a plan for recruitment selection, training, motivation and evaluation. In addition, the student should be able to describe and analyze techniques to forecast and plan sales and audit results. 3 hrs. lecture/wk.

MKT 234
Services Marketing (3 CR)

Corequisite: BUS 230

Upon successful completion of this course, the student should be able to describe the functioning of a services economy. In addition, students should be able to describe and define the nature and characteristics of services and the way services are required to be marketed because of their intangible core. Additionally, students should be able to describe service quality, the foundation of services marketing and the success factors in services marketing. 3 hrs. lecture/wk.

MKT 284
Marketing and Management Internship I (1 CR)

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in marketing and management. A minimum of 15 hrs./wk. on-the-job training is required.

MKT 286
Marketing and Management Internship II (1 CR)

Prerequisite: MKT 284

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in marketing and management. A minimum of 15 hrs./wk. on-the-job training is required.

MKT 288
Marketing and Management Internship III (1 CR)

Prerequisite: MKT 286

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in marketing and management. A minimum of 15 hrs./wk. on-the-job training is required.

MKT 289

Marketing and Management Internship IV (1 CR)

Prerequisite: MKT 288

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in marketing and management. A minimum of 15 hrs./wk. on-the-job training is required.

MKT 290

Capstone: Marketing and Management Case Studies (3 CR)

Prerequisites: BUS 141 and BUS 230 and MKT 284 and MKT 286 or permission of division administrator

Upon successful completion of this course, the student should be able to identify problems, develop and describe the situational analysis, formulate alternative solutions, and reach and explain a decision for each issue. In addition, the student should be able to apply the knowledge of marketing and management concepts and techniques in the analysis of cases and actual business situations. 3 hrs. lecture/wk.

Mathematics (MATH)

MATH 099

Intro to Alg/Intermediate Alg (6 CR)

Prerequisite: MATH 111 with a grade of "C" or better or an appropriate score on an assessment test.

This 16-week course is an integration of the content of both Introduction to Algebra and Intermediate Algebra and graded as if taken as two separate courses. You will earn 3 credit hours in Introduction to Algebra and 3 credit hours in Intermediate Algebra that will transfer as if they were being taught in the traditional format. Students will receive credit on their transcript for MATH 115 and MATH 116.

MATH 111

Fundamentals of Mathematics (3 CR)

Prerequisite: Appropriate score on the math assessment test

Fundamentals of Mathematics is designed for the student who needs to improve or review basic math skills and concepts. This course includes computation using integers, fractions, decimals, proportions and percents along with an overview of percents, measurement, geometry, statistics and linear equations. Fundamentals of Math provides the mathematical foundation upon which subsequent studies in mathematics and other areas depend. 3 or 5 hrs. lecture / wk. This course does not fulfill degree requirements.

MATH 115

Introduction to Algebra (3 CR)

Prerequisite: MATH 111 with a minimum grade of "C" or appropriate score on the math assessment test

This is a beginning course in algebra, designed to help students acquire a solid foundation in the basic skills of algebra. Students will learn to simplify arithmetic and algebraic expressions, including exponential expressions, polynomials, rational expressions and radical expressions; solve equations and inequalities, including linear equations and quadratic equations; graph linear equations; and analyze linear equations. 3 or 5 hrs. lecture/wk. This course does not fulfill degree requirements.

MATH 116**Intermediate Algebra (3 CR)**

Prerequisite: MATH 115 with a minimum grade of "C" or appropriate score on the math assessment test

This course focuses on arithmetic and algebraic manipulation, equations and inequalities, graphs, and analysis of equations and graphs. Students will simplify arithmetic and algebraic expressions, including those containing rational expressions, rational exponents, radicals and complex numbers; solve equations and inequalities including linear, quadratic, quadratic in form, as well as those containing rational expressions, radicals or absolute value; graph linear inequalities and basic conics; and analyze functions and nonfunctions. 3 or 5 hrs.lecture/wk.

MATH 118**Geometry (3 CR)**

Prerequisite: MATH 115 with a minimum grade of "C" or appropriate score on the math assessment test

This course is an informal approach to geometry. Topics will include lines, polygons, area, volume, circles, similarity, congruence and coordinate geometry. 3 hrs. lecture/wk.

MATH 120**Business Mathematics (3 CR)**

Prerequisite: MATH 111 with a minimum grade of "C" or appropriate score on the math assessment test

This is a course for the student who needs specific skills in mathematics to address business problems and business applications. Students will learn the mathematics involved in retailing, payroll, financial analysis, interest, and money management. Students will use a calculator and computer to solve a variety of applications. 3 hrs./wk.

MATH 122**Mathematics in Our Culture (3 CR)**

Prerequisite: MATH 111 with a minimum grade of "C" or appropriate score on the math assessment test

This is a course about the extent, power and history of many interesting areas of mathematics. Topics will include mathematical reasoning and recreation, calculator activities, computer literacy, mathematics in art and music, probability, statistics and topology. 3 hrs./wk.

MATH 133**Technical Mathematics I (4 CR)**

Prerequisite: MATH 111 with a minimum grade of "C" or appropriate score on the math assessment test

This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations, right triangle trigonometry and basic statistical concepts. 4 hrs./wk.

MATH 134**Technical Mathematics II (5 CR)**

Prerequisite: MATH 133 or an equivalent course with a minimum grade of "C"

This course is the second of a two-semester sequence on technical applications of algebra and trigonometry. Topics will include factoring, algebraic fractions, quadratic equations, exponents, radicals, an introduction to coordinate geometry, logarithmic and exponential functions, trigonometric graphs and identities. 5 hrs./wk.

MATH 150
Descriptive Statistics Using SPSS (3 CR)

Prerequisite: MATH 120 or higher or an equivalent course with a minimum grade of "C"

This is a beginning course in statistical analysis that makes extensive use of the computer software package SPSS. This course is intended for students who have an interest in data mining. This course covers the basics of using SPSS to analyze statistical data which include inputting data, manipulating data, constructing cross-tabulation tables and pivot tables, and constructing various types of charts. The statistical analyses in the course will include measures of central tendency, measures of dispersion, measures of correlation, and an introduction to multiple response variables. The course also includes the basic components of good survey design. Finally, the course covers techniques for constructing simple statistical models for making predictions with existing data. 3 hrs./wk.

MATH 165
Finite Mathematics (3 CR)

Prerequisite: MATH 116 with a grade of "C" or better or appropriate score on the math assessment test

This course will emphasize the beauty, scope, practical applications and relevance of mathematics. It is designed to involve the students with the concepts as well as quantitative skills. Topics include inductive and deductive reasoning, mathematical patterns, sets, introduction to trigonometry, Euclidean geometry, probability, statistics and matrices. The common themes throughout the course are innovation in computers, related mathematical and cultural history and reasoning ability. 3 hrs./wk. MATH 165 is only offered during the spring term.

MATH 171
College Algebra (3 CR)

Prerequisite: MATH 116 with a minimum grade of "C" or MATH 134 with a minimum grade of "C" or appropriate score on the math assessment test Note: Not available to students with credit in MATH 173

This course focuses on the study of functions and their graphs, techniques of solving equations and the recognition and creation of patterns. Students will analyze and graph functions, including constant, linear, absolute value, square root, polynomial, rational, exponential and logarithmic functions and non-functions; solve equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, systems of linear equations and systems of linear inequalities; and analyze and create algebraic and numerical patterns. 3 or 5 hrs./wk. Not available for credit for students with credit in MATH 173.

MATH 172
Trigonometry (3 CR)

Prerequisite: MATH 171 with a minimum grade of "C" or appropriate score on the math assessment test Note: Not available to students with credit in MATH 173

This is a course in trigonometric functions and graphs. Emphasis will be on understanding function notation, definitions, algebraic relations, real-world applications, graphing in the real and complex plane, inverse functions, polar functions and vectors. Students who take Math 172 and Math 173 will receive at most five hours of credit toward graduation. 3 hrs./wk. Not available for credit for

students with credit in MATH 173.

MATH 173

Precalculus (5 CR)

Prerequisite: MATH 116 with a minimum grade of "C" or appropriate score on the math assessment test Note: Not available for credit for students with credit in MATH 171 and/or MATH 172

Note: MATH 173 is an accelerated course recommended for students with a strong high school math background (three to four years) who plan to take calculus. This course focuses on the study of functions and their graphs, trigonometry, techniques of solving equations and the recognition and creation of patterns. Students will analyze and graph functions, including constant, linear, absolute value, square root, polynomial, rational, exponential, logarithmic and trigonometric functions and nonfunctions; solve equations and inequalities, including polynomial equations, exponential equations, logarithmic equations, trigonometric equations, systems of linear and nonlinear equations and systems of linear and nonlinear inequalities; and analyze and create algebraic and numerical patterns. 5 hrs./wk. Not available for credit for students with credit in MATH 171 and/or MATH 172.

MATH 175

Discrete Mathematics and its Applications (3 CR)

Prerequisite: MATH 171 or MATH 173 with a minimum grade of "C" or appropriate score on the math assessment test

This course is designed to present the beauty, scope, practical applications and relevance of mathematics. It will focus on applications of general interest drawn primarily from the social and biological sciences and business. Topics will be placed in a historical context, and mathematical reasoning will be stressed. Many of the applications will be computer-oriented. 3 hrs./wk.

MATH 181

Statistics (3 CR)

Prerequisite: MATH 171 or MATH 173 or an equivalent course with a minimum grade of "C" or appropriate score on the math assessment test

This is a beginning course in statistical analysis, the skill of making sense of raw data - constructing graphical representations of data, developing models for making predictions, performing tests to determine significant change and finding intervals for population values. Students will learn the basics of descriptive statistics, probability, sampling, confidence intervals, distributions, hypothesis testing, regression and correlation. Computer applications will be incorporated into course topics. 3 hrs./wk. A statistical package using the computer is a required part of instruction. No computer skills are necessary.

MATH 210

Mathematics for Elementary Teachers I (3 CR)

Prerequisite: Minimum grade of "C" or higher in MATH 171 or MATH 173 or appropriate score on math assessment test

This is the first of a two-course sequence for prospective teachers of elementary and middle school mathematics. The focus of this course is an in depth investigation of the mathematical principles and concepts encountered in grades K-8. Topics include set theory, numeration systems, number sense, critical thinking, and problem solving strategies. The use of appropriate techniques and tools, such as calculators, computers and manipulatives, will be integrated throughout the course in order to enhance the depth of understanding. 3 hrs. lecture/wk.

MATH 225

Mathematics as a Decision Making Tool (3 CR)

Prerequisite: MATH 171 or MATH 173 with a minimum grade of "C" or appropriate score on the math assessment test

The focus of this course is to develop the quantitative skills and reasoning ability necessary to help students read critically and make decisions in our technical information society. A project tying this course to the student's own interest is a course requirement. Major topics include collecting and describing data, inferential statistics and probability, geometric similarity, geometric growth, symmetry and patterns. 3 hrs. lecture/wk.

MATH 231

Business and Applied Calculus I (3 CR)

Prerequisite: MATH 171 or MATH 173 with a minimum grade of "C" or appropriate score on the math assessment test

This is the first course in calculus as it applies to business, psychology and the physical sciences. Concepts include measuring the slope of a curve, writing equations of tangent lines, finding maximum and minimum points, determining the rate of change of a function, and measuring the area under a curve. Algebraic skills and application problems are stressed. Specific calculus topics include finding limits, differentiation of algebraic, exponential and logarithmic functions, and integration of algebraic and exponential functions. Trigonometry (MATH 172) can be taken concurrently with MATH 231 for those students planning to enroll in MATH 232 in subsequent semesters. 3 hrs./wk.

MATH 232

Business and Applied Calculus II (3 CR)

Prerequisites: MATH 231 and either MATH 172 or MATH 173 or an equivalent course with a minimum grade of "C"

This is the second course in a two-semester series on calculus that covers five techniques of integration, differentiation and integration of trigonometric functions, differential equations, and functions of several variables as applied to business, statistics, biology and the social sciences. 3 hrs./wk.

MATH 237

Calculus for Biology and Medicine (5 CR)

Prerequisite: MATH 172 or MATH 173 or an equivalent course with a minimum grade of "C"

This course focuses on the study and mathematical modeling of biological systems. Through a host of biological and medical applications, the rudiments of calculus are developed. Concepts include measuring the slope of a curve, writing equations of tangent lines, maximizing and minimizing a function, determining the rate of change of a function, and measuring the area under a curve. Solution techniques, both analytic and numeric, for difference and differential equations are used. Modeling activities are heavily emphasized. Qualitative analysis of solutions of differential equations is incorporated in modeling activities. Application areas include mathematical physiology, pharmacology, cell biology and populations biology. 5 hrs. lecture/wk.

MATH 241

Calculus I (5 CR)

Prerequisite: MATH 172 or MATH 173 or an equivalent course with a minimum grade of "C"

This is the first of a three-semester sequence on calculus designed for engineering, physics and math majors. Rates of change, areas and volumes will be studied. To accomplish this, the students will study and apply limits and

continuity. Differentiation and integration of algebraic, trigonometric and transcendental functions will also be a major focus of this course. 5 hrs./wk.

MATH 242

Calculus II (5 CR)

Prerequisite: MATH 237 or MATH 241 or an equivalent course with a minimum grade of "C"

This is the second course of a three-semester sequence on calculus. The emphasis will be an analytic, numerical and graphical approach to techniques of integration, infinite series and vectors in the plane including scientific applications. 5 hrs./wk.

MATH 243

Calculus III (5 CR)

Prerequisite: MATH 242 or an equivalent course with a minimum grade of "C"

This is the third course in a three-semester sequence on analytic geometry and calculus. Topics include vector-valued functions, functions of several variables, multiple integration, vector analysis and linear algebra. 5 hrs./wk.

MATH 244

Differential Equations (3 CR)

Prerequisite: MATH 243 or an equivalent course with a minimum grade of "C"

This course will cover standard types of equations that involve rates of change. In particular, this is an introductory course in equations that involve ordinary derivatives. Both qualitative and quantitative approaches will be used. Standard types and methods will be covered, including Laplace transforms and numerical methods. 3 hrs./wk.

MATH 246

Elementary Linear Algebra (3 CR)

Prerequisite: MATH 242 or an equivalent course with a minimum grade of "C"

This sophomore-level introduction to linear algebra uses a matrix-oriented approach, with an emphasis on problem solving and applications. The course focus is on matrix arithmetic, systems of linear equations, properties of Euclidean n -space, eigenvalues and eigenvectors, orthogonality and vector spaces. The use of technology is a major feature of the course. 3 hrs. lecture/wk. MATH 246 is only offered during the spring term.

MATH 250

Advanced Engineering Mathematics (5 CR)

Prerequisite: MATH 242 or an equivalent course with a minimum grade of "C"

The focus of the course will be the study and mathematical modeling of engineering systems, both mechanical and electrical. Solution techniques, both analytic and numeric, for a single ordinary differential equation and for systems of first-order ordinary differential equations are used. Also, Laplace transforms and their applications are used as they apply to engineering systems. Linear algebraic systems of equations and the concepts of vector spaces, basis, dimension and subspaces are encountered as well. 5 hrs. lecture/wk.

MATH 285

Statistics for Business (4 CR)

Prerequisite: MATH 232 or MATH 242 or an equivalent course with a grade of "C" or better Note: Students transferring MATH 285 to the University of Kansas must have CIS 124 or CIS 134 as a co-requisite. Or corequisite CIS 124 or CIS 134

This is a beginning course in calculus-based statistical analysis, the skill of making sense of raw data -- constructing graphical representations of data, developing models for making predictions, performing tests to determine significant change and finding intervals for population values. Students must have an understanding of calculus concepts in order to successfully complete this course. Students will learn the basics of descriptive statistics, probability, sampling, confidence intervals, hypothesis testing and linear regression. The course will stress the applications to business with emphasis on quality control. 4 hrs./wk. Students transferring MATH 285 to KU must have CIS 124 or CIS 134 as a corequisite.

Metal Fabrication and Welding (MFAB)

MFAB 121

Introduction to Welding (4 CR)

Upon successful completion of this course, the student should be able to perform oxy-fuel cutting (OFC), oxy-fuel welding (OFW) and brazing, shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) equipment. The SMAW portion of the course will cover positions but will be limited to fillet welds. All welds will be tested according to industry standards. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 6 hrs. lab/wk.

MFAB 125

Advanced Gas and Arc Welding (4 CR)

Prerequisite: MFAB 121

This course is a continuation of Introduction to Welding. The course will cover more advanced projects in oxyacetylene welding, cutting, brazing, shielded metal arc welding (SMAW) and carbon arc cutting with air (CAC-A). The SMAW process will be used to weld v-groove butt joints in the flat, horizontal, vertical up and overhead positions, with root and face U-bend test being performed on the welds made in the vertical position. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 6 hrs. lab/wk.

MFAB 127

Welding Processes (2 CR)

Upon successful completion of this course, the student should be able to identify various welding processes used by industries. Standard shop and maintenance welding processes will be taught and demonstrated. Welds will be tested and inspected according to industry standards. This course can be used by an individual company to train or upgrade train employees and can be customized to fit individual needs. 1 hr. lecture, 1.5 hrs. lab/wk.

MFAB 130

Gas Metal Arc Welding I (4 CR)

Upon successful completion of this course, the student should be able to identify the theory of gas metal arc welding (GMAW) and flux-cored arc welding (FCAW). The welding of mild steel plate will occur in all positions on both fillet and groove welds with the GMAW process. The FCAW process will be used to weld some fillet and groove welds on mild steel in selected weld positions. The Plasma Arc Cutting (PAC) metal cutting process will be used to conserve material use and plant preparation. A root and face guide U-bend test will be performed on vertical up GMAW weld test coupons. The student will be required to provide ANSI Z87

safety glasses, and may be expected to provide other basic hand tools and/or equipment. 1 hr. lecture, 6 hrs. lab/wk.

MFAB 140

Maintenance Repair Welding (3 CR)

Prerequisites: MFAB 121 or MFAB 130

Upon successful completion of this course, the student should be able to perform oxyfuel cutting (OFC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW) and plasma arc cutting (PAC). Basic blueprint and welding symbols will be introduced, and selected welds and assignments will be tested according to industry standards. The student will be required to provide ANSI Z-87.1 approved safety glasses and may be expected to provide other basic hand tools and/or equipment as required by employers. This course is designed for individuals who have welding experience or who are employed by a company that requires welding skills. This course can be customized for advanced training. 1 hr. lecture, 2 hrs. lab/wk.

MFAB 152

Manufacturing Materials and Processes (3 CR)

This is a beginning course in metal fabrication technology that is appropriate for the metal fabrication major and other interested students. Upon successful completion of this course, the student should be able to identify various manufacturing materials and processes currently used in industry. The capabilities and applications of machine tool, general fabrication, welding processes, robotics, cut-off equipment and other manufacturing processes and equipment will be studied. Lectures will be supplemented by demonstrations of various processes and equipment. Students are required to wear safety glasses during demonstrations. 3 hrs. lecture-demonstrations/wk.

MFAB 160

Gas Tungsten Arc Welding (4 CR)

Prerequisite: MFAB 121 or MFAB 130

This course will cover the basic theory of gas tungsten arc welding (GTAW). The student will weld on mild steel, stainless steel and aluminum in a variety of positions on both fillet and groove welds using the GTAW process, with guided U-bend test being performed on mild steel. Students will also use the plasma arc cutting system (PAC) on selected assignments. The students will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. 1 hrs. lecture, 6 hrs. lab/wk.

MFAB 170

Basic Machine Tool Processes (4 CR)

Upon successful completion of this course, the student should be able to practice the basic principles of machining as well as the setup and operation of machines. Lab will include the use of lathes, mills, drills, cut-off and other types of equipment. 2 hrs. lecture, 4 hrs. lab/wk.

MFAB 180

Blueprint and Symbols Reading for Welders (2 CR)

Upon successful completion of this course, the student should be able to identify basic welding positions and explain, list, sketch, draw, use or describe current American Welding Society (AWS) welding symbols and weld joint configurations. The student will be introduced to several methods of producing welding blue prints, object representatives, and specific meanings of selected lines, surface features, sectional views and basic math formulas used in the welding industry. The student will be able to identify the symbols used for fillet welds and groove

welds made with and without backing. Topics such as pipe welding representations, pipe welding connections, pipe welding classifications, welder certification, metallurgical effects of heat on metals and the importance of weld quality will be studied. 4 hrs. lecture/wk.

MFAB 230

Gas Metal Arc Welding II (4 CR)

Prerequisite: MFAB 130

Upon successful completion of this course, the student should be able to identify the theory of gas metal arc welding (GMAW) and flux-cored arc welding (FCAW). The student will weld with the GMAW and FCAW processes in the flat, horizontal, vertical up and overhead positions on both fillet and groove welds. The GMAW welds will be made on aluminum, and the FCAW welds will be on 1-inch mild steel with side bend test being made on the overhead and horizontal weldments. 1 hr. lecture, 6 hrs. lab/wk.

MFAB 240

Metallurgy (2 CR)

Metallurgy is the study of the science and technology of metals. This course covers the extractive, mechanical and physical phases of metallurgy. Topics include the identification of metals, types and classification of metals, heat treatment procedures and common steel manufacturing processes. 2 hrs. lecture-demonstration/wk.

MFAB 271

Metal Fabrication Internship (3 CR)

Prerequisite: Career Program Facilitator Approval Required

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. 1 hrs. lecture, 15 hrs. minimum on-the-job training/wk.

Music (MUS)

MUS 121

Introduction to Music Listening (3 CR)

This course is designed to enhance student music listening. Students will learn to identify changes in the elements of music through the different stylistic periods of classical music. Factual and historical information will be presented to broaden the student's cultural and music appreciation. Students will hear recorded examples of music from the Medieval, Renaissance, Baroque, Classical, Romantic and 20th-century eras, as well as popular American forms and music from non-Western cultures. 3 hrs./wk.

MUS 123

Introduction to Music Fundamentals (2 CR)

This course is designed to present the fundamentals of music theory to students who have no previous background or training in that subject. Students will receive detailed instruction in naming notes; scales and chords; building intervals; and correlating these skills to the keyboard. 2 hrs./wk.

MUS 125

Introduction to Jazz Listening (3 CR)

This is an entry-level course for the student with little or no prior knowledge of the American art form of jazz music. Through reading and listening, the student will learn the basic structure of the elements of music and how these are organized to create jazz. Topics to be covered will include rhythm, harmony, and form; Dixieland style; swing style; bop; and contemporary jazz. 3 hrs./wk.

MUS 126

Introduction to World Music (3 CR)

This course provides students with an introduction to the musical heritage of the world. Through an interdisciplinary approach targeting the arts, humanities and social sciences, the course fosters skills necessary to gain a deeper appreciation of both familiar and unfamiliar musical traditions. The course will survey a representative cross section of the major musical traditions of the world, which may include Native American, Black American, sub-Saharan African, Eastern European/Bosnian, Indian, Indonesian, Japanese and Latin American/Brazilian traditions. Note: The course does not require the ability to read music. 3 hrs. lecture/wk.

MUS 131

Sight-Singing and Ear Training I (2 CR)

This course is an introduction to sight singing and ear training. Basic methods of reading music are presented and practiced. Students are also trained to recognize aurally and notate the basic elements of music: intervals, diatonic melodies, simple rhythms, chord qualities, and basic harmonic progressions. The content is designed to complement the Harmony I course, though it is not necessary they be taken in the same semester. 2 hrs./wk.

MUS 132

Sight-Singing and Ear Training II (2 CR)

Prerequisite: MUS 131

This course is a continuation of the class Sight-singing and Ear Training I. The content is designed to complement the Harmony II course though it is not necessary they be taken in the same semester. 2 hrs./wk.

MUS 133

Sight-Singing and Ear Training III (2 CR)

Prerequisite: MUS 132

This course is a continuation of the classes Sight-singing and Ear Training I and II. The content is designed to complement the Harmony III course, though it is not necessary they be taken in the same semester. 2 hrs./wk.

MUS 134

Sight-Singing and Ear Training IV (2 CR)

Prerequisite: MUS 133

This course is a continuation of the first three courses in sight-singing and ear training. Students are trained to produce and hear the most complex aspects of music theory in the common practice era (1650-1920). The content is designed to complement the Harmony IV course, though it is not necessary they be taken in the same semester. 2 hrs./wk.

MUS 141**Music Theory: Harmony I (3 CR)**

This course is a basic study of the harmonic system used in Western music composed from 1650 to 1900 and still in use in areas of music composition. Students will learn the basic skills involved in writing and analyzing music of this nature as well as play simple chord progressions on the piano. 3 hrs./wk.

MUS 142**Music Theory: Harmony II (3 CR)**

Prerequisite: MUS 141 or passing equivalency test

Harmony II is a continuation of the study of the harmonic system used in music composed from 1650 to 1900 and still in use in certain areas of music composition. The course covers use of non-harmonic tones, supertonic and dominant sevenths, functions of the submediant and mediant triads, advanced melodic writing and secondary dominant chords. Student will learn to harmonize melodies at the keyboard and play simple chord progressions on the piano. Music of the period will be analyzed. Selected software programs will enhance student skills and understanding. 3 hrs./wk.

MUS 143**Music Theory: Harmony III (3 CR)**

Prerequisite: MUS 142 or passing equivalency test

This is a continuation of the study of the harmonic system used in all music composed from 1650 to 1900 and still in use in many areas of music composition today. Important topics include devices of modulation, binary and ternary, and 12 bar blues musical forms and application of part writing procedures to instrumental music. Particular attention will be paid to the nature and functions of diatonic seventh chords, secondary dominants, borrowed chords and Neopolitan chords. Students will work with keyboard harmony exercises of increasing difficulty. Selected software programs will enhance student skills and understanding. 3 hrs./wk.

MUS 144**Music Theory: Harmony IV (3 CR)**

Prerequisite: MUS 143 or passing equivalency test

Harmony IV is a continuation of the study of the harmonic practices of tonal music and introduction to twentieth century harmony. Topics include augmented sixth chords, enharmonic modulation, and advanced chromatic harmonies. An introduction to 20th Century harmonic organization includes extended tertian harmony, modal harmony, parallelism, pandiatonicism, atonality, serialism, and aleatory music. Students will work with keyboard harmony exercises of increasing difficulty. Selected software programs will enhance student skills and understanding. 3 hrs./wk.

MUS 151**Mixed Vocal Ensemble I (1 CR)**

Prerequisite: Audition

Choral ensembles are open to participation by the student body. Choral experience or skill is desired in some ensembles but not in others. The ensemble will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. The literature will be specific to the nature of the group and the skills of the students involved. 3 hrs./wk.

MUS 152**Mixed Vocal Ensemble II (1 CR)**

Prerequisite: MUS 151 and placement audition

Choral ensembles are open to participation by the student body. Choral experience or skill is desired in some ensembles but not in others. The ensemble will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. The literature will be specific to the nature of the group and the skills of the students involved. 3 hrs./wk.

MUS 153**Mixed Vocal Ensemble III (1 CR)**

Prerequisite: MUS 152 and placement audition

Choral ensembles are open to participation by the student body. Choral experience or skill is desired in some ensembles but not in others. The ensemble will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. The literature will be specific to the nature of the group and the skills of the students involved. 3 hrs./wk.

MUS 154**Mixed Vocal Ensemble IV (1 CR)**

Prerequisite: MUS 153 and placement audition

Choral ensembles are open to participation by the student body. Choral experience or skill is desired in some ensembles but not in others. The ensemble will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. The literature will be specific to the nature of the group and the skills of the students involved. 3 hrs./wk.

MUS 156**Midi Music Composition I (3 CR)**

MIDI Music Composition I is designed to create a technical and conceptual foundation for further studies in electronic music. Students will learn and demonstrate basic compositional techniques, including form, melody, rhythm and harmony. Also, the student will demonstrate the ability to use computers and software to create and perform music. Emphasis will be on developing skills appropriate to the beginning student for the purpose of creative and technical expression. 2 hrs. lecture, 2 hrs. lab/wk.

MUS 157**Midi Music Composition II (3 CR)**

Prerequisite: MUS 156

MIDI Music Composition II is designed to put into practical use and to build on skills acquired in MIDI Music Composition I. Students will demonstrate the ability to create, store and utilize new, original sonorities via the graphic editing process. The course emphasizes each student's portfolio, which is a comprehensive example of the student's work to be used either for personal, commercial or academic purposes. 2 hrs. lecture, 2 hrs. lab/wk.

MUS 158**Introduction to the Recording Studio (4 CR)**

Prerequisite or corequisite: MUS 156

This course is an introductory study of the modern multi-track recording studio. Emphasis is placed on understanding the audio signal path, use of the patch bay, recorder remote control operations, basics of microphone technique, and simple soldering and realization of schematic diagrams. Students will demonstrate an understanding of the skills necessary to conduct a simple recording session, from set-up to final mix. 3 hrs. lecture, 2 hrs. lab/wk.

MUS 159

Recording Studio Skills II (4 CR)

Prerequisite: MUS 156 and MUS 158

This course is an in-depth study of the modern multi-track recording studio, and a continuation of Intro to the Recording Studio. Emphasis is placed on developing increased competencies in a variety of recording studio skills. Students will demonstrate increased competencies in using the patch bay and tracing signal flow, properly selecting and using microphones, using the audio console in a utilitarian and creative manner, reading electronic schematic diagrams, using soldering skills to fabricate circuits, using multiple sets of audio monitors and headphones to analyze audio and mix audio, and record and mix audio sessions using industry-standard Digital Audio Workstations (DAW). 3 lecture, 2 hrs. lab/wk.

MUS 161

Chamber Choir I (1 CR)

Prerequisite: Audition

This auditioned choral ensemble is open to participation by the student body. Prior choral experience or a reasonable level of music reading and vocal technique is necessary. The choir will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. 3 hrs./wk.

MUS 162

Chamber Choir II (1 CR)

Prerequisite: MUS 161 and audition

This auditioned choral ensemble is open to participation by the student body. Prior choral experience or a reasonable level of music reading and vocal technique is necessary. The choir will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. 3 hrs./wk.

MUS 163

Chamber Choir III (1 CR)

Prerequisite: MUS 162 and audition

This auditioned choral ensemble is open to participation by the student body. Prior choral experience or a reasonable level of music reading and vocal technique is necessary. The choir will learn a varied body of choral materials from the choral traditions of both past and present, performing at student and community activities. 3 hrs./wk.

MUS 164

Chamber Choir IV (1 CR)

Prerequisite: MUS 163 and audition

This auditioned choral ensemble is open to participation by the student body. Prior choral experience or a reasonable level of music reading and vocal technique is necessary. The choir will learn a varied body of choral materials from

the choral traditions of both past and present, performing at student and community activities. 3 hrs./wk.

MUS 165

Music Composition I (1 CR)

Prerequisite: MUS 141 or consent of instructor

This entry level course provides instruction in the craft of musical composition. Traditional compositional techniques and concepts will be studied through demonstration and practice. Students will learn correct notational procedures and compose melodies and short pieces for one or two live performers. 1 hr. lecture/wk.

MUS 166

Music Composition II (1 CR)

Prerequisite: MUS 165

This is an intermediate-level course for students seeking instruction in the craft of musical composition. Traditional compositional techniques and concepts will be studied through demonstration and practice. Students will learn to use a computer to notate their compositions, will begin to work with tonal harmony, will write music for a trio and/or quartet, and will have a piece performed during a music department recital. 1 hr. lecture/wk.

MUS 167

Music Composition III (1 CR)

Prerequisite: MUS 166

This class is an intermediate-level course for the student seeking instruction in the craft of musical composition. Traditional compositional techniques and concepts will be studied through demonstration and practice. Students will enhance their ability to use a computer to notate their compositions, will begin to work with nonfunctional tonal harmony, will write music for SATB choir or for vocal soloist, and will have a piece performed during a music department recital. 1 hr. lecture/wk.

MUS 168

Music Composition IV (1 CR)

Prerequisite: MUS 167

This course is an advanced-level class for students seeking further instruction in the craft of musical composition. Traditional compositional techniques and concepts will be studied through demonstration and practice. Students will refine their ability to use a computer to notate their compositions, will continue to work with nonfunctional tonal harmony, will write music for larger ensembles, will have a piece performed in a music department recital, and will compile a portfolio of their work. 1 hr. lecture/wk.

MUS 171

Voice Class I (1 CR)

This course is designed to introduce the student to beginning vocal technique, vocal vocabulary, performance experience and solo vocal repertoire. 1 hr./wk.

MUS 172

Voice Class II (1 CR)

Prerequisite: MUS 171

This course is designed to continue instruction in proper vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 173

Voice Class III (1 CR)

Prerequisite: MUS 172

This course is designed to continue instruction in proper vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 174

Voice Class IV (1 CR)

Prerequisite: MUS 173

This course is designed to continue instruction in proper vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 176

Jazz Band I (1 CR)

Prerequisite: Audition

This is an entry-level course in the jazz band performing format for the student with little or no experience in this course of study. The student will learn, through rehearsal and performance, the basic elements of music and how these are utilized in the jazz band. Topics will include simple rhythms, basic melodic construction and major scale construction. 3 hrs./wk.

MUS 177

Jazz Band II (1 CR)

Prerequisite: MUS 176 or audition with instructor

This is a beginning-level course for the student with at least one semester of prior jazz band experience. Through rehearsal and performance, the student will learn beginning elements of music as applied to the jazz band performing format. Topics covered will include syncopated rhythm, Dorian minor scales and blues form. 3 hrs./wk.

MUS 178

Jazz Band III (1 CR)

Prerequisite: MUS 177 or audition with instructor

This is an intermediate-level course for the student with at least two semesters of prior jazz band experience. Through rehearsal and performance, the intermediate levels of jazz band performance will be learned. Topics covered will include Latin style, Mixolydian scales and the 32-bar song form. 3 hrs./wk.

MUS 179

Jazz Band IV (1 CR)

Prerequisite: MUS 178 or audition with instructor

This is an advanced-level course for the student with at least three semesters of prior jazz band experience. Advanced elements of jazz music will be learned through rehearsal and performance. Topics covered will include Lydian scales and ensemble performance techniques. 3 hrs./wk.

MUS 187

Jazz Improvisation I (2 CR)

Prerequisite: Audition

This is an entry-level course for the student with little or no jazz improvisation experience. Through written work and performance on the instrument of choice, the student will learn the basic elements of jazz improvisation. Topics to be covered will include identification and performance of basic intervals, major scales, Dorian modes, Mixolydian modes, major seventh chords, minor seventh chords, dominant seventh chords and the basic blues form. 2 hrs./wk.

MUS 188

Jazz Improvisation II (2 CR)

Prerequisite: MUS 187 or audition with instructor

This is an advanced-level course for the student with at least one semester of jazz improvisation. Through performance on the chosen instrument and written studies, the student will learn advanced concepts of jazz improvisation. Topics to be covered include jazz performance style, construction of the improvised solo and 32-bar song form. 2 hrs./wk.

MUS 191

Concert Band I (1 CR)

Prerequisite: Audition

This is an entry-level course in the concert band format for the student with little or no concert band experience. Students will learn the basic elements of music as related to the concert band through rehearsal and performance. Topics include counting and subdividing motifs into melodies; and differentiating between major and minor tonalities. 3 hrs./wk.

MUS 192

Concert Band II (1 CR)

Prerequisite: MUS 191 or audition with instructor

This is a beginning-level course in the concert band format for the student with at least one semester of prior concert band experience. Students will learn the beginning-level elements of music as related to the concert band through rehearsal and performance. Topics to be covered include odd meters, minor scales and homophonic texture. 3 hrs./wk.

MUS 193

Concert Band III (1 CR)

Prerequisite: MUS 192 or audition with instructor

This is an intermediate course for the student with at least two semesters of prior concert band experience. Through rehearsal and performance, the student will learn intermediate levels of the elements of music in the concert band format. Topics will include parade march style, concert march style and concert overture style. 3 hrs./wk.

MUS 194

Concert Band IV (1 CR)

Prerequisite: MUS 193 or audition with instructor

This is an advanced course for the student with at least three semesters of prior concert band performing experience. Through rehearsal and performance, the student will learn the advanced concepts of concert band performance. Topics will include polyphonic texture, concert suite style and medley style. 3 hrs./wk.

MUS 195**Vocal Jazz Ensemble I (1 CR)**

Prerequisite: Audition

This is an entry-level course in the vocal jazz performing format. Through rehearsal and public performance, the student will learn the basic elements of music as applied to vocal jazz. Topics will include 8th note swing, jazz syncopation and 32-bar song form. 3 hrs./wk.

MUS 196**Vocal Jazz Ensemble II (1 CR)**

Prerequisite: MUS 195 or audition with instructor

This is a beginning-level course in the vocal jazz performing format. Through rehearsal and public performance, the student will learn the basic elements of music as applied to vocal jazz. Topics will include Dorian minor scales, Mixolydian scales and 12-bar blues form. 3 hrs./wk.

MUS 197**Vocal Jazz Ensemble III (1 CR)**

Prerequisite: MUS 196 or audition with instructor

This is an intermediate-level course in the vocal jazz performing format. Through rehearsal and public performance, the student will learn the basic elements of music as applied to vocal jazz. Topics will include beginning improvisation, Latin rhythm and major scales. 3 hrs./wk.

MUS 198**Vocal Jazz Ensemble IV (1 CR)**

Prerequisite: MUS 197 or audition with instructor

This is an advanced-level course in the vocal jazz performing format. Through rehearsal and public performance, the student will learn the basic elements of music as applied to vocal jazz. Topics will include scat, improvisation in 32-bar song form, Lydian scales and ballad style. 3 hrs./wk.

MUS 201**Chamber Ensemble I (1 CR)**

Prerequisite: Audition

This is an entry-level course for the student with little or no experience in the chamber ensemble performing format. Through written work and performance on the chosen instrument, the student will learn the basic fundamentals of this performing medium. Topics to be covered will include tone quality, intervals and rhythmic patterns. 2 hrs./wk.

MUS 202**Chamber Ensemble II (1 CR)**

Prerequisite: MUS 201 or placement by instructor

This is a beginning-level course for the student with at least one semester of experience in the chamber ensemble performing format. Through written work and performance on the chosen instrument the student will learn the basic fundamental of this performing medium. Topics to be covered will include minor scales, chord construction and compound rhythms. 2 hrs./wk.

MUS 203

Chamber Ensemble III (1 CR)

Prerequisite: MUS 202 or placement by instructor

This is an intermediate-level course for the student with at least two semesters of chamber ensemble experience. Through written work and performance on the chosen instrument, the student will learn intermediate-advanced concepts of chamber ensemble performance. Topics to be covered include sight reading, intonation and style. 2 hrs./wk.

MUS 204

Chamber Ensemble IV (1 CR)

Prerequisite: MUS 203 or placement by instructor

This is an advanced-level course for the student with at least three semesters of prior ensemble experience. Through performance on the chosen instrument, the student will learn the advanced concepts of chamber ensemble performance. Topics to be covered will include balance and cooperative expression. 2 hrs./wk.

MUS 211

Orchestra I (1 CR)

Prerequisite: Audition

This is an entry-level course in the orchestra format for the student with little or no orchestra experience. Students will learn the basic elements of music as related to the orchestra through rehearsal and performance. Topics include counting and subdividing duple, triple and quadruple rhythm; assembling melodic motifs into melodies; and differentiating between major and minor tonalities. Students will rehearse and perform with the Overland Park Civic Orchestra. 2 hrs. (1 evening)/wk.

MUS 212

Orchestra II (1 CR)

Prerequisite: MUS 211 or audition with instructor

This is a beginning-level course in the orchestra format for the student with at least one semester of prior orchestra experience. Students will learn the beginning-level elements of music as related to the orchestra through rehearsal and performance. Topics to be covered include odd meters, minor scales and homophonic texture. 2 hrs. (1 evening)/wk.

MUS 213

Orchestra III (1 CR)

Prerequisite: MUS 212 or audition with instructor

This is an intermediate course for the student with at least two semesters of prior orchestra experience. Through rehearsal and performance, the student will learn intermediate levels of the elements of music in the orchestra format. Topics will include parade march style, concert march style and concert overture style. (1 evening)/wk.

MUS 214

Orchestra IV (1 CR)

Prerequisite: MUS 213 or audition with instructor

This is an advanced course for the student with at least three semesters of prior orchestra performing experience. Through rehearsal and performance, the student will learn advanced concepts in orchestral performance. Topics will include polyphonic texture, concert suite style and medley style. 2 hrs. (1 evening)/wk.

MUS 221**Piano Class I (2 CR)**

This course provides a basic knowledge of music and the essential techniques required to play the piano. Students will learn essential musical terminology, including musical notation and symbols, major and minor key signatures, and the harmonization of melodies using tonic and dominant triads. Specific piano-related terminology will include finger exercises, basic keyboard repertoire using major and minor five-finger patterns, major and minor scales, major and minor triads in root position, ensemble playing of two to four parts, and the formation of good practice habits. Group Piano II should follow the successful completion of this course. Private piano lessons are encouraged for students who successfully complete both courses. 2 hrs./wk.

MUS 222**Piano Class II (2 CR)**

Prerequisite: MUS 221 or permission of the instructor

This is a beginning-level course that provides a basic knowledge of keyboard instruments. Students will learn and review musical terminology, musical notation and symbols, and specific piano-related terminology. Topics covered will include major and minor key signatures; exercises and repertoire using major and minor scales; exercises and repertoire using major, minor, diminished and augmented triads in root position and inversions; chord progressions; ensemble playing of two to four parts; and use of the damper pedal. This course is the continuation of MUS 221. Completion of this course should precede Applied Piano I. This course is for beginners able to progress at a fast pace, students with minimal previous experience or students who have completed MUS 221. 2 hrs./wk.

MUS 223**Piano Class III (2 CR)**

Prerequisite: MUS 222 or permission of the instructor

This is an intermediate course that provides a basic knowledge of keyboard instruments. Students will learn and review musical terminology, musical notation and symbols, and specific piano-related terminology. Topics covered will include major and minor key signatures; exercises and repertoire using major and minor scales and modes; exercises and repertoire using major, minor, diminished and augmented triads in root position and inversions; chord progressions; ensemble playing of two to four parts; and use of the damper pedal. This course is the continuation of MUS 222. Completion of this course should precede Applied Piano I. This course is designed for students who have completed one year of study or who have completed MUS 222. 2 hrs./wk.

MUS 224**Piano Class IV (2 CR)**

Prerequisite: MUS 223 or permission of the instructor

This is an advanced-level course for the student with at least three semesters of prior piano class instruction. Students will learn the advanced concepts of piano playing. Topics to be covered will include basic music notation, major and minor key signatures, tempo indications, major and minor arpeggios, finger patterns, practice method chord progressions, and the use of the damper pedal. 2 hrs./wk.

MUS 226**Applied Guitar I (Class) (1 CR)**

Students will be provided with a foundation in guitar technique upon which to base further study of the instrument. The course consists of an introduction to the use of the guitar as a solo, accompaniment and ensemble instrument. 1 hr./wk.

MUS 227**Applied Guitar II (Class) (1 CR)**

Prerequisite: MUS 226 or instructor permission

This continuation of MUS 226 builds a foundation in guitar technique upon which to base further study of the instrument. The course continues to teach techniques that enable students to use the guitar as a solo, accompaniment and ensemble instrument. 1 hr./wk.

MUS 228**Applied Guitar III (Class) (1 CR)**

Prerequisite: MUS 227 or instructor permission

This continuation of MUS 227 is designed to move students from the basic skill level to the intermediate skill level. The course continues to teach techniques that enable students to use the guitar as a solo, accompaniment and ensemble instrument. 1 hr./wk.

MUS 229**Applied Guitar IV (Class) (1 CR)**

Prerequisite: MUS 228 or instructor permission

This is a continuation of MUS 228 at an intermediate level of guitar playing skills. The course continues to teach techniques that enable students to use the guitar as a solo, accompaniment and ensemble instrument. 1 hr./wk.

MUS 231**Applied Voice I (Private) (1 CR)**

This course is designed to introduce the student to beginning vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 232**Applied Voice II (Private) (1 CR)**

Prerequisite: MUS 231

This course uses private lessons to continue instruction in beginning vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 233**Applied Voice III (Private) (1 CR)**

Prerequisite: MUS 232

This course uses private lessons to continue instruction in beginning intermediate vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 234**Applied Voice IV (Private) (1 CR)**

Prerequisite: MUS 233

This course uses private lessons to continue instruction in intermediate vocal technique, vocal vocabulary, performance experience and solo vocal repertoire.

MUS 236

Applied Piano I (Private) (1 CR)

This is an entry-level course for the student with little or no prior piano training. This course provides a basic knowledge of keyboard instruments. Students will learn essential musical terminology, musical notation and symbols, and specific piano-related terminology. Topics covered will include major and minor key signatures; exercises and repertoire using major and minor five-finger patterns; and exercises and repertoire using major and minor scales.

MUS 237

Applied Piano II (Private) (1 CR)

Prerequisite: MUS 236

This is a beginning-level course for the student with at least one semester of prior applied piano study. Students will learn the intermediate-level concepts of piano performance. Topics to be covered will include major scales and the natural and harmonic forms of the minor scales, rhythmic patterns and subdivisions of duple and triple meter and the basic keyboard literature of the intermediate level.

MUS 238

Applied Piano III (Private) (1 CR)

Prerequisite: MUS 237

This is an intermediate-level course for the student with at least two semesters of prior applied piano study. Students will learn the intermediate-level concepts of piano performance. Topics to be covered will include scale, the melodic form of the minor scale, rhythmic patterns and subdivisions of compound meter, and the basic keyboard literature of the intermediate level.

MUS 239

Applied Piano IV (Private) (1 CR)

Prerequisite: MUS 238

This is an advanced-level course for the student with at least two semesters of prior applied piano study. Students will learn the intermediate level concepts of piano performance. Topics to be covered will include Dorian and Mixolydian modes, pentatonic scales and performance of a Chopin etude.

MUS 241

Applied Guitar I (Private) (1 CR)

In this private study in basic guitar technique, emphasis will be upon playing position, posture, tone production and basic music reading skills. Students will begin with studies and short pieces.

MUS 242

Applied Guitar II (Private) (1 CR)

Prerequisite: MUS 241 or instructor approval

This is a continuation of private study in basic guitar technique. Emphasis will be upon playing position, posture, tone production and basic music-reading skills. Students will begin with studies and short pieces.

MUS 243

Applied Guitar III (Private) (1 CR)

Prerequisite: MUS 242 or instructor approval

In this private study in intermediate guitar technique, emphasis will be on playing

position, posture, tone production and intermediate music reading skills. Students will progress toward playing literature requiring intermediate skill levels.

MUS 244

Applied Guitar IV (Private) (1 CR)

Prerequisite: MUS 243 or instructor approval

In this continuation of private study in intermediate guitar technique, emphasis will be on playing position, posture, tone production and intermediate music reading skills. Students will progress toward playing literature requiring intermediate skill levels.

MUS 246

Applied Classical Guitar I (Private) (1 CR)

Private study in basic classical guitar technique and repertoire. Emphasis will be upon classical left- and right-hand technique, playing position, posture, tone production and standard classical guitar literature. Students will begin with studies and short pieces.

MUS 247

Applied Classical Guitar II (Private) (1 CR)

Prerequisite: MUS 246 or instructor approval

This continuation of private study in basic classical guitar technique and repertoire will emphasize classical left- and right-hand technique, playing position, posture, tone production and standard classical guitar literature. Students will continue with studies and short pieces, then progress toward longer pieces with the intent of performing these in a recital situation.

MUS 248

Applied Classical Guitar III (Private) (1 CR)

Prerequisite: MUS 247 or instructor approval

In this private study in intermediate classical guitar technique and repertoire, emphasis will be on classical left- and right-hand technique, playing position, posture, tone production and standard classical guitar literature. Students will progress toward playing and performing more advanced pieces and guitar studies.

MUS 249

Applied Classical Guitar IV (Private) (1 CR)

Prerequisite: MUS 248 or instructor approval

This continuation of private study in intermediate classical guitar technique and repertoire will emphasize classical left- and right-hand technique, playing position, posture, tone production and standard classical guitar literature. Students will progress toward playing and performing more advanced pieces and guitar studies.

MUS 251

Applied Brass I (Private) (1 CR)

This is an entry-level course for the student with little or no experience in performing on a brass instrument. Through written exercises and performance on the instrument of choice, the student will learn the basic concepts of brass performance. Topics to be covered include tone production, basic musical intervals and major scales.

MUS 252**Applied Brass II (Private) (1 CR)**

Prerequisite: MUS 251 or placement by instructor

This is a beginning-level course for the student with at least one semester of prior brass instrument study. Through written exercises and performance on the instrument of choice, the student will learn the beginning concepts of brass performance. Topics to be covered include embouchure development, minor scales and duple and triple rhythmic patterns.

MUS 253**Applied Brass III (Private) (1 CR)**

Prerequisite: MUS 252 or placement by instructor

This is an intermediate-level course for the student with at least two semesters of prior brass instrument study. Through written exercises and performance on the instrument of choice, the student will learn the intermediate concepts of brass performance. Topics to be covered include the chromatic scale, quadruple rhythmic patterns and chord construction.

MUS 254**Applied Brass IV (Private) (1 CR)**

Prerequisite: MUS 253 or placement by instructor

This is an advanced-level course for the student with at least three semesters of prior brass instrument study. Through written exercises and performance on the instrument of choice, the student will learn the advanced concepts of brass performance. Topics to be covered include the pentatonic scale, whole tone scale and melodic contours.

MUS 256**Applied Percussion I (Private) (1 CR)**

This is an entry-level course for the student with little or no training in percussion instruments. The student will learn the beginning concepts of percussion performance. Topics to be covered include basic duple and triple rhythm, snare drum rudiments and basic snare drum performance patterns.

MUS 257**Applied Percussion II (Private) (1 CR)**

Prerequisite: MUS 256 or placement by instructor

This is a beginning-level course for the student with at least one semester of prior instruction in percussion instruments. The student will learn beginning concepts of percussion performance. Topics to be covered include compound rhythm, snare drum rudiments and basic timpani skills.

MUS 258**Applied Percussion III (Private) (1 CR)**

Prerequisite: MUS 257 or placement by instructor

This is an intermediate-level course for the student with at least two semesters of prior instruction in percussion instruments. The student will learn beginning concepts of percussion performance. Topics to be covered include snare drum rudiments, basic mallet percussion skills and suspended cymbal skills.

MUS 259

Applied Percussion IV (Private) (1 CR)

Prerequisite: MUS 258 or placement by instructor

This is an advanced-level course for the student with at least three semesters of prior instruction in percussion instruments. The student will learn advanced concepts of percussion performance. Topics to be covered include snare drum rudiments, crash cymbal techniques and drum set skills.

MUS 261

Applied Woodwind I (Private) (1 CR)

This is an entry-level course for the student with little or no experience performing on a woodwind instrument. Through written exercises and performance on the instrument of choice, the student will learn the basic elements of woodwind performance. Topics to be covered include tone production, basic intervals and major scales.

MUS 262

Applied Woodwind II (Private) (1 CR)

Prerequisite: MUS 261 or placement by instructor

This is a beginning-level course for the student with at least one semester of prior woodwind study. The student will learn beginning concepts of woodwind performance on the chosen instrument through written exercises and performance. Topics to be covered include embouchure development, minor scales and duple and triple meters.

MUS 263

Applied Woodwind III (Private) (1 CR)

Prerequisite: MUS 262 or placement by instructor

This is an intermediate-level course for the student with at least two semesters of prior woodwind study. The student will learn the intermediate concepts of woodwind performance through written exercises and performance. Topics to be covered include chromatic scale, quadruple rhythmic patterns and chord construction.

MUS 264

Applied Woodwind IV (Private) (1 CR)

Prerequisite: MUS 263 or placement by instructor

This is an advanced-level course for the student with at least three semesters of prior woodwind study. Through written exercises and performance, the student will learn the advanced concepts of woodwind performance. Topics to be covered include pentatonic scale, whole tone scale and melodic contour.

MUS 266

Applied Harp I (Private) (1 CR)

This course is the first college level course for harp students. The student will work in a studio setting with an instructor. Assignments will be based on the individual student's readiness, but work will emphasize growth in areas of technical development, understanding musical styles, developing music vocabulary and building a performance repertoire. 1/2 hr./wk.

MUS 267

Applied Harp II (Private) (1 CR)

Prerequisite: MUS 266

This course continues the work in Applied Harp I. The student will work in a studio setting with an instructor. Assignments will be based on the individual student's readiness. Work will emphasize further growth in areas of technical development, understanding musical styles, developing music vocabulary and building a performance repertoire. 1/2 hr./wk.

MUS 268

Applied Harp III (Private) (1 CR)

Prerequisite: MUS 267

This course continues the work in Applied Harp II. The student will work in a studio setting with an instructor. Assignments will be based on the individual student's readiness. Work will emphasize further growth in areas of technical development, understanding musical styles, developing music vocabulary and building a performance repertoire. 1/2 hr/wk.

MUS 269

Applied Harp IV (Private) (1 CR)

Prerequisite: MUS 268

This course continues the work in Applied Harp III. The student will work in a studio setting with an instructor. Assignments will be based on the individual student's readiness. Work will emphasize further growth in areas of technical development, understanding musical styles, developing music vocabulary and building a performance repertoire. 1/2 hr./wk.

Nursing (NURS)

NURS 123

LPN-RN Transition Course (6 CR)

Prerequisites: Current Practical Nursing Licensure and Admission with advanced standing to the Nursing Program. AVHO 110 and CHEM 122 and BIOL 144 or BIOL 140 and BIOL 225 and ENGL 121 and PSYC 130 and PSYC 218 and MATH 116 or higher and a Communications elective and all with a grade of "C" or higher.

This is an orientation to the philosophy of the associate degree nursing program for LPNs entering with advanced standing. Topics will include group process, relationships, the role of the associate's degree graduate, communication skills, and the nursing process. Individual assessment and assistance will be emphasized. 18 hrs./wk. for 6 wks. Summer.

NURS 124

Foundations of Nursing (9 CR)

Prerequisite: Admission to the Nursing Program and current certification in Kansas as Certified Nursing Assistant (CNA) and Cardiopulmonary Resuscitation Certification (CPR) for Health Care Providers and CHEM 122 and MATH 116 or higher level MATH course and Corequisite: BIOL 144 and PSYC 130

This course is the first in a sequence of five nursing courses. Students will acquire nursing knowledge and skills necessary to care for patients across the health care continuum. Students will use a critical thinking approach to apply fundamental principles of nursing to patient care. In the clinical component, students will apply theoretical content and therapeutic interventions to patients with health alterations. Course instruction will occur in the classroom, online, in the health resource center and healthcare agencies. 4 hrs. lecture, 1 hr. lab, 15 hr. clinical/wk.

NURS 126

Nursing Care of the Adult: Health Alterations (9 CR)

Prerequisite: BIOL 144 and PSYC 130 and NURS 124 and Corequisite: PSYC 218

This course is the second in a sequence of five nursing courses. Students will build on fundamental nursing knowledge and skills acquired in the first nursing course to care for adult patients across the health care continuum. The content will emphasize nursing care of older adults experiencing complex multisystem conditions. The content will also include nursing care for young, middle-aged, and older adults experiencing alterations in mental health. The student will use a critical thinking approach to apply concepts of adaptation, nursing process, therapeutic interactions, communication, and teaching/learning in the care of the culturally diverse patient. In the critical component, students will apply theoretical content and therapeutic nursing interventions to patients with acute and chronic health alterations. Course instruction will occur in the classroom, online, in the health resource center and health care agencies. 4 hrs. lecture, 1 hr. lab, 15 hr. clinical/wk.

NURS 221

Nursing Across the Life SPan - Part II (9 CR)

Prerequisites: NURS 122 or NURS 123 and ENGL 121 Prerequisites or corequisites: SOC 122 or SOC 125 and BIOL 230

This course is the third in a sequence of four nursing courses. It provides an opportunity for students to explore human responses to stressors occurring throughout the life span. Students are asked to view clients within a family structure and on a continuum of adaptation to maladaptation that may result in acute or chronic illnesses. Nursing role emphasis is on organizational skills and use of critical thinking to apply the nursing process to diverse populations. The clinical component of the course focuses on three elements: 1. prevention, 2. assessment of individuals within the family structure, and 3. Application of knowledge in the care of a variety of clients across the life span. Students will apply concepts to individual with acute and/or chronic alterations in the following areas: maternal/newborn, mental health, older adult, infant/child/adolescent. Clinical experiences will include a variety of settings. Each student will encounter all of these clinical areas over the course of two semesters (NURS 221 and NURS 222). 4 hrs. lecture, 16 hrs. clinic/wk.

NURS 222

Managing Client Care (9 CR)

Prerequisite: NURS 221

This course, the last in a sequence of four nursing courses, focuses primarily on adults experiencing common health alterations that require long-term adaptation. Using a critical-thinking approach, principles of client care management in various health care settings are studied. Ethical and legal issues are explored as they relate to nursing practice. The clinical component of the course focuses on three elements: 1. application of knowledge in the care of clients coping with long-term problems and 2. applying management principles in planning, implementing and evaluating care for a group of clients. 4.5 hrs. career theory, 1 hr. lab, 15.5 hr. clinic/wk.

Occupational Therapy Assistant (KOT)

KOT 100

Introduction to Occupational Therapy (2 CR)

Introduction to the history, philosophy, and practice of occupational therapy. Exploration of diversity and the role it plays in health care. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and

ending dates of classes. Call 816-759-4000.

KOT 102

Documentation Guidelines (2 CR)

Prerequisite: Formal admission into the occupational therapy assistant program.
Guidelines for documentation of occupational therapy services. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 103

Clinical Conditions (2 CR)

Prerequisite: Formal admission into the occupational therapy assistant program.
Etiology, clinical process and prognosis of common diseases and illnesses. Effect of disease or illness on an individual's performance and the impact this has on the person, family, and society. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 106

Therapeutic Interventions I (4 CR)

Prerequisite: Formal admission into the occupational therapy assistant program
Basic therapeutic interventions, techniques, applications and legislation pertinent to OT practice. Learn OT's role in promoting health and wellness. 2.5 hrs. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 112

Basic Emergency Care (1 CR)

This course introduces current cardiopulmonary resuscitation skills, including adult, child and infant resuscitation according to American Heart Association standards. Medical and environmental emergencies are reviewed. 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 116

Level I Fieldwork I (1 CR)

Prerequisite: Formal admission into the occupational therapy assistant program.
Introduction to the role, policies and procedures of fieldwork. Directed experience in a specified community setting. 0.5 hr. lecture, 1 hr. lab/ wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 118

Assistive Technology (2 CR)

Prerequisites: BIOL 144 and BIOL 145, EMTP 102, KOT 100 102, 103, 106, and 116, each with a minimum grade of "C".

Hands-on introduction to high tech assistive technology and augmentative communication. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 120

Pediatrics (3 CR)

Prerequisite: EMPT 102, BIOL 144 and BIOL 145 and KOT 100 102, 103, 106, and 116, each with a minimum grade of "C".

Occupational therapy practice as it relates to individuals from birth to early adolescence. Study of normal growth and development. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 121

Level I Fieldwork II

Prerequisite: BIOL 144 and BIOL 145, EMPT 102, and KOT 100, 102, 103, 106, and 116, each with a minimum grade of "C"; concurrent enrollment in KOT 120.

Directed experience in a specified community setting. Course is .5 credit hours. 1 hr. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 130

Analysis of Physical Performance (3 CR)

Prerequisites: EMPT 102, BIOL 144 and BIOL 145, KOT 100, 102, 103, 106, and 116, each with a minimum grade of "C".

Analysis and evaluation of the components of physical performance and their relationship to functional activities. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 154

Applied Neurology (2 CR)

Prerequisites: EMPT 102, BIOL 144 and BIOL 145, KOT 100, 102, 103, 106, and 116, each with a minimum grade of "C" or BIOL 225 and KPT 152.

Foundations of neuroscience necessary for practice as a rehabilitation professional. Anatomy and function of the nervous system. Correlation of clinical problems with pathology of the nervous system. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 173

Special Topics (2 CR)

Prerequisites: Concurrent enrollment in physical therapy assistant or occupational therapy assistant programs or completion of an associate or advanced degree in physical therapy or occupational therapy.

A study of advanced topics relevant to the current practice of rehabilitation. Cross listed as KPT 173. 2 hrs. lecture/wk. Course taught at Penn Valley Community

College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 201

Mental Health (2.5 CR)

Prerequisites: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154 each with a minimum grade of "C"

Occupational therapy assessment and treatment techniques in the mental health setting. 2 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 202

Physical Dysfunction (3 CR)

Prerequisites: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154 each with a minimum grade of "C"

Occupational therapy assessment and treatment used with the physically and cognitively challenged population. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 203

Gerontology (3 CR)

Prerequisites: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154 each with a minimum grade of "C"

Concepts and processing of aging. The role of occupational therapy with the elderly. 3 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 208

Therapeutic Interventions II (2 CR)

Prerequisite: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154

Advanced therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupations. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 212

Level I Fieldwork III (2 CR)

Prerequisite: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154

Directed experience in specified community settings. 4 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 217

Fieldwork Seminar (3 CR)

Prerequisite: KOT 118 and KOT 120 and KOT 121 and KOT 130 and KOT 154 each with a minimum grade of "C".

Preparation for full-time clinical practice, the national certification process, state licensure, and future employment. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KOT 222

Level II Fieldwork (12 CR)

Prerequisite: KOT 201, 202, 203, 208, 212, and 217, each with a minimum grade of "C".

Directed clinical experience in different practice areas of occupational therapy. 40 hrs. field studies/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of occupational therapy assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

Philosophy (PHIL)

PHIL 121

Introduction to Philosophy (3 CR)

Students will examine the basic questions of philosophical inquiry, such as the nature of being, and the ways humans acquire knowledge and moral, social, religious and political values. Emphasis is on the application of the study of traditional problems of philosophy to the study of contemporary society. 3 hrs./wk.

PHIL 124

Logic and Critical Thinking (3 CR)

This course is an inquiry into techniques of persuasion and the standards for interpretation and assessment that are the basis for critical thinking. Argumentative and non-argumentative forms of persuasion are examined, including propaganda, exaggeration, stereotyping, slanted news and common fallacies. In addition, the course offers standards for evidential warrants based on samples, probabilities and causal claims. Relations between categorical propositions and Venn diagrams are examined and, finally, the course suggests strategies for fresh attacks on conceptual problems. 3 hrs./wk.

PHIL 138

Business Ethics (1 CR)

This course applies classical and contemporary theories of morality to problems, questions and dilemmas arising in business. Using the major concepts and principles of deontological, consequentialist and perfectionist theories, it examines and analyzes cases involving such areas as employer/employee relations, corporate responsibility, truth telling in business and workplace diversity. Emphasis is on the development of moral reasoning skills that allow for meaningful analysis and evaluation of moral situations. 1 hr./wk.

PHIL 143

Ethics (3 CR)

This course provides a systematic and critical study of values related to human conduct. It focuses on both traditional standards of ethical conduct and qualities of personal character. What we hold to be right or wrong, the basis for believing so, and what we consider to be virtues or vices are examined with an eye to

understanding our current ethical situation. 3 hrs./wk.

PHIL 154

History of Ancient Philosophy (3 CR)

This course provides a thorough exploration of ancient Greek and Roman philosophical thought from the original efforts of the Pre-Socratics to understand the fundamental operations of the natural world to concerns about the way a person might live successfully in nature and society. Also explored are the notable Athenians of the classical period, Protagoras, Socrates, Plato and Aristotle, and the later schools of thought such as cynicism, skepticism, hedonism and stoicism. In the process, it provides a comprehensive understanding of the philosophical foundations of the Western world view. 3 hrs./wk.

PHIL 161

Elementary Symbolic Logic (3 CR)

This course is a beginning course in symbolic logic and should be of particular benefit to those students who will pursue more advanced studies in linguistics, philosophy of language, mathematics or computer science. Students will be introduced to modern analytical techniques of formal deductive logic. Students should gain the ability to use a formal language to translate English language arguments and the ability to demonstrate the validity or invalidity of symbolic arguments using the techniques of truth-table analysis and formal proof. Some attention will also be given to the historical development of symbolic logic. 3 hrs./wk.

PHIL 176

Philosophy of Religion (3 CR)

This course is an inquiry into the nature of religion, religious thought and religious language. It addresses philosophical topics such as the nature of religious belief, the apparent need of some people for religion, the arguments offered as proof for and against the existence of God, apparent contradictions between scientific and religious teachings, special problems raised by religious language, and the changes religion and philosophy of religion have made to accommodate a modern world view. 3 hrs./wk.

PHIL 210

History of Modern Philosophy (3 CR)

Prerequisite: PHIL 121 or PHIL 143 or HIST 125 or HIST 126

This course takes a historical approach to the development of modern philosophy and covers the period from the Renaissance to the twentieth century. The course will cover the epistemological, metaphysical and relevant axiological issues of the major philosophers and philosophical movements of this period. The course will also examine the influence of modern philosophy on contemporary thought. 3 hrs. lecture/wk.

Photography (PHOT)

PHOT 121

Fundamentals of Photography (3 CR)

This course provides an introduction to the tools, procedures, concepts and application of photographic imaging. Students will use cameras, light meters and darkroom equipment for film developing and printing to make images to meet the requirements of a series of assignments designed to develop specific skills, competencies and points of view and to stimulate the students' creative capacities

for personal expression, communication and self-understanding. Students must provide their own camera with adjustable focus, shutter speeds and aperture. 6 hrs. lecture, lab/wk.

PHOT 122

Advanced Photography (3 CR)

Prerequisite: PHOT 121

This course provides an introduction to advanced techniques, tools, procedures and concepts of photographic imaging, with an emphasis on black-and-white photography as a fine art. Students will use Zone System tests and procedures to produce prints of maximum quality. Students will use advanced techniques, such as split-developers for contrast control, multiple-imaging and archival processing, and print presentation. Several "alternative" printing processes will be discussed and demonstrated. This course also includes a basic introduction to medium format (2 1/4) and large format (4 x 5) camera equipment and technique. Students will apply the above to make images for a series of conceptually advanced, project/series-oriented assignments to stimulate the student's creative capacities for personal expression, communication and self-understanding. 6 hrs. lecture, lab/wk.

PHOT 123

Studio Photography (3 CR)

Prerequisite: PHOT 121

This course provides an introduction to advanced techniques, tools, procedures and concepts of studio and commercial photography. Students will use professional camera and studio equipment, including studio electronic flash and hand-held light/flash meters. This course also includes an introduction to professional medium format (2 1/4) and large format (4"x5") equipment and advanced camera techniques for total image control. Students will use studio lighting for various portraiture styles and for small-product, table-top photography. Applications of digital photography as they apply to studio photographic processes will be introduced. Students will apply the above to make images for a series of advanced studio assignments. 6 hrs. lecture, lab/wk.

PHOT 125

Photography for Publication (3 CR)

Prerequisite: PHOT 121

This course provides an introduction to the concepts and application of photographic imaging for media publication. Students will use cameras, computers, software, scanners and image-output devices to master the issues, concepts and constraints involved in creating images for a broad range of publication needs. They will prepare and format digitized image files for storage, transmission and print-based and Web-based reproduction. This course is designed to meet the photographic imaging needs of journalism students. 6 hrs. lecture, lab/wk.

PHOT 127

Color Photography (3 CR)

Prerequisite: PHOT 121

This course provides an introduction to the materials, techniques, tools, processes and theories of color photography. Students will use various color film emulsions, chemicals, filters for color-balance corrections, enlargers with integral color-heads with dial filtration, a pro-lab quality processor, color printing papers, and quality controls and manipulations to produce professional-quality color enlargements and transparencies. Students will use the above to make color images to meet the requirements of a series of assignments designed to develop specific skills, competencies and points of view and to stimulate the students' creative capacities. 6 hrs. lecture, lab/wk.

PHOT 128

Digital Photography (3 CR)

This course is an introduction to the concepts, tools and technology of digital imaging for photographers. Students will develop competence in the use of digital photographic equipment, software, storage devices and printers to produce digital photographic images satisfying the requirements a series of assignments designed to develop specific skills and competencies. Students will "capture," manipulate, correct, transmit, store and output images. They will use digital technology to produce images for commercial and/or artistic applications. Ethics and cultural implications of the technology will be discussed. 6 hrs. lecture, lab/wk.

PHOT 140

History of Photography (3 CR)

This course provides an introduction to the history of photography. Students will examine the aesthetic and technological evolution of photography as an art form, as a visual tool for and influence upon other artistic disciplines, and as a statement of perceived reality. The course will examine the elements that distinguish various aesthetic movements, the styles of major periods and the influences of individual photographers. Attention will be paid to the relationship between photographic imagery and various cultural and historical contexts. Recommended prior course is PHOT 121. 3 hrs. lecture/wk.

Physical Ed, Health & Rec (HPER)

HPER 100

Basketball (Beginning) (1 CR)

Students will have an opportunity to learn fundamental basketball skills through demonstration and discussion of strategies for team play. Emphasis is on individual participation. 2 hrs./wk.

HPER 101

Basketball (Intermediate) (1 CR)

Prerequisite: HPER 100

Students will have an opportunity to learn intermediate basketball skills through demonstration and discussion of strategies for team play. This course will advance the skills of the student who successfully completed the beginning basketball course. Emphasis is on individual participation and competition team play. 2 hrs./wk

HPER 102

Navigation 102: Orientation at JCCC (1 CR)

This course is designed to help students transition from past experiences to college life. The topics will focus on four key areas, including practical life skills, wellness related presentations, working with diverse individuals and groups, and academic skills enhancement. Thus, the goal of this course is to provide students with a valuable living and learning experience that equips them with the tools necessary to be academically successful and remain in school. This course will help students "navigate" through their first semester at JCCC. 2 hrs. lecture/wk.

HPER 103

Touch/Flag Football (1 CR)

The fundamentals of touch and flag recreational football will be introduced as well as strategies necessary for team play. 2 hrs./wk.

HPER 105**Bowling (Beginning) (1 CR)**

The student will have the opportunity to learn and practice the fundamentals of bowling. The student will be introduced to the history of the game, rules, equipment and lane specifications, scoring, handicap calculations, and operation of automatic scoring equipment. 2 hrs./wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 107**Bowling (Intermediate) (1 CR)**

Prerequisite: HPER 105

Students will demonstrate advanced fundamentals of bowling. The student will acquire advanced knowledge of the history of the game, rules, equipment and lane specifications. Intermediate to advanced bowling competition will be explored. 2 hrs./wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 110**Racquetball (Beginning) (1 CR)**

A brief history of rules and terminology of racquetball will be followed by instruction and actual practice and application of the fundamentals. 2 hrs./wk.

HPER 112**Racquetball (Intermediate) (1 CR)**

Prerequisite: HPER 110

Students will review the rules and terminology of racquetball, as well as demonstrate the basic skills. The student will demonstrate skills and strategies in a competitive format and use the mental preparation and conditioning aspects of the game of racquetball. The intermediate racquetball student will apply skills in a competitive format. 2 hrs./wk

HPER 115**Soccer (1 CR)**

The fundamentals of soccer will be introduced as well as strategies necessary for team play. 2 hrs./wk.

HPER 117**Power Volleyball (Beginning) (1 CR)**

The basic skills of volleyball taught in this class include the forearm pass, overhead set, serve, block and spike (attacking). Elementary offense and defense along with volleyball rules, scoring and officiating will be covered. 2 hrs./wk.

HPER 118**Power Volleyball (Intermediate) (1 CR)**

Prerequisite: HPER 117

Students will have the opportunity to build upon the basic fundamentals of the Power Volleyball (Beginning) class. Intermediate skills, strategies, offensive and defensive systems and rules will be covered for six-player, four-player, three-player, and two-player volleyball. 2 hrs./wk.

HPER 130**Running Awareness and Exercise (1 CR)**

The course will introduce the student to aerobic fitness through the activity of running. The training principles for running and competitive racing will be covered, and the individual will complete a personal running and/or racing training program. 2 hrs./wk.

HPER 134**Weight Training (Beginning) (1 CR)**

In this class, muscular strength and endurance will be developed through weight training activity. A workout program will be implemented for each student. The muscular system, basic terminology of weight training and weight training theory will be discussed. 2 hrs./wk.

HPER 135**Weight Training (Intermediate) (1 CR)**

Prerequisite: HPER 134

In this class, muscular strength and endurance will be developed. A self-designed and directed resistance workout program will be implemented. The proper use of a training log and personal fitness evaluation techniques will be discussed. 2 hrs./wk.

HPER 137**Tennis (Beginning) (1 CR)**

Students will get individualized instruction in this course on the rules, terminology and history of tennis. The student will receive instruction on the basic strokes of tennis, as well as the strategies of singles and doubles play. 2 hrs./wk.

HPER 138**Tennis (Intermediate) (1 CR)**

Prerequisite: HPER 137

Students will review the rules, terminology and history of tennis. The student will receive instruction on the strokes of tennis, as well as the strategies of singles and doubles play in a competitive format. Emphasis will be on the mental and physical conditioning of the game. 2 hrs./wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 140**Modern Dance (Beginning) (1 CR)**

This course emphasizes the movement between positions rather than the picture-perfect poses of ballet and other dance styles. Moving through space off of and onto the floor, breathing and moving improvisationally will be explored. 2 hrs./wk.

HPER 142**Modern Dance (Intermediate) (1 CR)**

Prerequisite: HPER 140

A continuation of Modern Dance (Beginning), this course presents more difficult and longer movement combinations. Students further explore their creativity through elements of improvisations, choreography and performance while gaining greater muscular flexibility and strength. 2 hrs./wk.

HPER 150**Aerobics (Beginning) (1 CR)**

Motor skills, jogging and dance steps are combined in this exercise program to improve muscle tone and cardiovascular fitness. 2 hrs. wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 152**Aerobics (Intermediate) (1 CR)**

Prerequisite: HPER 150

The motor skills, jogging and dance steps are performed at faster pace for a longer period of time than in Aerobics (Beginning). The course will introduce the student to the fitness benefits from increased duration and intensity of aerobic activities. 2 hrs./wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 155**Ballet (Beginning) (1 CR)**

This progressive ballet system is designed to produce muscular strength and flexibility and a working knowledge of anatomy, plus the aesthetic satisfaction of expressing yourself through a classical art form. Offered to students of all ages and experience, both beginners as well as those who have had some training. 2 hrs./wk.

HPER 157**Ballet (Intermediate) (1 CR)**

Prerequisite: HPER 155

A continuation of Beginning Ballet, this progressive ballet system explores multilayered ballet movement in simple dance combinations. 2 hrs./wk.

HPER 158**Jazz Dance (Beginning) (1 CR)**

An introduction to the concepts and motor skills involved with jazz dance. Basic body position will be introduced as well as basic terminology, jazz history, various jazz styles and the basic techniques involved, isolations, combinations, choreography and rhythmic influences. 2 hrs./wk.

HPER 159**Jazz Dance (Intermediate) (1 CR)**

Prerequisite: HPER 158 or equivalent

A continuation of Beginning Jazz Dance, this course will require students to assimilate and execute more difficult isolated dance moves as well as use the basic skills acquired in Beginning Jazz Dance to perform complex dance sequences to a variety of music. 2 hrs./wk.

HPER 163**Ballroom Dance (Beginning) (1 CR)**

This is an introduction to ballroom dance with emphasis on basic patterns and fundamental steps of the waltz, fox trot, swing, polka and cha-cha. Common rules of dance courtesy and a brief overview of ballroom dance history will be included. Music or dance background is not necessary. 2 hrs./wk.

HPER 165**Karate I (1 CR)**

The student will receive instruction in the basic fundamentals of karate, including stances, blocks, kicks, strikes and self-defense techniques. 2 hrs./wk.

HPER 166**Karate II (1 CR)**

Prerequisite: HPER 165

The student will review the skills from the prerequisite course of Karate I. Students will demonstrate techniques that include the moving block, kicks and positions for karate. The course will also cover combination moves as well as the defensive technique.

HPER 167**Karate III (1 CR)**

Prerequisite: HPER 166

Students will have the opportunity to achieve higher levels of proficiency, routines, kumite (sport/free fighting) and self-defense. 2 hrs./wk.

HPER 168**Karate IV (1 CR)**

Prerequisite: HPER 167 Note: beginning Japanese is a suggested prerequisite

Students in this course will have the opportunity to achieve the advanced level of karate in the following: taiso (exercise), kata (forms), kumite (sport/free fighting) and self-defense application. 2 hrs./wk.

HPER 172**Track and Field (Beginning) (1 CR)**

This course will introduce the student to the sport of track and field. Through activity and discussion the student will improve his or her motor ability to perform track and field events. 2 hrs./wk.

HPER 174**Coaching and Officiating of Track and Field (2 CR)**

Students will have the opportunity to learn the fundamentals of coaching and officiating track and field events. Upon successful completion of the course, students will be prepared for USATF Level 1 certification. 2 hrs./wk.

HPER 175**Fencing (1 CR)**

Beginning foil fencing will provide the student with the fundamental rules and techniques of foil fencing. The student will utilize these skills in a fencing bout. The student will also be instructed in the rules and procedures of officiating foil fencing. 2 hrs./wk.

HPER 182**Swimming (Beginning) (1 CR)**

Students in beginning swimming will learn basic swimming skills and safety information that are fundamental to safe swimming performance. 1 hr./wk.

HPER 183**Swimming (Intermediate) (1 CR)**

Prerequisite: HPER 182 or the equivalent

Students in intermediate swimming will learn more advanced swimming strokes, skills and safety information along with increasing personal fitness levels through continuous endurance swimming. 1 hr./wk.

HPER 185**Archery (1 CR)**

Students will receive individualized instruction in the basic skills of archery as a recreational sport lending itself as a lifetime leisure interest. Safety, fundamental care and usage of archery tackle, and beginning archery skills will be taught along with a survey of the history of archery. 2 hrs./wk. HPER 185 Archery classes will meet in the lobby in the gym building by room 116.

HPER 190**Golf (1 CR)**

The beginning golfer will be given instruction in the rules of and basic swing fundamentals for the game of golf. Proper golf equipment, proper use of this equipment and golf etiquette will be reviewed. 2 hrs./wk. HPER mini courses meet an additional 16 hours on a modular schedule.

HPER 192**Wellness for Life (1 CR)**

This course introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based. Students will examine the relationship that exists between wellness and lifestyle behaviors. Individual self-assessments will be used to establish current health and fitness levels. 1 hr./wk.

HPER 194**Sports Conditioning (Beginning) (1 CR)**

Students will have the opportunity to learn the fundamentals of general and sports specific conditioning. All aspects of physical and psychological development are incorporated in this class. Strength, power, speed, acceleration, muscular hypertrophy and endurance, cardiovascular endurance, motor skills and agility drills are taught and practiced. The class will include general physical preparation sport fitness, plyometrics, agility drills and sport-related specific conditioning. The students will learn about the principle of year-round conditioning, including conditioning appropriate to the off-season, preparatory period, pre-competition period and competition period. 2 hrs./wk.

HPER 197**Sports Conditioning (Intermediate) (1 CR)**

Prerequisite: HPER 194

Students will have the opportunity to build upon principles and practices of general and sports-specific conditioning learned in Beginning Sports Conditioning. All aspects of physical and psychological development are incorporated in this class. Strength, power, speed, acceleration, muscular hypertrophy and endurance, cardiovascular endurance, motor skills and agility drills are taught and practiced. The class will include general physical preparation, sport fitness and conditioning. Students will continue to learn about the principle of year-round conditioning, including conditioning appropriate to the off-season, preparatory period, pre-competition period and competition period. 2 hrs. lecture/wk.

HPER 200**First Aid and CPR (2 CR)**

After completing this course, students should be able to perform the basic skills of first aid. The course will cover cause, prevention and first aid care of common emergencies. Certification may be earned in first aid and cardiopulmonary resuscitation. 2 hrs./wk.

HPER 202**Personal Community Health (3 CR)**

This course is designed to provide the student with the knowledge and understanding to make positive, healthy lifestyle choices. In addition, students will learn about issues within the community that affect their daily health both directly and indirectly. 3 hrs./wk.

HPER 204**Care and Prevention of Athletic Injury (3 CR)**

Corequisite: HPER 200 or BIOL 140

This introduction to athletic training techniques is for student athletic trainers and coaches and athletes at all levels. The course will cover prevention of sports injuries, rehabilitation and taping techniques, and proper nutrition. 3 hrs./wk.

HPER 205**Individual Lifetime Sports (2 CR)**

This course provides a basic knowledge of several individual lifetime sports including badminton, bowling, golf, racquetball and tennis. Students will learn fundamental skills for each sport as well as history, benefits, equipment, rules, etiquette, safety, scoring and strategy. 3 hrs./wk. Fall.

HPER 208**Introduction to Exercise Physiology (3 CR)**

This introduction to exercise physiology will introduce the effects of exercise on the muscular system, the cardiovascular system and the metabolic system. The course will prepare the student in the design of and principles for an individual exercise program. 3 hrs./wk.

HPER 217**Coaching and Officiating Basketball (2 CR)**

This course introduces students to the theory and principles of coaching basketball and the rules and mechanics of officiating. Students will have the opportunity to learn how to organize, coach and plan daily practice sessions. 2 hrs./wk.

HPER 220**Sports Officiating (3 CR)**

The rules and practical application of officiating will be covered for the following sports: volleyball, football, basketball, baseball and softball. 3 hrs./wk.

HPER 224**Outdoor Recreation (3 CR)**

This course introduces the student to activities that create interaction between the individual and/or individuals and elements of the outdoor recreational setting. This outdoor recreation class will plan activity projects such as camping, hiking, nature observation, alpine skiing, Nordic skiing and biking. 3 hrs./wk. Or, may be taught online for 16 weeks.

HPER 240

Lifetime Fitness I (1 CR)

This course is designed to provide an effective exercise circuit system to help the student develop overall muscle tone and cardiovascular conditioning. Handouts emphasizing the value of developing a total lifetime fitness attitude and optional lectures are available to enhance the student's knowledge of the benefits of a lifetime fitness program. This course requires an initial orientation/assessment. After the assessment, the class becomes an open-lab format by arrangement. 2 hrs./wk.

HPER 241

Lifetime Fitness II (1 CR)

Prerequisite: HPER 240

This course is a continuation and expansion of Lifetime Fitness I. 2 hrs./wk., open-lab format by arrangement.

HPER 242

Lifetime Fitness III (1 CR)

Prerequisite: HPER 241

This course is a continuation and expansion of Lifetime Fitness II. 2 hrs./wk., open-lab format by arrangement.

HPER 243

Lifetime Fitness IV (1 CR)

Prerequisite: HPER 242

This course is a continuation and expansion of Lifetime Fitness III. 2 hrs./wk., open-lab format by arrangement.

HPER 245

Elementary Physical Education (3 CR)

This course is designed to meet the needs of students who wish to teach in the area of elementary physical education and/or elementary education. This course will provide the students with knowledge and background in planning, classroom management techniques, teaching methodology, legal liability, evaluation, wellness, special students, sports, and games related to elementary physical education. The course will include observation and teaching. 3 hrs./wk. Spring

HPER 255

Introduction to Physical Education (3 CR)

This course will introduce the student to the field of physical education and sport. This course will discuss the historical, biomechanical, physiological and psychological foundations of physical education and sport. It will examine the role of physical activity as a means to help individuals acquire the skills, fitness levels and knowledge that contribute to the arena of physical development and organized competition. It will also discuss the role physical education and sports play in our society. Each individual will develop a personal philosophy for physical

Physical Science (PSCI)

PSCI 120

Physical Science (4 CR)

This course is an introduction to the fundamental concepts and principles of physics, chemistry, geology and astronomy. Topics include energy, electricity, magnetism, modern physics and chemical bonding. It is counted toward laboratory science requirements and is intended for nonscience majors. It includes presentation of material using audiovisual, computer and other multimedia aids. Three hours of class and three hours of work in a scheduled lab are required each week. 3 hrs. lecture, 3 hrs. lab/wk.

Physical Therapist Assistant (KPT)

KPT 102

Basic Emergency Patient Care (1 CR)

Current cardiopulmonary resuscitation skills, including adult, child and infant resuscitation according to American Heart Association standards. Medical and environmental emergencies review. (Successful completion of the course qualifies the student for the Basic Life Support Course Certification.) 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 151

Introduction to Physical Therapy (2 CR)

Introduction to the basic concepts of the function of a physical therapist and physical therapist assistant as members of the health team and interaction of health care disciplines in the care of the patient. Medical terminology related to the specific discipline. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 152

Physical Therapy Fundamentals I (4 CR)

Prerequisite: Formal acceptance into the program.

Theory and application of treatment modalities used in physical therapy. Therapeutic measures and patient handling skills used in the physical treatment of various injuries and diseases. Field trips to observe the clinic and its modalities. 2.5 hrs. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of the physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 153

Kinesiology (4 CR)

Prerequisites: BIOL 144, BIOL 145, KPT 152 and KPT 160 each with a minimum grade of "C".

Anatomy and function of the musculoskeletal system. Analysis of various daily activities. Application of physical therapy assessment procedures related to clinical kinesiology. 2 hrs. lecture, 4 hrs. lab/wk. Course taught at Penn Valley

Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 154

Applied Neurology (2 CR)

Prerequisites: BIOL 144, BIOL 145, KPT 152, and KPT 160, each with a minimum grade of "C".

Foundations of neuroscience necessary for practice as a rehabilitation professional. Anatomy and function of the nervous system. Correlation of clinical problems with pathology of the nervous system. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 155

Rehabilitation (4 CR)

Prerequisite: KPT 162 with a minimum grade of "C"

Introduction to the philosophy underlying rehabilitation theory and principles of treatment involved in normal and abnormal ambulation and mobility. Application of external supports and assistive devices, and teaching activities of daily living with attention to description, demonstration and practice. Field trips are required. 3 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of the physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 158

Therapeutic Exercise (4 CR)

Prerequisite: KPT 162 with a minimum grade of "C"

Introduction to the theory and principles of application of therapeutic exercise, including patient instruction, manual techniques and equipment commonly used by the physical therapist assistant. Field trips to learn various specialized techniques. 2 hrs. lecture, 4 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 159

Orthopedic Pathology (2 CR)

Prerequisite: BIOL 144, BIOL 145, KPT 152 and KPT 160, each with a minimum grade of "C".

Orthopedic pathologies commonly seen in physical therapy practice, diagnosis, signs and symptoms, physiological factors and treatment. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 160

Medical Diseases (2 CR)

Prerequisites: BIOL 122, BIOL 140, AAC 130 and, KPT 151 each with a minimum grade of "C" and formal acceptance into the program.

Medical diseases commonly seen in physical therapy practice; diagnosis, signs and symptoms, physiologic factors and treatment. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas

City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 161

Physical Therapy Fundamentals II (4 CR)

Prerequisites: BIOL 144, BIOL 145, KPT 152, and KPT 160 each with a minimum grade of "C".

Introduction to the theory and practical application of electrotherapy, patient documentation, patient care skills, and selected modalities, including indications and contraindications for use. 2.5 hrs. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 162

Clinical Experience I (2 CR)

Prerequisites: KPT 153, KPT 154, KPT 159, KPT 161, and EMTP 102, each with a minimum grade of "C". Completion of pre-clinical examination with a score of 80 percent or better. Demonstrated competency in pre-clinical checkouts.

Supervised clinical experience in the practical application of techniques and procedures covered in all previous physical therapist assistant courses. Assisting physical therapists and physical therapist assistants in treatment of patients in a variety of clinical settings. 5 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 164

Pediatrics and Gerontology (2 CR)

Prerequisite: KPT 162 with a minimum grade of "C"

Specialized information related to the treatment of pediatric and older adult populations. 2 hrs. lecture/ wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 170

Clinical Experience II (2 CR)

Prerequisites: KPT 162 with a minimum grade of "C". Concurrent enrollment in KPT 155, KPT 158, KPT 164 and KPT 171

Supervised clinical experience in the practical application of techniques and procedures covered in all previous KPT courses. Assisting physical therapists and physical therapist assistants in the treatment of patients in a variety of clinical settings. 5 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 171

Clinical Seminar (2 CR)

Prerequisites: KPT 162 with a minimum grade of "C"

this course contains current professional and patient care issues regarding the practice of physical therapy such as ethics, departmental organization, reimbursement, safety and research. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 172

Clinical Experience III (12 CR)

Prerequisites: Completion of all other required courses in the KPT program with a minimum grade of "C"

Practical application of principles learned in prior coursework. Experience rotation internships in selected hospitals and other clinical sites throughout the United States under the guidance of a physical therapist. 40 hrs. field studies/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of physical therapist assistant about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KPT 173

Special Topics (2 CR)

Prerequisite: Completion of all previous semesters of physical therapy and biology coursework with a minimum grade of "C".

This course presents specialized topics in physical therapy and the administration of health care. 1 hr. lecture/wk.

Physics (PHYS)

PHYS 125

Technical Physics I (4 CR)

Prerequisite: MATH 133

In this introductory course, students will learn the fundamentals of classical physics. Included topics involve mathematical approaches to mechanics, wave motion and thermodynamics. This class is an applied study of the concepts of force, work, rate and resistance, and power in mechanical, fluidic, thermal and electrical energy systems. 3 hrs. lecture, 3 hrs. lab/wk.

PHYS 130

General Physics I (5 CR)

Prerequisite: MATH 171

In this introductory course for pre-professional and general education, students will learn the fundamentals of selected areas of classical physics. Using the tools of algebra and trigonometry, the course develops the topics of mechanics, heat and thermodynamics, and concludes with waves. The two-semester PHYS 130/131 sequence is designed to meet the requirements of area pre-professional programs. This is a transfer course that meets the college's requirements for associate's degree programs and also meets transfer requirements of area colleges and universities. The course includes an integrated laboratory component the completion of which is a necessary part of the total instructional package. 4 hrs. lecture, 3 hrs. lab/wk.

PHYS 131

General Physics II (5 CR)

Prerequisite: PHYS 130

In this introductory course for pre-professional and general education, students will learn the fundamentals of selected areas of classical physics. Using the tools of algebra and trigonometry, the course develops the topics of electricity and

magnetism, light and optics and some elements of modern physics, such as relativity and quantum physics. The two-semester PHYS 130/131 sequence is designed to meet the requirements of area pre-professional programs. This is a transfer course that meets the college's requirements for associate's degree programs and also meets transfer requirements of area colleges and universities. The course includes an integrated laboratory component the completion of which is a necessary part of the total instructional package. 4 hrs. lecture, 3 hrs. lab/wk.

PHYS 133

Applied Physics (5 CR)

Prerequisite: MATH 133 or higher

This is a one-semester, comprehensive physics course intended for students enrolled in the biotechnology certificate program or an associate of applied science degree program. The course will cover all areas of applied physics, including mechanics, heat, thermodynamics, waves, electricity, magnetism, light, optics and some elements of modern physics. Emphasis will be placed on concepts and applications to real-life problems. This course includes an integrated laboratory component the completion of which is a necessary party of the total instructional package. 4 hrs. lecture, 3 hrs. lab/wk.

PHYS 220

Engineering Physics I (5 CR)

Prerequisite or corequisite: MATH 242

This is an introduction to physics for engineering and science students. Included will be mathematical approaches to the study of mechanics, wave motion and thermodynamics. 4 hrs. lecture, 3 hrs. lab/wk.

PHYS 221

Engineering Physics II (5 CR)

Prerequisites: PHYS 220 and MATH 242

This is an introduction to physics for engineering and science students. Included are mathematical approaches to the study of electricity, magnetism, sound, optics and modern physics. 4 hrs. lecture, 3 hrs. lab/wk.

Political Science (POLS)

POLS 122

Political Science (3 CR)

This course provides students the opportunity to explore the discipline of political science and to discover how political scientists study politics in the contemporary world. 3 hrs. lecture/wk.

POLS 124

American National Government (3 CR)

This course examines the components of the public policy making process. Topics of study include American political culture, constitutional principles, intergovernmental relations, public opinion, political parties, interest groups, media, the influence of the constant campaign of candidate-centered politics, budget construction, bureaucracy, and decision-making institutions. 3 hrs./wk. and online

POLS 126**State and Local Government (3 CR)**

This course examines the executive, legislative, judicial and service functions of state and local government in the United States in general and in Kansas in particular. The course includes guest lectures by elected officials, government personnel and community activists. 3 hrs./wk. This course is typically offered only once each academic year.

POLS 132**Introduction to Comparative Government (3 CR)**

This course compares the different political structures of many of the world's most important countries, including economic development, patterns of government and administration, party structures and policy formation. 3 hrs. wk. This course is typically offered only once each academic year.

POLS 135**International Relations (3 CR)**

This course analyzes the conflict and cooperation among nation-states. Students will study contemporary problems and how they relate to power, war, terrorism, diplomacy, international organizations and the future of the nation-state system. 3 hrs./wk.

POLS 200**Model United Nations (3 CR)**

This course is designed for students who are interested in learning and understanding international organizations and participating in competitive intercollegiate Model United Nations. This course orients students with the history, structure and function of the United Nations and those facets of an assigned country. This orientation will assist students in their preparation for Model United Nations (MUN) conference during the spring semester. 3 hrs lecture/wk.

POLS 245**Introduction to Public Administration (3 CR)**

This course provides students the opportunity to explore public administration and public policy including institutional arrangements for the provision of public services and the study of those arrangements. 3 hrs. lecture/wk.

Power Plant Technology (PPT)

PPT 130**Basic Hydraulics, Mechanics and Pneumatics (3 CR)**

This introductory course is designed to give a general overview of hydraulic, mechanic and pneumatic principles. Upon successful completion of this course, the student will be able to describe the concepts involved in industrial maintenance of hydraulic, mechanical and pneumatic equipment and identify the major components and their functions. Topics will include hydraulics, pneumatics, rigging, ladders, scaffolds, lubrication, drive belts, vibrations, mechanical drives, alignments, bearings and electricity. This course is appropriate for power plant technology majors or other interested students. 3 hrs. lecture/wk.

PPT 140**Generating Plant Fundamentals (3 CR)**

This is an introductory course designed to give a general overview of power plant operations and functions. Upon successful completion of this course, the student will be able to describe the concepts involved in converting energy to electricity through a steam generation power plant and identify the major components and their functions. Topics will include fossil fuels, boilers, turbines, feedwater heaters, ash removal, condensate, power plant controls, and temperature and pressure relationships. This course is appropriate for power plant technology majors or other interested students. 3 hrs. lecture/wk.

PPT 230

Introduction to Water Chemistry & Water Treatment (3 CR)

This introductory course is designed to give a general overview of water chemistry and water treatment in power plants. Upon successful completion of this course, the student should be able to describe the concepts and solve the problems associated with water treatment in boiler operations. Topics will include hydrology, specific gravity of liquids, acids, bases, measurements, cooling towers, clarification, ion exchange and filtration. This course is appropriate for power plant technology majors and other interested students. 3 hrs. lecture/wk.

PPT 250

Intro to Power Plant Combustion and Exhaust (3 CR)

Prerequisite: PPT 140

Upon successful completion of this course, the student should be able to describe the concepts involved in the combustion of fuel for energy generation. Topics will include fuel handling, combustion requirements, combustion control and by-products of combustion. This course is appropriate for power plant technology majors and other interested students, with the permission of the instructor. 3 hrs. lecture/wk.

PPT 251

Introduction to Power Plant Steam and Water Cycle (3 CR)

Prerequisite: PPT 140

Upon successful completion of this course, the student will be able to describe the steam water cycle in a steam generation plant. Topics will include boilers, turbines, feedwater heaters, condensers, cooling towers and auxiliary equipment. Enrollment in the course is limited to power plant technology majors or by permission of the instructor. 3 hrs. lecture/wk.

PPT 271

Power Plant Technology Internship (3 CR)

Prerequisite: Career Program Facilitator Approval Required

The internship will provide advanced students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employees, college staff and each student to provide a variety of actual job experience directly related to the student's career goals. This course is only available to students who have declared a power plant technology major. 20 hrs. on-the-job training/wk., or a minimum of 40 hrs./wk. on the job for summer semester

PPT 280

Power Plant Operations and Process Controls (3 CR)

Prerequisites: PPT 250 and PPT 251

Upon successful completion of this course, the student should be able to describe the concepts involved in operating a steam generation power plant and identify the major components and their functions. Topics will include cold start-up, warm

start-up, shutdown, normal operations, load changes, safety checks, and power plant controls. This course is designed to integrate and build on previous power plant technology course work. This course is appropriate for power plant technology majors and other interested students with the permission of the instructor. 3 hrs. lecture/wk.

Practical Nursing (AVPN)

AVPN 115 Nursing I

Prerequisites: CNA certification and admission to the practical nursing program and BIOL 144 and PSYC 130 and CPCA 105 and MATH 111

Using the nursing process, the student will promote adaptive responses in the client during health and illness. The student will develop a basic understanding of the role of the practical nurse in the health care system and demonstrate the fundamental skills essential to the nursing care of the client. The nursing process will be applied to the care of clients in long-term care, the medical office and the acute-care settings. Basic concepts of gerontology, professional vocational relationships, pharmacology, medical terminology and nutrition will be used in the care of the clients. In-state tuition and fees \$775 total. Out-of-state tuition and fees \$4,298 total. 550 contact hrs.

AVPN 117 Nursing II

Prerequisite: AVPN 115

In Nursing II, the student will continue to explore the practical nurse's role in assisting clients to meet basic and more complex physiological needs using the nursing process in a variety of health care settings, including acute care, long-term care and mental health facilities. The student will apply concepts of leadership and change and demonstrate the roles of charge nurse, medication nurse, treatment nurse and patient-care nurse in long-term care. The student will promote adaptive responses in the child and family during the child's illness, pregnancy, labor and delivery, and postpartum and neonatal phases of reproductive processes. The student will explore the adaptive capacity of individuals with emotional stresses and diagnosed mental disorders across the life span. Basic concepts of gerontology, professional vocational relationships, pharmacology, medical terminology and nutrition will be applied in the care delivered. In-state tuition and fees \$810 total. Out-of-state tuition and fees \$4,333 total. 550 contact hrs.

Psychology (PSYC)

PSYC 121 Applied Psychology (3 CR)

The course will focus on learning how to apply psychological principles in order to better understand one's own experience (cognitive, behavioral and emotional) and that of other people. This course is not a substitute for Introduction to Psychology and will not meet the prerequisite requirement for advanced psychology courses. 3 hrs./wk.

PSYC 130 Introduction to Psychology (3 CR)

This basic introduction to psychology includes the study of biological aspects of behavior, the brain, consciousness, sensation and perception, motivation and emotion, stress, maturation and development, learning and memory, normal and

abnormal personality, and social psychology. This course is the prerequisite for all advanced-level psychology courses. 3 hrs./wk. PSYC students see Learning Strategies, LS 176, PSYC sections, optional enrollment. Students enrolling in PSYC 130 sections that meet in 407 CLB are advised that they will be using computers. Some familiarity with computers is recommended. However, computer skills are not required.

PSYC 200

Industrial and Organizational Psychology (3 CR)

Prerequisite: PSYC 130

The course will examine human behavior and psychological principles in an industrial/personnel context. It will also focus on how organizational factors contribute to individual behavior and how individuals affect groups and organizational functioning. Topics include recruiting, selecting and training personnel; evaluating job performance, work motivation, job satisfaction and other attitudes; leadership; and organization and job design. 3 hrs/wk. This course may not be offered every semester.

PSYC 205

Human Sexuality (3 CR)

Prerequisite: PSYC 130

PSYC 205, Human Sexuality, is a balanced and thoughtful account of what is known about sexuality from various perspectives. A broad and representative survey of research is presented in a number of topical areas. Psychobiology, sexual development during childhood and adolescence, sexual interactions, love relationships and behavior, gender issues, sexual orientation, health issues and diseases, and sexual problems and solutions will be studied. Primary emphasis will be placed on the individual and the couple as a unit of analysis. Class discussions of issues relating to human sexuality will be encouraged. 3 hrs. lecture/wk.

PSYC 210

Methodology in Social Sciences (3 CR)

Prerequisite: PSYC 130 or SOC 122 or ECON 230

This course deals with scientific research methods utilized in the social sciences, especially psychology, sociology, political science, and anthropology. The course examines a wide range of data collection methodologies including observation, questionnaire construction, and controlled experimentation. The course will be beneficial for analyzing and evaluating the quality of research findings reported in both the popular and academic press. It will also be useful to those who plan to engage in occupations requiring the use of research methodology. 3 hrs./wk. This course may not be offered every semester. PSYC 210 and SOC 210 are the same course. Do not enroll in both.

PSYC 215

Child Development (3 CR)

Prerequisite: PSYC 130

This course is a comprehensive account of human development from conception through adolescence. The course integrates genetic, biological, physical and anthropological influences with psychological processes and explores determinants of behavior from a genetic and environmental perspective. 3 hrs./wk.

PSYC 218

Human Development (3 CR)

Prerequisite: PSYC 130

This course is a comprehensive account of human psychological and physical development from conception through infancy, childhood, adolescence, adulthood and death. The course integrates genetic, biological, physiological and anthropological influences with the psychological process and explores determinants of development from both hereditary and environmental perspectives. 3 hrs./wk.

PSYC 220

Social Psychology (3 CR)

Prerequisite: PSYC 130

This course is designed to be an undergraduate-level introduction to the psychology of social behavior. It will provide a systematic attempt to understand how the "thought, feeling and behavior of individuals are influenced by the actual, imagined or implied presence of others." Consideration will be given to such concepts as methodology, attitude and attitude change, aggression, leadership, affiliation and obedience and will introduce conformity. The course is intended to introduce students to critical analysis, application and the mechanical and intellectual challenges of college work. 3 hrs./wk.

PSYC 225

Educational Psychology (3 CR)

Prerequisite: PSYC 130

This course addresses various issues that apply theories of psychology to the educational environment. Topics included in the study of educational psychology include research methodology, theories of human development, principles of learning, the psychology of motivation, theories of intelligence, testing and assessment techniques, and career development. A 20-hour observation in an educational setting is required. The class meets 3 hrs./wk. This course may not be offered every semester.

PSYC 230

Personality Theory (3 CR)

Prerequisite: PSYC 130

The general viewpoints of paradigms in psychology will be studied, with emphasis on each system's contribution to understanding human personality. The assumptions of each system will be critically analyzed using evidence from research and criticisms from philosophy. Usefulness of theories will be presented, and the systems will be compared and contrasted. General theories covered will include psychoanalysis, trait, biological, humanistic, behavioral/social and cognitive. 3 hrs./wk. This course is typically offered in the spring semester. 3 hrs./wk.

PSYC 250

Health Psychology (3 CR)

Prerequisite: PSYC 130

This course covers content, methods and theory regarding the interplay between psychological and biological determinants of health and illness and examines how these factors relate to health status. The course focus is on the application of psychological methods, principles of maintenance of health, prevention of disease, treatment of illness, and rehabilitation and recovery from impaired health. It follows an interdisciplinary approach to content and instruction. 3 hrs. lecture/wk.

Radiologic Technology (KRAD)

KRAD 150

Introduction to Radiologic Technology (1 CR)

Introduction to the profession of radiologic technology, including the duties of the radiologic technologist in the health care environment. 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 160

Survey of Radiologic Technology (6 CR)

Prerequisite: Completion of prerequisite courses including Introduction to Radiologic Technology and admission to the radiologic technology program.

Orientation to the program and clinical responsibilities. Topics related to basic patient interactions, body mechanics, patient transportation, radiographic terminology, radiographic examinations of the chest and abdomen, methods of radiation protection and types of radiographic equipment will be explored. 4.2 hrs. lecture, 6 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 162

Image Processing (2 CR)

Prerequisite: KRAD 160, KRAD 172, KRAD 173, each with a minimum grade of "C".

Materials and factors relating to acquisition, processing, viewing, and storage of radiographs. 1.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 165

Patient Care (2 CR)

Prerequisite: KRAD 160 with a minimum grade of "C".

This course will explore patient-health professional interactions, basic patient care and management, medico-legal issues, and medical ethics. 2 hrs. lecture/ wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 170

Radiation Biology and Protection (3 CR)

Prerequisite: KRAD 160 with concurrent enrollment in corresponding semester of clinical training.

The principles of radiation biology and techniques used to protect the patient and personnel from the effects of exposure to ionizing radiation. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 171

Radiographic Exposures I (3 CR)

Prerequisite: Admission to the program

Factors which affect radiographic image formation and determine image quality. 2.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 172

Radiographic Positioning I (3 CR)

Prerequisite: KRAD 160 with a minimum grade of "C" and concurrent enrollment in KRAD 165 and 173.

Anatomy and positioning of the alimentary canal, urinary system, and upper and lower extremities. 2.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 173

Clinical Training I (3 CR)

Prerequisite: KRAD 160 with a minimum grade of "C" and concurrent enrollment in KRAD 165 and KRAD 172.

Performance of patient examination in a clinical setting under the supervision of a radiologic technologist. 16 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 174

Radiographic Exposures II (3 CR)

Prerequisites: KRAD 160, KRAD 171, KRAD 172 and KRAD 173, each with a minimum grade of "C"

Quality control of radiographic images. Technic charts, calibration of equipment, standard exposure systems, and factors used for conversion of technics for variables in the exposure system. Special techniques used in producing radiographic images. 2.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 175

Clinical Training II (4 CR)

Prerequisites: KRAD 165, KRAD 172 and KRAD 173, each with a minimum grade of "C", and concurrent enrollment in KRAD 176.

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist. 24 hrs. field study/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 176

Radiographic Positioning II (3 CR)

Prerequisite: BIOL 140 and KRAD 165, KRAD 172 and KRAD 173, each with a minimum grade of "C", and concurrent enrollment in KRAD 162 and KRAD 175.

Anatomy, radiographic positioning, and film critique of pelvis, bony thorax, vertebral column, cranium, and facial bones. 2.5 hrs. lecture, 1 hr. lab/wk. Course

taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 178

Clinical Training III (4 CR)

Prerequisites: KRAD 175 and KRAD 176 each with a minimum grade of "C".

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist. 20 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 278

Imaging Modalities and Pathology (3 CR)

Prerequisites: KRAD 279, KRAD 280, KRAD 281 and KRAD 285, each with a minimum grade of "C," and concurrent enrollment in KRAD 282

Human disease processes and their relationship to patient examination in the radiology department. Radiographic pathology and imaging modalities. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 279

Radiographic Positioning III (2 CR)

Prerequisites: KRAD 176 and KRAD 178, each with a minimum grade of "C," and concurrent enrollment in KRAD 280, KRAD 281 and KRAD 285.

Anatomy and positioning of the biliary system, mammary glands, and temporal bone. Advanced film critique of radiographs of all routine radiographic examinations. 2 hrs. lecture. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 280

Clinical Training IV (4 CR)

Prerequisite: KRAD 162, KRAD 176 and KRAD 178, each with a minimum grade of "C," and concurrent enrollment in KRAD 279, KRAD 281 and KRAD 285.

Performance of patient examinations in a clinical setting under the supervision of a radiological technologist. 24 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 281

Radiation Physics (3 CR)

Prerequisite: PHYS 162 and KRAD 171 each with a minimum grade of "C".

Application of fundamental physics principles relating to energy, electricity, and magnetism and their relevance to the study of x-rays and x-ray equipment. 2.5 hrs. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 282

Clinical Training V (4 CR)

Prerequisites: KRAD 279, KRAD 280, KRAD 281 and KRAD 285, each with a minimum grade of "C", and concurrent enrollment in KRAD 278.

Performance of patient examinations in a clinical setting under the supervision of a radiologic technologist. 24 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 283

Final Seminar (2 CR)

Prerequisites: KRAD 278 and KRAD 282, each with a minimum grade of "C".

Preparation for the National Registry examination. Simulation of American Registry of Radiologic Technologists examination. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KRAD 285

Special Procedures (2 CR)

Prerequisites: KRAD 170 and KRAD 171 and KRAD 178 and each with a minimum grade of "C," and concurrent enrollment in KRAD 279 and KRAD 280 and KRAD 281.

Anatomy, positioning, equipment, and special tasks related to performance of special contrast media studies. Vascular, neurological, lymphatic, skeletal, and pulmonary systems. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of radiologic technology about the class meeting times and beginning and ending dates of times and beginning and ending dates of classes. Call 816-759-4000.

Railroad Conductor (RRTC)

RRTC 123

Introduction to Conductor Service (4 CR)

Prerequisite: Admission to the JCCC railroad operations program, conductor option

This is an introductory course for the conductor service option within the railroad operations program. Upon successful completion of this course, the student should be able to describe railroad organization and general operations, policies and practices to ensure railroad safety, and the basic responsibilities of conductors. 5 hrs. lecture, demonstration/wk. Selective admission program - see a counselor about special requirements.

RRTC 175

Conductor Mechanical Operation (2 CR)

Prerequisite: Admission to the JCCC's railroad operations program, conductor option, and successful completion of RRTC 123 with a grade of "C" or better.

This course covers mechanical operations that relate to conductor service. This is the second course in the conductor option of the railroad operations degree program. Upon successful completion of this course, the student should be able to describe the importance and application of freight care mechanical policies and

practices to ensure safe railroad operations. 2.5 hrs. lecture/wk. Selective admission program - see a counselor about special requirements.

RRTC 261

Conductor Service (2 CR)

Prerequisite: Admission to the JCCC railroad operations program, conductor option, and successful completion of RRTC 175 with a minimum grade of "C".

Upon successful completion of this course, the student should be able to describe and apply railroad organization and general operations, policies and practices to ensure railroad safety, and basic responsibilities of conductors. This course includes safety and the general rules with which conductors must comply and teaches the techniques and administrative procedures conductors use on the job to perform safely and effectively. 2.5 hrs. lecture/wk. Selective admission program - see a counselor about special requirements.

RRTC 263

General Code of Operating Rules (4 CR)

Prerequisite: Admission to the JCCC railroad operations program, conductor option, and successful completion of RRTC 261 with a minimum grade of "C".

This is the fourth course in the conductor option for the railroad operations degree program. Conductors must maintain a thorough understanding of the General Code of Operating Rules (GCOR). This course provides an in-depth study of the GCOR. Upon completion of this course, the student should be able to demonstrate abilities to apply the General Code of Operating Rules to safe and efficient train movement and operations. 5 hrs. lecture/wk. Selective admission program - see a counselor about special requirements.

RRTC 265

Conductor Field Application (9 CR)

Prerequisite: Admission to the JCCC railroad operations program, conductor option, and successful completion of RRTC 263 with a minimum grade of "C".

Upon successful completion of this course, the student will have observed actual operations and be able to apply skills learned in classroom-based instruction to those operations. The student will observe and perform operations under the supervision of experienced conductor mentors in actual field locations. 1 hr. lecture, minimum 15 hrs. on-the-job training/wk.

Railroad Dispatcher (RRTD)

RRTD 122

Introduction to Railroad Dispatching (2 CR)

Prerequisite: Admission to the JCCC railroad operations program, dispatcher option

Upon successful completion of this course, the student should be able to describe railroad organization and general operations, policies and practices to ensure railroad safety, and basic dispatching functions. 2.5 hrs. lecture/wk. Class currently held at Tarrant County Junior College, Ft. Worth, Texas.

RRTD 271

Apprentice Railroad Dispatching Training I (6 CR)

Prerequisite: Admission to the JCCC's railroad operations program, dispatcher option, and successful completion of RRTD 275 with a minimum grade of "C".

Upon successful completion of this course, the student should demonstrate

abilities to apply the General Code of Operating Rules, Maintenance of Way operating rules and the Train Dispatcher's Manual of policies and practices to safe and effective train movement and maintenance operations. This is an intensive course that prepares students to observe actual dispatching operations. 7.5 hrs. lecture/wk. Class currently held at Tarrant County Junior College, Ft. Worth, Texas.

RRTD 272

Apprentice Railroad Dispatching Training II (6 CR)

Prerequisite: Admission to the JCCC railroad operations program, dispatcher option, and successful completion of RRTD 271 with a minimum grade of "C".

Upon successful completion of this course, students should demonstrate their ability to use centralized traffic control equipment, computerized track warrant control equipment, and management information systems that record and report train movement. Students will also identify and resolve traffic conflicts safely and effectively. This is an intensive course in which students observe, practice and demonstrate rail traffic dispatching functions in a laboratory setting. In addition, the student will spend an additional week observing dispatching-related activities in the field in conjunction with this course. 4.5 hrs. lecture, 3 hrs. lab/wk. Class currently held at Tarrant County Junior College, Ft. Worth, Texas.

RRTD 275

Railroad Dispatching Field Observation (3 CR)

Prerequisite: Admission to the JCCC railroad operations program, dispatcher option, and RRTD 122 with a minimum grade of "C".

Upon successful completion of this course, the student will have observed actual dispatching operations and should be able to identify major responsibilities. Students will observe operations under the supervision of experienced dispatcher mentors in actual dispatching offices. 1 hr. lecture, minimum 15 hrs. on-the-job training/wk. Class currently held at Tarrant County Junior College, Ft. Worth, Texas.

RRTD 276

Railroad Dispatching Field Applications (5 CR)

Prerequisite: Admission to the JCCC's railroad operations program, dispatcher option, and RRTD 272 with a minimum grade of "C".

Railroad Dispatching Field Application is a 10-week period in which students will observe and practice operations under the supervision of experienced dispatcher mentors in actual dispatching offices. Upon successful completion of this course, students will be able to apply skills learned in classroom-based dispatching instruction to those operations. Minimum 15 hrs. on-the-job training/wk. Class currently held at Tarrant County Junior College, Ft. Worth, Texas.

Railroad Electronics (RREL)

RREL 144

Introduction to Programmable Logic Controllers (2 CR)

Prerequisite: Approval of the railroad training director and the JCCC program assistant dean.

This course is an introduction to programmable logic controllers using Allen Bradley PLC-5 processors and is designed for electricians and maintenance personnel. Upon successful completion of this course, the student should be able to identify the components of programmable controllers, configure and set up the controllers for specific operations, write and test basic programs, and apply troubleshooting procedures to locate problems. 1 hr. lecture, 1.5 hrs. lab/wk.

RREL 172

Programmable Logic Controllers Applications (2 CR)

Prerequisite: Approval of the railroad training director and the JCCC program assistant dean.

This course is designed for electricians and maintenance personnel. It is intended as an advanced course for people with basic knowledge in programmable logic controllers operation. Allen Bradley PLC-5 family of processors is used for hands-on-training. Upon successful completion of this course, the student should be able to use advanced PLC instructions such as file, block transfer, stack concepts/operations and sequences, and configure and operate a network of processors. 1 hr. lecture, 1.5 hrs. lab/wk.

RREL 180

Introduction to Railroad Electronics (1 CR)

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to meet the needs of railroad electronic maintainers. Upon successful completion of this course, the student should be able to state basic safety procedures in electronics, explain basic principles of electronics, perform basic electronic calculations and use basic electronic tools. 2.5 hrs. lecture, 2.5 hrs. lab/wk.

RREL 181

Circuit Analysis DC/AC (6 CR)

Prerequisite: RREL 180 and the approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to meet the needs of the railroad electronic maintainers. Upon successful completion of this course, the student should be able to identify and use fundamental DC circuit concepts such as Kirchhoff's laws, power and energy formulas, Ohm's Law, Thevenin's Theorem and Norton's Theorem as they apply to resistive circuits. Also upon successful completion of this course, the student should be able to analyze circuits involving resistors, capacitors and inductors driven by time-variant sources. This analysis will involve both time and frequency responses. 3 hrs. lecture, 2 hrs. lab, 3 hrs. alternate deliver/wk.

RREL 182

Semiconductor Devices and Circuits (6 CR)

Prerequisites: RREL 181 and the approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to meet the needs of railroad electronic maintainers. Upon successful completion of this course, the student should be able to describe the characteristics of basic semiconductor devices, explain practical circuits using semiconductor devices and analyze these circuits for DC and AC quantities. 3 hrs. lecture, 2 hrs. lab., 3 hrs. alternate delivery/wk.

RREL 183

Digital Techniques (6 CR)

Prerequisites: RREL 182 and approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to meet the needs of railroad electronic maintainers. Upon successful completion of this course, the student should be able to analyze basic digital circuitry consisting of arrangements of gates and flip-flops using TTL and CMOS integrated circuits, as well as relay logic. This analysis will include the application of elementary Boolean algebra, truth tables and timing diagrams. 3 hrs. lecture, 2 hrs. lab., 3 hrs. alternate delivery/wk.

RREL 284

Electronic Communications (6 CR)

Prerequisites: RREL 183 and approval of the railroad training director and the JCCC program assistant dean.

This course is designed to meet the needs of railroad electronic maintainers. Upon successful completion of this course, the student should be able to state the principles of amplitude, frequency, phase and pulse modulation and describe the technologies of transmitters, receivers, antennas, local area networks, wide-area networks and telephone systems. 3 hrs. lecture, 2 hrs. lab, 3 hrs. activity/wk.

RREL 285

Microprocessor Techniques (6 CR)

Prerequisites: RREL 183 and approval of the railroad training director and the JCCC program assistant dean.

This course is designed to meet the needs of railroad electronic maintainers. Upon successful completion of this course, the student should be able to analyze and troubleshoot 6800 family microprocessor circuitry as well as microprocessor interface circuitry. 3 hrs. lecture, 2 hrs. lab, 3 hrs. activity/wk.

RREL 286

Applied Microprocessors (2 CR)

Prerequisites: RREL 285 and approval of the railroad training director and the JCCC program assistant dean.

This course is designed to provide an introduction to advanced microcomputer concepts and applications. This course is a continuation of topics introduced in the microprocessor course, with specific applications in general-purpose microcomputers (PCs) and dedicated microprocessor-based control systems. Included are hardware and software training in operating systems, peripherals, monitors, processors, storage media, maintenance, diagnostics and troubleshooting. Analog and digital data acquisition and processing, as well as voice digitization and playback, will be demonstrated. Presentations and labs will include incorporation of these functions into a PC, Harmon HLC and the Servo 9000 hot box detector. 1 hr. lecture, 2 hrs. lab/wk.

Railroad Industrial Technology (RRIT)

RRIT 122

Elements of Welding (3 CR)

Prerequisites: Approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to cut and weld using oxyacetylene welding (OAW) and oxyfuel (OFC) and shielded metal arc welding (SMAW). The OAW portion will cover puddling with and without filler metal; OFC will cover straight-line cutting, beveling, piercing and gouging. The SMAW portion will cover flat position and will be limited to fillet welds. The student should be able to discuss electrical safety in shielded metal arc welding (SMAW), handle welding cables properly, understand eye hazards, list safe clothing requirements and discuss environmental safety. This knowledge will be evidenced by achieving the specified score on the unit test. 2 hrs. lecture, 3 hrs. lab/wk.

RRIT 123

Basic Welding (3 CR)

Prerequisites: RRIT 122 or approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to properly

use oxy-fuel cutting (OFC), shielded metal arc welding (SMAW) and air carbon arc cutting (CAC-A) equipment. The SMAW portion of the course will concentrate on 1G and 2F welds with bend tests being performed on selected weldments. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 127

Welding Processes (2 CR)

Prerequisites: Approval of the BNSF training director and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to identify various welding process used by the railroad and other industries. Standard shop and maintenance welding processes will be taught and demonstrated. Welds will be tested and inspected according to industry standards. 1 hr. lecture, 1.5 hrs. lab/wk.

RRIT 132

Thermite Welding (3 CR)

Prerequisites: Approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to produce in a safe manner high-quality, sound Thermite welds on standard rail and mismatched rail. This course is intended for people who are employed in the railroad industry. This will be specific, in-depth, industrial training. Students will be required to make various rail alignments and grind various new and worn rails. The student should also be able to clean a used crucible, assemble a crucible and temper new and used crucible. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 136

Rail and Switch Point Repair Welding (3 CR)

Prerequisites: RRIT 123 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to identify and/or produce in a safe manner high-quality welding repairs and correct welding techniques to railroad track components to include maintenance, grinding, welding and repairs of switches, track rail ends, track wheel burns, battered welds, rail transition ramp building methods, Pandrol weld on shoulders, proper placement of work piece connections, and approved switch point welding procedures, as specified by the Burlington Northern Santa Fe Railway. This course will involve the study of different welding processes, welding safety, proper grounding techniques, rail heater and metallurgy. The effects of heat in relationship to specific rail steel components will be discussed. Students will be required to experience all appropriate methods and processes welding, cutting, grinding, straight edging rail steel and preparing switch points for proper mating surface according to current industry standards. Evaluation will be a classroom and laboratory setting. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 137

Structural Welding SMAW (3 CR)

Prerequisites: RRIT 123 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be qualified to weld with SMAW according to AWS D1.1.96 code. All welds will be made in the vertical (3G) and overhead (4G) positions. Passing or failing will be determined by the student's ability to successfully produce welds according to prescribed standards in AWS D1.1.96. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 138**Structural Welding FCAW (3 CR)**

Prerequisites: RRIT 137 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be qualified to weld with FCAW according to AWS D1.1.96 code. All welding will be made in the vertical (3G and 3F) and overhead (4G and 4F) positions. Passing or failing will be determined by the student's ability to successfully produce welds according to prescribed standards in AWS D1.1.96. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 139**Structural Welding Pipe (3 CR)**

Prerequisites: RRIT 137 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be qualified to weld on pipe using the SMAW process. All welding will be made in the vertical uphill fixed position (5G). Passing or failing will be determined by the student's ability to successfully produce test welds. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 140**Structural Quality SMAW (3 CR)**

Prerequisites: RRIT 127 or approval of the BNSF training director and the JCCC program assistant dean.

Upon successful completion of this course, the student should be qualified to weld with shielded metal arc welding (SMAW) according to industrial standards. Test welds will be made in the vertical (3G) and overhead (4G) positions; limited thickness. Passing or failing will be determined by the student's ability to successfully produce welds according to prescribed American Welding Society (AWS) standards. The oxyfuel cutting (OFC) portion will include cutting metal to specific sizes and shapes. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 141**Structural Quality GMAW (3 CR)**

Prerequisites: RRIT 127 or approval of the BNSF training director and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able explain the theory of gas metal arc (GMAW) and fluxed-cored arc welding (FCAW), identify materials and use equipment related to the processes. The student will weld on mild steel plate in all positions producing both fillet and groove welds with the GMAW process with a U-bend test being performed in selected positions according to industry standards. The student will also weld in selected positions on mild steel plate with the FCAW process. Selected welding codes and specifications will be used as a reference for this class. The oxy-fuel (OFC) will be used to prepare mild steel for welding. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 142**Structural Pile Welding (3 CR)**

Prerequisites: RRIT 137 and RRIT 138 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to splice pipe and H-beam piling and install cap plate gussets according to Burlington Northern Santa Fe (BNSF) standard blueprints. This course shall make use of oxy-fuel cutting (OFC), grinding, shielded metal arc welding (SMAW), and flux cored arc welding (FCAW) to prepare, fit and weld piling. Selected welds will have test strips bent to check for soundness of welds. These strips should meet basic American Welding Society (AWS) test standards. Basic metallurgy will be

discussed as it applies to the need for preheat and post heat in the building of railroad bridges. 1 hr. lecture and 4 hrs. lab/wk.

RRIT 143

Thermite Welding for Supervisors (2 CR)

Prerequisites: Approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to produce in a safe manner high-quality, sound thermite welds on standard rail and mismatched rail. This course is intended for people who are employed in the railroad industry. This will be specific, in-depth, industrial training. Students will be required to make various rail alignments and grind various new and worn rail. The students should also be able to clean a used crucible, assemble a crucible and temper new and used crucible. 1.5 hrs. lecture, 1 hr. lab/wk.

RRIT 145

Frog Welding (3 CR)

Prerequisite: RRIT 123 and approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to repair by welding a manganese frog casting according to Burlington Northern Santa Fe Railway standards. This course will involve the study of different welding and cutting processes, with emphasis on the FCAW process. Metallurgy and the effects of heat in relationship to austenitic manganese steel will be discussed. Students will be required to cut, grind, straight edge, dye penetrant test, weld and monitor heat input during the repair process on austenitic steel frog casting for evaluation in an actual laboratory setting. 1 hr. lecture, 4 hrs. lab/wk.

RRIT 155

Railroad Welding Review (2 CR)

Prerequisites: Approval of the BNSF manager of engineering and maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to identify currently used rail, frogs, switch points, crossings, Conley's and insulated joint plugs. The student should be able to locate operating procedures in an approved manual and apply them to the appropriate component. In addition, the student should be able to describe the proper application of OFC, OFW, heating, SMAW, FCAW, CAC-A and thermite welding procedures. 1.5 hrs. lecture, 1 hr. lab/wk.

RRIT 156

Rail and Frog Welding Review (3 CR)

Prerequisite: Approval of BNSF manager of engineering maintenance training and the JCCC program assistant dean.

Upon successful completion of this course, the student should be able to identify currently used types and sizes of rail, frogs, switch points and insulated joints. The student should be able to locate operation procedures in an approved manual and apply them to the appropriate component. In addition, the student should be able to describe the proper application of oxygen fuel cutting (OFC), oxy-fuel heating, shielded metal arc welding (SMAW), flux core arch welding (FCAW), carbon arc cutting with air (CAC-A), thermite welding (TW) and grinding procedures. 3 hrs. lecture/wk.

RRIT 271

Railroad Welding Internship (6 CR)

Prerequisites: Admission to the JCCC railroad program, welding option, and

successful completion of RRIT 122 and RRIT 123 and RRIT 136 and RRIT 145 and RRIT 132 with a minimum grade of "C."

Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The internship will provide advanced students with on-the-job experience under the supervision of professionals in the railroad industry. The work will be developed cooperatively with railroads, college staff and each student to provide a variety of actual job experiences directly related to the student's career goals. Minimum of 120 workdays required.

Railroad Maintenance of Way (RRMW)

RRMW 132

Railroad Structures Layout (3 CR)

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This is a beginning course for railroad maintenance-of-way personnel working with bridge and building personnel working with bridge and building construction. Students will learn to read construction blueprints used in railroad projects and perform layout work for railroad construction. Also, students will learn how to use basic surveying principles and equipment typically used at railroad construction sites. 2 hrs. lecture, 3 hrs. lab/wk.

RRMW 135

Concrete Technology (2 CR)

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This course contains information that will help experienced and inexperienced students understand the principles of quality concrete. The emphasis will be on allowing concrete to reach its highest level of durability through proper mix design, placing and finishing techniques, and curing methods. 1.5 hrs. lecture, 1 hr. lab/wk.

Railroad Operations (RRT)

RRT 120

History of Railroading (3 CR)

This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroading. 3 hrs. lecture/wk.

RRT 121

Railroad Technical Careers (3 CR)

This course includes information about technical careers in railroading, enabling students to choose suitable career paths. This course includes field trips that will demonstrate the relationships among technical work groups in day-to-day railroad operations. Upon successful completion of this course, students should be able to describe basic technical job functions, requirements and characteristics. 3 hrs. lecture/wk.

RRT 150

Railroad Operations (3 CR)

This course includes information about the industry, its major assets, structure and typical operations. Upon successful completion of this course, students will be able to define the current North American railroading industry characteristics, basic operations components and processes, and industry structure and administrative processes. 3 hrs. lecture/wk.

RRT 165

Railroad Safety, Quality and Environment (3 CR)

This course covers the importance of safety, quality, personal health and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job. Upon successful completion of this course, students should be able to define and explain the need for improved safety, quality, health and environmental awareness; describe their basic principles; explain the elements of successful programs; and apply these elements to typical tasks on the job. 3 hrs. lecture/wk.

Railroad Operations-Mechanical (RRTM)

RRTM 124

Orientation to the Railroad Mechanical Craft (2 CR)

Prerequisite: Admission to the JCCC railroad operations program, mechanical option

This course is designed to familiarize the student with work in railroad mechanical crafts. Upon successful completion of the course, students should be able to describe apprenticeship program structures, benefits, organizational goals, basic safety and quality principles, and other aspects of mechanical craftwork. 2.5 hrs. lecture/wk.

RRTM 170

Railroad Mechanical Safety and Health (2 CR)

Prerequisite: Admission to the JCCC's railroad operations program, mechanical option, and completion of RRTM 124 with a minimum grade of "C".

This course is designed to teach the principles and policies governing railroad safety and health. Upon successful completion of this course, the student should be able to describe safety and health rules and policies, including applying a team process to improving safety and health, use and care of personal protective equipment, back injury prevention, hazard communications, lockout/tagout procedures, and hearing conservation. Students will be qualified to perform first aid and CPR and will be able to conduct a job safety analysis. 2.5 hrs. lecture/wk.

RRTM 251

Locomotive Diesel Engine Fundamentals (2 CR)

Prerequisite: Admission to the JCCC railroad operations program, mechanical option, and completion of RRTM 124 and RRTM 170 with a minimum grade of "C".

This course teaches the principles of diesel engine operation. Upon successful completion of this course, students will be able to identify 2-cycle and 4-cycle diesel engine parts and describe how diesel engine lubricating, cooling, and fuel systems operate. 1.5 hrs. lecture, 1 hr. lab/wk.

RRTM 253

Freight Car Fundamentals (2 CR)

Prerequisite: Admission to the JCCC's railroad operations program, mechanical option, and completion of RRTM 124 and RRTM 170 with a minimum grade of "C".

This course teaches the basic types and purposes of railroad freight cars. Upon successful completion of this course, students will be able to identify five types of railroad freight cars, explain their functions, describe their basic construction and explain purposes and references for AAR rules and regulations governing freight cars. 1.5 hrs. lecture, 1 hr. lab/wk.

RRTM 254

Basic Locomotive Electricity and Electronics (2 CR)

Prerequisite: Admission to the JCCC's railroad operations program, mechanical option and completion of RRTM 124 and RRTM 170 with a minimum grade of "C".

This course teaches the theory and operation of electrical and electronic circuitry on board modern locomotives and complements EMD and GE electrical systems classes. Upon successful completion of this course, students will be able to describe the theory and purpose of the processes and operation of locomotive electrical system components and maintenance techniques. 1.5 hrs. lecture, 1 hr. lab/wk.

Railroad Work Equipment (RRWE)

RRWE 136

Basic Electronics (2 CR)

Prerequisite: Approval of the railroad training director and the JCCC program assistant dean.

This course is an introduction to electronics with a review of basic electrical concepts. Instruction is provided on the operation and use of an oscilloscope, function generator, DC power supply, digital multi-meter and watt-meter. The course also includes an introduction to electronic devices, schematics, basic electronic formulas and programmable logic controllers. 1 hr. lecture, 1.5 hrs. lab/wk.

RRWE 138

Work Equipment Symbols (2 CR)

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to introduce the mechanic to the different types of symbols found on railroad track equipment. Major symbol families that will be discussed include mechanical, hydraulic, pneumatic, ladder and logic devices. At the end of each major topic, several small projects will be assigned to ensure that understanding has been achieved. As a final project, students will be assigned a project that will test their ability to use correctly several different families of symbols in one complete working drawing. 1 1/2 hrs. lecture, 1 hr. lab/wk.

RRWE 146

Hydraulic Principles (2 CR)

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed for operators and maintenance personnel who use hydraulic systems in their work. Upon successful completion of this course, the student should be able to apply hydraulic principles to improve operational availability of equipment. Students will learn to read hydraulic diagrams and perform preventive maintenance and troubleshooting. In order to explain component operation, there will be extensive use of cut-away components. 1 hr. lecture, 1.5 hrs. lab/wk.

RRWE 148**Electronic Principles (2 CR)**

Prerequisites: Approval of the railroad training administrator and the JCCC program assistant dean.

This introductory course is designed to familiarize the student with the basic principles of electricity/electronics, the proper usage of a VOM or DMM, the reading of electrical prints in performing basic troubleshooting and the ability to identify basic hardware found in electrical circuits on maintenance-of-way equipment. 1 hr. lecture, 1.5 hrs. lab/wk.

RRWE 157**Fluid Power Systems (2 CR)**

Prerequisite: Approval of the railroad training administrator and the JCCC program assistant dean.

This course is designed to introduce the field of fluid power. Major topics that will be discussed include the two types of fluid power systems, major parts in a fluid power system and their purpose, the calculations needed to size motors and cylinders, the proper preventive maintenance procedures needed to keep the system operating at peak efficiency, and the troubleshooting methods used to isolate the problem in a system that is not working correctly. 2 hrs. lecture/wk.

RRWE 190**Advanced Hydraulic Principles (2 CR)**

Prerequisites: RRWE 146 and the approval of the railroad training administrator and the JCCC program assistant dean.

This advanced course contains information on hydraulic components found on the more complex maintenance-of-way equipment. Upon successful completion of this course, the student should be able to understand symbols, describe the theory of operation of and perform basic troubleshooting tasks on these components. 1 hr. lecture, 1.5 hrs. lab/wk.

RRWE 192**Advanced Electronic Principles (2 CR)**

Prerequisites: RRWE 146 and the approval of the railroad training administrator and the JCCC program assistant dean.

This advanced course contains information on electronic components and circuits found on the more complex maintenance-of-way equipment. Upon successful completion of this course, the student should be able to understand symbols, describe the theory of operation of and perform basic troubleshooting tasks on these components. 1 hr. lecture, 1.5 hrs. lab/wk.

Reading (RDG)

RDG 125**Fundamentals of Reading (3 CR)**

Prerequisite: EAP 121 and EAP 103 and EAP 107 or appropriate assessment score.

This is a mandatory reading course based on JCCC assessment results. It is designed for students who need to improve their understanding of written expression. The focus is on the development of vocabulary, dictionary usage, comprehension and written communication. RDG 126- Reading Skills Improvement is required to complete the mandatory reading program. This course does not fulfill degree requirements. 3 hrs./wk.

RDG 126**Reading Skills Improvement (3 CR)**

Prerequisite: RDG 125 or LC 125 or appropriate assessment score.

This final course is a mandatory reading course based on JCCC assessment scores. It is designed for students who need to improve their understanding of written expression. The focus of the course is on higher-level comprehension and vocabulary skills. Students use a weekly news magazine to apply and practice skills learned in the class and to provide a background for written assignments. 3 hrs./wk. This course does not fulfill degree requirements.

RDG 127**College Reading Skills (3 CR)**

Prerequisite: RDG 126 or LC 126 or appropriate assessment score.

In this advanced course, designed for students who wish to further improve their reading, students will develop critical reading skills, expand background knowledge through reading, increase vocabulary, develop flexible reading techniques, and improve study and writing skills. Students use selected periodicals to apply and practice skills learned in the class and to provide a background for written assignments and class discussions. 3 hrs./wk.

Religion (REL)

REL 120**Exploring World Religions (3 CR)**

This course is a comparative study of the world's major religious traditions. The basic beliefs of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam will be explored. A comparative framework for religious studies will be provided, and essential differences between Eastern and Western religions will be noted. Literary texts and iconographic images will be studied as appropriate. 3 hrs. lecture/wk.

REL 125**Religions of the East (3 CR)**

Religions of the East is a detailed examination of the rich and diverse religious traditions of India, Tibet, China and Japan. Students will explore the histories, mutual influences, beliefs, and practices of Hinduism, Buddhism, the Jain religion, the Sikh religion, Confucianism, Daoism, the Tibetan religions, and Shinto, stressing the characteristics they share, as well as those that differentiate them from each other and from Western religions. Primary and secondary texts, as well as the iconographic and artistic traditions of these religions will be examined, as appropriate. 3 hrs. lecture/wk.

REL 126**Religions of the West (3 CR)**

Living Religions of the West is a detailed examination of the rich and diverse religious traditions that originated in the ancient Near East (Judaism, Christianity, Islam), examples of indigenous traditions of Africa and North America, and examples of "Alternative Religions" of modern/contemporary Western culture. The student will explore the histories, cultural influences, beliefs and practices of these religions, stressing the characteristics that they share and those that differentiate them, both from one another and from the religious traditions of South and East Asian cultures. The primary texts, as well as the iconographic and artistic traditions of these religions, will be examined as appropriate. 3 hrs. lecture/wk.

Respiratory Care (RC)

RC 125

Beginning Principles of Respiratory Care (4 CR)

Prerequisite: Admission to the Respiratory Care Program

This is an introduction to the basic therapeutic modalities used in respiratory care, including patient safety and comfort considerations, infection control and standard precautions, medical gas delivery, humidity and aerosol therapy, basic respiratory pharmacology, secretion clearance techniques and lung expansion therapy. Emphasis is on patient assessment, clinical application of therapies, therapy evaluation and communication techniques. The roles of respiratory care in the health care system and basic respiratory care service scope, organization and operation are also introduced. Students will have the opportunity to work with patients after two to three weeks of introductory lecture and lab demonstration and practice. 6 hrs. lecture, 16 hrs. lab/wk. Summer.

RC 130

Respiratory Care Equipment (4 CR)

Prerequisite: Admission to the Respiratory Care Program

This course is an introduction to basic respiratory care equipment. The operation, function, calibration, troubleshooting and maintenance for oxygen administration devices, aerosol generators, humidifiers and hyperinflation devices will be addressed. Medical gas production and storage will also be addressed. 6 hrs. lecture, 8 hrs. lab/wk. Summer

RC 135

Cardiopulmonary Medicine I (1 CR)

Prerequisite: Admission to the Respiratory Care Program

This is the first of three courses that provide a detailed review of the respiratory and cardiac system anatomy and physiology and the clinical implications of normal and abnormal function. 2 hrs./wk. Summer.

RC 220

Cardiopulmonary Physiology (2 CR)

Prerequisite: Successful completion of the summer sequence of respiratory care courses

This is a comprehensive study of the physiology and pathophysiology of the pulmonary, cardiovascular and renal systems as they relate to respiratory care. 2 hrs./wk. Fall.

RC 230

Clinical Topics and Procedures I (4 CR)

Prerequisite: Successful completion of the summer sequence of respiratory care courses

This course supplements the fall clinical experiences. Concepts, techniques and procedures learned in the summer semester are reinforced. The student will develop new understandings and skills in the acute care, basic emergency care and introductory-level critical care settings. Emphasis will be on arterial blood gas procurement and analysis, cardiac rhythm assessment and management, airway equipment and management procedures, patient management of obstructive lung disorders, perioperative care and chest trauma. In addition, basic mechanical ventilation concepts and techniques will be addressed as they relate to physiologic effects, ventilator commitment, management and basic troubleshooting. 3 hrs. lecture, 3 hrs. lab/wk. Fall

RC 231**Clinical Topics and Procedures II (4 CR)**

Prerequisite: Successful completion of the fall sequence of respiratory care courses

This course supplements the spring clinical experiences. Concepts, techniques and procedures learned in the fall semester are reinforced. The student will refine understandings of and skills in the acute care, basic emergency care and critical care settings. Emphasis will be on ventilator management of patients with specific lung insults, neurological compromise and cardiac problems. Advanced mechanical ventilation concepts and techniques will be addressed as they relate to physiologic effects, management and troubleshooting. Home care, pulmonary rehabilitation, physician-assisted procedures, cardiopulmonary stress testing, patient case management and department management will be addressed. 3 hrs. lecture, 3 hrs. lab/wk. Spring.

RC 233**Respiratory Care of Children (2 CR)**

Prerequisite: RC 230

The focus will be on the respiratory care of neonatal and pediatric patients, with emphasis on the management of cardiopulmonary disease states unique to children. Information will be based on developmental anatomy and physiology, pathology, diagnostic/laboratory assessments, and associated patient management in the acute, critical, emergency care, transport and home care settings. 2 hrs./wk. Spring.

RC 235**Cardiopulmonary Medicine II (2 CR)**

Prerequisite: Successful completion of the summer sequence of respiratory care courses

This is the second in a series of three courses that provide a detailed review of the physical and diagnostic assessments of the cardiopulmonary patient and the related clinical implications of the assessment finding. 2 hrs. lecture/wk. Fall

RC 236**Cardiopulmonary Medicine III (2 CR)**

Prerequisite: Successful completion of the fall sequence of respiratory care courses

This is the third in a series of three courses that provide a detailed review of pulmonary disorders, their pathology and their management. 2 hrs. lecture/wk. Spring

RC 240**Cardiopulmonary Pharmacology (2 CR)**

Prerequisite: Successful completion of the summer sequence of respiratory care courses

This course acquaints the student with general principles of pharmacology and provides a comprehensive review of all drugs and drug groups that are either administered by respiratory-care practitioners or play an integral part in the management of patients they may encounter. Emphasis is on the clinical application of pharmacological agents, their therapeutic effects, mechanism of action and adverse effects, rather than the biochemistry involved. 2 hrs. lecture/wk. Fall.

RC 245

CRT-RRT Clinical Topics and Procedures (4 CR)

Prerequisite: Admission to the Respiratory Care Program CRT to RRT transition process

This course is a transition course for the certified respiratory therapist preparing for the registry respiratory care process. Assessment, monitoring and respiratory management of the adult critical care patient is the primary emphasis. 4 hrs./wk.

RC 271

Clinical Practice I (6 CR)

Prerequisite: Successful completion of the summer sequence of respiratory care courses

This course is the clinical application of respiratory care therapeutic and diagnostic procedures. Students will have the opportunity to work with patients under close supervision to further develop their skill and understanding of basic respiratory care procedures for adults and children. The course objectives progress throughout the semester to involve the student initially in basic care of the less critically ill patient. As their comfort level and exposures progress, students are allowed to work with the more critically ill patients. 24 hrs./wk. Fall.

RC 272

Clinical Practice II (6 CR)

Prerequisite: Successful completion of the fall sequence of respiratory care courses

This course is the clinical application of respiratory care therapeutic and diagnostic procedures. Students will have the opportunity to work with patients under close supervision to further develop their skill and understanding of critical respiratory care procedures for adults and children. Students will also be involved in specialty activities to include physician rounds, pulmonary rehabilitation, home care, pulmonary function and cardiopulmonary stress testing. 24 hrs./wk. Spring.

Sociology (SOC)

SOC 122

Introduction to Sociology (3 CR)

Introduction to Sociology introduces students to sociology, the "science of society," and its approach to human social life. The course shows students how sociologists conduct research, and it describes the basic concepts and theories sociologists use to explain the social world.

SOC 125

Social Problems (3 CR)

Selected social problems will be analyzed. Problems associated with race, gender, class, deviance, crime and ecology will be examined as perennial issues in contemporary society. In addition, other topics will be analyzed as they arise or as the instructor and students determine them to be significant. The history and development of each problem, as well as possible solutions, will be examined from a variety of perspectives. 3 hrs. lecture/wk.

SOC 131

Marriage and the Family (3 CR)

This is a sociological examination of marriage and the family as a social institution. It will emphasize changing roles, family formation, socialization, domestic conflict, interaction among family members and marriage partners, and

the role of marriage and the family in society. 3 hrs./wk. Early Childhood Education majors taking SOC 131 must enroll in section 001.

SOC 146

Introduction to Social Work and Social Welfare (3 CR)

This course will introduce the student to the profession of social work and to the history and development of social welfare and social service systems in the United States. This is a required introductory course in the sequence of study leading to a professional degree (BSW, MSW or DSW) in social work. 3 hrs./wk.

SOC 147

Social Work and Social Justice (3 CR)

The history of social movements in the United States will be integrated into exploration of current economic, political, religious and psychosocial issues, at micro and macro practice levels, relevant to the professional practice of social work at the BSW or MSW level of practice. This course is designed to support the National Association of Social Workers (NASW) Code of Ethics and Council of Social Work Education (CSWE) requirements for culturally competent practice. 3 hrs./wk.

SOC 152

Perspectives on Aging (3 CR)

Social aspects of aging will be identified. Areas of special interest will include research themes and demographic trends; aging and its relationship to family, the economy, politics, religion and education; the effect of cultural values on behavior; and the future of the elderly. 3 hrs./wk.

SOC 165

Chinese Society: Past and Present (3 CR)

An introduction to Chinese society since 1949, this course examines Chinese society and culture and focuses on contemporary social change while tracing the historical roots of Chinese culture and institutions. Social processes such as social movements, institutional development, political change, social organization and conflict are examined and analyzed. 3 hrs. lecture/wk. This course is typically offered in the spring semester.

SOC 200

Intercultural Applications (3 CR)

Prerequisite or corequisite: SPD 180

This course will provide students with direct experience with people from other cultures and in community organizations. Through their work with international representatives and service agencies, students will gain experiential and reflective knowledge of various cultures, social institutions and social issues and will develop skills needed to successfully negotiate intercultural settings. Enrollment in the course requires participation in a weekend retreat and some additional hours in activities outside the classroom. 3 hrs. lecture/wk. This course is typically offered in the spring semester.

SOC 210

Methodology in Social Sciences (3 CR)

Prerequisite: PSYC 130 or SOC 122 or ECON 230

This course deals with scientific research methods utilized in the social sciences, especially psychology, sociology, political science, and anthropology. The course

examines a wide range of data collection methodologies including observation, questionnaire construction, and controlled experimentation. The course will be beneficial for analyzing and evaluating the quality of research findings reported in both the popular and academic press. It will also be useful to those who plan to engage in occupations requiring the use of research methodology. 3 hrs. lecture/wk. SOC 210 and PSYC 210 are the same course. Do not enroll in both.

Speech/Debate (SPD)

SPD 120

Interpersonal Communication (3 CR)

This basic speech course deals with the oral communication process through the study of interpersonal communication. Principles of effective speech communication in small-group and one-to-one relationships are studied and applied in a variety of learning situations. Individual reports may be given, but everyday communication is stressed. 3 hrs./wk.

SPD 121

Public Speaking (3 CR)

This course is designed to meet the needs of people who wish to improve their ability to prepare and deliver effective oral presentations before an audience. This fundamental speech course emphasizes creation of ideas, audience analysis, organization skills and delivery techniques. Students will extemporaneously deliver a variety of speeches, including informative and persuasive types of speeches. 3 hrs./wk.

SPD 125

Personal Communication (3 CR)

This course is concerned with the most frequently used human communication skills, interpersonal communication and public speaking. The course demonstrates the natural relationships between communicating one-to-one and in public, showing that skills in one can be employed in the other and giving practice in both. Focus will be communication theory, listening concepts of self, language, perception and types of public speaking, including impromptu, informative and persuasive. 3 hrs./wk.

SPD 128

Business and Professional Speech (3 CR)

Students will improve their verbal communication skills both formally and informally by studying interview techniques, making effective presentations, working in groups, negotiating, studying listening techniques, and recognizing verbal and nonverbal messages. The course is designed for the student presently working in business or planning to pursue a business degree. 3 hrs./wk.

SPD 130

Elementary Debate (3 CR)

This course is designed for those students interested in participating in competitive intercollegiate debate. Through the course, students will learn debate theory, debate skills and techniques, and methods of becoming successful intercollegiate competitors. Specific skills in research, argument construction, debate format, intercollegiate debate speaking style and refutation will be developed. Students enrolling in this course will be required to participate as members of the intercollegiate debate team and will attend two to eight weekend intercollegiate debate tournaments a semester. 3 hrs./wk.

SPD 132**Intermediate Debate I (3 CR)**

Prerequisite: SPD 130 or the equivalent

This course is designed for those students interested in participating in competitive intercollegiate debate. Through the course, students will learn debate theory, debate skills and techniques, and methods of becoming successful intercollegiate competitors. Specific skills in research, argument construction, debate format, intercollegiate debate speaking style and refutation will be developed. Students enrolling in this course will be required to participate as members of the intercollegiate debate team and will attend two to eight weekend intercollegiate debate tournaments a semester. 3 hrs./wk.

SPD 140**Oral Interpretation of Literature (3 CR)**

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction and non-fiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literary works for performance, interpretation of literary works, audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers. 3 hrs./wk.

SPD 141**Voice and Speech (3 CR)**

The student will develop techniques to expand breath support, vocal range and dynamics; develop precise articulation; and strengthen the connection between thought and sound. Through the use of exercises to free, develop and strengthen the voice, the student will be better able to communicate the full range of human emotion and all the nuances of thought. Skills acquired in this course are essential for actors, broadcast journalists, educators and other public speakers. 3 hrs./wk.

SPD 180**Intercultural Communications (3 CR)**

This course utilizes concepts drawn from sociology, psychology, anthropology and communication. Upon successful completion of the course, students will recognize how communication is influenced by culture and how culture is influenced by communication. Students will identify the cultural bases of beliefs, attitudes, values and behaviors. Students will be able to recognize commonalities across cultures, tolerate ambiguity in a variety of situations, develop a more global multicultural perspective, identify and appreciate other cultural orientations, and recognize and assign cultural explanations to specific behaviors. The intercultural communication course is concerned with communication theory. Students will be required to identify the principles and terminology of human communication. With a commitment to perform at your best and actively participate in classroom and outside activities, the competencies listed in the course outline, as well as many others, will be successfully satisfied. 3 hrs/wk.

SPD 230**Intermediate Debate II (3 CR)**

Prerequisite: SPD 132 or the equivalent

This course is designed for students interested in participating in competitive intercollegiate debate. Through the course, students will learn debate theory, debate skills and techniques, and methods of becoming successful intercollegiate competitors. Specific skills in research, argument construction, debate format, intercollegiate debate speaking style and refutation will be developed. Students enrolling in this course will be required to participate as members of the intercollegiate debate team and will attend two to eight weekend intercollegiate debate tournaments a semester. 3 hrs./wk.

SPD 235

Advanced Debate (3 CR)

Prerequisite: SPD 230 or the equivalent

This course is designed for students interested in participating in competitive intercollegiate debate. Through the course, students will learn debate theory, debate skills and techniques, and methods of becoming successful intercollegiate competitors. Specific skills in research, argument construction, debate format, intercollegiate debate speaking style and refutation will be developed. Students enrolling in this course will be required to participate as members of the intercollegiate debate team and will attend two to eight weekend intercollegiate debate tournaments a semester. 3 hrs./wk.

Surgical Technology (KST)

KST 100

Introduction to Surgical Technology (2 CR)

Explores historical aspects of surgery, health care facilities, and organizations. Includes the roles, duties, and responsibilities of the surgical team members. Ethical, legal, and moral issues in health care and surgery are addressed. Focuses on effective communication skills, accurate medical terminology, and the impact of transcultural psychosocial outcomes for clients in the surgical setting. 4 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 102

Fundamentals of Operating Room Technique (11 CR)

Prerequisite: The student must meet the entrance requirements and be accepted into the surgical technology program.

Applies principles of medical and surgical asepsis. Focuses on preparation of the sterile field, identification of instruments, sutures, supplies and equipment. Emphasis is on basic skills of the surgical technologist in preparation for and during the operative procedure. 6 hrs. lecture, 15 hrs. clinical/wk. Practices maintaining a safe client environment and includes the responsibilities and duties of surgery personnel. Common surgical techniques and procedures. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 104

Body Structure and Function (2 CR)

Prerequisite: Students must meet entrance requirements & must be accepted into the surgical technology program.

Introduces students to the major structures and functions of the human body. Is taught according to body systems. Laboratory time is used to introduce and reinforce class room instruction. 1 hr. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 105

Pharmacology for the Surgical Technologist (2 CR)

Development of knowledge and understanding of the metric, apothecary, household, and linear systems of measurement. The conversion of equivalents from one system to another. Focus is on terminology associated with

pharmacology and procedures for safe and accurate handling of medications and solutions. Included is discussion of principles of anesthesia administration, post anesthesia client care, and care in emergencies. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 106

Aseptic Technique for the Surgical Technologist (2 CR)

Study of structure, function, and pathogenicity of micro organisms, immune and infectious responses. An emphasis is placed on principles of sterilization, disinfecting, environmental sanitation, and practices that promote optimal healing. 4 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 109

Principles of Surgical Procedures I (8 CR)

Focus is on the diagnosis, pathology, and surgical sequence of general surgery, gynecological surgery, genitourinary surgery, and laparoscopic surgery. Included is discussion of post operative care and complications. 4 hrs. lecture, 12 hrs clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 110

Principles of Surgical Procedures II (7 CR)

Focus is on diagnosis, pathology, and surgical sequence of general surgery, gynecological surgery, genitourinary surgery, and laparoscopic surgery. Included is a discussion of postoperative care and complications. 3 hrs. lecture, 12 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 111

Career Development for the Surgical Technologist (2 CR)

Resume development, interviewing techniques and introduction to the current health care market. Emphasis is on self-evaluation of professional skills and their application to the health care market. 2 hrs.lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

KST 114

Principles of Surgical Procedures III (7 CR)

Focus is on diagnosis, pathology and surgical sequence with complex surgical specialties: neurosurgery, cardiovascular and peripheral vascular, thoracic, pediatric, geriatric, trauma and surgery. Included is discussion of postoperative care and complications. 4 hrs. lecture, 9 hrs. clinical/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO. Students should contact the Penn Valley coordinator of surgical technology about the class meeting times and beginning and ending dates of classes. Call 816-759-4000.

Theater (THEA)

THEA 120

Introduction to Theater (3 CR)

Students will be introduced to a variety of theatrical experiences, read great plays and see live theater presentations. They also will discuss theater practices, dramatic literature and the history of the theater. Includes 12 required shop hours. 3 hrs./wk.

THEA 123

Improvisation for the Theater (2 CR)

Prerequisite: THEA 130

The student will be introduced to theater improvisation, which will emphasize creative stage activities not requiring a written script. Participation in activities of this course will release and enhance the work of serious acting students and show the students how to approach characterization viscerally rather than intellectually, spontaneously rather than intentionally. 2 hrs. lecture/wk.

THEA 130

Acting I (3 CR)

The fundamentals of acting will be studied in this class. Emphasis will be on discovering and expanding creative potential through exercises in self-awareness, posture, movement, voice and personality projection. Students will complete a minimum of three in-class performances. 3 hrs./wk. plus rehearsals and performances.

THEA 131

Voice and Speech (3 CR)

The student will develop techniques to expand breath support, vocal range and dynamics; learn precise articulation; and strengthen the connection between thought and sound. Through the use of exercises to free, develop and strengthen the voice, the student will be better able to communicate the full range of human emotion and all the nuances of thought. Skills acquired in this course are essential for actors, broadcast journalists, educators and other public speakers. 3 hrs. lecture/wk.

THEA 133

Technical Practicum I (1 CR)

Students gain practical experience in technical theater in this course. The student completes the course objectives by working in the theatre department's productions and/or working in the scene/costume shop during the semester. 2 hrs. lab/wk.

THEA 134

Performance Practicum I (1 CR)

This course will enable students to gain practical experience in performance-related aspects of college theater productions. Admission may be granted upon being cast in a JCCC production. 2 hrs. lab/wk.

THEA 135

Stage Makeup (2 CR)

An introductory course designed to provide an understanding of, and practical skill in, the design and application of makeup for theatrical performance. 1 hr. lecture, 1 hr. lab/wk.

THEA 136

Basic Costuming (3 CR)

This is a survey of the theory, techniques and skills used in costume creation for the theater and film. Areas of study and practice include basic construction, patterning and cutting; fabrics, design and realization; millinery; craft work; and organization. 2 hrs. lecture, 2 hrs. lab/wk.

THEA 137

Movement for the Stage (3 CR)

The student will develop techniques to expand kinesthetic awareness, flexibility, physical freedom and the language of movement. Through the use of exercises to free, develop and strengthen physical vocabulary, the student will be better able to communicate the physical life of a character. Skills acquired in this course will include mime, stage combat, commedia, improvisation and circus techniques. 3 hrs. lecture/wk.

THEA 138

Oral Interpretation of Literature (3 CR)

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literary works for performance, interpretation of literary works, audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers. 3 hrs. lecture/wk.

THEA 140

Basic Stagecraft (3 CR)

This course introduces the general student and theater major to basic stagecraft. Through lectures, in-class demonstrations and hands-on experiences, the student will gain a working and appreciative knowledge of technical theater. The course includes 15 lab hours and attendance at two live theatrical productions. 2 hrs. lecture, 2 hrs. lab/wk.

THEA 145

Introduction to Theater Design (3 CR)

This lecture and studio class introduces the theory and practice of theater design and the graphics and standards of entertainment technology. Emphasis will be on the processes and practices used in designing for the performing arts. Using course-taught computer and hand-based drawing techniques, the student will create a portfolio of his or her work through in-class projects. 2 hrs. lecture, 2 hrs. lab/wk.

THEA 225

Reader's Theater (3 CR)

Prerequisite: THEA 138

Students will combine acting, interpretation and rhetoric as they analyze and perform poetry, prose and dramatic literature and present public performances. Through the process of reading, studying, investing, rehearsing and performing

literary and nonliterary works, the student will learn to pay particular attention to the voice embodied in a given text and the cultural and social context within which that voice speaks. 3 hrs./wk. plus rehearsals.

THEA 230

Acting II (3 CR)

Prerequisite: THEA 130 and THEA 131

This continuation of Acting I will focus on more in-depth character analysis and development, emphasizing the actor's responsibility in creating the character. 3 hrs./wk. plus rehearsals and performances.

THEA 233

Technical Practicum II (1 CR)

Prerequisite: THEA 133

Students gain practical experience in technical theater in this course. The student completes the course objectives by working on the theatre department's productions and/or working in the scene/costume shop during the semester. 4 hrs.lab/wk.

THEA 234

Performance Practicum II (1 CR)

Prerequisite: THEA 134

This course will enable students to gain further practical experience in the performance-related aspects of college theater productions. Admission may be granted upon being cast in a JCCC production. 2 hrs.lab/wk.

THEA 235

Technical Practicum III (2 CR)

Prerequisite: Permission of the instructor

Students will gain professional technical theater experience in this course by working as an apprentice for the theater department and an outside professional performing arts agency. While on campus and/or on location, students will build and install a stage and/or scenery as they work alongside theater professionals to execute theatrical productions. 4 hrs. lab/wk.

THEA 240

Costuming (1 CR)

A sixteen week course designed to introduce basic techniques in costume design and research; and to provide an overview of the scope and impact of costume as a technical and artistic aspect of theatre and film. 1 hr. lecture, 1 hr. lab/wk.

Veterinary Technology (KSAH)

KSAH 100

Introduction to Veterinary Technology (2 CR)

Orientation to career opportunities available in veterinary technology. Professional ethics, public relations and the psychological adjustment of the student in terms of understanding the need for physical treatment and care of animals. Client relations, vaccination programs, regulatory organizations, receptionist duties, breeds and breed characteristics neutering, puppy care, diets and hospital management. 2 hrs. lecture/wk. Course taught at Maple Woods Community

College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 101

Principles of Animal Science I (3 CR)

Principles of handling, housing, and management of animals. Basic dietary and sanitation requirements. Restraint and handling, administration of medications, bathing, skin scraping, and basic laboratory tests. Emphasis on animal physiology including the cell, muscle, nervous, respiratory, and cardiovascular systems. Introduction to anesthesia and general animal nursing. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 108

Clinical Math (1 CR)

The metric system and conversion of units; apothecaries' equivalents and vocabulary; preparation of solutions -- strengths, procedures and computations; and drug administration -- calculating and measuring dosages -- will be covered. 1 hr./wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 110

Principles of Animal Science II (3 CR)

Prerequisite: KSAH 101

Anesthesia and the physiology of the digestive, urinary, endocrine, and reproductive systems. Blood and specimen collection, basic bandaging, and introduction to surgical preparation and radiographic processing. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 111

Sanitation and Animal Care (2 CR)

Introduction to microorganisms, sanitation, disinfectants sterilization, and Zoonotic diseases and public health problems. Introduction to parasitology, vermin control, specimen preservation, instrument identification, cleaning and sterilization, sanitary procedures in patient care. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 200

Veterinary Hospital Technology I (3 CR)

Prerequisite: KSAH 101 and KSAH 110

Administration of anesthetics and surgical assisting. bandaging, casting, blood transfusions, surgical preparations and postoperative procedures, parenteral fluid administration, and intravenous hookups. Introduction to orthopedics, electrocardiography, bone marrow cytology, and pharmacology. 1 hr. lecture, 4 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 201

Clinical Pathology Techniques I (4 CR)

Introduction to laboratory procedures including preparation of blood smears, cell identification, fecal analysis, and parasitology. Urinalysis and urine sediment valuation. 1 hr. lecture, 6 hrs. lab. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 202

Veterinary Anatomy (5 CR)

Prerequisite: BIOL 101 (Maple Woods) or BIOL 127 and KSAH 101 and 110

Basic principles of anatomy using a systemic approach. Physiology as it relates to anatomy and applicable pathology involving the animal body systems. Comparison of the animal species using the cat for dissection. 3 hrs. lecture, 4 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 203

Laboratory Animal Technology (2 CR)

Prerequisites: KSAH 101, KSAH 110 and KSAH 201

Restraint and handling of laboratory animals and birds. Blood collection, restraint, identification, medicating, anesthesia, and specimen collection. Technical skills for laboratory animal research. 1 hr. lecture, 2 hrs. lab /wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 209

Equine Medicine and Management (3 CR)

Prerequisite: KSAH 212

Breeds and types of horses and their use. A study of conformation as it relates to soundness, horse psychology, fitting, conditioning, first aid, and restraint. Parasites and their control, farm management for safety, nutrition, mare care, breeding, foaling, hoof soundness, equine diseases and their prevention. Laboratory procedures. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 210

Veterinary Hospital Technology II (3 CR)

Prerequisite: KSAH 200

Introduction of anesthetics, surgical assisting, bandaging, casting, blood transfusions, surgical preparations, and postoperative care. Administration of parenteral fluid and emergency treatments. Introduction to ophthalmology and dermatology. 1 hr. lecture, 4 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 211

Clinical Pathology Techniques II (5 CR)

Prerequisite: KSAH 201

Theory and performance in hematologic, urinalysis, clinical chemistry and parasitology. Introduction to simple immunologic tests, blood coagulation tests, and bone marrow evaluation. Emphasis on hematology and hemoparasites. 2 hrs. lecture, 6 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 212

Large Animal Technology (4 CR)

Prerequisites: KSAH 101 and KSAH 110

Techniques necessary to assist the veterinarian in a large animal or mixed practice and in research facilities. Bovine, porcine, ovine, and caprine medicine and management, including restraint, blood collection, medicating and nursing techniques. 2 hrs. lecture, 4 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 213

Radiology and Electronic Procedures (2 CR)

Intensive study and practice in radiological techniques, radiographic exposure techniques, film processing, contrast radiography, and machine electronics. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

KSAH 214

Veterinary Technician Internship (6 CR)

Prerequisite: Two semesters of first-year veterinary technology courses.

Supervised intensive clinical study under the direction of a cooperating veterinarian to provide 420 hours of actual work experience. 40 hrs. field study/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO. Students should contact the Maple Woods coordinator of veterinary technology about the class meeting times and beginning and ending dates of classes. Call 816-437-3000.

Continuing Education Certificate Programs

Continuing education class schedules are available from the continuing education class search open and closed class list.

A+, Certificate in

Access Specialist Certificate

Adobe Graphics and Design

Associate in Claims

Associate in Commercial Underwriting

Associate in Reinsurance

Associate in Risk Management

Complementary and Alternative Medicine, Certificate
in

End of Life Care, Certificate

Excel Specialist Certificate

Gerontology, Certificate in

Intensive English Program

Macromedia Web Design, Certificate in

Medical Coding Certification

Property Casualty Underwriter

Network+, Certificate in

Oracle DBA Associate, Certificate in

Oracle DBA Professional, Certificate in

Spirituality, Health, Healing

SQL Certificate

Team Development Certificate

Therapeutic Massage Certificate

A+, Certificate in

Start your IT training off in the right direction, from the ground up. Build a solid foundation with our A+ Operating Systems and A+ Hardware classes, then receive all the materials supplied in our A+ Operating Systems and A+ Hardware Test Prep classes for complete A+ exam preparation. Mapped toward both of CompTIA's A+ exams, this series will help prepare you for the industry recognized A+ certification. The exam vouchers alone have a \$290 value. 56 contact hours.

See individual classes for detailed descriptions and outlines.

Required Courses

XCM 8252 A+ Hardware
XCM 8255 A+ Operating System
XCM 8254 A+ Hardware Test Prep
XCM 8253 A+ Operating System Test Prep

Access Specialist Certificate

Receive instruction in our complete lineup of Access classes. Build a solid foundation with Access Fundamentals and Access Intermediate before moving on to more advanced topics in Access Advanced. Once completed, either take the MOS exam at participating Prometric testing centers or use your Center for Business Access Specialist Certificate to verify your competency. 21 classroom hours.

Prerequisite: Knowledge of Windows OS, ability to use keyboard and mouse with proficiency and a basic knowledge of database use.

See individual classes for detailed descriptions and outlines.

Required Courses:

XCM 4220 Access Fundamentals
XCM 4225 Access Intermediate
XCM 4230 Access Advanced

Adobe Graphics and Design

Receive comprehensive instruction in a vast array of Adobe products. The series provides instruction in: PhotoShop Fundamentals, PhotoShop Advanced, PhotoShop Web Production, GoLive Fundamentals and Intermediate, InDesign Fundamentals and Intermediate, Acrobat Fundamentals, and Illustrator Fundamentals and Intermediate. 105 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses:

XCM 1584 Adobe Graphics and Design Series
XCM 4000 Adobe PhotoShop Fundamentals
XCM 4002 Adobe PhotoShop Advanced
XCM 4001 Adobe PhotoShop Web Production
XCM 1586 Adobe GoLive Fundamentals
XCM 1587 Adobe GoLive Intermediate
XCM 1588 Adobe InDesign Fundamentals
XCM 1589 Adobe InDesign Intermediate
XCM 1585 Adobe Acrobat Fundamentals
XCM 4100 Adobe Illustrator Fundamentals
XCM 4102 Adobe Illustrator Advanced

Associate in Claims

Claims professionals handle a wide variety of claims including property, auto workers compensation, and bodily injury claims. Earning the AIC designation can improve your technical claim-handling abilities as well as your communication and negotiation skills. You can take the standard multiline emphasis or choose among four alternative paths to suit your career needs. You must take all four exams in order to receive the designation.

Required Courses:

XNI 1100	The Claims Environment
XNI 1115	Workers Compensation and Managing Bodily Injury Claims
XNI 1120	Property Loss Adjusting
XNI 1125	Liability Claim Practices

Associate in Commercial Underwriting

The AU designation program will complement the underwriting skills you have learned on the job. You will also learn processes to guide you in writing accounts and considering coverage questions. You must take all three exams to earn the designation.

Required Courses:

XNI 1330	Commercial Underwriting: Principles/Property
XNI 1335	Commercial Underwriting: Liability and Advanced Techniques
XNI 1050	Commercial Insurance

Associate in Reinsurance

The ARE designation will enhance your understanding of reinsurance terms and pricing, reinsurance treaties, and facultative certificates. You will also develop the necessary skills to design a reinsurance program. You must take the following four tests to earn an ARE designation.

Required Courses:

XNI 1145	Principles of Reinsurance
XNI 1150	Reinsurance Practices
XNI 6027	Insurance Operations and Regulations
XNI 2080	Business and Financial Analysis for Risk Management and Insurance Professionals

Associate in Risk Management

By earning the ARM designation, you will greatly enhance your understanding of the risk management process, from analysis to implementation and monitoring. The information you learn is practical, and you will be able to apply it immediately to your daily risk management responsibilities. To earn your designation there are three national tests. For more information on the program and testing, please visit the Insurance Institute of America Web site at www.aicpcu.org.

Required Courses:

XNI 1300	ARM 54 Essentials of Risk Management
XNI 1305	ARM 55 Essentials of Risk Control
XNI 1320	ARM 56 Risk Financing

Complementary and Alternative Medicine, Certificate in

The certificate in complementary and alternative medicine is designed to provide a multidisciplinary educational experience. Those wishing to become knowledgeable, skilled and committed health care professionals in the field of complementary and alternative medicine should achieve certification.

- The program requires 27 contact hours.
- Students must register with JCCC and then complete the online orientation at www.ed2go.com/jccc.
- ALLEGRA Learning Solutions, LLC, is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.
- The program meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.
- The program is provider approved by the California Board of Registered Nursing, Provider #CEP12385, for the stated number of contact hours.
- **The certificate program must be completed within six weeks of the start date.**

Required Courses:

XNH 1650 Certificate in Complementary and Alternative Medicine

End of Life Care, Certificate

The U.S. population is aging at a rapid rate, and the number of individuals, young and old, who are living with debilitating, chronic or terminal illnesses, is also increasing. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. If you are a health professional who works with this population, this program will provide you with continuing professional education to help you gain a broad understanding of this special area of care and stay current with emerging trends. 26 contact hours Note: Students must register with JCCC then complete the online orientation at www.ed2go.com/jccc. This program is accredited through ALLEGRA Learning Solutions, LLC, and accredited provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

Required Courses:

XNH 1770 Certificate in End of Life Care

Excel Specialist Certificate

Receive instruction in our complete lineup of Excel classes. Build a solid foundation with Excel Fundamentals and Excel Intermediate before moving on to more advanced topics in Excel Advanced and Excel Customization and Macros. Once completed, either take the MOS exam at participating Prometric testing centers or use your Center for Business Excel Specialist Certificate to verify your competency. 28 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses:

XCM 3405 Excel Fundamentals
 XCM 3406 Excel Intermediate
 XCM 3407 Excel Advanced
 XCM 3415 Excel Macros and Customization

Gerontology, Certificate in

Offered completely online, the certificate in gerontology represents a

specialization in the field of gerontology. Divided into individual courses, the program provides 26 hours of instruction designed to enhance the knowledge and skills of individuals who work with adults by providing an educational experience that is multidisciplinary in nature.

- Students must register with JCCC and then complete the online orientation at www.ed2go.com/jccc.
- The program is accredited through ALLEGRA Learning Solutions, LLC, an accredited provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.
- This program also meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.
- The program is provider approved by the California Board of Registered Nursing, Provider #CEP 12385, for the stated number of contact hours.
- **The certificate program must be completed within six weeks of the start date.**

The four core courses:

Introduction to Gerontology
Physiology of Aging
Mental Health and Aging
Healthy Aging

Elective Courses (complete any four):

Spirituality and Aging
Pain Assessment and Management in the Older Adult
Death and Dying
Sleep and Aging
The Older Woman
Elder Abuse

Required Courses:

XNH 1560 Certificate in Gerontology

Intensive English Program

The intensive English program offers preacademic English language study for non-native English language students who wish to improve and strengthen their academic English proficiency in order to obtain a degree at a U.S. college or university. While students who have personal or career enhancement language needs may benefit from the classes, the classes are not designed to help students who need English for personal or career enhancement reasons.

Curriculum and activities include:

- Introductory, beginning, intermediate and advanced-level listening, speaking, conversation, pronunciation, reading, writing, grammar and vocabulary skills courses.
- A minimum of 20 hours of instruction a week for full-time students during the fall and spring.

Required Courses:

XGI 111
XGI 1410 Beginning Reading

XGI 1420 Low Intermediate Reading
 XGI 1630 High Intermediate Reading and Writing
 XGI 1640 Advanced Reading, Writing and Research
 XGI 1700 Introductory Writing and Grammar
 XGI 1710 Beginning Writing and Grammar
 XGI 1720 Low Intermediate Writing and Grammar
 XGI 1200 Introductory Grammar
 XGI 1210 Beginning Grammar
 XGI 1220 Low Intermediate Grammar
 XGI 1230 High Intermediate Grammar
 XGI 1245 Advanced Grammar Workshop
 XGI 1100 Introductory Listening and Speaking
 XGI 1110 Beginning Listening and Speaking
 XGI 1120 Low Intermediate Listening and Speaking
 XGI 1130 High Intermediate Listening and Speaking
 XGI 1035 Advanced Learning Strategies

(Electives:)

XGI 1020 American Idioms and Slang
 XGI 1030 Learning and Test-Taking Strategies
 XGI 1040 Beginning and Intermediate Pronunciation
 XGI 1041 High Intermediate and Advanced Pronunciation
 XGI 1060 Online Business/Technical Writing for ESL Learning
 XGI 1065 Medical English for Nurses
 XGI 1080 American Culture
 XGI 1090 Computer Training
 XGI 1092 Web Development
 XGI 1093 Mixed Media Research
 XGI 1094 Keyboarding, Email and Internet
 XGI 1095 Conversation and Current Events
 XGI 1150 Presentation and Notetaking Skills
 XGI 1670 Writing Support Course for Intro to Writing
 XGI 1680 Reading Support Course for Rdg Strategies

Macromedia Web Design, Certificate in

Receive complete instruction in HTML and Web Page Design, Dreamweaver Fundamentals, Dreamweaver Advanced, Fireworks Fundamentals, Fireworks Advanced, Flash Fundamentals, Flash Intermediate, Dreamweaver Databases. 98 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses:

XCM 1605 Macromedia Web Development and Design
 XCM 9540 HTML and Web Page Design
 XCM 9465 Dreamweaver Fundamentals
 XCM 9466 Dreamweaver Advanced
 XCM 4150 Fireworks Fundamentals
 XCM 4151 Fireworks Advanced
 XCM 9470 Flash Fundamentals
 XCM 9471 Flash Intermediate

Medical Coding Certification

Medical coding certification is

- designed for medical office professionals.
- a 16-week program offered each fall and spring.

Individuals who complete the course may choose to apply to sit for the national certification examination offered by the American Academy of Professional Coders. The exam application is made individually. Course completion does not guarantee you will pass the examination.

This comprehensive course is based on the Professional Medical Coding Student Workbook with information on medical terminology, anatomy and coding issues related to CPT and ICD-9-CM coding. Copies of the current CPT, ICD-9-CM and HCPCS are the required textbooks.

Required Courses:

Prerequisite Courses (must take one or have equivalent):

XNH 1550 Medical Terminology
XNC 2413 Demystifying Medical Terminology

Additional Required Course:

XNC 2430 Medical Coding Certification

Property Casualty Underwriter

The chartered property casualty underwriter curriculum meets the needs of today's risk management and insurance professionals while maintaining the integrity of the industry's most respected professional designation. You will gain a broad understanding of property-casualty insurance, including in-depth coverage of personal financial planning and financial services.

- Courses can be taken in any sequence, but starting with CPCU 510 or CPCU 520 is recommended.
- The CPCU designation is earned after passing the eight national exams.

XNI 2010 CPCU 510 Foundations of Risk Management,
Insurance and Professionalism
XNI 2080 CPCU 540 Accounting and Finance
XNI 6028 CPCU 530 The Legal Environment
XNI 6027 CPCU 520 Insurance Operations and Regulation
XNI 6029 CPCU 551 Commercial Property Risk Management
and Insurance
XNI 6030 CPCU 552 Commercial Liability Risk Management,
Insurance and Financial Planning
XNI 6031 CPCU 553 Survey of Personal Risk Management,
Insurance and Financial Planning
XNI 6032 CPCU 555 Personal Risk Management and
Property-Liability Insurance
XNI 6033 CPCU 556 Personal Financial Planning
XNI 6034 CPCU 557 Survey of Commercial Risk Management
and Insurance

Network+, Certificate in

Start with instructor led training in our Networking Fundamentals and Advanced courses, then receive all the materials supplied in our Network+ Test Prep class for complete Network+ exam preparation. Mapped toward CompTIA's Network+ exam, this series will help prepare you for the industry recognized Network+ certification. The exam voucher alone has a \$199 value. 28 classroom hours.

Prerequisites: A+ Hardware, A+ Operating Systems, or previous experience with computer hardware and networks.

See individual classes for detailed descriptions and outlines

Required Courses:

XCM 8305 Networking Fundamentals
XCM 8307 Networking Advanced
XCM 8261 Network+ Test Prep

Oracle DBA Associate, Certificate in

Receive the Oracle PL/SQL Fundamentals and Advanced courses with the Oracle DBA I Fundamentals and Advanced courses at a significant discount. For the student who wants a complete package of Oracle Database instruction. 56 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses

XCM 8501 Oracle PL/SQL Fundamentals
XCM 8502 Oracle PL/SQL Advanced
XCM 8512 Oracle DBA I Fundamentals
XCM 8514 Oracle DBA I Advanced

Oracle DBA Professional, Certificate in

Receive instruction in Oracle DBA II Fundamentals and Advanced, mapped toward Oracle exam #1Z0-032, and Oracle DBA Performance Tuning Fundamentals and Advanced, mapped toward Oracle exam #1Z0-033 at a significant discount. For the student looking to delve deeper into Oracle or seeking the Oracle DBA Professional certification. 56 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses

XCM 8515 Oracle Performance Tuning Fundamentals
XCM 8516 Oracle Performance Tuning Advanced
XCM 8517 Oracle DBA II Fundamentals
XCM 8518 Oracle DBA II Advanced

Spirituality, Health, Healing

The certificate in spirituality, health and healing presents a broad understanding of spirituality, health and healing. Health care professionals will stay current with emerging trends.

- The program requires 21 contact hours.
- Students must register with JCCC and then complete the online orientation at www.ed2go.com/jccc.
- ALLEGRA Learning Solutions, LLC, is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.
- This course meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.
- The program is provider approved by the California Board of Registered Nursing, Provider #CEP 12385, for the stated number of contact hours.
- **The certificate program must be completed within six weeks of the start date.**

Required Courses:

XNH 1645 Certificate in Spirituality, Health and Healing

SQL Certificate

Receive Relational Database Design, SQL Fundamentals, SQL Server Database Development, and Administering SQL Server at one discounted price. For students wanting to immerse themselves in the SQL environment. 84 classroom hours.

See individual classes for detailed descriptions and outlines.

Required Courses

XCM 8633 Relational Database Design
XCM 8632 SQL Fundamentals
XCM 8835 Administering SQL Server
XCM 8633 SQL Server Database Development

Team Development Certificate

You'll learn the tools and practical applications needed to develop a team.

Requirements:

- This program consists of the completion of four core courses and two electives.
- The six core courses will be offered in the spring, summer and fall.
- You select four of the six core courses.
- Electives will be offered at least twice a year.
- You have two years to complete this certificate program.

Core Courses:

XDM 0541 Facilitating Change in Teams
XDM 0525 Team Facilitation
XDM 0530 Team Leadership Development
XDM 0528 Increasing Team Performance
XDM 0550 Maximizing Team Diversity
XDM 0542 Managing Team Conflict

Electives:

XBZ 0436 Coaching: Bringing Out the Best in Others
XBZ 0434 Giving and Receiving Constructive Feedback
XBZ 0447 Giving Recognition
XBZ 0539 Increased Personal Productivity
XBZ 0433 Influencing for Win-Win Outcomes
XBZ 0439 Moving from Conflict to Collaboration
XBD 0160 Negotiating for Win-Win Situations
XBZ 0443 Personal Strategies for Navigating Change
XBZ 0432 Proactive Listening
XDM 0537 Problem Solving

Therapeutic Massage Certificate

This program meets the 500-hour massage therapist II licensure requirement set by the city of Overland Park, Kan. ordinances.

- 365 hours of hands-on bodywork consisting of basic and advanced techniques, body mechanics, sports and chair massage, craniosacral

balancing, reflexology, and aromatherapy.

- 52 hours of business practice, professional ethics, hygiene and massage law.
- Prerequisite, Human Anatomy and Physiology, totals 100 hours (as a five-college-credits course).

Required Courses:

Prerequisite Course:

BIOL 144 Anatomy and Physiology.....5

Courses:

XNM 5000 Introduction to Bodywork (Module I)
XNM 5010 Kinesiology
XNM 5050 Pathology
XNM 5021 First Aid/CPR
XNM 5075 Professional Business Practices I
XNM 5030 Communicable Diseases
XNM 5040 Clinical Bodywork (Module II)
XNM 5060 Hydrotherapy
XNM 5091 Bodywork Clinics I
XNM 5070 Clinical Bodywork (Module II)
XNM 5080 Professional Business Practices II
XNM 5092 Bodywork Clinics II

Continuing Education Course Descriptions

- A -

ABE/GED (XGE)
Academic Achievement Center (XGH)
Administrative Skills (XBF)
Arts and Crafts (XPA)
Aviation (XPV)

- B -

Business Skills (XBD)

- C -

CBT Special Events (XBA)
Career Planning (XVR)
Computer Training (XCM)
Cosmetology Training (XNCO)

- D -

Dance and Exercise (XYD)

- E -

EMT Training (XNT)
ESL Adv. and Prof. Courses (XGF)

Education (XNE)

- F -

Fire Science (XNF)

Food and Wine (XPE)

Foreign Language (XPL)

- H -

Health Care Professions (XNC)

Health Prof Independent Study (XNH)

Health and Lifestyles (XPG)

Home Ownership (XPK)

House and Garden (XPI)

- I -

Insurance (XNI)

Intensive English (XGI)

- L -

Law Enforcement (XNP)

Leadership (XBZ)

Legal Education and Mediation (XNL)

Lifetime Learning (XLN)

Literature and Writing (XKL)

- M -

Management Development (XDM)

Massage Therapy (XNM)

Money Management (XPM)

Music, Gemology (XKA)

- P -

Personal Development (XKD)

Photography (XKP)

Practical Know-how (XPR)

Professional Education (XNX)

Public Events (XKE)

- R -

Railroad Training (XBR)

Real Estate and Appraisal (XNR)

- S -

Sign Language (XVS)

Small Business (XBE)

Special Interests (XPT)
Sports Clinics-Youth (XLC)
Sports and Recreation (XYS)

- T -

Technical Trades (XND)
Testing (XVT)

- W -

Writing Center (XGW)

- Y -

Youth and Talents (XLY)

ABE/GED (XGE)

XGE 1100

Orientation to Literacy Volunteering

If you're interested in working as a literacy volunteer or as a General Educational Development (GED) or English as a Second Language tutor in the Project Finish Program, this orientation session is for you. Handout material will be provided. No fee. (1 session)

Academic Achievement Center (XGH)

XGH 1100

Study Skills

Spelling, reading, study skills, math and preparatory chemistry are among the areas of study offered in the center. Students who enroll in the center are given a diagnostic pre-test that places them at the appropriate level in their individualized program. Students progress at their own rate to meet their goals. Instructors are available for assistance. Free tutoring in specified areas is available. For more information, call 469-8500, ext. 3320. Center hours: 8 a.m.-8 p.m., M-R 8 a.m.-2 p.m., F 9 a.m.-1 p.m., Sa

\$62.00

XGH 1103

Advanced Spelling

A description is not available for this course.

\$62.00

XGH 1104

Reading Comprehension

(B&G \$30)

\$62.00

XGH 1105

Reading Rate

(B&G \$30)

\$62.00

XGH 1106

Vocabulary Development

(B&G \$30)

\$62.00

XGH 1112

Basic Math Review

(B&G \$30)

\$62.00

XGH 1113

Algebra Preparation

(B&G \$30)

\$62.00

XGH 1114

Chemistry Preparation

(B&G \$30)

\$62.00

Administrative Skills (XBF)

XBF 0305

Customer Service Phone Skills

Your telephone skills can often make or break your personal or company image. In this seminar, you'll expand your awareness of telephone customer service and techniques for dealing with customers, situations and telephone stress. You'll learn to develop an awareness of a customer's perception and recognize the role quality customer service plays in the success of your company.

\$114.00

XBF 0309

Administrative Professionals Day Celebration

This year will focus on the power of attitude and will continue the tradition of years past; incorporating fun and business skill training that Administrative Professionals can use to generate results in the workplace. Fees for the Day: Single Registration \$159, Two or more from the same company \$149 and Early Bird (before March 13) \$139.

\$159.00

Arts and Crafts (XPA)

XPA 1003

Adventures in Color

Learn to improve your color choices by using the color wheel. Anyone who wishes to improve their color knowledge for artwork, design, fashion, decorating and more will benefit. In sessions one and two, we will examine color usage with a series of painting exercises. We will learn about harmonious color groups, values, and color mixing. During the third session we will create beautiful handmade hard

cover accordion-fold reference books into which we will compile our color studies. No prior painting or drawing skills are needed. Supply list will be mailed before class.

\$24.00

XPA 1004

Precious Metal Clay Pendant

Precious Metal Clay Pendant is silver in a clay-like form. Learn how to shape, form and fire it while making a personalized three-layer silver pendant. After finishing the piece, you will leave the class with a completed fine silver necklace. Class kit and all supplies: \$40.00, available from instructor.

\$16.00

XPA 1006

Soldered Glass Charms

Soldered Glass charms are the latest trend in jewelry making. In this class you will create several two-sided glass charms that can be hung on a bracelet or necklace. Students can bring their own art images/photos reduced down to 1 inch square or use the instructor's images. Class kit is \$15.00, available from instructor.

\$16.00

XPA 1010

Hand Woven Baskets by Robbie

Robbie Wisdom is a real pro, she shows her baskets at all of the regional arts and crafts fairs. She'll show you how to weave a very useful utility, 5 X 8 1/2 basket. This project can be completed in one class session and will start you on a new craft path. Bring \$17 to class for basket supplies.

\$20.00

XPA 1011

Market Basket

Robbie Wisdom is a real pro, she shows her baskets at all of the regional arts and crafts fairs. Join Robbie and learn how to weave a classic 10x14" market basket. In this wonderful design, you'll have the option of adding color. You'll finish your market basket in one class meeting. This class lasts 5 hours, bring a sandwich for the break. Bring \$35 to class for market basket supplies.

\$25.00

XPA 1012

Hearth Basket

Make an 8" x 14" hearth basket with color, including braided border inside and out. Various sizes of reed will be used. Supplies, \$38, available from instructor. Bring a sandwich for the lunch break.

\$25.00

XPA 1013

Basket Tote with Leather Handle

Create a basket tote, 12" x 11." You can add color and use five sizes of reed. Supplies, \$38, available from instructor. Bring a sandwich for the lunch break.

\$25.00

XPA 1017

Stained Glass, Beginning

Learn the basic techniques of stained glass: cutting, soldering and pattern-making for the copper foil method. Project design and construction will also be discussed. Students will complete a 10"x15" decorative stained glass panel. Material fees of \$55 will cover material provided by the instructor.

\$45.00

XPA 1060

Bronze Casting Workshop

Learn about the lost wax bronze-casting process. On the first day, work in wax to create your sculpture; on the second, we prepare it for casting; and the third day, we prepare the bronze. Wear non-flammable clothing, close-toed shoes, and prepare to get dirty. No prior experience necessary. Students must purchase the bronze for their project.

\$99.00

XPA 1061

Jewelry Enameling, Introduction to

This class will introduce you to the basic tools, materials, and techniques of enameling in jewelry form. The types of enameling covered will be basic enameling, cloisonne and, time permitting, champleve. The piece that you create can either be a brooch, pin or pendant. No previous experience is necessary. A supplies list will be sent to you before the first session. (Supplies will cost approximately \$60).

\$90.00

XPA 1062

Sculptural Welding Workshop

Design an art piece by welding and cutting steel using electric and gas-welding equipment. We will also use a metal bender, shear, grinders, saws, drills, and the forge. Wear shoes that cover your feet and wear clothes that you don't mind getting dirty. No prior experience necessary.

\$99.00

XPA 1065

Advanced Sculpture Workshop

If you've taken one of Graham Lane's other classes and need to put final touches on a project or want to see what others have learned so you can pick up some ideas, then this is the class for you. Bring a project to class. The instructor will be doing quick demonstrations to help those that need brushing up. Wear appropriate clothing.

\$99.00

XPA 1067

Jewelry Casting, Introduction to

In this hands-on class, you will design a piece of jewelry using the tools, materials and techniques of cuttlefish bone casting and lost wax investment casting. The jewelry you make can be a brooch, pendant, pin or bracelet. No previous experience is necessary. A supplies list will be sent to you in advance of the first session. (Supplies will cost approximately \$50.)

\$95.00

XPA 1080

Calligraphy, Beginning

Have fun learning the chancery cursive alphabet (italics) in this course. These

skills may be used for personalized gifts, invitations, cards, envelopes, weddings, etc. Bring a medium point calligraphy pen or purchase one at the first class. Practice sheets and paper will be provided.

\$40.00

XPA 1093

Frescoes For Your Home

"Frescoes" are created with fresh pigments, fresh water and fresh plaster. This course will explore Pompeii "Frescoes" story telling themes, the lost language of symbolism, earth pigments, painting techniques and the creation of an authentic fresco. No experience necessary! You will create a one-pound fresco using ancient methods and techniques. Students will be expected to purchase \$25 fresco paint set from the instructor. Bring your lunch.

\$50.00

XPA 1100

Drawing, Beginning

This is a drawing class for beginners (or others) using the classical method to learn to draw realistically (similar to Drawing on the Right side of the Brain). Bring 6B or 8B lead pencils, soft charcoal pencils, kneaded eraser, a white pastel and "11 X 14" drawing pad.

\$60.00

XPA 1105

Beginning Landscape Drawing

For beginning to intermediate artists wanting to learn how to approach landscape drawing. We will work on choosing the motif, linear and aerial perspective and other related aspects of drawing. Colored pencils, pastels or monochrome media (such as charcoal, ink or pencil may be used).

\$55.00

XPA 1106

Landscape Drawing in Color, Beginning

Learn about color landscape drawing by studying the basic principles of drawing; how to choose and edit a subject; artistic perspective; composition; and color. The class will work outdoors part of the time, as weather permits. Bring a sketchbook (approximately 11" x 17") of white paper, black lead pencils, colored pencils and kneaded eraser. Other optional supplies will be discussed at the first session. Note: this class is for beginners as well as those with drawing experience.

\$55.00

XPA 1107

Landscape Painting in Pastels, Beginning

Learn to paint from life ("en plein aire") as well as outdoors, and learn to choose and Edit your subject; how to use pastels; about pastel paintings supplies; how color works with pastels; and how to work simultaneously on drawing along with painting. The Class will work outdoors part of the time, as weather permits. Bring a sketchbook (approximately 11" x 17") of white paper and a set of soft pastels (about 15-20 colors). Other optional supplies will be discussed at the first session. Note: this class is for Beginners as well as those with drawing experience.

\$55.00

XPA 1120

Drawing on the Right Side of the Brain

Explore your creativity! If you would like to draw but haven't developed your skills

or feel you have no talent, this is the class for you. Based on *Drawing on the Right Side of the Brain* by Betty Edwards, this class requires no art experience. Bring a 14" by 17" sketch pad and 4B drawing pencils to the first class. Additional supplies will be discussed at the first session. Supplies will cost approximately \$40.

\$69.00

XPA 1130

Watercolor

Express your creativity and gain valuable technical knowledge through learning the art of watercolor. Using photographs or paintings by recognized artists, you will explore subjects such as floral arrangement, texture (using ordinary household and garden items), landscape and portraiture. Bring only a pen and notebook to the first class, which will meet from 6:30-8:30 p.m. A list of supplies (approximately \$70 to \$100) will be provided at that time.

\$66.00

XPA 1145

Stone Carving Workshop

In this two session introduction to stone carving you will learn to chip, tear, and shear stone. Each student in the class will receive a piece of limestone from a local quarry. Traditional and contemporary carving methods, as well as the history of stone carving, will be addressed and applied to the work at hand. This workshop is open to everyone; prior experience is not necessary. There will be a one hour break for lunch (on your own).

\$99.00

XPA 1172

Santa Workshop

Learn the art of painting resin Santas for gifts or your own collection. The Santa, as well as acrylic paints, will be furnished by the instructor. Bring to class a #3/0 liner brush, #2 flat brush, paper towels, Krylon Spray Varnish Matte Finish and disposable gloves (available at craft stores for approximate total cost of \$10).

\$19.00

XPA 1173

Herbal Wreaths and Swags

Using fragrant herbs and flowers on different bases, in this workshop you will make a wreath or swag of your choice. Materials will be available, including decorative holiday items; in addition, please bring a glue, gun, scissors, ribbon and twine.

\$25.00

XPA 1185

Floral Arrangements

Custom-design silk and dried floral arrangements for your home. A wide variety of materials will be studied. You may complete two projects from the following styles: traditional, contemporary, country or Southwest. Students will need a glue gun and wire cutters. Additional supplies will cost \$30 to \$60 and will be discussed at the first session.

\$36.00

XPA 1186

Floral Arrangements, Advanced

This class is a continuation of "Floral Arrangements". Become more proficient in

floral design, and better understand the principles and elements of design as you complete three projects: a centerpiece, tall floral and topiary arrangement. Bring your floral supplies to the first session, along with your glue gun and wire cutters. Note: supplies will cost \$30-\$60 per project. Prerequisite: Floral Arrangements or Wreaths and Swags

\$36.00

XPA 1194

Ladybug Stepping Stone

These flying friends of the garden will bring a feeling of loveliness and delight to all that see them. The 12" stepping stone and patio paints will be furnished by the instructor. Bring an old toothbrush, 1/2" angular brush, #6 stencil brush, #4 flat brush, 5/0 liner brush, ruler and pencil to class.

\$20.00

XPA 1195

Snowman Tray

Winter is definitely coming. Paint a snowman and all the things that go with him on a wooden tray. Snowman tray and acrylic paints furnished by the instructor. Bring a 3/4" angular brush and 5/0 liner brush to class.

\$21.00

XPA 1196

Old World Santa Workshop

Celebrate the season by painting and antiquing your own Santa with the instructor who has painted over 1000 Santas. The resin old-world Santa and acrylic paints will be furnished by the instructor. Bring #3/0 liner B brush, #2 and #4 flat brush, and disposable gloves. (2 sessions)

\$22.00

XPA 1197

Moon Santa Stepping Stone Workshop

Paint your own holiday gifts. Learn how to paint a wonderful Moon Santa on a 12" stepping stone for your yard or garden using patio paints. The stepping stone and patio paints will be furnished by the instructor (supplies included in fee). Bring an assortment of brushes to class.

\$19.00

XPA 1198

Country Snowman Stepping Stone

Let the beauty of the outdoors inspire your next painting project. Paint a country snowman on a 12" stepping stone using patio paints. The stepping stone and patio paint will be furnished by the instructor. Bring an assortment of brushes to class.

\$20.00

XPA 1199

Frog Stepping Stone

What a fun design for your yard or garden! This plump frog fills a 12" stepping stone with charm. The stepping stone and patio paints will be furnished by the instructor. Bring a stencil brush, a #2 round brush and a 1/2" regular brush to class.

\$20.00

XPA 1205

Wreaths and Swags

Custom-design a wreath and swag for your home. A wide variety of materials will be studied. You may complete two projects from the following styles: traditional, contemporary, country, or Southwest. Students will need a glue gun and wire cutters. Additional supplies will cost \$30 to \$60 and will be discussed at the first session.

\$36.00

XPA 1224

Bangles & Beads (Jewelry)

You'll be the envy of your friends when you wear the funky bangle bracelet and rings made in this class. The jewelry will be made from wire and beads. Class supplies cost \$20 and may be purchased directly from the instructor.

\$11.00

XPA 1225

Basic Beading Techniques (Jewelry)

Learn to design and make your own jewelry as gifts for yourself or someone special. At the conclusion of this class you will have made your one bracelet with matching earrings. Materials include a beading kit and basic bead-stringing book as a reference for making more unique gifts. Supplies for this class will cost \$20.00 and may be purchased directly from the instructor.

\$11.00

XPA 1227

Basic Wire Wrap Techniques (Jewelry)

Like the look of those stunning pendants hanging from gold or silver collars? Join this class and make your own pendant (collar not included) with a 40 x 30 mm gemstone cabochon. Supplies for class will cost \$20 and may be purchased directly from the instructor.

\$11.00

XPA 1229

Crystal Choker (Jewelry)

In this workshop, you will make an elegant crystal choker necklace with matching earrings. These make a great gift for yourself or a friend. Supplies for this class will cost \$20.00 and may be purchased directly from the instructor.

\$11.00

XPA 1231

Intermediate Wire Wrap Techniques (Jewelry)

Like the look of those stunning pendants hanging from gold or silver collars? Join this class and make your own pendant using wire-wrap technique (collar not included) with a donut-shaped gemstone. Supplies for this class will cost \$20.00 and are purchased directly from the instructor.

\$11.00

XPA 1236

Introduction to Fused Glass

Learn about different kinds of glass, tools, compatibility, cutting and finishing. You will complete one project by designing and fusing the piece in the kiln. This piece can be used as jewelry or as a sun-catcher. Bring \$35 to class for your project materials, supplied by the instructor.

\$18.00

XPA 1241

Faux Finishes I

Now you can learn how the professionals do it. Learn basic faux finishing techniques for those who are new to this style of painting. This is an introduction to the method of color selection, mixing of paint and glazes, and the various application processes. Supplies for this class (\$25) may be purchased directly from the instructor.

\$25.00

XPA 1242

Faux Finishes II

More materials will be added to create unique faux treatment such as, stripping, metallics and sponging. Note: Faux Finishes I is a prerequisite to this class or permission to enroll from the instructor. Supplies for this class (\$25) may be purchased directly from the instructor.

\$25.00

XPA 1250

Watercolor, Beginning

Learn the basic techniques of watercolor painting in this fun and relaxed beginner's class. You'll learn about color, composition, layout, perspective and more as you first draw, then paint your own still life and landscape projects from photographs. Supply list to be mailed to participants before the first class.

\$99.00

XPA 1260

Watercolor, Intermediate

This class is for those who already have watercolor supplies and are ready to "loosen up" and enjoy a painting adventure. Tracings will be provided for those who wish to use them. More experienced students are encouraged to design their own "similar" drawings. Bring your supplies to the first class, which will meet for two hours. Note to those who have taken this class previously: each term contains new and interesting material!

\$99.00

XPA 1270

Oil Painting I, Classical

This is a beginning class for students interested in Classical Realism. You will be introduced to the materials used in oil painting, and some of the techniques of using these materials. You will learn to prepare a canvass for painting, transfer a drawing to canvass, and to paint a picture of your choosing. Individual attention will be given for completion of your painting. Supplies will be discussed at the first meeting. This class is a prerequisite for Classical Oil Painting II.

\$121.00

XPA 1271

Oil Painting II, Classical

This class is open to returning students and those who have previously taken Classical Oil Painting I. You'll be encouraged to develop your own style using the skills and methods you acquired in the first course, and to develop new techniques.

\$121.00

XPA 1275

Oil Painting III, Classical

Classical Oil Painting I and II are prerequisites for this class. Lectures will cover composition, color harmony, and art history. Demonstrations will include landscapes, still life and portraits. You will complete your own original paintings. Note: This class was formerly titled "Intermediate/ Advanced Oil Painting".

\$121.00

XPA 1298

Jewelry Making, Beginning

Use a variety of tools, materials (e.g., silver, gold, copper), chemicals, and stones to make a project of your choice (e.g., ring, pendant, bracelet). Students will need to arrive at their scheduled appointment time at the first session (instructor will set up) to go over project ideas and choose materials and tools. Additional supply costs will vary, depending upon project selected. Items may be purchased through the instructor but must be ordered and paid for at that time.

\$39.00

Aviation (XPV)

XPV 1000

Private Pilot Ground School

As you prepare for the FAA private pilot computer exam, you will study aerodynamics, weather, airplane systems, instruments, flight safety, air traffic control procedures, navigation and federal aviation regulations. Bring the textbook, available at the JCCC Bookstore, to the first class. Note: This class does not include an exam.

\$169.00

XPV 1010

IFR Pilot Ground School

This class will provide the private pilot with the knowledge necessary to pass the FAA instrument rating computerized examination. The course will provide an understanding of the procedures, charts and equipment used in today's air traffic system. Emphasis is placed on operating in the "real world." Bring the textbook, available at the JCCC Bookstore, to the first class. Note: This class does not include an exam.

\$169.00

XPV 1030

Rules and Regulations - Practical Applications for the

Private Pilot Don't lose your license because of ignorance! Emphasis in this class is on practical application, as rules are reviewed concerning controlled airspace (classes A,B,C,D, E and G). New regulations as well as requirements for pilots using rental aircraft are covered. This class, along with the VFR Weather Review, will make you confident that you are up-to-date the next time you fly.

\$29.00

XPV 1031

VFR Weather Review

This course reviews basic weather theory and its practical application to the VFR pilot. The focus is on understanding and avoiding weather, the services available, reading weather presentations, preflight briefing formats, requesting weather documents and making crucial go or no-go decisions.

\$29.00

XPV 1035

Flight Review Refresher

This course prepares the private pilot for the F.A.A. required flight review needed in order to continue exercising Pilot-in-Command privileges. Class participants will receive an endorsement which satisfies the ground training requirement for their next flight review. This course replaces VFR Weather Review and Rules and Regulations. Note: An optional log book endorsement, fee to be paid on day of class. Bring your log books. (1 session) \$49 (B&G \$42)

\$49.00

XPV 1040

Partners of Pilots "Pinch Hitter" Course

Would your spouse enjoy flying with you more if the cockpit and flight environment weren't so intimidating? Maybe he or she is concerned about their own safety and that of your children if enflight something should happen to you!? This "pinch hitter" course is designed to educate the non-pilot on essential information to help them out of an unexpected emergency situation - and you'll enjoy the added benefit of having a useful crew member on board who could assist you everytime you fly!

\$49.00

Business Skills (XBD)

XBD 0103

Accounting Basics

In this seminar, you will learn the essential language, concepts and processes of accounting, presented in a practical, nontechnical fashion. You'll cover accounting concepts, the nature of accounting and generally accepted accounting principles, as well as the process of accounting, accounting equations, debits and credits, and accounting cycles. You will also explore how to create financial statements, balance sheets, statements of income and retained earnings, statements of changes in financial position, inventory costing and valuation, and long-term debt and stockholders' equity.

\$209.00

XBD 0104

Managerial Accounting

Today's manager should know accounting basics. In this seminar, you will acquire a better understanding of the concepts and objectives of managerial accounting and how to apply them daily on the job. This program includes fundamentals of accounting, how to interpret and analyze financial statements and management reports.

\$179.00

XBD 0107

Better Business Writing

This practical approach to writing business correspondence focuses on effective ways to communicate ideas to a variety of audiences. You'll learn to adapt your writing to a particular reader, how to construct clear sentences and paragraphs, and how to write for effect, avoiding stilted or old-fashioned terms. Bring a copy of an e-mail, memo or letter you found difficult to write. (Be sure to block out confidential or identification information.)

\$169.00

XBD 0108

Grammar, Punctuation and Word Usage

Increase your language skills with more effective sentence structure and word choices. You'll cover appropriate grammar for business and technical communication, proper punctuation for written documents and correct use of commonly confused words.

\$169.00

XBD 0110

Legendary Customer Service

When you treat your customers like VIPs, they return to purchase your goods and use your services. In this seminar, you'll examine the link between the customer and your business and the importance of first impressions in customer relations.

\$159.00

XBD 0114

Budgeting Fundamentals

There's no doubt -- budgeting is critical to bottom-line performance. This seminar covers the basics of budgeting in simple, nontechnical language. Topics begin with budget concepts and terms; move on to planning, building and implementing a budget; and end with budgetary management and control.

\$179.00

XBD 0122

Analyzing Financial Statements

Learn the accounting terms and concepts that will help you interpret a firm's true financial performance by taking an in-depth look at financial statements and what they can tell you. You'll cover the information required for accurate financial statements, what such statements can reveal and the ratios used in their analysis.

\$159.00

XBD 0135

Courageous Communication

When you find yourself in the midst of a difficult discussion, what do you say? Learn how to understand and use the office environment to help you communicate, convey disagreement positively, and choose the best communication medium to get your message across.

\$149.00

XBD 0136

The Mysteries of Motivation

Why do people do what they do? How can you motivate them to do something else? In this seminar, you'll learn how to manage and motivate performance more effectively by using five keys that "turn on" a person's motivation, whether it be a co-worker, a customer, a vendor, your boss or even yourself. You will discover ways to develop internally motivated people, how to manage poor performance and how to motivate yourself to higher levels of effectiveness and productivity.

\$159.00

XBD 0137

Behavioral Interviewing

The single-best predictor of future job performance is past job behavior in similar situations. That's the philosophy guiding this seminar, which takes you through the process of planning and conducting effective hiring interviews, evaluating

candidates, and arriving at the right hiring decision. You'll learn how to define the behavior required for success on the job, ways to ask questions designed to get answers about behavior, and how to design legally appropriate questions.

\$169.00

XBD 0139

Human Resource Laws

In this session, participants will learn the basics of employment law, including Title VII of the Civil Rights Act, the Pregnancy Discrimination Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Immigration Reform and Control Act, the Family Medical Leave Act, Employment-At-Will and the Equal Pay Act. The program will also cover the importance of using a "legal" application, avoiding illegal interview questions and the ins and outs of reference checking.

\$114.00

XBD 0140

Avoiding Workplace Violence

In this 4-hour session, you will learn to recognize the warning signs of possible violent behavior, gain a better understanding of anger escalation, learn how to prevent or defuse volatile situations or aggressive behavior, and learn how to confront problems before they escalate. In addition, you will learn when to intervene, how to recognize potential psychological problems, and how to correctly terminate threatening or violent employees.

\$114.00

XBD 0141

E-mail Professionalism: What, How, To Whom and How Long?

This program will give you an overview of the background of electronic mail. The conventional manners and cultural expectations of netiquette will be discussed. The participants will be given suggested guidelines for writing professional messages.

\$114.00

XBD 0142

Note Taking for Professionals

Have you ever been asked to take notes in a meeting or conference and the end result was a rough outline or jumbled messages on the back of an envelope? This program will teach you a variety of notetaking techniques for reading documents, interviewing, meetings, classes, telephone conversations, recordings, and adverse situations. Learn how to select the best blend of notetaking for your style and situation.

\$109.00

XBD 0143

Report Writing to Inform and Persuade

We write reports for documenting events and incidents; describing accomplishments, obstacles, and goals; assessing problems and concerns; designing action plans; and evaluating performance. This hands-on workshop focuses on the process of effective report writing so that you can concentrate on the finished product when you get back to work. Learn what to write and how to write it so you get the results you and your readers want.

\$149.00

XBD 0144

Problem Solving from Both Sides of the Brain

This course helps people learn how to solve problems from "both sides of their brains." You will first learn the steps in the logical problem solving process, as well as specific techniques for analyzing issues and problems. The program includes learning how to expand your thinking to consider creative alternatives, to view problems and possible solutions from new angles, and to combine creativity with the logic of implementation.

\$159.00

XBD 0146

Decision Making for Team Leaders, Managers

and Supervisors In this dynamic seminar, learn how to manage accountability and anxiety in the decision-making process. Compare your critical and creative thinking ability with that of others, and align your objectives with your organization's goals. Whether you are dictating or delegating a decision, or you are building a consensus, this interactive program will ground your values and guide your choices as you make better decisions.

\$169.00

XBD 0149

Selling the Value of Human Resources

Participants will learn why measuring HR aspects are essential to selling the value of HR! You will learn the four levels of evaluation and how to apply them to all HR areas, five basic measurements to consider, and techniques for determining what to measure. In addition, participants will learn the four questions to ask in relation to measurements and strategies for evaluating HR functions, and will receive formulas for measurements.

\$109.00

XBD 0150

Retaining Valuable Staff

Participants will learn the reasons employees leave their employers, what makes employees want to stay with their employers, and what top performers want from an organization. Also included in this session are some of Peter Drucker's ideas on management and ways and methods to energize your organization to increase both retention and profitability.

\$109.00

XBD 0151

The Prevention of Harassment in the Workplace

Participants will learn that harassment of any kind-- race, national origin, religion, age, and sex (gender) violates the Civil Rights Act. Participants will learn to distinguish between two kinds of sexual harassment-- "quid pro quo" and "hostile environment" and how each of these affects the productivity and profitability of the organization. Participants will also learn the critical aspects of an anti-harassment policy and the steps to conducting an investigation of a harassment claim.

\$109.00

XBD 0153

Customer Service: You ARE the Organization

When building working relationships, teams, a loyal customer base--bosses, co-workers, visitors, vendors and clients become your customers during a day's activity. Their perception undeniably makes you more than a representative of your company--you may as well be the company. Juggling responsibilities to each while maintaining a sincere smile and positive attitude can be trying at times.

\$169.00

XBD 0155

Overcoming Presentation Anxiety

This workshop will focus on both the psychological and vocal production aspects of public speaking. Various factors that play a role in anxiety related to public speaking will be examined as well as ways to cope with this anxiety, including the understanding and execution of efficient vocal function. Techniques in both of these areas will be discussed and then demonstrated during the afternoon session when the instructors will work with participants as they present a five minute informal presentation prepared beforehand.

\$159.00

XBD 0156

Introduction to Government Accounting

Learn the accounting rules, concepts, definitions and terms used by state and local government entities. Governmental, proprietary and fiduciary fund accounting is presented as well as fund and government-wide financial statements and required supplementary information.

\$199.00

XBD 0158

Business Fundamentals: How It Really Works!

In this one-day workshop, you will learn the language of finance and accounting, how to read balance sheets and income statements, how to analyze retained earnings and cash flow statements, how to calculate key financial ratios, and more. This program is for all participants in all types of business and industries who need a quick overview of the key elements financial managers address in order to achieve the business goals of their department or company.

\$189.00

XBD 0159

Delivering Presentations That Deliver Results

In this one-day interactive workshop, you will learn and practice skills that will dramatically improve your presentations. You will learn how to select and organize your content so your audience stays engaged and interested. You will also discover techniques that will reduce your nervousness and help you identify any distracting nonverbal behaviors.

\$169.00

XBD 0160

Negotiating for Win/Win Situations

In this seminar, you will learn the importance of having a win/win situation and how to recognize when to use negotiation skills. You'll learn skills and techniques to use during this process and how to create an environment in which the parties feel the resolution they come to is appropriate.

\$159.00

XBD 0164

Writing Refresher for the Professional

This practical workshop is ideal for professionals whose jobs require periodic article or report writing. Whether you dread writing or simply want to create a polished product in less time, this seminar is for you. Loaded with tips to help you jump-start the writing process, write what you mean and win the respect of your readers.

\$169.00

XBD 0165

How to Connect in Business in 90 Seconds - or Less

Think about it. We all know someone who can walk into a room full of strangers and work it. Why is it that some people seem to connect with ease and others don't? The truth is, you don't need to be a naturally gregarious person to immediately connect in business. Join us for this fast-paced session and learn the three key steps for creating an instant connection with your business colleagues.

\$114.00

XBD 0166

Business Meetings that Work!

Corporate America is throwing away billions of dollars every year. How? Through ineffective and wasteful meetings. Request this workshop and learn how the right timing, strategies and planning can cut wasted time to a minimum while dramatically increasing effectiveness. We'll talk about saving valuable time by actively participating in meetings and how essential skills can make all meetings work. By the end of the day, you'll know how to make your meetings shorter, come to group decisions more quickly, and better deal with difficult participants.

\$169.00

XBD 0167

Call Center Success!

Who speaks most often for your company: your CEO, COO or your CSR? We're guessing your CSR does. Give your CSRs the skills and competencies they need to face the challenges of their valuable positions. Call Center Success is a series of brief sessions guaranteed to create top-notch CSRs. Teach your CSRs to effectively handle customers and you may have a customer for life.

\$169.00

XBD 0168

Public Speaking: Conquering the Ultimate "Fear Factor"

You have been asked to give a presentation to a group of people. Just thinking about it makes your heart pound. You feel sick to your stomach. You have trouble sleeping. If this sounds like you, you're not alone. Unfortunately, extreme nervousness can negatively affect performance. In this course, you will learn techniques that will significantly reduce your speech apprehension. You will discover simple methods that you can employ before and during your presentation to calm your nerves - and a calm, relaxed speaker is much more capable of delivering outstanding results.

\$169.00

XBD 0169

Fundamentals of Finance and Accounting for

Non-financial Managers From accruals to write-offs, from accounts receivable to working capital, this seminar shows you the concepts, techniques and tools that can help you make each decision pay off - on the job and on the bottom line! No matter how effective your management method or how innovative your ideas, the results are going to be measured in numbers: dollars and cents.

\$1,695.00

XBD 0170

Essentials of Budgeting: From Creation Through

Application Like it or not, the budget is the yardstick top management uses to measure your actual performance. And in today's tight economy, the manager who knows how to plan and use the budget effectively wins hands down over the one who doesn't. Who should attend this seminar? Every manager with budget

responsibilities.

\$1,695.00

XBD 0171

Debits and Credits: How Accounting Really Works

The language of business in every industry around the globe is rooted in the "accounting equation". So keep your accountants on their toes and make sure your books are sound. Uncover and correct problems quickly by double-checking how sales, expenses, equity and debt are recorded. Developed for business professionals who have no work experience in accounting, this seminar walks you through the basics and gives you the skills and confidence to speak the language of business like a pro.

\$1,695.00

XBD 0172

Intermediate Finance and Accounting for Non-financial

Managers With today's income shortfalls and unmet forecasts, correctly interpreting financial information is critical to your success. At this seminar, you'll learn how to establish financial policy and report on the performance of your department in financial terms. If you have attended AMA's Fundamentals of Finance and Accounting for Non-financial Managers or you have a basic understanding of financial statements, this class is for you.

\$1,795.00

XBD 0173

Building Better Work Relationships

"New Techniques for Results-oriented Communication" This seminar will prepare you to become a "conscious communicator" who depends on consistent, respectful and credible relationships to achieve results. This seminar is designed for people who want to use effective communication and relationship management to maximize impact, productivity and results.

\$1,595.00

XBD 0174

Getting Results Without Authority

Whether you're dealing with a boss, colleagues, staff members or senior management, building good relationships, winning respect and cultivating influence and cooperation are absolutely essential to get the results you want. Through the seminar leader's expertise, diagnostic instruments and actual practice sessions in influencing, communication, feedback, persuasion, listening, conflict resolution and negotiation, you'll discover how to assess your own influencing style and make it more effective.

\$1,695.00

XBD 0175

Interpersonal Skills

Through the course leader's expertise, diagnostic instruments and actual practice sessions, this course will teach you how to communicate across teams and functions. You'll learn how to develop and nurture strong alliances so you can successfully draw upon the resources of your organization.

\$1,595.00

XBD 0176

Projecting a Positive Professional Image

Discover a self-image that feels right to you and looks great to clients, colleagues

and peers. Look, act and dress for your current position, as well as for career advancement; Read the body language of others; Use eye contact, gestures, stance and voice tone to send the right message; Convey poise and confidence; And polish your professional speech

\$1,395.00

XBD 0177

Winning Through Customer Service: New Addition

Demonstrate professionalism on the job while building a problem-solving culture. Use essential communication skills in dealing with customers. Recognize characteristics of human behavioral style and opportunities to adapt to their personal style. Identify and utilize a structured process/model for conducting customer service transactions.

\$199.00

XBD 0178

Winning Through Customer Service: Managers Program

Managers and team leaders will be able to: Understand their role as a successful coach. Use coaching strategies for different styles and adapt their styles for improved communication. Learn the steps for effective coaching. And monitor how service representatives can use their skills in the customer service transaction and provide effective feedback.

\$249.00

XBD 0179

Delivering Presentations That Deliver Results 2: The Next Step

This workshop will be beneficial to you if any of the following apply: you give presentations occasionally, but aren't sure if you are an effective speaker; you have a difficult time trying to decide how much information to include; you have a sneaking suspicion that you ramble during your presentations but don't know how to prevent it; you struggle with the task of presenting "boring" information, and wonder how to keep your audience interested and engaged; or, you are in sales, and you need to deliver a persuasive message effectively, and often in a very short time frame. You will learn how to exponentially improve your effectiveness as a speaker/presenter. Class size is limited to 6, to ensure that each person receives extensive individual feedback and support. There is no pre-requisite for this course. Prepare a 10-12 minute presentation and bring it to the first class.

\$269.00

CBT Special Events (XBA)

XBA 0001

Vital Learning Showcase

Learn more about our new partnership with Vital Learning! Exciting Business Development modules designed to improve team communication, increase leadership skills, and more.

\$15.00

XBA 0002

Vital Learning

Number Skills Pilot class with Vital Learning

\$179.00

XBA 1000

Terrorism

Understand how a terrorist cell functions; learn the HVGO principle; understand terrorism linkages; become familiar with Islamic extremism, develop an understanding of bombing and its relationship to the technology of terrorism.

\$249.00

Career Planning (XVR)

XVR 1004

Individual Mock Interview

Successful interviewing requires practice. If you need practice, this service would be beneficial to you. Participants will be video-taped during the mock interview and be provided with a critique of the session. Please bring a videotape.

\$75.00

XVR 1005

Resume Development

A description is not available for this course.

\$175.00

XVR 1006

Cover Letter Development

A description is not available for this course.

\$50.00

XVR 1007

Building Your Resume: The Ins and Outs of Resume

Development Whether you are looking for your first job, changing careers, or seeking a promotional opportunity outside of your current organization, your resume is one item that makes a first and lasting impression. During this session, you will learn how to develop your own resume that will help you land your desired job. Time will be allocated to answer your specific questions or handling tough work situations or experiences. Bring your education and work histories, along with any information you believe necessary to assist in building your resume - from the first line to the last!

\$125.00

XVR 1015

Career Redirections Showcase

Career Redirections is Johnson County Community College's premier outplacement and employee career development program which provides a comprehensive, cost-effective array of services tailored to your company's specific needs. Please join us as we launch the JCCC Career Redirections Showcase on January 11, 2005.

\$0.00

XVR 1100

Career Transitions - A Career Planning Workshop

Are you an adult contemplating a career change? If it's time to re-evaluate your career path to ensure positive personal and professional growth, this workshop is for you. Through the workshop activities and assessments, you will learn about yourself and your career options. Enrollment is limited. Participants will take a work values inventory and the "Self-Directed Search", "Skill Scan", and "Myers

Briggs Type Indicator" assessments.

\$74.00

XVR 1101

Career Transitions PLUS - A Career Planning Workshop with Individual Career Counseling

Do you need that added direction in transitioning into a new career? If so, this package is designed specifically for you. In addition to the Career Planning Workshop, participants will receive a personalized career counseling session with a career counselor. The session is to be scheduled within 60 days after completion of the workshop.

\$114.00

XVR 1102

Careers - Women in Transition

Are you a woman facing a major career transition? If so, your support can be found here. This workshop will assist women in career transition. In addition to the career development principles shared in the Career Transitions workshop, this workshop will emphasize women's issues in relation to the world of work.

\$74.00

XVR 1103

Careers After Retirement

Now that you're retired, are you interested in starting a second career? Perhaps, the career of your dreams? Or maybe, a job to help keep you entertained? Whatever the motivation, through the workshop's activities you will learn more about yourself and your career options.

\$69.00

XVR 1105

Retirement: Your Next Great Adventure

Explore how you can turn your retirement years into the most fulfilling exciting chapter in your life. We'll talk about challenges to expect and share strategies to help you "reinvent" your life and make the most of the new opportunities that retirement can bring you.

\$24.00

XVR 1110

Parents as Career Coaches

Designed for parents to guide their high schooler through the process of self-discovery and career exploration. Workshop will increase awareness of career coaching by parents in the Supporter, Connector, Clarifier, and Motivator roles through different life stages.

\$24.00

XVR 1112

Job Campaign Strategy

A description is not available for this course.

\$65.00

XVR 1120

Recharging Your Career Resiliency

Autumn is a natural time for nurturing the earth after harvest. Autumn is also a

time for self-reflection. This intensive weekend career development program is designed to reclaim one's self and to redefine a more conscious career path. Participants will be given a battery of career assessments to rediscover their strengths, gifts, aptitudes, interests, and skills. (Boxed lunch will be provided on Saturday.)

\$395.00

XVR 1205

MBTI, SII & SkillScan Package

Combination of Myers-Briggs, Strong Interest Inventory and SkillScan assessments with 3-hours individual counseling interpretation.

\$195.00

XVR 1206

Online Myers-Briggs Type Indicator

This course assesses personality preferences and correlating preferences with occupations. Online with access capability from off campus. Includes one-hour interpretation session with a career counselor on campus.

\$65.00

XVR 1215

Online Strong Interest Inventory

This inventory assesses interests based on Holland's occupational interest themes and correlates interests with 100+ occupations. Online with access capability from off campus. Includes one-hour interpretation session with a career counselor on campus.

\$65.00

XVR 1221

Online MBTI and Strong

This course offers online versions of MBTI and Strong Interest Inventory assessments with two hours of interpretation with a career counselor on campus.

\$130.00

XVR 1225

Individual SkillScan Assessment

Skills assessment with one-hour counseling interpretation.

\$79.00

XVR 1231

Online MBTI and Strong Combo Report

In addition to online versions of the MBTI and Strong Interest Inventory assessments a report combining the results of the two assessments will be developed. Includes two hours of interpretation with a career counselor on campus.

\$155.00

XVR 1235

Individual SkillScan Assessment

Skills assessment with one-hour individual counseling interpretation.

\$79.00

XVR 1240**MBTI and SII Combo Report**

Combining SII code and MBTI preference for a report.

\$25.00

XVR 1300**Individualized Counseling**

Professional career counseling services are available for community members who are interested in personalized career planning. For more information or to schedule an appointment, call 913-469-3890. \$50 per one hour session.

\$100.00

XVR 1500**Career Coaching**

A description is not available for this course.

\$459.00

XVR 1501**Career Compass**

Geared to high school students interested in self- discovery and exploring career opportunities. Workshop includes taking career assessments, learning methods of career exploration and utilizing available career resources in the community.

\$42.00

XVR 5011**Job Search Strategies**

This course will teach you how to bring your skills to a potential employer's attention before they advertise a job, totally eliminating competition. Find out how to set up an interview, how to dress, how to behave, and how to control an interview. You'll learn what to do when asked common trap questions, you'll even get tools you can use to convert a turn-down into a new referral.

\$98.00

XVR 5012**Individual Excellence**

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends and family.

\$98.00

XVR 5013**Web-based Secrets of Success and Achievement**

Ready to improve your life? Then this course-packed full of practical tips, tools, and techniques distilled from decades of ground-breaking research into peak effectiveness-will be perfect for you. Find out the best ways to reach fulfillment and exceed desired levels of success. Create physical, mental and emotional resiliency and the ability to meet any professional or personal challenge. This is an intense and action-oriented course that will make a dramatic difference in your life.

\$98.00

XVR 5014

Work Yourself Happy!

Here's your chance to begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you'll learn how you can use work to express yourself and share your interests and talents. You will be given the opportunity to experience, understand, and implement career strategies as they are introduced.

\$98.00

XVR 5015

Web-Based 12 Steps to a Successful Job Search

In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

\$98.00

Computer Training (XCM)

XCM 1010

eBay--Online Auctions

Take a class that just might pay for itself. Learn the ins and outs of selling and buying on eBay, the world's premiere online auction site. The provided information, proven tactics, and easy-to-apply methods empower users, especially those already familiar with the site, to quickly achieve higher levels of success at eBay. Prerequisite: Introduction to the Internet or comparable knowledge.

\$249.00

XCM 1020

Dreamweaver Web Design-Teens

This class is for young adults, ages 12-18 years old. Discover the easy way to build Web sites using Macromedia's Dreamweaver MX. Why bother with HTML when an application will do the work for you? Create a Web page, design a site, work with text and images, frames, links and more as you get on your way in Web design and development.

\$249.00

XCM 1025

Flash Game Design-Teens

If you're familiar with Macromedia's Flash then take the next step and begin developing your own games in Flash. Assuming no previous programming knowledge, you will learn how to create and design your own programs quickly and easily.

\$649.00

XCM 1200

Introduction to Personal Computers

New to computers? In this course, learn about the physical components of computers and take a brief tour of Windows. Hard drives, floppy disks, CD-ROMs, RAM, monitors, modems and other hardware, and computer terminology will be discussed.

\$119.00

XCM 1450

Windows Introduction

Get started with Windows XP, and take control of your computer. The best way to become comfortable working with your computer is to learn about the Operating System (OS). Explore the basics as you do just that in this introductory-level class.

\$139.00

XCM 1455

Windows Advanced

Explore advanced features that stream-line the use of Windows and allow you to work more efficiently. Create passwords and user profiles, work with network features, and system tools to optimize system performance. Prerequisite: Experience with Windows, keyboard and mouse required.

\$139.00

XCM 1585

Adobe Acrobat Fundamentals

Explore the Acrobat work environment and practice creating and manipulating Portable Document Format (PDF) files. Topics covered include: how to create a PDF file, how to modify a PDF file by adding navigation to it, how to add sound and movie clips to a PDF file, how to annotate (add additional comments to) a PDF file, how to create PDF forms, how to create an index of PDF documents, how to add security to PDF documents, and how to distribute PDFs. Prerequisite: Ability to work with Windows, keyboard and mouse.

\$189.00

XCM 1586

Adobe GoLive Fundamentals

GoLive Fundamentals will introduce you to the basics of the Adobe GoLive CS Web development application and website development. Coursework is designed for the students who know the basics of the Windows operating system, but are fairly new to the GoLive CS application. This course maps to the Adobe Certified Expert (ACE) exam. Prerequisite: Knowledge of Windows operating system.

\$289.00

XCM 1587

Adobe GoLive Intermediate

GoLive Intermediate will introduce you to advanced concepts of the Adobe GoLive CS Web development application. Explore how to develop dynamic, interactive layouts. This course maps to the Adobe Certified Expert (ACE) exam. Prerequisites: Adobe GoLive Fundamentals.

\$289.00

XCM 1588

Adobe InDesign Fundamentals

Adobe InDesign is a robust and easy-to-use design and layout program. With it you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course, you will explore the basics of creating documents with InDesign. This course maps to the Adobe Certified Expert (ACE) exam. Prerequisites: Knowledge of Windows operating system.

\$289.00

XCM 1589

Adobe InDesign Intermediate

Discover how to create sophisticated type, graphics and cross-media publishing material. Build upon the skills learned in InDesign Fundamentals, using additional techniques to manipulate text, pictures, and pages. Explore how to control type formatting, create and edit graphics, and create and modify layouts with efficiency and accuracy. Prerequisites: Adobe InDesign Fundamentals.

\$289.00

XCM 1700

Keyboarding Fundamentals

Learn keyboarding skills or improve your current skill level. The flexible format is designed to improve skill, speed and accuracy. Immediate feedback on typing speed and accuracy is provided with each lesson. IBM-compatible software and practice exercises are provided for the student to take home.

\$149.00

XCM 2305

Word Fundamentals

Explore the Word interface and document creation. Work with text, formatting, tables, page layout and proofing tools. Prerequisite: Knowledge of Windows, keyboard and mouse. Typing skills recommended.

\$159.00

XCM 2306

Word Intermediate

Explore page layout and table formatting. Work with imported data, styles, headers and footers, graphics, templates, and collaboration tools. Prerequisite: Word Fundamentals.

\$159.00

XCM 2310

Word Long Documents, Customization, and Macros

Receive instruction in the advanced concepts of Word. Practice customizing toolbars and menus, modifying Excel worksheets in a Word document, and using a document map. Create tables, indexes and tables of contents, and customize footnotes and endnotes. Work with master documents, subdocuments and macros. Prerequisite: Word Intermediate.

\$159.00

XCM 2315

Word Merges and Forms

Work with designing and formatting a form, entering form data, and calculating field results. Explore how to insert merge fields, filter a data source and complete a Mail Merge to create envelopes. You will also insert hyperlinks and create document versions. Prerequisite: Word Intermediate.

\$159.00

XCM 2500

Web-Based Creating Web Pages (HTML)

Learn how to design, create and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required

on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2501

Web-Based Introduction to XML

Learn how to use XML to create dynamic web pages, type definitions, schemas, cascading style sheets, and more. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2502

Web-Based Introduction to JSP Programming

In this course you will learn how to create JSP code and use it to access data stored in a Web application or in a database. You will be able to create and manage cookies, handle forms, display custom data, and more! Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, please complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2504

Web-Based Intermediate Web Pages

Learn how to create professional quality Web pages from a top Web author. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registering, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2505

Web-based Advanced Web Pages

Learn how to turn great Web pages into great Web sites from a top Internet author. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2508

Web-Based Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2512

Web-Based Introduction to Adobe Premiere 6

Learn how to create the same exciting visual effects you see on TV and in the theatres, using your own video footage. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2513

Web-Based Web Graphics w/Paint Pro 8

Learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, menu bars and more. Learn several exciting strategies to optimize your images sizes for quick downloads, and how to work with interlacing, transparent backgrounds, and digital photos. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2516

Web-Based Dreamweaver Ver 4

Learn how to successfully harness the broad range of capabilities Macromedia Dreamweaver brings to Web design and development. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2517

Web-Based Introduction to Dreamweaver MX

Master the best and most widely used Web design tool available. You will create and format text, images, tables, and various other Web page elements. You will also explore page design. Note: Please confirm computer requirements before registering for this course, web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2518

WB: Intro to FrontPage 2003

A description is not available for this course.

\$98.00

XCM 2522

Web-Based Introduction to PhotoShop 7

Learn how to use layers, blends, masks, and transformations. You will also learn how to create a variety of special effects and how best to create and save images for the Web. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2523

Web-Based Intermediate PhotoShop 7

Take your PhotoShop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. You will learn so many ways to alter reality that you will never trust another photograph!

\$78.00

XCM 2525

Web-Based Keyboarding

Use the computer program FasType for Windows to learn the basic skills of

touch-typing. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2530

Web-Based Introduction to Visual Basic 6.0

Visual Basic is the most popular development tool in the world and the easiest to learn. You will learn the basic designs and how to add various controls to interfaces. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2540

Web-Based Introduction to Photoshop 6

Take an in-depth look at Photoshop's most practical features. Learn how to use layers, filters, actions, blends, composites, seamless patterns, fill layers and the free transform command. You'll also learn how best to create and save images for the Web. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2545

Web-Based Computer Skills for the Workplace

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for e-mail, word processors, spreadsheets and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registering, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2550

Web-Based Introduction to the Internet (Spanish)

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, e-mail, Gopherspace, Newsgroups, FTP, chat, telephony, Telnet and more. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2555

Web-Based Introduction to Microsoft Word (Spanish)

Learn how to create and modify documents in Word, the strongest and most popular word-processing program available. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2560

Web-Based Introduction to Microsoft Excel (Spanish)

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2565

Web-Based Introduction to Microsoft PowerPoint (Spanish)

Learn how to create dazzling slide presentations with awesome multimedia slides, charts, outlines, graphs, clip art, hypertext links and special effects. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2572

Web-Based Introduction to Flash MX

Learn how to develop rich and interactive Web media from a pair of top Flash developers. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2574

Equal Access Through Style Sheets

In this hands-on course, you will learn how you can quickly and easily comply with new equal access laws, rules, and regulations through the use of advanced style sheet techniques. Learn how to effortlessly create style sheets that welcome foreign visitors to your site and also support adaptive devices like Braille readers and audio software and hardware. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2575

Web-Based Imaging for the Web Using Fireworks 4.0

Learn how to create stunning Web graphics from an Internet pro. Master the art of creating dynamic Web pages with rollovers, image swaps, animations and more! Unravel the mysteries of digital imaging to produce an impressive online portfolio - and get the recognition you deserve. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2576

Web-Based Introduction to QuarkXPress 5.0

Learn how to use Quark XPress to create brochures, catalogs, magazines, and other printed materials. Master many important graphic design and desktop publishing principles, including page layout, typography, image manipulation, and color management. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2577

Web-Based Introduction to Gaming Industry

Learn about game development, game design, and production and the current challenges facing the gaming industry. Learn how to prepare for a dynamic career and succeed on the technical, artistic, or business side of game development. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2579

Web-Based Creating Cascading Style Sheets

With Cascading Style Sheet, its a snap to create and enforce a uniform and consistent look for your entire Web site. You will even have the ability to make global changes to your site with a simple edit to a single style sheet. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2580

Web-Based Computer Graphics Programming with OpenGL

Create amazing graphic effects for games, movies, television, and the Web using OpenGL and C++. OpenGL is the most widely used computer graphics toolset in the programming industry. Prepare for a career in developing games, movie special effects, illustrations and advertisements.

\$78.00

XCM 2581

Web-Based Introduction to Word 97/2000

Learn how to create and modify documents in Word, the strongest and most popular word-processing program available. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2582

Web-Based Word Intermediate 97/2000

Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures and other heavily formatted documents. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation

\$78.00

XCM 2583

Web-Based Word Advanced 97/2000

Learn how to build time saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2584

Web-Based Introduction to PowerPoint 97/2000

Learn how to create dazzling slide presentations with awesome multimedia slides, charts, outlines, graphs, clip art, hypertext links, and special effects. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2585

Web-Based PowerPoint Intermediate

Learn to create exciting presentations from an expert in PowerPoint and digital media. Work smarter in PowerPoint and use graphics, animation, digital photography and video to hold your audience's attention and create memorable presentations for public speaking, teaching, video, or the Web. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2586

Web-Based Introduction to Excel 97/2000

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2587

Web-Based Excel Intermediate 97/2000

Learn how to work faster and more productively by using many of Excel's powerful features such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision making capabilities, and learn to use advanced graphing techniques. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2588

Web-Based Introduction to Access 97/2000

Learn how to use this powerful and award winning database to store, locate, print, and automate access to just about any type of important information. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2589

Web-Based Access Intermediate 97/2000

Learn how to build a fully automated database management system complete with your own custom data entry forms. You will also learn how to add graphics, sound, and macros to your database, and some advanced reporting techniques.

Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2590

Web-Based Introduction to Outlook 2000

This course will help you use Outlook to get the most out of your e-mail, communications and contact lists, schedule your appointments, track your tasks and projects and organize information so it's at your fingertips. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2591

Web-Based Introduction to FrontPage 2002 (XP)

No time to learn HTML? You will learn the principles of site design and navigational structures, and how to manipulate text, graphics, and buttons. Discover the secret to organizing your pages with tables, how to publish your site on the Web and more. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2592

Web-Based Introduction to FrontPage 2000

Find out how FrontPage makes it easy to create and upload professional web sites without programming. You will also learn how to select a web host, and several low-cost marketing strategies. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2593

Web-Based Introduction to Outlook 2002

This course will teach you the fastest and most efficient ways to communicate, filter out junk mail, and organize messages for later retrieval. Organize your life with a useful calendar, journal, task list, and contact management tools. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2594

Web-Based Discover Pocket PC

With plenty of expert assistance from your helpful instructors, you will be using pocket-sized versions of Word, Outlook, Excel and Internet Explorer to use in your busy life. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2595

Web-Based Introduction to PowerPoint 2002

Learn how to create dazzling slide presentations with sounds, special effects, charts, clip art and more. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2596

Web-Based Introduction to Windows XP

This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music, DVD, Interactive TV, and video. Note: Confirm computer requirements before registering for this course. Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2597

WB: Introduction to the Internet

Master the ins and outs of the Internet with this informative , behind-the-scenes look at the World Wide Web, e-mail, Gopherspace, Newsgroups, FTP, chat, telephony, Telnet, and more. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2598

Intermediate Access 2002

In this hands-on, project oriented course, you will learn how to build real world databases using Access 2002. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registering complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2599

Web-Based Introduction to QuarkXpress 5 for Macintosh

Gain skill with the industry standard tool for desktop publishing. Create eye-catching brochures, ad, catalogs, and more. Note: Please confirm computer requirements before registering for this course. Web registration is not available. After registering please complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2700

Web-Based Introduction to Sybase

Plan, organize, and gain control over your data with the Sybase database management system. You will become familiar with the SQL, ISQL, Sybase Central and other valuable tools if you want to develop, manage, and reference a Sybase database. Note: Please confirm computer requirements before registering for this course. Web registration is not available. After registering, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 2701

Web-Based Using the Internet in the Classroom

Find out how you can use the Internet to make your textbooks and lessons come alive. Teach your students how to locate and evaluate Internet resources.

Improve the caliber and amount of discussion through the use of e-mail and discussion boards. The Internet can make teaching easier--this course will show you how.

\$98.00

XCM 2702

Web-Based PowerPoint in the Classroom

This course will help you discover the exciting possibilities of using PowerPoint with your students. You will master a variety of uses for PowerPoint in the classroom, by creating compelling lessons and presentations. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registering please complete the required on-line orientation at www.jccc.ed2go.com/jccc.com

\$98.00

XCM 2703

Web-Based Introduction to PrintShop Deluxe

Work with an expert designer and learn how you can get the most out of the friendliest and most popular design programs on the market. In this fun and practical course you will learn how to quickly and effortlessly create a variety of projects that you can put to immediate use, including greeting cards, envelopes, labels, postcards, signs and banners. By the end of this course, you will be fully prepared to create your own design projects from scratch. Note: Please confirm all computer requirements before registering for this course and Web registration is not available. After registering, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2704

Introduction to Crystal Reports 10

Learn how to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. You will be able to create a wide variety of reports that communicate more than mere facts. You will be able to use charts and maps to present information visually, and cross-tabs, to show correlations between loosely related data items. Note: Please confirm computer requirements before registering for this course and web Registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2705

WB: Intro to Outlook Express

Learn to create, send receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2706

Web-Based: Introduction to MS Word 2003

A description is not available for this course.

\$98.00

XCM 2707

Web-Based: Intermediate MS Word 2003

A description is not available for this course.

\$98.00

XCM 2708

Web-Based: Advanced MS Word 2003

A description is not available for this course.

\$98.00

XCM 2709

Web-Based: Introduction to MS Excel 2003

A description is not available for this course.

\$98.00

XCM 2710

Web-Based: Intermediate MS Excel 2003

A description is not available for this course.

\$98.00

XCM 2711

Web-Based: Introduction to MS Access 2003

A description is not available for this course.

\$98.00

XCM 2712

Web-Based MS Outlook 2003

Harness the communication and information management power of Microsoft Office Outlook 2003. Take advantage of its redesigned interface and new features to become more organized and productive than ever before. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 2713

Web-Based Imaging for the Web using Fireworks MX 2004

Tap into the power of Fireworks MX 2004 to create dynamic Web graphics.

\$98.00

XCM 2714

Web-Based Imaging for the Web using Fireworks MX

Tap into the power of Fireworks 2004 to create dynamic Web graphics.

\$98.00

XCM 2715

Web-Based Projects for Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

\$98.00

XCM 2716

WB: Intro to Powerpoint 2003

Learn to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and links to the Web.

\$98.00

XCM 2717

WB: Interm Access 2003

A description is not available for this course.

XCM 2718

WB: Intro to MS Proj 2003

A description is not available for this course.

XCM 2719

WB: Intro to Photoshop CS

Learn the basics of using Adobe Photoshop to create images and edit photos.

\$98.00

XCM 2720

WB: Photoshop Elements Project

Take your Photoshop Elements skills to the next level by working through 12 hands-on projects.

\$98.00

XCM 3404

Excel Specialist Certificate

Receive instruction in our complete lineup of Excel classes. Build a solid foundation with Excel Fundamentals and Excel Intermediate before moving on to more advanced topics in Excel Advanced and Excel Customization and Macros. Once completed, either take the MOS exam at participating Prometric testing centers or use your Center for Business Excel Specialist Certificate to verify your competency. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$549.00

XCM 3405

Excel Fundamentals

Explore spreadsheet concepts and the Excel interface. Create workbooks, modify and format spreadsheets, work with formulas and basic functions. Enhance worksheets while using templates, styles and AutoFormats and use advanced print options. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$169.00

XCM 3406

Excel Intermediate

Use multiple worksheets, manipulate the screen display, work with advanced functions and formatting features. Work with names, filters, comments and data protection features. Prerequisite: Excel Fundamentals.

\$169.00

XCM 3407

Excel Advanced

Use Excel as a database while you work with database functions and advanced filters. Create and modify charts, PivotTables and PivotCharts. Audit worksheets, perform What-If analysis, and use scenarios. Prerequisite: Excel Intermediate.

\$169.00

XCM 3411

Excel VBA Programming

Work with VBA while using Excel. Familiarize yourself with the Visual Basic editor, programming basics, controlling program flow, working with custom dialog boxes, and debugging and error-handling. Prerequisite: Excel Advanced.

\$169.00

XCM 3415

Excel Macros and Customization

Create custom toolbars, menus and templates. Activate the tracked changes feature and discover how to accept and reject changes and export Excel data as XML documents. You will learn to record, run and edit macros, and assign macros to menus and toolbars. Finish by adding "If...Then...Else" statements to macros, and watch expressions to debug macros. Prerequisites: Excel Advanced.

\$169.00

XCM 4000

Adobe Photoshop Fundamentals

Discover basic image enhancement methods while you learn to use several tools for selecting parts of images, moving, duplicating, and resizing images. Explore the use layers, and how to apply layer effects and filters to create special effects, including lighting and texture effects. Use painting tools and blending modes to create shading effects, and perform adjustments to contrast and color balance. You will save images in formats for print and Web use. Prerequisite: experience with Windows, keyboard and mouse required.

\$289.00

XCM 4001

Adobe Photoshop Web Production

This course will familiarize you with concepts and techniques important for optimizing images for display on the Internet, including image animation. Prerequisite: Adobe PhotoShop Fundamentals, Adobe PhotoShop Advanced.

\$189.00

XCM 4002

Adobe Photoshop Advanced

Explore the skills needed to enhance your ability to create accurate masks, image effects, and retouch images. Further your understanding of isolating images areas by creating and savings masks with specialized tools, commands, modes, and layer elements. Discover how to use vector paths for a variety of purposes, including masking, clipping paths, and illustration. You will also create and apply creative elements such as gradients, patterns, and color overlays, and will generate special effects ranging from distorted type to simulating natural media paint realistically. Prerequisite: Adobe PhotoShop Fundamentals.

\$289.00

XCM 4100

Adobe Illustrator Fundamentals

Adobe Illustrator is a sophisticated graphics program capable of creating complex

and attractive illustrations and type effects for use in logos, advertisements, and other illustrations. In this course you will start by drawing and manipulating simple shapes to create logos, then combine text and graphics to create advertisements. Prerequisites: Knowledge of Windows, keyboard and mouse.

\$189.00

XCM 4102

Adobe Illustrator Advanced

Expand on your skills to create more complex illustrations. Receive a better understanding of how to print documents without any errors or color mismatches. Discover how to prepare illustrations for the Web. Create complex, robust illustrations that go beyond those created using Illustrator's basic tools. Prerequisite: Illustrator Fundamentals or equivalent knowledge.

\$189.00

XCM 4150

Fireworks Fundamentals

Identify the tools in the Fireworks environment, create and save documents, and use Fireworks help. Define vector graphics and file formats, magnify images by using the Zoom tool; select objects by using the Pointer and Subselection tools; draw and edit vector objects by using the Line, Rectangle, Pen, and Auto Shape tools; and crop images by using the Crop tool. Create and import bitmap images; make selections by using the Marquee, Lasso, and Magic Wand tools; use the Pencil tool to draw bitmap images; and use the retouching tools, such as the Rubber Stamp, Blur, and Replace Color tools. Apply, create, and save colors by using color boxes, the Color Mixer, and the color picker. Customize strokes by using the Stroke Options window; fill objects by using the Fill Options window and the edit gradient window; apply pattern fills, and use the Paint Bucket and the Eyedropper tools to apply color. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$189.00

XCM 4151

Fireworks Advanced

Work with layers, objects, hotspots and slices as you discover the more advanced aspects of working with Fireworks. Create rollover buttons, use the Find and Replace panel and explore some keyboard shortcuts. Finish the class creating custom animations. Prerequisite: Fireworks Fundamentals.

\$289.00

XCM 4219

Access Specialist Certificate

Receive instruction in our complete lineup of Access classes. Build a solid foundation with Access Fundamentals and Access Intermediate before moving on to more advanced topics in Access Advanced. Once completed, either take the MOS exam at participating Prometric testing centers or use your Center for Business Access Specialist Certificate to verify your competency. Prerequisite: Knowledge of Windows OS, ability to use keyboard and mouse with proficiency and a basic knowledge of database use.

\$449.00

XCM 4220

Access Fundamentals

Explore database concepts and the Access interface. Work with tables, forms, reports, queries, and Wizards. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$179.00

XCM 4225

Access Intermediate

Explore relational databases and data entry rules. Work with advanced queries, form design, reports and charts. Prerequisite: Access Fundamentals.

\$179.00

XCM 4230

Access Advanced

Use the advanced features of Access. Design applications specific to your needs, work with macros, switchboards, and database utilities to enhance your Access databases. Prerequisite: Access Intermediate or comparable knowledge.

\$179.00

XCM 4233

Access VBA Programming

Work with VBA while designing an Access application. Explore dialog boxes, macros, VBE windows, switchboard forms, splash screens, and much more. Prerequisite: Access Advanced.

\$289.00

XCM 5002

Web-Based Introduction to Microsoft Publisher 2002

Publisher 2002 is the most valuable desktop publishing application on the market. You will learn how to use Publisher to create brochures, newsletters, and Web pages. You will prepare projects for the print shop and publish a Web site to the Internet. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 5004

Web-Based Using AppleWorks 6

Learn expert techniques and time saving tips for creating documents, images, spreadsheets, databases, and slide shows with this powerful program.

\$78.00

XCM 5010

Web-Based Quicken for Windows

Get a handle on all of your personal finances with Quicken! Learn how to deal with investments, loans, recurring payments, electronic transactions, budgets and more. Note: Confirm computer requirements before registering for this course, web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 5020

Web-Based 101 Tips & Tricks for the iMac & Macintosh

101 tips, trick and shortcuts to help you become more efficient and productive in using your Macintosh or iMac. Note: Confirm computer requirements before registering for this course, web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 5030

Web-Based Microsoft Publisher 2000

Learn how to create a professional brochure, newsletter, and a web site. Whether you are creating marketing materials for print or the web, this program can take you to levels of design you did not know you had. Note: Confirm computer requirements before registering for this course, web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 5040

Web-Based Working with OS X iMac and Macintosh

You will be able to search the Web, fax electronically, learn word processing, and design graphics, presentations, spreadsheets, and charts. Note: Confirm computer requirements before registering for this course, web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 5041

WB: Quickbooks for Contractors

Harness the power of Quickbooks Premier Contractor Edition for increased success in the contracting business.

\$98.00

XCM 5100

Adobe PageMaker Fundamentals

Explore the basics of PageMaker and discover techniques for creating brochures and newsletters, such as inserting text and graphics and working with column guides. Prerequisite: Experience with Windows, keyboard and mouse.

\$289.00

XCM 5102

Publisher Fundamentals

Discover Microsoft Publisher, a flexible, easy to use program for creating newsletters, brochures, business cards, postcards, flyers, and more, for print, email, and the Web. Explore how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. Prerequisite: Experience with Windows and Word Fundamentals or equivalent knowledge.

\$189.00

XCM 5505

PowerPoint Fundamentals

Explore the PowerPoint interface and basic presentation development. Work with formatting, drawing tools, graphics, tables and charts. Discover how to enhance presentations and delivery methods. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$159.00

XCM 5510

PowerPoint Advanced

Explore presentation customization and adding multimedia effects. Work with Office integration features and advanced formatting, presentation and delivery options. Prerequisite: PowerPoint Fundamentals.

\$159.00

XCM 6000

Programming Fundamentals

In this course, you'll build a good foundation of analytical skills that can be used in programming languages such as C++ and Visual Basic. The course includes hands-on exercises and business examples and provides a meaningful framework for applying the programming techniques covered in the class. Prerequisite: Experience with personal computers and Windows operating systems.

\$449.00

XCM 6141

Visual Basic.NET Fundamentals

Experience the dynamic changes of the next generation of Visual Basic. Receive extensive, hands-on instruction motivated by realistic case studies. In this introductory level course, obtain an introduction to VB.NET, explore how to design applications, the use of variables and constants and the selection structure. Prerequisite: Programming Fundamentals.

\$699.00

XCM 6142

Visual Basic.NET Intermediate

Improve your VB.NET skills with the introduction of more advanced topics in this intermediate level class. Work with Sub and Function Procedures, manipulating Strings, Sequential Access Files and Printing, Random Access Files, and Arrays. Time permitting, discussion will also include database access using a Windows form and database access using a Web Form. Prerequisite: Visual Basic.NET Fundamentals.

\$699.00

XCM 6143

Visual Basic.NET Advanced with ADO

ADO.NET-the data-access component of the Microsoft .NET Framework-works with any component on any platform that understands XML. Get a solid handle on ADO.NET and learn how to exploit the database functionality of Microsoft Visual Basic.NET. Work with ADO.NET object model and how to use it to develop data-bound Windows forms and Web forms. See how ADO.NET interacts with XML and how to access older versions of ADO from the .NET environment. Prerequisites: Visual Basic.NET Intermediate, Access Fundamentals and Intermediate or Relational Database Design.

\$799.00

XCM 6150

Visual Basic Fundamentals

Receive an overview to Visual Basic 6.0 as you work with the Visual Basic startup screen. Explore application design, the use of variables and constants, and dialog boxes and error trapping in this introductory-level class. This class is the first step in learning the Visual Basic programming language. Prerequisite: Introduction to Programming Fundamentals course or equivalent knowledge.

\$599.00

XCM 6151

Visual Basic Intermediate

Follow your Visual Basic Fundamentals class with this Intermediate class. Work with the selection structure, repetition structure, sequential access files, menus and reports, random access files, variable arrays and take a quick look at Database Access. Prerequisite: Visual Basic Fundamentals.

\$599.00

XCM 6165

Visual Basic Advanced with Database Programming

Create an ODBC driver and connect to a database, create connection and command objects in the data designer, use the database diagram in the data view to manipulate tables, create global error trappers, use the SQL editor, use the query designer, and package and deploy a database application by creating the setup application for it. Prerequisite: Visual Basic Fundamentals or equivalent knowledge.

\$699.00

XCM 6166

Active Server Pages Fundamentals (ASP)

Discover the benefits of using ASP technology to create dynamic, data-driven Web sites. The course introduces the ASP Object Model, several built-in ASP components, scripting objects, and the ActiveX Data Objects (ADO) Model. Prerequisite: HTML and Web Page Design, Programming Fundamentals.

\$349.00

XCM 6167

Active Server Pages Advanced (ASP)

Receive an introduction to advanced concepts and techniques of ASP programming while building basic ASP applications. Discover new aspects of the object models, additional scripting techniques, and numerous performance issues. Prerequisite: Active Server Pages Fundamentals.

\$349.00

XCM 6168

ASP.NET Fundamentals

This is the next generation of Active Server Pages! Revolutionizing the way Web applications are developed, ASP.NET is built on Microsoft's .NET framework with new functionality to ASP to make Web application development easier and more tool friendly. In this introductory course, receive an introduction to ASP.NET and Visual Studio.NET, the use of Server Controls and ASP.NET Rich Controls. Prerequisite: Working knowledge of ASP, HTML and Web Page Design.

\$449.00

XCM 6171

ASP.NET Advanced

Develop and deploy your ASP.NET applications. In this advanced-level class, work on configuring an ASP.NET application, troubleshooting and deploying an ASP.NET application, creating XML Web Services, and extending ASP.NET applications. Prerequisite: ASP.NET Fundamentals.

\$449.00

XCM 6172

ASP.NET Using C#

Create ASP.NET Web pages that dynamically display content; display, manipulate and modify data in a relational database, and display, manipulate and modify XML data. Explore how to write basic ASP.NET pages, increase code

separation and modularity, create Web forms with Web controls, access databases with ADO.NET, program XML documents and convert XML data. Prerequisite: C# Fundamentals and C# Advanced with some knowledge of HTML.

\$799.00

XCM 6201

C# Fundamentals

Enter the world of .NET programming, using the C# programming language and the Visual C#.NET integrated development environment inside Visual Studio.NET. Instruction includes: creating simple C# programs; working with classes and methods; programming with forms and controls; writing statements that control program flow; using Types in C#; programming with exceptions; working with interfaces, arrays, collections, properties and indexers; building and deploying assemblies; and interoperating with legacy code. Prerequisite: Programming Fundamentals.

\$799.00

XCM 6202

C# Advanced

Building on the basics from the C# Fundamentals class, begin to pursue the advanced aspects of Visual C#.NET programming. Instruction includes, adding user interface elements to forms, displaying GDI+ graphics, working with delegates and events, inputting and outputting data, implementing document printing, interacting with Garbage Collection, writing a multi-threaded application, writing Internet and distributed applications, implementing security, and controlling and analyzing compiled code. Prerequisite: C# Fundamentals.

\$799.00

XCM 7200

MS Project Fundamentals

The smart way to learn Microsoft Project! Develop a project plan with tasks, resources and assignments, master the tools for presenting your plan and creating reports. Track progress and costs, and make real-time adjustments. Learn techniques for managing multiple projects and dependencies. Collaborate using Microsoft Project Server and Microsoft Project Web Access. Prerequisite: Knowledge of project management terms and functions, experience working with Windows, keyboard and mouse.

\$349.00

XCM 7250

Visio Fundamentals

Discover the key functions and features of Visio Professional. Explore basic drawing techniques, create basic diagrams, develop document layouts and use custom features. Prerequisite: Experience with Windows, keyboard, mouse.

\$189.00

XCM 7251

Visio Advanced

Work with the more advanced features of Visio. Advanced flowcharts, use formulas, control shape behavior, use layers and work with linked objects. Prerequisite: Visio Fundamentals.

\$189.00

XCM 8101

Introduction to the Internet

Explore the basic concepts, technologies and resources of the Internet and World Wide Web. Learn how the Internet works, how to search the Internet and how to use other Internet resources such as e-mail and newsgroups. Prerequisite: Experience with Windows, keyboard and mouse.

\$149.00

XCM 8251

A+ Certificate Series

Start your IT training off in the right direction, from the ground up. Build a solid foundation with our A+ Operating Systems and A+ Hardware classes, then receive all the materials supplied in our A+ Operating Systems and A+ Hardware Test Prep classes for complete A+ exam preparation. Mapped toward both of CompTIA's A+ exams, this series will help prepare you for the industry recognized A+ certification. The exam vouchers alone have a \$290 value. Prerequisite: Knowledge of Windows operating system and basic computer hardware.

\$1,199.00

XCM 8252

A+ Hardware

Get started on the road to CompTIA's A+ Hardware certification with this introduction to the topics covered in the certification exam. As part of the class, you will receive a comprehensive manual and course card for further self-study. Prerequisite: Experience with desktop computers and Windows OS.

\$599.00

XCM 8253

Test Prep: A+ Operating Systems

Take as much time as you need to prepare for the A+ OS exam. In this self-paced, non-instructor led class you will receive an A+ OS LabSim CD and the A+ OS Exam Voucher, a \$145 value. Study at home or use one of our computer labs to get yourself ready to pass the A+ OS exam. Match this with our A+ Operating Systems class and you will receive the best of instructor led training to supplement your CD based instruction.

\$199.00

XCM 8254

Test Prep: A+ Hardware

Take as much time as you need to prepare for the A+ Hardware exam. In this self-paced, non-instructor led class you will receive an A+ Hardware LabSim CD and the A+ Hardware Exam Voucher, a \$145 value. Study at home or use one of our computer labs to get yourself ready to pass the A+ Hardware exam. Match this with our A+ Hardware class and you will receive the best of instructor led training to supplement your CD based instruction.

\$199.00

XCM 8255

A+ Operating Systems

Get started on the road to CompTIA's A+ Operating Systems certification with this introduction to the topics covered in the certification exam. As part of the class, you will receive a comprehensive manual and course card for further self-study. Prerequisite: Experience with desktop computers and Windows OS.

\$599.00

XCM 8261

Test Prep: Network+

Take as much time as you need to prepare for the Network+ exam. In this self-paced, non-instructor led class you will receive a Network+ Lab Sim CD and the Network+ Exam Voucher, a \$199 value. Study at home or use one of our computer labs to get yourself ready to pass the Network+ exam. Match this with our Networking Fundamentals and Networking Advanced classes and you will receive the best of instructor led training to supplement your CD based instruction.

\$199.00

XCM 8262

Network+ Certificate Series

Start with instructor-led training in our Networking Fundamentals and Advanced courses, then receive all the materials supplied in our Network+ Test Prep class for complete Network+ exam preparation. Mapped toward CompTIA's Network+ exam, this series will help prepare you for the industry-recognized Network+ certification. The exam voucher alone is a \$199 value. Prerequisite: A+ Hardware, A+ Operating Systems, or previous experience with computer hardware and networks.

\$699.00

XCM 8280

Security Academy: Internet Security

Discover how attacks through the Internet can occur and what steps can be taken to reduce the risk of Internet attacks and e-mail vulnerability. Prerequisite: none.

\$99.00

XCM 8281

Security Academy: Introduction to Security

Discuss why security is important and who the attackers are and how they attack. Explore the basic tasks necessary for safeguarding a computer system. Prerequisite: none.

\$99.00

XCM 8282

Security Academy: Network Security

Explore the different types of network security attacks and discover how to set up both wired and wireless network security. Prerequisite: none.

\$99.00

XCM 8283

Security Academy: Organizational Security

How your organization can implement a secure environment through security policies, human resource procedures and business continuity plans. Prerequisite: none.

\$99.00

XCM 8284

Security Academy: Personal Computer Security

Make your personal computer secure by protecting the equipment and data stored on it as well as preventing viruses and spyware. Prerequisite: none.

\$99.00

XCM 8285

Security Academy: Total Security

The final seminar in our Security Academy package. Explore how to prepare for attacks, how to keep alert and what to do when attacks occur. Prerequisite: none.

\$99.00

XCM 8286

Security Tech: Audits, Attacks, Threat Analysis

Explore how to conduct the different phases of a security audit, including discovery and penetration. Discover how to prevent hackers from controlling a network and how to generate effective audit reports that can help organizations improve security and become current with industry security standards.

Prerequisite: Networking Advanced or equivalent experience.

\$349.00

XCM 8287

Security Tech: Networks and Firewalls

Discuss how to secure networks from unauthorized activity, establishing an effective security policy, different types of hacker activities, the hacker's mind-set, and preventing and managing hacker penetration. Learn about authentication procedures, encryption standards and implementations, ports and protocols that hackers manipulate, and how to engage in proactive detection and response/reporting methods. Prerequisite: Networking Advanced or equivalent experience.

\$349.00

XCM 8288

Security+ Certification Series

This course maps to the skill and knowledge objectives for the CompTIA Security+ certification exam (SY0-101). Skills include identifying access control and authentication methods, identifying services provided by encryption, and managing a Public Key Infrastructure (PKI). Explore common types of network-based attacks, and how to respond to them, how to harden operating systems, secure remote access, and ensure physical security. In addition to firewall and intrusion-detection technologies, critical incident response and system forensics concepts will be discussed. Also addressed will be essential auditing and documentation practices that help measure significant gaps between security policy and actual practice. Learn the essentials of a disaster recovery plan, how to ensure business continuity, and how to create and manage a security policy. Throughout this course, case studies help ensure that best practices are employed throughout the network using the latest technologies, including wireless implementations. A test voucher valued at \$225 is included with the cost of the class. Prerequisite: Network+ Certification or equivalent networking experience.

\$999.00

XCM 8289

Security Management Certificate

For the business professional, home user, or anyone interested in security issues. Receive all six Security Academy classes at a discounted price. Start with an Introduction to Security to give yourself a good foundation. Follow-up with both technical and non-technical instruction with Organization Security, Personal Computer Security, Internet Security and Network Security. Round out your learning with the Total Security class. Prerequisite: none.

\$499.00

XCM 8305

Networking Fundamentals

The first of two courses mapped to Network+ certification. This course introduces networking topics and terminology including topologies, protocols, media and connectors, signaling, and access methods. You'll also receive an introduction to

networking hardware and the OSI model. Prerequisite: Experience with personal computers and Windows operating systems.

\$449.00

XCM 8307

Networking Advanced

The second of two courses mapped toward Network+ certification. Dig deeper into networking with a more in- depth look at TCP/IP and IP addressing. Additional topics include an introduction to IP subnetting, WAN technologies, and security and remote access protocols. Prerequisite: Networking Fundamentals.

\$189.00

XCM 8317

Test Prep: 70-215 Windows 2000 Server

Take as much time as you need to prepare for the Windows 2000 Server exam 70-215. In this self-paced, non-instructor led class you will receive a Windows 2000 Server LabSim CD and the Windows 2000 Server Exam Voucher, a \$60 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-215.

\$179.00

XCM 8318

Test Prep: 70-217 Implementing and Administering Windows 2000 Active Directory Server

Take as much time as you need to prepare for the Windows Active Directory exam 70-217. In this self-paced, non- instructor led class you will receive a Windows Active Directory LabSim CD and the Windows Active Directory exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-217.

\$229.00

XCM 8319

Test Prep: 70-290 Windows Server 2003

Take as much time as you need to prepare for the Windows Server 2003 exam 70-290. In this self-paced, non- instructor led class you will receive a Windows Server 2003 LabSim CD and the Windows Server 2003 exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-290.

\$229.00

XCM 8323

Test Prep: 70-210 Windows 2000 Professional

Take as much time as you need to prepare for the Windows 2000 Professional exam 70-210. In this self-paced, non- instructor led class you will receive a Windows 2000 Professional LabSim CD and the Windows 2000 Professional Exam Voucher, a \$60 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-210.

\$179.00

XCM 8351

TCP/IP

TCP/IP has enjoyed exceptional acceptance and now stands as the standard for multivendor connectivity within corporations and serves as the basis for Internet connectivity. Receive an introduction to the TCP/IP suite of protocols and applications. Explore the TCP/IP suite, TCP/IP standards and principles for

internetworking within the Internet. Internet communications architecture and its major applications are also studied. Other topics include TCP/IP applications, DNS applications and IP addresses. Prerequisite: Basic understanding of networking technologies.

\$599.00

XCM 8376

Test Prep: 70-216 Implementing and Administering Windows 2000 Network Infrastructure

Take as much time as you need to prepare for the Implementing and Administering Windows 2000 Network Infrastructure exam 70-216. In this self-paced, non-instructor led class you will receive an Implementing and Administering Windows 2000 Network Infrastructure LabSim CD and the Implementing and Administering Windows 2000 Network Infrastructure exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-216.

\$229.00

XCM 8392

Test Prep: 70-270 Microsoft Windows XP Professional

Take as much time as you need to prepare for the Windows XP Professional exam 70-270. In this self-paced, non-instructor led class you will receive a Managing a Windows XP Professional LabSim CD and the Windows XP Professional exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-270.

\$229.00

XCM 8396

Test Prep: 70-218 Managing a Microsoft Windows 2000 Network Environment

Take as much time as you need to prepare for the Managing a Windows 2000 Network Environment exam 70-218. In this self-paced, non-instructor led class you will receive a Managing a Microsoft Windows 2000 Network Environment LabSim CD and the Managing a Microsoft Windows 2000 Network Environment exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-218.

\$229.00

XCM 8397

Test Prep: 70-291 Managing a Windows 2003 Network Environment

Take as much time as you need to prepare for the Managing a Windows 2003 Network Environment exam 70-291. In this self-paced, non-instructor led class you will receive a Managing a Windows 2003 Network Environment LabSim CD and the Managing a Windows 2003 Network Environment exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-291.

\$229.00

XCM 8398

Test Prep: 70-293 Planning a Windows Server 2003 Network

Take as much time as you need to prepare for the Planning a Windows Server 2003 Network exam 70-293. In this self-paced, non-instructor led class you will receive a Planning a Windows Server 2003 Network LabSim CD and the Planning a Windows Server 2003 Network exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-293.

\$229.00

XCM 8399

Test Prep: 70-294 Windows Server 2003 Active Directory

Take as much time as you need to prepare for the Windows Server 2003 Active Directory exam 70-294. In this self-paced, non-instructor led class you will receive a Windows Server 2003 Active Directory LabSim CD and the Windows Server 2003 Active Directory exam voucher, a \$125 value. Study at home or use one of our computer labs to get yourself ready to pass the Microsoft exam 70-294.

\$229.00

XCM 8400

Telecommunications Fundamentals

This course provides you with an overview of basic telecommunications concepts as outlined as part of the CCNT certification: terminology and technologies, including telephone switches, network service providers, the Telecommunications Act, analog concepts, digital technologies, transmission media, advanced network technologies, (e.g., T1, ISDN, Frame Relay), convergence and wireless communications. Prerequisite: None required.

\$899.00

XCM 8501

Oracle PL/SQL Fundamentals

Part of Oracle's 9i SQL exam. Start with an overview of Oracle databases, then move on to working with data. Limit, sort and manipulate Return Data, work with advanced data selection and subqueries. Prerequisite: Experience with Windows OS, database software, and Relational Database Design.

\$349.00

XCM 8502

Oracle PL/SQL Advanced

Part of Oracle's 9i SQL exam. As a continuation of the Oracle PL/SQL Fundamentals course, you will create Oracle database objects, manipulate Oracle data, create other database objects, and work with User Access Control. Practice exams are available for self-study. Prerequisite: Oracle PL/SQL Fundamentals.

\$349.00

XCM 8506

Oracle DBA Associate Certificate Series

Receive the Oracle PL/SQL Fundamentals and Advanced courses with the Oracle DBA I Fundamentals and Advanced courses at a significant discount. For the student who wants a complete package of Oracle Database instruction. Prerequisite: Experience with Windows OS, database software, and Relational Database Design.

\$1,199.00

XCM 8512

Oracle DBA I Fundamentals

Part of Oracle's Database Administrator Certified Associate program. This course covers the beginning components of Oracle's architecture. Work with Oracle Server; create an Oracle database; and manage physical database structures, tablespaces, datafiles, storage structures and undo data. Prerequisite: Oracle PL/SQL Advanced.

\$349.00

XCM 8514

Oracle DBA I Advanced

Part of Oracle's Database Administrator Certified Associate program. As a continuation of the Oracle DBA I Fundamentals course, you will work with managing database objects and database users, then complete three practice exams. Prerequisite: Oracle DBA I Fundamentals.

\$349.00

XCM 8515

Oracle DBA Performance Tuning Fundamentals

Start with the basics of Oracle performance tuning. Receive a quick overview of performance tuning, then move on to tuning memory and tuning storage. In conjunction with Oracle DBA Performance Tuning Advanced, this class prepares students for the Oracle9i Database Performance Tuning certification exam #1Z0-033. Prerequisite: Oracle PL/SQL, Oracle DBA I Fundamentals and Advanced or current Oracle DBA Associates certification.

\$349.00

XCM 8516

Oracle DBA Performance Tuning Advanced

Take the second half of the Oracle Database Performance Tuning certification path. Receive instruction in advanced tuning, tuning tools and application tuning. In conjunction with Oracle DBA Performance Tuning Fundamentals, this class prepares students for the Oracle9i Database Performance Tuning certification exam #1Z0-033. Prerequisite: Oracle PL/SQL, Oracle DBA I Fundamentals and Advanced or current Oracle DBA Associates certification.

\$349.00

XCM 8517

Oracle DBA II Fundamentals

Discover key tools and techniques for Oracle database backup, recovery and network administration, including archiving, user-managed backups, user-managed complete recovery, user-managed incomplete recovery, overview of Recovery Manager, and performing backup operations with Recovery Manager. In conjunction with Oracle DBA II Advanced, this class prepares students for the Oracle certification exam #1Z0-032. Prerequisite: Oracle PL/SQL, Oracle DBA I Fundamentals and Advanced or current Oracle DBA Associates certification.

\$349.00

XCM 8518

Oracle DBA II Advanced

Take the second half of the Oracle DBA II certification path. Receive instruction in complete and incomplete recovery with Recovery Manager, recovery catalog, Recovery Manager maintenance, loading and transporting data, network administrations and server-side configuration. In conjunction with Oracle DBA II Fundamentals, this class prepares students for the Oracle certification exam #1Z0-032. Prerequisite: Oracle PL/SQL, Oracle DBA I Fundamentals and Advanced or current Oracle DBA Associates certification.

\$349.00

XCM 8540

Oracle DBA Professional Certificate Series

Receive instruction in Oracle DBA II Fundamentals and Advanced, mapped toward Oracle exam #1Z0-032, AND Oracle DBA Performance Tuning Fundamentals and Advanced mapped toward Oracle exam #1Z0-033 at a significant discount. For the student looking to delve deeper into Oracle or seeking

the Oracle DBA Professional certification. Prerequisite: Previous work with Oracle 9i or Oracle DBA I Fundamentals and Advanced.

\$1,199.00

XCM 8570

Crystal Reports Fundamentals

You will learn the basics of creating reports using Crystal Reports, including sorting, selecting records, grouping, linking, creating formulas, using Report Expert, and distributing data to other users. Prerequisite: Experience with Windows operating systems. Preferred knowledge: Experience with database applications such as Microsoft Access.

\$349.00

XCM 8575

Crystal Reports Advanced

This course is designed for users with a basic knowledge of Crystal Reports. You'll learn to use advanced formulas, formatting and cross-tabs, and how to create and modify dictionary files. Topics include conditional formatting, subreports, parameter fields and Crystal SQL Designer. Prerequisite: Crystal Reports Fundamentals course or equivalent knowledge.

\$349.00

XCM 8600

Java Programming

This course teaches you the syntax of the Java programming language, object-oriented programming with Java, including graphical-user interfaces, exceptions, file input/output, and developing Java applications and applets. This course uses the Sun curriculum and supports the Sun Java certification. Prerequisite: Programming Fundamentals.

\$999.00

XCM 8617

Java Servlets

Begin with an overview of servlets, including architecture and comparisons to programming alternatives (i.e., .NET). You will explore how to configure the development environment, build and run basic servlets, chain servlets, and create beans and Java Server Pages. Prerequisite: Java Programming and HTML or equivalent knowledge.

\$599.00

XCM 8620

JavaScript Fundamentals

Following a review of HTML, you'll cover JavaScript scripting basics, using variables and functions, validating user-entered data, working with windows and frames, and adding advanced elements to the Web page, including animation, cascading style sheets and cookies. Prerequisite: HTML & Web Page Design, Programming Fundamentals.

\$449.00

XCM 8625

JavaScript Advanced

This course builds on the topics in JavaScript Fundamentals and covers enhancing Web pages, status bar messages, adding sound, enhancing images, arrays, custom objects, error handling, multiple frames and implementing cookies. Prerequisite: JavaScript Fundamentals.

\$189.00

XCM 8632

SQL: SQL Fundamentals

This course introduces the fundamental concepts of SQL. Work with tables, keys, viewing data and functions. Prerequisite: Access Fundamentals and Intermediate or Relational Database Design.

\$349.00

XCM 8633

Relational Database Design

Don't limit yourself to flat-file databases. Gain a better understanding of the power of relational databases in this introductory level class. Prerequisite: Experience with database software and Windows OS.

\$199.00

XCM 8634

SQL: SQL Certificate Series

Receive Relational Database Design, SQL Fundamentals, SQL Server Database Development, and Administering SQL Server at one discounted price. For the student wanting to immerse him- or herself in the SQL environment. Prerequisite: Access Fundamentals and Intermediate.

\$1,699.00

XCM 8651

PHP Web Design

Receive straight-forward instruction on creating dynamic Web pages using PHP. You will be guided from the basics of PHP, including installing a web server, configuring PHP and adding database support, to some of the more advanced techniques of PHP including working with XML and graphics. Prerequisite: HTML and Web Page Design.

\$699.00

XCM 8701

Unix/Linux Fundamentals

Explore the basic working environment of a Unix system. Receive an introduction to commonly required operations that can be performed by entering commands interactively at a terminal. This course is applicable on all of the following platforms: Digital UNIX, HP-UX, IBM, AIX, SUN Solaris, SCO Desktop, Linux and Generic System V (e.g., NCR, Unisy) Prerequisite: In-depth knowledge of computers.

\$899.00

XCM 8702

Unix Shell and awk Programming

Explore the techniques needed by the Unix computer professional to develop advanced shell and reporting type procedures under Unix. Techniques in the major shells will be shown. Note that all Unix systems support all of the techniques in this course. Prerequisite: Unix/Linux Fundamentals or equivalent experience.

\$599.00

XCM 8703

Unix System Administration: Essential Operations

Learn the commands and methods needed to set up and manage a Unix system. Use a problem-solving approach in the lab exercises to teach system managers advanced topics for long-term management of the system. This course is tailored for HP-UX, IBM AIX, Digital Unix, SUN Solaris, Generic System V and Generic BSD. Prerequisite: Completion of Unix/Linux Fundamentals or equivalent experience.

\$1,499.00

XCM 8704

Linux as a Desktop Operating System

Learn about installing and using Linux as a desktop operating system. Explore the features and benefits of using Linux; create users and groups; install basic office applications; organize your workspace; and configure printing, display managers and an X window server. Other topics include folder and file operations, menus and shortcuts, and desktop properties. Prerequisite: Experience with Windows, keyboard and mouse.

\$299.00

XCM 8706

Linux Installation and Configuration

Install and configure the Linux operating system. Discuss the features and benefits of the Linux operating system as well as the differences between different distributions. Explore the steps needed for an installation of the operating system and configuring devices and services, such as networking and dialup connections. After the installation, learn how Linux boots and explore the file system. Work with Linux commands that work with directories and files and install, configure and use the X Window System. Other topics include the GNOME and KDE desktops, setting up Linux applications, and system administration tasks. Prerequisite: Basic understanding of networking concepts, computer hardware components and desktop operating systems. Unix/Linux Fundamentals helpful but not required.

\$599.00

XCM 8764

CCNA Interconnecting Cisco Network Devices (640-811)

The second class mapped toward the Cisco CCNA exam 640-801 and the only class mapped toward the Cisco 640-811 ICND exam. Coverage includes the topics on the new CCNA ICND exam, including switching concepts, IP addressing and subnetting, variable-length subnet masking (VLSM) support and route summarization, Classless Interdomain Routing (CIDR) and Network Address Translation (NAT), point-to-point leased line implementation, Frame Relay configuration, and IP Access Control List (ACL) security. Prerequisite: CCNA Introduction to Cisco Networking (641-821)

\$999.00

XCM 8765

CCNA Introduction to Cisco Networking (640-821)

The first class mapped toward the Cisco CCNA exam 640-801 and the only class mapped toward the Cisco 640-821 Intro exam. This class will help you master the topics on the new CCNA Intro exam, including: TCP/IP and OSI networking models, operating Cisco routers and LAN switches, LAN switching basics, VLANs, and Trunking, IP addressing and subnetting, basic router configuration and operation, discovering information about an IP network, dynamic routing protocols, analog modems, PAP/CHAP, DSL and cable. Prerequisite: Understanding of network terminologies and functions.

\$899.00

XCM 8835

SQL: Administering Microsoft SQL Server

This course covers how to install Microsoft SQL Server, understand the system architecture and manage services. You'll also learn to develop Transact-SQL queries, plan database integrity, manage security, back up and restore databases, schedule alerts, monitor and tune database performance, implement replication, and employ ODBC extensibility. Prerequisite: Networking Fundamentals and Networking Advanced or Windows 2000 Server and Professional experience.

\$799.00

XCM 8880

SQL: SQL Server Database Development

In this course you'll learn how to develop applications in a Microsoft SQL Server environment, including data modeling and Microsoft's SQL language. You will learn how to create tables, modify data, use indexes, define views, create triggers and interface with other application tools such as Microsoft Access. Prerequisite: Relational Database Design.

\$899.00

XCM 8925

PMP Test Prep

This course contains topics required for Project Management Institute's (PMI) Project Management Professional (PMP) certification exam. You will cover the application and testing process for PMP as well as key test topics, such as project integration, time, cost, quality, communication and risk. The course will be taught by certified instructors. Prerequisite: industry experience with Project Management.

\$999.00

XCM 8926

IT Project+

Mapped to CompTIA's IT Project+ certification this course helps validate your knowledge and abilities as an IT project manager. Combine this with our MS Project Fundamentals class and you're on your way. Prerequisite: MS Project Fundamentals

\$399.00

XCM 8927

Essentials of IT Project Management

This course uses lecture, discussion and case studies to provide an overview of project management concepts and principles specifically for Information Technology projects. Topics include the Project Management Framework, the Iterative Process Model, types of organization structures, and assessing project quality and risk. Prerequisites: None

\$899.00

XCM 8928

Estimating and Managing Project Costs

The successful management of project cost is essential for organizations investing in information technology. This course ensures a comprehensive process is used to estimate project cost with an appropriate level of detail. Students will practice developing estimates, creating estimate forms, and analyzing cost reports. Prerequisite: Essentials of IT Project Management or equivalent experience.

\$299.00

XCM 8929

IT Project Risk Management and Software Risk Management

Identifying, analyzing, and responding to risk is a crucial element for the successful management of IT projects. In this course students will gain an understanding of risk management, the role and elements of a risk management plan (RMP), and how to apply these methods to software risk management. Prerequisite: Essentials of IT Project Management or equivalent knowledge.

\$599.00

XCM 8930

IT Proposal Writing

For consultants providing IT services. You will learn how to write IT proposals that confirm customer's requirements for services; define the project scope, schedule and deliverables; set the fees and protect you from potential risks. This course will also include discussions of the Request for Proposal (RFP) process and documentation. Prerequisite: none required.

\$199.00

XCM 8931

Effective Scheduling and Control for IT Projects

Project managers are charged with developing and managing project schedules. On-time delivery is often critical to project success. This course ensures students have a foundation of critical path method (CPM) scheduling concepts, and the ability to build a workable project plan. Prerequisite: Essentials of IT Project Management or equivalent experience as well as Estimating and Managing IT Project Costs.

\$599.00

XCM 8932

Effective Communication for IT Professionals

Managing project communications is one of the most important duties of a project manager. This course emphasizes the importance of communication skills in building strong partnerships between technical professionals, project managers and their customers. Prerequisites: Essentials of IT Project Management or equivalent experience.

\$599.00

XCM 8933

Leadership, Team Motivation, and Outsourcing for IT Projects

Good leadership and team motivation is critical for the success of any project. In this course students are introduced to the elements and methods of leadership in a technical environment as well as the tools and techniques for team development. Prerequisites: Essentials of IT Project Management or equivalent experience.

\$599.00

XCM 8934

IT Project Quality Management

Project Quality Management focuses on overseeing product quality and ensuring process quality when creating project deliverables. In this course students master the quality planning process, quality planning tools and metrics, and quality assurance. Prerequisite: Essentials of IT Project Management or equivalent experience.

\$599.00

XCM 8935

Real World Project Management Application in Information Technology

This course is designed, but not limited to, as a capstone for the Certificate of IT Project Management. In this workshop students gain experience by putting their knowledge into practice by simulating managing a real-world IT project.
Prerequisites: Essentials of IT Project Management, Estimating and Managing IT Project Costs, IT Project Risk Management & Software Risk Management, Effective Scheduling and Control for IT Projects, and IT Project Quality Management.

\$899.00

XCM 8936

Certificate of IT Project Management

\$4,892.00

XCM 8939

Project Quality Management

A description is not available for this course.

\$299.00

XCM 9000

Web-Based CGI Programming for the Web

Learn how to take your web site to the next level with CGI! Without CGI, your web site can only display static documents and links to other pages. With CGI, your web site becomes fun, interactive and informative. If you are serious about doing business on the Internet, you need to know CGI. In this hands-on series of online classes, you'll learn how to use CGI and the Perl programming language to work with cookies and forms, and you'll get to build your own searchable database, bulletin board, and e-mail autoresponder. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9001

Web-Based Introduction to Networking

This class explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computer experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms and numbers. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9004

Web-Based Java for the Absolute Beginner

If you want to learn Java, but don't have any prior programming knowledge, you'll enjoy this course. A Java programmer with more than nine years of real-world corporate programming experience teaches you almost every important Java topic at a leisurely pace, using clear and easy-to-understand language. Practical exercises and examples will help you feel comfortable with the most important Java concepts, including databases and Java Server Pages. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register for this course complete the required on-line orientation at www.ed2go.com.

\$78.00

XCM 9005

Web-Based Intermediate Networking

Learn real-world applications for the concepts you learned in "Introduction to Networking." You'll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, and Internet connectivity. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA certification. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9006

Web-Based Introduction to PC Troubleshooting

This course takes you through the typical hardware and operating system problems encountered by technicians and teaches you troubleshooting techniques to decipher any problem and gives you the skills to solve them. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9007

Web-Based Windows File & Disk Management

Learn how to find missing files, delete, copy and move files, work with the recycle bin, organize, maintain and troubleshoot your hard disk, add and remove items from your start button, work with the Startup group, and create desktop icons and other shortcuts to your favorite programs and documents. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9008

Web-Based Introduction to Oracle

This course will introduce you to the Structured Query Language (SQL), Oracle's SQL *Plus, and other valuable tools used to develop, manage, and reference an Oracle database. Note: Please check computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9009

Web-Based Introduction to Database Development

This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting project will not only work as it was designed, but also that the design truly responds to user needs. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9010

Web-Based Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid

working knowledge of this powerful and universal database programming language. You will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9011

Web-Based Introduction to Perl Programming

Learn Perl, a powerful and easy to use scripting language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is a capable as C, C++, and Java, but is easier to learn and does not require the software development tools and environments required by those languages. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9012

Web-Based Creating User Requirements Documents

Your success as a developer depends almost entirely on your ability to meet or exceed your customer's every expectation. This course will show you, step by step, how to discover and document precisely what your customer wants. You will learn how to gather, manage and document user requirements for any type of project in any industry. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9013

Web-Based JavaScript Programming for the Web

Learn how to spiff up your pages with cool effects like mouseOvers, popUps, and alerts and hot links, scrolling messages, navigation enhancements, basic forms, and more, with JavaScript! Note: Please confirm computer requirements before registering for this course and Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9014

Web-Based Introduction to Windows 2000 Professional

In this course you will learn how to install Windows 2000 Professional, how to set it up, it's new features and surprises from a Microsoft insider. You will learn new technologies driving Windows 2000 Professional and how to make it work and play just the way you want. The new software and this course are all you need to get Windows 2000 Professional up and running. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9015

Web-Based C++ for the Absolute Beginner

Create programs for Microsoft Windows using Borland C++ Builder. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. This course is ideal whether you are an enthusiast, business person hoping to advance your career, or someone who already knows how to program but wants to move ahead to C++ and

Object-Oriented Programming. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc. C++ Borland software is available through amazon.com for \$72.99.

\$78.00

XCM 9016

Web-Based Creating a Small Office Network

Create your own home office or small office network using Windows XP. Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives and documents. You will learn what hardware you will need, how to configure Windows XP to run your small network, how to configure your printers and other peripherals and how to manage and maintain your network and keep it secure. Note: Confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$78.00

XCM 9017

Web-Based Introduction to Visual Basic .Net

Visual Basic .Net is the most widely used programming language and development tool for creating Windows applications. The Visual Basic .Net programming language is easy to learn, and the Visual Basic .Net development environment enables you to rapidly build Windows applications with little more than a few clicks of your mouse. Note: Please confirm computer requirements before registering for this course. Web registration is not available. After you register, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 9018

Web-Based Introduction to VBA

Discover the time saving power of document automation. Cut through the mystery of object-oriented programming, the Word object model and the logical structure of the Visual Basic for Applications language by developing a customized document automation program one lesson at a time. Note: Please confirm computer requirements before registering for this course and web registration is not available. After registering, please complete the on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 9019

WB: Interm. Visual Basic .Net

Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement SQL. This course will be ideal if you are a Visual Basic .NET programmer and you want to upgrade your programming skills or prepare yourself for a new and exciting line of work. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 9020

WB: Intermediate Oracle

This course will give you the skills you need to write powerful and flexible programs using SQL. Learn the building blocks and core features of PL/SQL and begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers and cursor processing. Note: Please confirm computer requirements before registering for this course and Web

registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 9021

Web-Based C# Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the hot new C# programming language. Note: Please confirm computer requirements before registering for this course and Web registration is not available. After registration, complete the required on-line orientation at www.ed2go.com/jccc.

\$98.00

XCM 9022

WB: Wireless Networking

Industry experts show you how wireless networking works, as well as how to plan, deploy and connect to wireless networks.

\$98.00

XCM 9023

WB: Intro to PC Security

Security expert teaches the fundamentals of PC and network security.

\$98.00

XCM 9400

Outlook Fundamentals

More than just an e-mail program, Outlook is a complete organizational tool and contact management utility. Work with e-mail, contacts, tasks, and calendar features. Prerequisite: Knowledge of Windows, keyboard and mouse; familiarity with the Internet and e-mail recommended.

\$159.00

XCM 9401

Outlook Advanced

Move beyond basic Outlook functions. Use the Journal, work with Outlook data, manage messages, implement advanced scheduling features, create Outlook Forms, and configure security settings. Prerequisite: Outlook Fundamentals.

\$159.00

XCM 9450

FrontPage Fundamentals

Explore the FrontPage interface and basic web page design. Work with themes, hyperlinks, graphics, tables and frames. Learn how to publish and manage your web pages. Prerequisite: Knowledge of Windows, keyboard and mouse, HTML & Web Page Design.

\$289.00

XCM 9460

FrontPage Advanced

Work with effects and components. Explore the use of style sheets, forms, data collection, Web design and promotion. Prerequisite: FrontPage Fundamentals.

\$289.00

XCM 9465

Dreamweaver Fundamentals

Navigate and customize the Dreamweaver environment, work with the Code Inspector, the Tag Inspector, and the Quick Tag Editor. Plan and define a Web site, create, save, and import text in a document, and modify page properties. Define headings and paragraphs, create lists and special characters, import Microsoft Office documents, and check for spelling errors in a document. Insert tables, add text content, insert and delete rows and columns, create table headers, align text in table cells, modify table properties, and create table summaries. Prerequisite: HTML and Web Page Design.

\$289.00

XCM 9466

Dreamweaver Advanced

Create layers, modify layer properties, embed a Flash movie in a layer, and apply behaviors to layers. Identify the components of the Timelines panel, create and modify a timeline animation, and apply timeline behaviors. Identify the basic concepts of database-driven pages, set up a database-driven Web site, create a recordset and display records, create a recordset navigation bar, create a master/detail page set, and add search capability to a Web page. Check a document for browser-specific compatibility problems and code errors, and apply the Check browser behavior. Prerequisite: Dreamweaver Fundamentals.

\$289.00

XCM 9470

Flash Fundamentals

Start Flash MX 2004, explore the Flash interface, create a new Flash file, import and manipulate images, convert bitmaps to vector graphics, create shapes by using the Pencil and Pen tools, and draw lines by using the Line tool. Create shapes by using the Rectangle, Oval, Pen and Pencil tools, create freeform shapes, select and edit shapes using the Selection, Lasso, and Free Transform tools, copy, move, and delete shapes, and group objects. Apply stroke and fill colors to shape by using the Paint Bucket, Ink Bottle, and Eyedropper tools, and create custom colors, swatches, and gradients. Use the Text tool to create extending and fixed text blocks, modify text blocks and apply basic styles, alias small text, adjust the spacing, kerning, margins, and indentation of text, and use text utilities such as Find and Replace and Spell Checker. Prerequisite: Knowledge of Windows, keyboard and mouse.

\$189.00

XCM 9471

Flash Intermediate

Apply a variety of form components, modify component parameters, apply form validation scripts and accessibility features, and use ActionScript to style components and customize a theme. Import content into a TextArea component and a dynamic text field, import data from an XML document, and import data by using the XML class. Import sound files, add sound to a document and a button, apply sound effects, edit sound effects and compress sound objects, import a video file, and create play and pause actions by applying embedded video behaviors. Apply samples and templates to build a Flash document. Prerequisite: Flash Fundamentals.

\$289.00

XCM 9472

Flash Advanced: ActionScript

Go beyond simple Flash animations and create enhanced Flash driven websites. Explore fundamental programming concepts; components, syntax and usage; and how to use common applications. Prerequisite: Flash Fundamentals, Flash Intermediate.

\$349.00

XCM 9475

Flash 2004 Game Development

Designed to be comprehensive and applicable to both the beginner and advanced game programmer. Explore the evolving art of Flash game programming. Begin with a full introduction to the Flash MX authoring environment, focus on artificial intelligence and concentrate on game physics. Explore performance and optimization issues. Prerequisite: Flash Intermediate.

\$799.00

XCM 9525

Cascading Style Sheets

Learn how to use Cascading Style Sheets (CSS) to develop and design Web sites. Explore browser workarounds and sound development principles as you learn to identify style sheets of various types, customize styles, apply positioning properties, control background appearance, and create styles that break down gracefully. Prerequisite: HTML and Web Page Design or equivalent knowledge.

\$349.00

XCM 9540

HTML & Web Page Design

Examine the basic concepts of Hypertext Markup Language (HTML), write source code, place text on the page, format text, and create headings and horizontal rule lines. Display lists, color Web pages, use graphics, add hypertext links and create graphic hyperlinks. Prerequisite: Introduction to the Internet and Introduction to Windows; experience with Windows, keyboard and mouse; or equivalent knowledge.

\$289.00

XCM 9544

XML

Put the latest XML technology and standards to work--one step at a time. Discover how to write well-formed and valid XML documents based on W3C specifications. Work with DTDs, Schemas, Document Object Model, XSLT style sheets. Prerequisite: HTML & Web Page Design or comparable experience.

\$499.00

Cosmetology Training (XNCO)

XNCO 114

Cosmetology

A description is not available for this course.

\$105.00

XNCO 118

Esthetics - Missouri Hours

This course gives esthetics students the additional 100 hours required by the Missouri State Board of Cosmetology in order to sit for the exam.

\$1,000.00

XNCO 119

Esthetics Directed Study

A description is not available for this course.

\$585.00

XNCO 120

Nail Tech Directed Study

A description is not available for this course.

\$400.00

XNCO 9999

Cosmetology INSTRUCTOR Trng

A description is not available for this course.

\$150.00

Dance and Exercise (XYD)

XYD 1000

Ballroom Dancing, Beginning

Have fun learning the steps to traditional ballroom dances, including the foxtrot, waltz, swing and rumba. Shoes worn for class must be non-scuffing, soft-soled shoes. Leather soled shoes preferred. This class is for couples only. Couples must register together/concurrently; however listed fee is for 1 person.

\$45.00

XYD 1010

Ballroom Dancing, Intermediate

If you've taken "Beginning Ballroom Dancing" at JCCC you are ready to learn the more advanced steps, including the rumba and the cha-cha. Shoes worn for class must be non-scuffing, soft-soled shoes. Leather soled shoes preferred. This class is for couples only; must register together concurrently. The listed fee is for one person.

\$45.00

XYD 1020

Ballroom Dancing, Latin Rhythms

This class, is open to all, features such popular Latin dances as the tango and merengue, as well as another exciting and "sure-to-please" Latin dance, to be announced in class. Shoes worn for class must be non-scuffing, soft soled shoes. Leather soled shoes preferred. This class is for couples only; must register together concurrently. The listed fee is for one person.

\$45.00

XYD 1030

International Folk Dance

Learn to dance at Greek weddings, Jewish Bar Mitzvahs or step into one of several local folk dance circles that gather weekly to dance, sing, laugh, and burn calories. No partners needed for these circle/line dances that are easy to learn regardless of dance background or ability. Wear comfortable clothing and shoes.

\$15.00

XYD 1100

Lifetime Fitness Center

JCCC's Lifetime Fitness and Wellness Center is designed to improve fitness levels through physical activity. For this program, all participants must have a fitness assessment. Workout clothes must be worn for your assessment and for center activities. Individuals taking Lifetime Fitness will be required to purchase the Lifetime Fitness and Wellness Manual that is available at the JCCC Bookstore and will need to bring this with them to the initial assessment. (The assessment will take 1 1/2 hours to complete). The center has a cardiovascular circuit, consisting of stationary bicycles, stair climber and hydraulic resistance equipment. Strength training equipment is also available. A professional physical educator is on duty at all times to answer questions. After you enroll, call 913-469-4432 to schedule an assessment with other enrollees. You may then attend the center at your own pace. Note: Hours of operation change somewhat when credit classes are not in session.

\$81.00

EMT Training (XNT)

XNT 1000

Streetsense

Every health care professional needs to know much more than clinical medicine. Go beyond what you learned in school! Topics of great concern to savvy medical providers, education and administration of field providers include: effective interpersonal communication, safety on the streets, weaponry and harmful intention, self-awareness, stress and wellness and much more. This class is taught by the author of "Streetsense", covers material pertinent to all medical and emergency providers.

\$80.00

XNT 2000

BASIC TRAUMA LIFE SUPPORT

\$149.00

XNT 5000

Pediatric Advanced Life Support and Trauma Course

A description is not available for this course.

\$210.00

XNT 5010

First Responder/EMT Recertification

Recertification is necessary for professional EMTs. This recertification course will focus on EMS service delivery, infectious disease update, effective assessment practices for the pediatric and geriatric patient along with practical patient assessment labs. This course is approved by the Kansas Board of EMS for 14 hours of CEU credit. Any Kansas Certified First Responder, EMT, EMT I, EMT-D, or MICT can attend. National registry hours may be earned by attending this course. Todd Farley, B.S., KS EMT-IC, is the course coordinator. All instructional staff are Kansas BEMS certified.

\$150.00

XNT 5013

EMT "B" Refresher

This is a National Registry and Kansas recertification course for EMT's.

\$300.00

XNT 5014

EMT-P Refresher

A description is not available for this course.

\$319.00

XNT 5016

EMT Recert/EMT-B Refresher

EMT RECERTIFICATION / EMT-B REFRESHER This course has been approved for Kansas state recertification for EMT and First Responders and has met the EMT-B refresher requirements in Section 1A of the National Registry Renewal Application. (4 sessions)

\$300.00

ESL Adv. and Prof. Courses (XGF)

XGF 1650

Conversational English A

This class is for individuals who have mastered the essentials of English and are striving for fluency in the language. Students will receive advanced practice in conversational and idiomatic usage of English. Emphasis is on conversing in small and large groups about American everyday life and how it compares/differs from other countries and their cultures. Prerequisite: intermediate or advanced knowledge of English. Conversational English A or B can be taken in any order since the topics covered will not be repetitious. The textbook, "Conversation: English in Everyday Life, Volume 2" can be purchased at the JCCC bookstore. Note: this book is used for Conversational English B.

\$79.00

XGF 1651

Conversational English B

This class is for individuals who have mastered the essentials of English and are striving for fluency in the language. Students will receive advanced practice in conversational and idiomatic usage of English. Emphasis is on conversing in small and large groups about American everyday life and how it compares/differs from other countries and their cultures. Prerequisite: intermediate or advanced knowledge of English. Conversational English A or B can be taken in any order since the topics covered will not be repetitious. The textbook, "Conversation: English in Everyday Life, Volume 2", can be purchased at the JCCC bookstore.

\$79.00

XGF 1660

Pronunciation Improvement

This class is for individuals who are interested in improving their pronunciation. Increase your self-confidence on the job and in social situations by improving your pronunciation, clarity of speech, use of idioms, slang, quick speech and fluency. The textbook, "Pronouncing American English", can be purchased at the JCCC bookstore. Prerequisite: Intermediate or advanced knowledge of English.

\$165.00

XGF 1661

Pronunciation Improvement II

This class is for advanced individuals who are interested in continuing improvements of their pronunciation skills to gain increased self-confidence on the job, in business and in social settings. The class provides additional training in improving pronunciation, clarity of speech, use of idioms, slang, quick speech and

fluency. More opportunities are given for presentations and social interactions. The textbook, *Pronouncing American English*, can be purchased at the JCCC bookstore. Prerequisite: Pronunciation Improvement I or advanced knowledge of English approved by the instructor.

\$165.00

XGF 1665

Personalized Pronunciation Program

This program provides an individualized pronunciation (correction) refinement method designed especially to assist non-native English speakers to improve their business, professional and social speaking skills. Following an individualized speech analysis, each participant is placed on an individualized learning track, which will be followed throughout this 13-week period. The Compton P-ESL instructional method will be used. Class enrollment is limited to 5 students who have a conversational command of English and a "newspaper" reading level. A serious commitment of daily practice is required. You will be contacted 2 weeks prior to the beginning of class to schedule your individual speech analysis. Instructional materials are included.

\$995.00

XGF 1690

ESL Grammar Development I

This course is for non-native English speaking individuals who have a basic working knowledge of English grammar and wish to improve their grammar skills. Topics will include past, present, and future verb tenses and aspects; modals; count and non-count nouns; pronouns; comparisons; and clauses. Students will practice written grammar by doing exercises and short writing assignments; they will practice spoken grammar through oral exercises and partner and group interaction. The textbook, *Fundamentals of English Grammar*, can be purchased at the JCCC bookstore.

\$93.00

XGF 1691

ESL Grammar Development II

This course is for high intermediate to advanced students of English interested in refining their grammar. Verb tenses and aspects, modals, passive voice, gerunds and infinitives, connectives, as well as adjective, adverb and noun clauses will be explored in depth. Students will concentrate on improving both written and spoken grammar. The textbook, *Understanding and Using English Grammar*, and answer key can be purchased at the JCCC bookstore.

\$93.00

XGF 3001

Survival Spanish for Law Enforcement Officers

This program is designed to provide non-Spanish speaking police officers with functional skills in Spanish to enhance their ability to aid victims and control offenders in potentially dangerous situations. Participants will receive a Command Spanish manual, audiocassette tape and a wallet-size Miranda Warning & Waiver card. No prior knowledge of Spanish necessary.

\$145.00

XGF 3007

Survival Spanish for Paramedics and EMT's

This program is designed for non-Spanish speaking paramedics and EMTs to use Spanish language commands and phrases that will enable them to assist Spanish-speaking persons in emergency situations. Emphasis is placed on concise Spanish to determine the patient's chief complaint, extent of injury or nature of illness, as well as explain procedures and treatment. There are two

levels of treatment addressed in the book - basic and intermediate. No prior knowledge of Spanish necessary.

\$145.00

XGF 3008

Emergency Spanish for Firefighters

This program prepares non-Spanish-speaking firefighters, paramedics, EMTs, rescue squads, and fire chiefs to respond to fire, chemical, and still alarms where only Spanish is spoken. By learning a variety of commands, emergency personnel can take charge of the situation and direct victims and other bystanders to safety. No prior knowledge of Spanish necessary.

\$145.00

XGF 3011

Spanish for Nursing

This program prepares non-Spanish speaking nurses to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish language, this program provides transcultural training for nurses and future nurses. Emphasis is placed on enhancing quality of patient care. No prior knowledge of Spanish necessary.

\$145.00

XGF 3018

Spanish for International Travel

This is a functional language program for individuals who plan to travel to Spanish-speaking countries for leisure. It focuses on those language items most commonly required by tourists to comfortably function abroad. No prior knowledge of Spanish necessary.

\$145.00

XGF 3019

Spanish for Business Professionals & International Travel

This program is designed for non-Spanish speaking U.S. business professionals who need to conduct business in Spanish-speaking countries as well as individuals who plan to travel to Spanish-speaking countries for leisure. Participants will learn functional Spanish language skills and cross-cultural training. Topics include pronunciation, greetings, etiquette, hotel needs, getting places, communication strategies, emergencies and language items commonly required by tourists to comfortably function abroad. No prior knowledge of Spanish necessary.

\$145.00

XGF 3021

Spanish for Restaurant Staff

This is a comprehensive program designed to provide functional Spanish language skills for restaurant management and staff who supervise Spanish-speaking employees. It also provides Spanish language material for restaurant staff to better assist Spanish-speaking clientele. The program utilizes phonetic encoding to address the most important Spanish commands, questions, and phrases critical to restaurant management and service. No prior knowledge of Spanish necessary.

\$145.00

XGF 3031

Spanish for Industry, Manufacturing, and Warehousing

This is a comprehensive Spanish language program that provides immediate access to functional language skills for non-Spanish-speaking supervisors and other industry, manufacturing, and warehousing employees or office staff who may come into contact with Spanish-speaking employees. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and workers at industrial sites, manufacturing plants, and warehouses. No prior knowledge of Spanish necessary.

\$145.00

XGF 5001

Grammar for ESL

This 6-week online course includes in-depth review of English grammar to prepare the ESL student for regular mainstream English classes. Topics include a review of all tenses, the use of modals, the adjective clause, the noun clause, the adverb clause, phrases, count and non-count nouns and some English terms.

\$98.00

Education (XNE)

XNE 1009

Managing Attention Deficit Behaviors

Do you have children in your classroom or childcare setting who move constantly, become easily distracted or demand immediate attention, making it difficult to manage activities for the group? Is it difficult to sort out what they "won't do" and what they "can't do"? This participatory workshop will assist you in identifying attention deficit behaviors, structure the environment for self-control and help children manage problem behaviors.

\$21.00

XNE 1013

"Funnertime" Summertime

Dress casually, bring a lawn chair and an old towel and prepare for an evening of outdoor fun and creativity. You will be chased by caterpillar bubbles, paint with recycled materials and be refreshed with water play. Add sparkle to your summer activities with these easy, new ideas for fun and learning.

\$12.00

XNE 1014

Creating with Castoffs

Don't toss that out! Start saving your used boutique

\$12.00

XNE 1015

Cooperative Games Galore (ages 5 and up)

Do you know how to help children learn to play together rather than against each other? Co-operative games build social skills--communication, support, problem solving and creativity, as well as provide avenues for fun and entertainment. In this workshop, you will learn many co-operative games and team building activities to easily implement in your child care or preschool setting.

\$14.00

XNE 1016

Potpourri of Summertime Activities

Are the children in your center showing signs of summer boredom and needing a change of pace? Use new arts and craft ideas, dramatic play and multiethnic songs and dances to stimulate creativity, build self-esteem and entertain the children in your care.

\$14.00

XNE 1047

Child Oriented Parenting Plans

Interactive teaching illustrates what everyday life is like for children being raised in two separate homes. This course will help separated parents focus on the everyday life of their child as they transition from home to home. You will design practical, workable and streamlined parenting schedules that maximize the strengths of each parent to match children's developmental stages and needs.

\$45.00

XNE 1087

Authentic Instruction for Little Folks

This workshop will demonstrate how to infuse cooperative learning, higher order thinking skills, multiple intelligence theory, and thematic instruction into fun hands-on activities to engage and involve young students (and their teachers!). This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1088

Children's Brain Power

Using overheads and videoclips, an overview of brain development will be discussed, emphasizing implications for programming and resources for further study. This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1089

Growing Times Bring Growing Minds

As our city becomes a cultural melting pot, we in the early care and education field should become the trend setters in cultural competency. Participants will have the opportunity to begin a personal "cultural competency" journey. This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1090

Facts and Fiction of Lead Poisoning

This fast-paced workshop gives providers a clearer understanding of lead and its bizarre affects on behavior/ learning in young children! Our presenter explodes common myths of lead poisoning with facts about the silent epidemic. Through group activity and discussion you will become skilled in recognizing and eliminating lead from your center, educating parents and protecting young children. Handouts given for future resources.

\$14.00

XNE 1091

Behavioral Developmental Milestones

This workshop will take you through the many steps of development. It will give you tools to help you through the more challenging developmental milestones. This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1092

Professional Conduct of Early Childhood Workers

Using the NAEYC Code of Ethical Conduct for early care and education, participants will learn what a code of ethical conduct is and why it is important in elevating the status of workers in the field. The presentation will identify and clarify the four sections in the NAEYC Code of Ethical Conduct and how to use the code to respond to daily situations in early care and education programs. The course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1093

Strategic Intervention in Children's Play and Learning

When you intervene in the play of a child or a group of children, what is your goal? Do your interventions in children's learning activities extend, deepen, or stimulate development, or simply interrupt? This advanced series will identify strategies for knowing why, when and how to intervene in the play and learning of groups of young children, whether in a classroom or family child care setting. The strategies will focus on children from 2 1/2 to kindergarten entry, but will also be good for school-age children who are in an active, child-centered classroom environment. This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1094

Decision Making for Infant/Toddler Programs: It's a New

World A philosophical foundation for infant/toddler programs will be presented. From that base, specific examples will be discussed, regarding issues, such as policies and procedures, common concerns of parents, guiding staff development and exploring the concept of curriculum. This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1095

Finding the Science Teacher in You

Many teachers avoid providing children with learning experiences for exploring and discovering scientific principles and procedures, feeling their own knowledge is insufficient in this curriculum area. This advanced session will help early care and education staff from preschools and other center-based programs, as well as family child care providers, build confidence in this important aspect of early childhood programming. You may come in feeling like a remedial science student, but you'll leave feeling like a chemist, botanist, physicist, and a zoologist, all rolled into one fantastic teacher! This course is cosponsored by the Child Care Association of Johnson County.

\$14.00

XNE 1096

Divorce-The Impact on Children

Divorce has a tremendous impact on children. You will learn about the consequences of divorce on the children by examining the different developmental stages of children. You will also discuss the role parents play in helping children cope with divorce or conversely how parents can complicate and undermine the children's coping skills.

\$21.00

XNE 1097

Rock, Roll and Run; Motor Development 0-24 Months

Sharpen skills and confidence for assessing motor progress in the first two years through video, discussion and handouts. Discover ways to help a child's motor abilities and know the red flags that may suggest developmental problems.

\$24.00

XNE 1098

Director's Seminar: How to Recruit and and Retain Early

Childhood Staff In this seminar you'll discuss issues pertaining to recruitment, selection, supervision and retention of Center staff. Through group discussion and lecture you'll explore various issues such as determining qualifications, recruitment materials, and advertising; director's type of supervising, staff development issues as well as preventing burnout. The presenter is Sara McElhenny, director of JCCC's Children's Center who has her Masters in Early Childhood Education, as well as over 24 years in the field of early childhood education.

\$12.00

XNE 1099

Teaching With Courage

These are tough, yet hopeful times for educators. Critical voices, seemingly impossible constraints, and unreasonable demands can cause us to lose heart. This course is designed to help teachers take heart by exploring personal reasons for teaching, reclaiming personal strengths, cultivating a sense of purpose, developing the skills to navigate the educational culture and nurturing a supportive community that allows us to teach from a heart of hope. The recommended text, **THE COURAGE TO TEACH**, by Parker J. Palmer will be available for purchase in the college bookstore. Graduate credit will be available through Baker University at an extra charge of \$50/credit hour.

\$139.00

XNE 1100

From Books to Creative Activities

Let the music and art enhance the learning experience. Children's books offer so many opportunities to let music, art, and drama enhance the learning experience. Come and join "Skipper" in sharing activities built on children's literature.

\$15.00

XNE 1101

How Do I Get Learning Started?

Let "Skipper" help you make teaching fun and learning "funner". For effective teaching and learning that is fun we must get to know each child. Let's practice the art of questioning so that we can tailor our teaching to the needs of each child and then start on creative activities that we can build on throughout the year.

\$15.00

XNE 1102

Stop the Bullying Before It Begins

Bullying behavior is so detrimental to children's lives that we must involve the children in planning strategies for being nice to everyone. Learn skills to empower each child to become self-confident as well as capable of handling bullying behavior.

\$15.00

XNE 1104

Early Childhood Mentoring I

You will be provided with the basic foundation needed for developing mentoring relationships, which includes the opportunity to develop communication skills, leadership skills and the application of adult education theory. This course will provide practical and supportive ways to learn and grow on the job and is designed to help managers and supervisors plan, implement and evaluate mentoring techniques. This course has been approved for one undergraduate credit through St. Mary's College's Child Development Education. This requires an additional registration fee of \$60 payable to St. Mary's College the 1st night of class.

\$60.00

XNE 1105

Early Childhood Mentoring II

You will learn the foundation needed for developing mentoring relationships. This course provides practical and supportive ways to learn and grow on the job and is designed to help managers and supervisors plan, implement and evaluate mentoring techniques. This class is available for any experienced early education teacher or director who is designing better methods to encourage less experienced teachers. Note: This course has been approved by St. Mary's College for one undergraduate credit in Child Development Education. This requires an additional registration fee of \$60 payable to St. Mary's College the 1st night of class.

\$60.00

XNE 1110

Making Brain Connections with Music

Participants will be motivated to implement songs, rhythm ideas and games with young children. From birth forward, the songs and activities offered will develop motor skills, listening and language skills, cognitive skills and enhance self esteem. Songs, developmental games and activities have long lasting effects on how you young children will develop and learn.

\$20.00

XNE 1111

Red Flags in Language Development

Designed for professionals looking to increase their knowledge of pediatric communication. This three hour seminar will provide an overview of speech and language development in infants and young children. You will learn about the red flags, developmental milestones, and techniques to foster appropriate speech and language skills. You will learn what is normal, when you should be concerned and what can you do to help a child's speech and language development.

\$35.00

XNE 1112

Paraprofessional Certification

The "No Child Left Behind" legislation required that all public school paraprofessionals become certified. This course meets those certification requirements and prepares you to take the state Para-Pro Assessment exam. You will learn about the role and responsibilities of paraprofessionals, ethical issues, how to manage the classroom, classroom rules and procedures, behavior management, recording student performance, effective communication with students, and other pertinent issues relating to the paraprofessional role in the classroom.

\$259.00

XNE 1120

The Layered Curriculum: A Solution for the Diverse Classroom

Classroom Frustrated by having more than one student in your classroom? The

Layered Curriculum gives a solution for trying to juggle inclusion, different learning styles, multiple intelligences and various other differences between students in today's classrooms. This course will define the basic principals of the Layered Curriculum and delve into its practical application in the classroom. Teachers will be given examples of plans and tools to construct motivating classroom environments to meet the needs of every learner. At the end of the two days, participants will have completed a teaching unit ready to use in their classroom. Also, in the workshop is a visit by the instructor to each participant's classroom to observe/advise in the implementation of her/his Layered Curriculum unit. This curriculum can be used at the kindergarten level through elementary grades. The required test: Layered Curriculum may be purchased in the JCCC bookstore. This course has been approved for 1 graduate credit through Banker University.

\$55.00

XNE 1121

Hot Topics in Education Today

What is new in the educational field today? You will learn about the latest research and information coming out of the field of education. We'll discuss The No Child Left Behind Act, brain-based learning theories, charter schools, vouchers, bullying and the hidden censorship currently practiced in public school. You will discuss the different view points regarding current educational policies and practices. Recommended textbook "A Student's Brain: The Parent/Teacher Manual" by Kathie Nunley. This course has been approved for graduate credit through Baker University.

\$35.00

Fire Science (XNF)

XNF 1000

Essentials of Firefighting

This course fulfills the requirements of the National Fire Protection Association competencies identified in NFPA 1001 at the Firefighting I level and follows the IFSTA manual. Successful completion of the course results in eligibility for the KU/FST Firefighter examination. Firefighter I exam fee is an additional \$60 paid directly to K.U. Evidence of completion of EMS First Responder or equivalent EMS training is also required to take the KU/FST Firefighter I exam. The fee for the Firefighter I exam is paid directly to the University of Kansas. The exam is administered at the college as a final exam. (6 Saturday labs) Instructor: Benjamin

\$239.00

XNF 1010

Hazardous Materials Awareness Level

This course is intended for those persons who, in the course of their normal duties, are likely to witness or discover the release or potential release of a hazardous substance. It fulfills the requirements identified in (OSHA) 29 CFR Part 1910.120 and (EPA) 40 CFR Part 311, for hazardous materials responders at the awareness level. Instructor: Benjamin

\$49.00

XNF 1020

Hazardous Materials Operations Level

This course is intended for those persons who are part of the initial response to releases or potential releases of hazardous substances for the purpose of protecting people, property and the environment from the effects of (OSHA) 29 CFR Part 1910.120 and (EPA) 40 CFR Part 311, for hazardous materials responders at the operations level. Persons enrolling in this course shall have successfully completed the Hazardous Materials Awareness Level course or equivalent, documented, training. Instructor: Benjamin

\$149.00

XNF 1030

Building Construction: Noncombustible, Fire Resistive Construction

This course describes the characteristics of noncombustible and fire-resistive construction as they pertain to the fire service. The primary emphasis is on improving the fire officer's knowledge of building construction to ensure fire fighter safety. The course will improve the fire officer's ability to predict the reaction of a building to fire. Participants completing this course will receive a National Fire Academy certificate. This course is part of a three course series that addresses building construction for fire suppression. Students successfully completing all three courses may be eligible to receive college credit. Students interested in acquiring college credit should contact the Humanities and Social Sciences Division at JCCC.

\$33.00

XNF 1040

Building Construction: Principles of Wood and Ordinary Construction

This course describes the characteristics of wood and ordinary construction as they pertain to the fire service. The primary emphasis is on improving the fire officer's knowledge of building construction to ensure fire fighter safety. The course will improve the fire officer's ability to predict the reaction of a building to fire. Participants completing this course will receive a National Fire Academy certificate. This course is part of a three course series that addresses building construction for fire suppression. Students successfully completing all three courses may be eligible to receive college credit. Students interested in acquiring college credit should contact the Humanities and Social Sciences Division at JCCC.

\$33.00

XNF 1050

Building Construction: Principles of Construction for Garden and High Rise Buildings

This course describes the characteristics of garden apartments and high rise buildings as they pertain to the fire service. The primary emphasis is on improving the fire officer's knowledge of building construction to ensure fire fighter safety. The course will improve the fire officer's ability to predict the reaction of a building to fire. This course is part of a three course series that addresses building construction for fire suppression. Students successfully completing all three courses may be eligible to receive college credit. Students interested in acquiring college credit should contact the Humanities and Social Sciences Division at JCCC.

\$33.00

XNF 2000

Introduction to Fire Services

A description is not available for this course.

\$59.00

XNF 3000

Candidate Physical Ability Test (CPAT)

CPAT is designed to identify people who are physically able to perform essential job tasks at fire scenes. Upon successful completion a card will be issued which will facilitate the hiring process for departments requiring CPAT completion. A photo I.D. will be required to take the CPAT. (2 sessions)

\$65.00

XNF 3001

Fire Service Entrance Examination

The FSEE is offered to people seeking positions with fire departments or for those seeking entry into JCCC's Fire Services Administration program. This standardized test will assess a person's basic aptitude for the position of firefighter. The test does not assess a person's knowledge of the fire service or firefighting. Bring two #2 pencils with clean erasers. Calculators are not permitted. A Study Guide is available for purchase at the JCCC Bookstore.

\$35.00

XNF 3002

CPAT + Fire Service Entrance Examination

This course includes the CPAT (Candidate Physical Ability Test) as well as the FSEE.

\$99.00

Food and Wine (XPE)

XPE 1000

Holiday Hors d'oeuvres Buffet

Here are some new ideas to add to your old favorites for entertaining during the busy holiday season. Instructor Dorothy Ebner will prepare hot and cold hors d'oeuvres, along with some sweets to finish off the party...all with an international theme. Come prepared to sample. Fee includes food costs.

\$19.00

XPE 1001

A Holiday Buffet

"Exotic Smoked Turkey and Vegetable Casserole" feeds a crowd, has wonderful color and taste, and can be made ahead. Other recipes demonstrated will include couscous pilaf, some appetizers, and Seventh Heaven Cake (using seven kinds of chocolate!) Come ready to sample. Fee includes food costs.

\$19.00

XPE 1002

All New Holiday Hors d'oeuvres

Instructor Dorothy Ebner has been gathering recipes all year to prepare for you a new collection for the 2003 holiday season. Come prepared to sample. Fee includes food costs.

\$20.00

XPE 1003

International Hors d'oeuvres

Expand your taste buds to include such delicious international appetizers as salami tartlets (Italy), turkey sao mai (China), sushi (Japan), Maryland crab cakes (USA) and picadillo (Mexico) Instructor Dorothy Ebner will demonstrate how to prepare each dish, and all you need to do is bring your appetite for sampling! Fee includes food costs.

\$19.00

XPE 1004

Hors d'oeuvres for the Millennium

Come watch (and taste!) as instructor Dorothy Ebner prepares some of her favorite 'repeat' appetizers from last year: a cheese wheel, Vietnamese spring

rolls, Cajun salmon spread, crunchy baked mushrooms and tomato dill dip. Fee includes food costs.

\$22.00

XPE 1005

Festive Christmas Foods

Come see how to make, and then sample, beautiful food that looks like Christmas! We'll have sausage and pepper braided bread, holiday torta, Christmas wreath cucumber sandwiches, microwave Christmas vegetables, and red-and-green festive quiche. Bring your appetite! Fee includes food costs.

\$17.00

XPE 1006

Holiday Entertaining

A description is not available for this course.

XPE 1007

Holiday Foods with a Canadian Touch

Discover some holiday delights courtesy of our 'neighbors to the north'. Instructor Dorothy Ebner will demonstrate how to prepare tourtiere (a traditional French Canadian meat pie), antipasto, baked winter vegetables, candy-cane parfait using baked cranberries, and cinnamon-topped creamy apple pie. Come ready to sample! Fee includes food costs.

\$22.00

XPE 1008

Menus from "Down Under"

Instructor Dorothy Ebner's recent trip to Australia included a visit to Fiji and wonderful recipes for Chicken Stuffed with Pawpaw (Fijian for "papaya"), a Papaya Seed Dressing, Chicken in Phyllo with Drunken Apricot Stuffing, and a Chocolate Orange Macadamia Nut Cake. Come for a delectable taste from "Down Under", prepared for you by Dorothy. (You'll do the sampling!) Fee includes food costs.

\$19.00

XPE 1009

Cooking 101 for Moms

Do you have a college degree, but can't cook? Did your mom teach you how to move up the corporate ladder but lacked the time to teach you how to feed your family? Spend two nights learning fast and easy cooking tips that will save your family time and money. Make and taste yummy, family friendly food that will surprise your family and maybe even you.

\$24.00

XPE 1011

Holiday Cookie and Muffin Workshop

In this hands-on workshop, you will help prepare sweet holiday treats: gingerbread quilt cookies, lemon coconut bars, double-fudge muffins, and spiced bran muffins. Come ready to sample, and bring a container to take home some goodies! Fee includes food costs.

\$17.00

XPE 1012

Getting It All Together

Discover how to save time and money and eat healthier. You'll learn ten strategies to plan and prepare healthier meals at home. The strategies include organizational and time saving tips that lead to healthier home cooked meals which equals more energy, better weight control and more money in the bank.

\$6.00

XPE 1013

Holiday Hors d'oeuvres

Instructor Dorothy Ebner is reoffering this blockbuster course from 2002. These hors d'oeuvres are especially good and we suggest wines recommended by Stacy Lucas of Lucas Liquors. You'll try Chiplate Shrimp, Chicken Sates, Frico, Blue Cheese Shortbread and Mini Beef Wellingtons.. all this needs a fabulous sweet...how about Chocolate in Phyllo finished with a special sauce. Fee includes food costs.

\$20.00

XPE 1014

Valentine Dinner Fit for Royalty!

Surprise your valentine with this wonderfully elegant dinner. Begin with carrot ginger soup; next a strawberry salad with honey dressing; then melt in your mouth tournedos of beef filet (served 3 ways) and "end" this romantic meal with layered raspberry Valentine cake. Fee includes food costs.

\$20.00

XPE 1015

Old-fashioned Valentine's Dinner

In anticipation of Valentine's Day, instructor Dorothy Ebner will demonstrate how to prepare a sumptuous dinner for someone special. Featured dishes will include: heart-shaped appetizer bread, salad, stuffed pork tenderloin, bow-tie pasta and vegetables, with a dessert finale of nanny's apple dumplings. Come hungry! Fee includes food costs.

\$19.00

XPE 1016

Romantic Valentine Dinner

Learn to create a sumptuous dinner that is simple, yet sophisticated. You will learn to prepare Caesar salad, roasted chicken with a garlic rosemary demi sauce, potato gnocchi with a creamy porcini mushroom tomato sauce, caramelized vegetables and a special dessert of sweet biscuit with strawberries and grand marnier cream. Come prepared to sample. Fee includes food costs.

\$19.00

XPE 1017

CHINESE WITH A VALENTINE TOUCH

Kung Pao Chicken, Sweet and Sour Chicken, Hot and Sour Soup, and some more delicious and quick stir fry recipes finished with a Chocolate Cake Roll with Chocolate and Raspberry to add the sweet touch for a holiday dinner.

\$20.00

XPE 1018

Pumpkins and Pork

Two separate recipes: first a wonderful stew served in a hot, freshly baked pumpkin and next, a stuffed pork loin roast served with lemon herb couscous, salad and apple spice trifle. Fee includes food costs.

\$20.00

XPE 1019

Autumn Bounty

Apples and root vegetables are in season and here are some great ways to use them. Delicious Chicken Rolls with Goat Cheese and apples served with garlicky spinach and carrots. Pickled red onions are a perfect accompaniment for maple marinated salmon smoked in less than ten minutes right in the kitchen and served with a great side dish and dessert. Fee includes food costs.

\$20.00

XPE 1020

Feed Your Children Well in a Fast-food Society

Discover how fun and fast nutritious food can be to prepare! Recipes will be given for snacks and meals, with an emphasis on cooking with your child. School-age children may register for the class with a parent. Come hungry and ready to make and sample food that may improve your family's quality of life.

\$8.00

XPE 1021

Winter Warmth

Delicious and hearty soups with hot homemade breads make great winter meals. We offer Steak and Mushroom soup and Black Bean and Macaroni Soup with Mozzarella Biscuits or Scottish Unkneaded Bread...or perhaps a small serving of soup and then "Veal Marsala" using turkey scallops and Classic Creme Brulee would turn this into a company meal.

\$20.00

XPE 1022

Ethnic Festival

Australian Tomato soup in Puff Pastry covered soup bowls, Japanese Layered Shrimp and Rice, Canadian Quick Salmon and Polish Kolaches give tastes of foods around the world. We'll end with an American pie. Fee includes food costs.

\$25.00

XPE 1023

Late Autumn Picnic

Create a hot dish for a beautiful but cool day outdoors and lots of easily transported side dishes and desserts. We'll have chili with meat and roasted vegetables in whole wheat bread cups, some great salads, and raspberry cream cheese coffee cake. To add an elegant touch, we'll prepare pumpkin flan with toasted almonds. Fee includes food costs.

\$25.00

XPE 1024

A Trip to Thailand

Last winter while her husband played golf, Dorothy attended classes near Bangkok to learn about Thai ingredients and has adapted them to everyday use here. We offer Spicy Chicken Salad with Herbs, Baked Pineapple with Rice and Shrimp, Pad Thai and other dishes including a quick Banana Dessert.

\$20.00

XPE 1025

Indian Summer Cooking Magic

Enjoy a delicious and savory luncheon that makes use of late summer's prolific garden bounty. Instructor Bonnie Woods will demonstrate how to prepare tarragon chicken salad, jicama sticks with dill dip, a variety of melons (Casaba, Crenshaw, Persian and Santa Claus), rose geranium cake, herbal tea, edible flowers and more. Fee includes food costs and recipes.

\$17.00

XPE 1026

Easy and Healthy Gourmet

You'll want to taste Lemon Baked Pork Chops, Vegetable Couscous or quick Black Bean Chili with home baked corn chips. Try a great new green salad with pears and topped with low fat honey pear vinaigrette and indulge in a lower calorie carrot cake.

\$25.00

XPE 1027

Mexican Dinner

Learn how to prepare Mexican foods that rely less on hot peppers and more on unusual ingredients and condiments. You will help prepare enchiladas with sauteed tortilla shells, brown beans, Mexican vegetables, Sopa de la Casa (soup of the house), and jicama salsa. Come ready to sample what you make!

\$16.00

XPE 1028

Cooking for the Family/Freezer

Are you wasting time and money by rushing to the store at the last minute for dinner? Are you ordering 'take-out' because you're not in the mood to cook? Or could your budget use a little extra spending money? Learn how to cook main dishes once a month, and stock your freezer with yummy and healthy main dishes that your family will love and that will save you time and money. In the first session, you'll learn how to plan a monthly menu, as well as some simple recipes and great shopping tips. The second session will be centered on cooking and storage techniques and sampling actual freezer cuisines. Freezer cooking may be done on your own, or with family and friends to really save time and money!

\$20.00

XPE 1029

Planning Your Weekly Menu

What's for dinner? Is this the question you ask every night? Bonnie Woods will help you plan a week in advance (instead of spur-of-the moment!) Topics discussed will include nutritional requirements and the Food Pyramid; how to keep costs down; and how to plan for fewer meat-centered meals and more chicken, fish and meatless alternatives.

\$11.00

XPE 1030

Cooking Basics 101

Have you always wanted to cook but don't know where to start? Are you tired of eating pre-packaged or restaurant food? This class will take a light-hearted look at cooking, while providing you with essential "how-to-cook" fundamentals: how to stock your kitchen, prepare meals, store food, and more. Come hungry! Class is open to men and women.

\$32.00

XPE 1031

Authentic Tapas from Spain

Don't miss this opportunity to learn to cook Spanish tapas. You will experience recipes that use healthy, fresh ingredients like vegetables and seafood. Enjoy tortilla de patatas (potato omelets), bunuelos de bacalao (codfish fritters), mejillones Allioli (mussels with Allioli), croquetas (chicken croquettes), and calamares a la Romana (fried squid rings). Fee includes food costs.

\$20.00

XPE 1032

How to Cook; A Class for Beginners

Create appetizing and delicious food by learning fundamental cooking skills. We will discuss the differences in cooking equipment, pans, knives, labor saving devices and more. You'll also learn about food safety and storage methods. The second lesson will include hands-on cooking shortcuts and sampling by participants. Fee includes food costs.

\$29.00

XPE 1033

Hot and Cold Hors d'oevres

Savor a different 'twist' to some traditional holiday flavors. Dorothy Ebner will prepare several tantalizing appetizers for you to sample, including small cranberry yeast biscuits, lightly-smoked, home-roasted turkey, and fresh ricotta cheese pizza. Fee includes food costs.

\$19.00

XPE 1034

Easter Menu Ideas

Chicken flattened and then stuffed under the skin or butterflied Leg of Lamb with Sauce Diable would make wonderful entrees for your Easter meal. We'll prepare other dishes to round out the menu and finish with Easter Dove Bread, "Colomba di Pasqua" and refreshing orange dessert.

\$20.00

XPE 1035

Easy as Pie

Flour, salt, shortening and a little bit of skill is all it takes to make a really great pie crust. Come learn about this American "art", and prepare your own tender, flaky pie crust. Course includes demonstrations, handouts and some interesting facts about the history of pie. Please bring a pie pan to class. The fee includes food costs.

\$13.00

XPE 1036

Holiday Hors d'Oeuvres

These hors d'oeuvre recipes, collected throughout 2004 from travels, visitors, restaurants, and friends, have all been tested and tweaked to be the best for the holiday season. Fee includes food costs.

\$25.00

XPE 1037

Hors d'Oeuvres

These delicious hors d'oeuvres are being used over and over again. We'll prepare Brie Tartlets, Chicken Pate with Nuts, a great dip, Greek Quesadias with Tzatziki and more, ending with Chocolate Rum Pecan Squares. Fee includes food costs.

\$25.00

XPE 1038

Three Soups, Three Breads and a Sweet

These soups are perfect for winter days! Potage Creme de Haricots is a white bean soup with lemon and herbs, delicious and elegant enough for the fanciest dinner party. Learn to make Russian Borsch and Tortilla Soup. Piroshki, Panini and French Bread from Paris along with Strawberry Hazelnut Tart with Creamy Lime Filling round out this class.

\$25.00

XPE 1039

Quick Suppers from Ireland and Elsewhere

Mount Mellary Eggs, Champ (potato dish), and Irish Chicken Frigasse will be prepared along with a couple other ideas for quick and easy lunches or suppers. Don't miss Molten Chocolate Cakes with Rum Ginger Ice Cream.

\$25.00

XPE 1040

Wine Tasting Seminars

Come tantalize your palate with some wonderful and varied wines from around the world. The first session will feature red wines from several regions in Italy. The second session will survey wines from Washington state. This class is open to both novice and seasoned wine-tasters. Participants must be at least 21 years of age. Fee includes wine and food costs.

\$55.00

XPE 1041

A Bridal Shower Tea

Learn to prepare and host one of the most elegant and memorable events associated with a wedding. We will discuss the finer points of hosting a tea. You will learn to prepare a make ahead menu of fancy deviled eggs, a still life of cheeses and fresh fruit, an asparagus and asiago frittata, lemon-pecan muffins, green beans with dried cranberry, tea sandwiches, crab salad foulades and, of course, those beautiful petite desserts. Come prepared to sample. Fee includes food costs.

\$19.00

XPE 1042

Breakfast and Brunch 'Bests'

Watch local chef and caterer Mark Mollentine demonstrate how to make some of his best breakfast and brunch dishes. Come hungry and ready to sample such delicious treats as Scotch eggs, scones, frittatas, blintzes, egg blossoms, quiches and marmalade muffins. The fee includes food costs.

\$17.00

XPE 1043

Champagne Brunch

Entertain family or friends with some of these delicious brunch ideas. Beverages, fruits in herb flavored syrup, an easy but spectacular rolled souffle filled with seafood or chicken, a phyllo side dish and wonderful pastries! Dorothy's done it again! Fee includes food costs.

\$20.00

XPE 1044

An Autumn Dinner Party

Watch instructor Dorothy Ebner prepare such sumptuous recipes as turkey fillets with apple rum sauce and apple accompaniment, polenta, three-cheese drop biscuits, a new 'twist' on cole slaw, and Brazilian coffee pate with chocolate sauce. Come ready to sample! Fee includes food costs.

\$19.00

XPE 1045

Autumn Picnic

Whether an October picnic or a Chiefs tailgating party, these new taste treats are sure to please. Try turkey tenderloins, grilled with a spicy crust and served with Sausalito sals, and several other great dishes prepared by instructor Dorothy Ebner. Come ready to sample! Fee includes food costs.

\$19.00

XPE 1047

Tuscan Cooking

From Giuliana Giurlani's cooking school in Lucca, Tuscany these recipes give you a taste of almost being there. Chicken liver toasts with chopped tomato topping good enough to stand on its own, Pasta al Pesto with Vegetables, Veal in Lucca Style, Almond Biscotti and Poached Pears. Lucca is the town where "Tea with Mussolini" was filmed.

\$20.00

XPE 1048

Restaurant Recipes

These recipes are adapted after dining out and then trying to duplicate some of the food at home. Shrimp Toast, Apricot Muffins, Chicken Spedini and Sugarbrush Mountain Maple Mousse along with others have turned out well. Come, taste and see where they are from.

\$25.00

XPE 1049

Chocolate Desserts

A perfect Valentine idea. Delve into the luxurious world of chocolate. Learn about the history of chocolate and chocolate making. Demonstrations will include tempering and other basic techniques along with some easy desserts. Samples provided. Fee includes food costs.

\$20.00

XPE 1050

Wine Tasting Essentials

Increase your knowledge of wines and enjoy wine tasting! We'll focus on history, production and service, and the process of reading the labels of California, French, Italian, German and other imported wines to determine the best value. Participants must be at least 21 years of age. The fee includes wine and food costs.

\$55.00

XPE 1051

Garden Party Ideas

Looking for new ideas to entertain outdoor? Here are a couple menu ideas: Pork Tenderloin Marinated with Blackberries grilled and served with blackberry sauce or Salmon Fillets with Crunchy Pecan Coating. We'll add a couple of delicious side dishes and Sweet Scones to be served as the bread or as dessert topped

with berries and cream.

\$20.00

XPE 1053

Quality Wines at Budget Prices

This class will introduce you to some real 'gems', both domestic and foreign, that are quality yet affordable wines and are highly rated by wine critics. The session is open to anyone interested in wine, regardless of your experience. The fee includes wine and food costs. Come ready to sample! Participants must be at least 21 years of age.

\$40.00

XPE 1054

Matching Wine with Food

Food only gets better with the right wine!...but how do you know what kind of wine to serve? This class provides an overview of the "do's" and "don'ts" in matching wine with food. (We will even discuss a wine that goes with sauerkraut!) This session is open to anyone interested in wine, regardless of your experience. The fee includes wine and food costs. Come ready to sample! Participants must be at least 21 years of age.

\$40.00

XPE 1055

Just Desserts!

In this class, we will demonstrate, discuss and devour the following: chocolate mousse, lemon pound cake with and fruit-filled meringue shells. Eat a light dinner and come prepared to indulge your sweet tooth! Fee includes food costs.

\$17.00

XPE 1056

Bonnie's Favorite Cakes

You asked for it!...Bonnie's old favorite 'scatch' cake recipes, that is. Instructor Bonnie Woods will show how to make her mother's chocolate cake with cooked chocolate icing, rose geranium cake, zucchini chocolate cake, and fruit cake (a truly delicious version, Bonnie promises!) Come ready to sample. Fee includes food costs.

\$15.00

XPE 1060

Holiday Cookie Bake (Adult/Child Cooking Class)

Introduce your child to some new holiday specialties to your traditional holiday baking. In class, you will help bake and sample a variety of cookies, plus take some home. Elementary school-age children are invited to register with an adult. Fee includes food costs and cookbook.

\$12.00

XPE 1061

Fun in the Kitchen

(Adult/Child Cooking Class) You will be surprised how fast and fun nutritious food can be to prepare. Elementary school age children are invited to register with an adult. Arrive hungry, ready to make and sample snacks. Fee includes food costs.

\$12.00

XPE 1063

Good Cooking with Soy Beans

Soy beans have many health benefits and healing properties. . .and they taste good! Come help prepare (and sample) such unlikely-sounding but tasty recipes as vanilla malts, hamburgers prepared with half-beef and half-soy, soup made with a soy base, and multigrain breads and pudding prepared with soy.

\$16.00

XPE 1064

Good Cooking with Soy Beans II

Soy beans are often referred to as a "miracle food", as recipes made with soy are tasty, healthful and economical. Come discover how to prepare four-bean salad, cheesecake and other soy-based recipes, and also sample soy bean sprouts and soy milk. Note: reduction of cancer, heart disease and menopausal symptoms are a few of the health benefits attributed to a diet rich in soy. Fee includes food costs.

\$17.00

XPE 1066

"La Dolce Vita": Italian Cookies

"La Dolce Vita" is Italian for "the sweet life". Come learn how to create (and sample) the sweet and delectable authentic Italian cookies and pastry specialties from various regions in Italy. Fee includes food costs.

\$16.00

XPE 1067

Satisfying Soups

Soups can be simple, stylish and nutritious. Learn to make flavorful soups from scratch using everyday ingredients. Come prepared to sample. Fee includes food costs.

\$20.00

XPE 1068

Cheese Tasting

Discover the wonderful world of cheeses. Discussions will include history, the cheese industry, cheese making, cheese varieties and cooking with cheese. Come prepared to sample a selection of domestic and imported cheeses and cheese-based recipes. Fee includes food samples.

\$20.00

XPE 1069

Cooking with Herbs and Spice

Spice up (and herb up) your cooking. Learn the difference between an herb and a spice and when to use them. Discover which herbs go with which foods and participate in an herb "tasting." Sample several herbed dishes and learn how to use some new, rare and exotic herbs that are becoming popular today. Appetizers provided. Fee includes food costs.

\$20.00

XPE 1070

Food Presentation

Learn the basics of creating and presenting beautiful food. Topics include use of garnishing tools, food design, plate and table presentations and hands-on participation in creating easy, everyday garnishes. Appetizers provided. Fee includes food costs.

\$20.00

XPE 1071

Cooking Basics

Create appetizing and delicious food by learning basic cooking skills or reinforcing skills that have become rusty. Discussion includes cooking equipment, methods of cooking, techniques, shortcuts and more. Appetizers provided. Fee includes food costs.

\$20.00

XPE 1072

Great Fish Dishes

Fish is delicious, healthy and offers variety to your diet. In this workshop, we will cook several recipes and eat the "catch," including Cape Cod herbed chowder, shrimp boats, fish florentine in parchment and blackened red fish. Tips on storing and cooking fish and different seasonings to use will be discussed and used in the recipes. Fee includes food costs.

\$16.00

XPE 1073

Great Fish Dishes II

Fish is delicious, healthy, and offers variety in your diet. In this class, participants will learn how to prepare several recipes and then will eat the "catch": Hoppin' Cod, oven fried catfish, tuna spinach braid, and Louisiana jambalaya. Class discussion will include those fish high in vitamins and minerals as well as omega "3" fatty acids.

\$16.00

XPE 1081

Simple, Yet Sophisticated Garnishes

Decorative and holiday food garnishes will be demonstrated. Topics include proper use of garnishing tools, food design, plate and table presentations, and decorating themes. There will be hands-on participation in creating easy, everyday garnishes. Fee includes food costs.

\$15.00

XPE 1082

Decorative Food Garnishes

Chef Mark Mollentine will demonstrate decorative and holiday food garnishes. Topics include proper use of garnishing tools, food design, plate and table presentations, and decorating themes. Participants will also help create a wonderful "thematic" food preparation. Fee includes food costs.

\$19.00

XPE 1083

Creative Side Dishes

Cous cous, bulghar wheat, polenta. . . what are these and can you eat them? Discover the world of interesting and tasty accomplishments. Discussion includes preparation and pairing of side dishes and entrees. Fee includes food costs.

\$17.00

XPE 1086

Winter Comfort Foods

For those cold days and nights, there is nothing like the aromas of a great meal

baking in the oven to warm your heart. Instructor Dorothy Ebner will demonstrate how to prepare a brisket served (the low-fat way) with Grandmother's potatoes, along with a vegetable casserole served with a terrific old-fashioned soup and a very modern salad. Pears in Grand Marnier mascarpone custard turn this into a meal for company. Come ready to sample!

\$19.00

XPE 1089

Favorite (and Quick!) Meals for Company

Greek-style Baked Shrimp and Honey Soy Glazed Chicken are two elegant entrees, as delicious as they are quick to prepare, to pamper your guests or surprise your family. We'll round out these menus with side dishes including Orange Caramelized Onions and, finishing with the best, a fool-proof recipe for the dessert Pavlova, brought back from New Zealand by instructor Dorothy Ebner. Note: this is a demonstration class, and you'll do the sampling! Fee includes food costs.

\$19.00

XPE 1090

Company Casseroles

Discover some new casseroles that are elegant enough for company, and that can be conveniently prepared in advance and then reheated. The featured entrees will include cannelloni crepes, beef bourguignon with puff pastry, and another "surprise" casserole worthy of your best table setting! Come hungry and ready to sample. Fee includes food costs.

\$19.00

XPE 1091

Regional Cuisines of Italy, Part I

Bruschetta with Pecorino and Walnuts, White Bean and Tuna Salad, Ribollita (Soup), Pork Loin Braised in Milk, Polenta with Mushroom Sauce and Cantucci with Vin Santo. These dishes are some of the favorites tasted while exploring Italy from Rome to the South and back to Tuscany.

\$80.00

XPE 1092

Cuisine of Sicilia (Sicily)

This region is characterized by its aromatic sauces, cannoli, gelato and marsala wines.

\$20.00

XPE 1093

Cuisine of Toscana (Tuscany)

This region is noted for its rich meats, olive oils, codfish, sagioli (beans), panforte (cake) and Chianti wines.

\$20.00

XPE 1094

Cuisine of Calabria

This region features citrus fruits, chestnuts and fresh oysters and other seafood.

\$18.00

XPE 1095

Cuisine of Emilia-Romagna

This region is famous for its abundant produce, pastas, pork (salami, mortadella and prosciutto) and parmesan cheese.

\$18.00

XPE 1096

Cuisine of Piemonte (Piedmont)

This region is celebrated for its white sauces and use of garlic and butter, gorgonzola cheese and Asti wines.

\$18.00

XPE 1101

Russian Easter

A new touch! Holiday celebrations with some traditional Russian food. Cheese paska, Russian passover bread, coulbiac (salmon in puff pastry), a delicious egg salad mold to use up those Easter eggs and a light "surprise dessert!" Fee includes food costs.

\$20.00

XPE 1105

Festive Holiday Hors D'oeuvres

Discover easy "do-ahead" appetizers you can make a few days before or freeze a few months before the busy holiday season. Instructor Dorothy Ebner will demonstrate how to prepare delicious smoked salmon cheesecake and baked cream cheese (and other recipes, too). Come ready to sample. Fee includes food costs.

\$19.00

XPE 1106

Seminars in Wine Tasting II

The focus for this second series of seminars will be on grape varieties, famous regions or the world and specialized areas of wine. Specific topics for this spring's series will be: merlots of the world (with emphasis on California merlots), sauvignon blanc wines, and red wines of Italy. This class is open to both novice and seasoned wine-tasters. Participants must be at least 21 years of age. The fee includes wine and food costs.

\$68.00

XPE 1107

Seminars in Wine Tasting III

The focus of this third series will be red zinfadels, unusual California varieties (including white heritage) and red wines from France's southwest and Rhone regions. This class is open to both novice and seasoned wine-tasters, and it is not necessary for you to have attended the previous seminars. Note: Participants must be at least 21 years of age. The fee includes wine and food costs.

\$68.00

XPE 1108

Seminars in Wine Tasting IV

The focus of this fourth series will be: pinot noirs from around the world; the white wines of Australia; and Napa vs. Sonoma Valley cabernet sauvignons. This class is open to both novice and seasoned wine-tasters, and it is not necessary for you to have attended the previous seminars. Note: Participants must be at least 21 years of age. The fee includes wine and food costs.

\$69.00

XPE 1109

Seminars in Wine Tasting V

The focus of this fifth series will be: petite syrahs and syrahs of California, white wines of France and Germany, and red wines of Spain. This class is open to both novice and seasoned wine-tasters, and it is not necessary to have attended the previous seminars. Participants must be at least 21 years of age. The fee includes wine and food costs. Note: Class now meets Thursday evenings.

\$69.00

XPE 1111

Seminars in Wine Tasting VI

The focus of this sixth series will be: a comparison of French Rhone wines with California Rhone blends; California sauvignon blancs and fume blancs; and red wine of Chile and Argentina. This class is open to both novice and seasoned wine-tasters, and it is not necessary to have attended the previous seminars. Participants must be at least 21 years of age. The fee includes wine and food costs.

\$70.00

XPE 1112

Seminars in Wine Tasting VII

Topics for this seventh in the series will be: cabernet sauvignons from southern California coastal area; a survey of unusual white wine varieties from around the world; and a comparison of Sangiovese wines from California and regional Italy. This class is open to both novice and seasoned wine-tasters, and it is not necessary to have attended the previous seminars. Participants must be at least 21 years of age. The fee includes wine and food costs.

\$70.00

XPE 1113

Seminars in Wine Tasting VIII

Topics for this eighth in the series will be: Week 1 - red wines from the Rhone region of France; Week 2 - chardonney from the South coastal region of California; Week 3 - unusual red wines. This class is open to both novice and seasoned winetasters, and it is not necessary to have attended the previous seminars. Participants must be at least 21 years of age. The fee includes wine and food costs.

\$70.00

XPE 1115

Country French Cuisine

Come witness the marvel of French cooking techniques, which develop maximum flavor from the simplies of ingredients. Instructor Dorothy Ebner will prepare the classic coq a vin (chicken with wine), broiled tomatoes, eggplant and tomato casserole, and 'eggs-in-snow'. Come ready to sample. Fee includes food costs.

\$19.00

XPE 1116

Quick and Easy Gifts from the Kitchen

Come learn quick and easy gift ideas that come straight from the heart and made right in your own kitchen. This course will center on homemade treats that can be given to your favorite neighbor, coworker...the possibilities are endless.

\$20.00

XPE 1117**Slow Cookers for the Fast Family**

Still trying to figure out how to cook dinner when you're never ever home? Come learn and taste great crock-pot recipes that will help the evening pace slow down and bring the family back to the table. Fee includes food

\$20.00

XPE 1118**Make It Once, Serve It Twice**

Need new cooking ideas? Burnt out on the same old, same old meal routine? Come learn and sample great recipes that can be made once and then served again in a completely different way.

\$20.00

XPE 1119**Made by Me! (Parent/Child Class)**

Register along with your child for an evening of sharing and giving. We will learn how to make all kinds of fun gifts for the young and the young at heart. Have fun learning new ideas kids can create in the kitchen to give to their friends and family. Children must be age four or older and accompanied by an adult age 18 or older. The fee is per person.

\$14.00

XPE 1120**Greek Cooking**

Enjoy Greek appetizers, main dishes and desserts in this "hands-on" class. Menus include preparation of dolmades, Greek salad, pastichio, baklava and Greek coffee. Be ready to cook, sample, and take home any leftovers. The class fee includes food costs and handouts.

\$18.00

XPE 1126**"Sunny Mediterranean" Cuisine**

Come watch instructor Dorothy Ebner demonstrate how to make homemade pita bread with salad filling; moussaka, the classic Greek entree favorite; a fabulous mushroom appetizer; and a good old-fashioned American cookie. All are foods that make us look forward to Spring. Come ready to sample!

\$19.00

XPE 1127**Mediterranean-Style Cuisine**

Come watch as instructor Dorothy Ebner prepares such Mediterranean delights as Puttanesca (a wonderful Spanish-influenced pasta dish), Barcelona Worker's Chicken, and Tuscan bread, as well as a great buffet salad and an easy dessert. Come ready to sample! Fee includes food costs.

\$19.00

XPE 1131**Irish American Favorites**

Whether from Ireland or the East coast, these recipes will help you celebrate St. Patrick's Day. Glazed slices or corn beef with vegetables, ruben sandwich casserole, red flannel hash, shoofly pie, apple pandowdy and famous indian pudding from Durgin Park, Boston. Fee includes food costs.

\$20.00

XPE 1132

A Touch of Ireland

Some wonderful recipes from the Ballymaloe Cooking School in Ireland. Roasted Fillet of Salmon with Saffron Cream Sauce, Farmhouse Chicken, and Boxty Pancakes are just a few of the wonderful flavors that will make you think you should be wearing green.

\$20.00

XPE 1135

Dinner for Two

A veal dish that can be prepared ahead, served with fresh homemade tomato basil pasta, is the basis for this romantic Italian-style dinner. Instructor Dorothy Ebner will demonstrate the "how-to's"...come ready to sample the delectable outcome! The fee includes food costs.

\$19.00

XPE 1137

Thanksgiving in October

Canada's Thanksgiving is in October, the month that reminds us of traditional German Octoberfests. Instructor Dorothy Ebner combines these two celebrations by offering delicious roast turkey in a pastry crust, Old Vienna salad, red cabbage with apples and cranberries, and potato dumplings. Dessert will be a surprise dish made with pumpkin (of course!) Come ready to sample. Fee includes food costs.

\$19.00

XPE 1141

A Touch of Italy

Discover some variations of favorite Italian dishes: veal scallop roll-ups with artichokes and pasta with asparagus, served with "very baked tomatoes", an American cookie-and-cream dessert and quick strawberry pie. Instructor Dorothy Ebner will demonstrate how to prepare these delectable dishes. Come ready to sample!

\$19.00

XPE 1144

Fresh Pastas and Traditional Sauces

Pasta has become an American staple, and the fresher the better. Learn to make your own from scratch, by hand and with a manual pasta machine. You will also learn about pasta shapes, textures and flavors. We'll make and sample great-for-you pastas, topped with delicious traditional sauces like fresh marinara, easy pesto and classic alfredo. Samples provided. Fee includes food costs.

\$17.00

XPE 1145

Perfect Pasta

Bring an apron to class and learn how to make plain and flavored fresh pastas from scratch. We'll sample all of them with some quick and healthy sauces, so bring your appetite! Fee includes food costs.

\$19.00

XPE 1146

Regional Italian Pastas and Sauces

Smell the aromas of the finest Italian kitchens as you learn how to create various pastas and sauces from traditional recipes of various Italian regions. Come ready to sample! Fee includes food costs.

\$25.00

XPE 1147

Perfect Pizza

Nothing tastes quite like fresh hot pizza right from the oven! In this hands-on class, you'll learn how to prepare delicious pizza and calzones from scratch. Chef Mark Mollentine will demonstrate how to prepare a variety of doughs, sauces and toppings. Italian chicken, pesto, and seafood pizzas will be featured. Come hungry and be prepared to cook and sample. The fee includes food costs.

\$15.00

XPE 1148

'Grow' Your Own Pizza

Do you love pizza? Learn to grow (and buy) the very freshest ingredients for sauce and toppings, and combine these to prepare the best-ever pizza. Instructor Bonnie Woods will 'construct' a pizza, and then the class will have their turn, followed by consumption of the results! Fee includes food cost.

\$14.00

XPE 1149

Barbeque Basics

Learn the terms and techniques invaluable to one of America's favorite pastimes: outdoor cooking. Chef Mark Mollentine will instruct on rubs, marinades, hickory, mesquite, cold-smoking, hot-smoking, porcelain grills, BTUs, smokehouses, and more. Get started on your way to becoming a "grill gourmet". . . and come ready to sample! The fee includes food costs.

\$25.00

XPE 1151

Cheese Tasting

Discover the wonderful world of cheeses. Discussion will include history, the cheese industry, cheese making, varieties, and cooking with cheese. Come prepared to sample a wide selection of domestic and imported cheeses and cheese-based recipes. Fee includes samples. costs.

\$17.00

XPE 1155

Stir-fry Sensations

"Stir-fry" is probably the original fast food! It's quick, delicious, nutritious and satisfying. Come and learn some Chinese-style recipes as well as American and international stir-fry combinations. We'll sample the results, so bring your appetite. Fee includes food costs.

\$19.00

XPE 1160

Cooking for Kids...Cooking with Kids

Learn to make easy after-school snacks, nutritious meal ideas and yummy desserts. Dads and daughters, moms and sons, grandparents or neighbors with your favorite school-age helper...come ready to make and sample "kid-centered" recipes. Course fee includes a cookbook and food costs.

\$10.00

XPE 1165

Making Bread with the Food Processor

With a food processor, you can make any bread with ease and speed. We'll make a variety of breads in class: simple Spanish bread, whole grain breads and cinnamon rolls. We'll bake and sample bread and you'll have dough to take home and bake for yourself. Fee includes food costs.

\$15.00

XPE 1168

Croissants and Danish Pastry

Learn to make croissants, fans, bear claws and other Danish pastries. Bring a baking sheet to class and take home delicious samples and dough to bake later. The fee includes food costs.

\$15.00

XPE 1170

Bagels and English Muffins

Learn to make these specialties at home! The class includes demonstration, preparation, baking and sampling a variety of bagels and English muffins, with some to take home. Bring a cookie sheet to class. The course fee includes food costs.

\$15.00

XPE 1171

Glorious Bagels

Now you can learn to make these specialties at home! The class includes fun and easy demonstrations, preparation, baking and eating a variety of bagels, plus some to take home. Bring a cookie sheet to class. The course fee includes food costs.

\$15.00

XPE 1173

Cinnamon and Caramel Rolls

Enjoy making cinnamon and caramel rolls by hand. Bring an 8- or 9- inch round pan to class and take home cinnamon rolls to bake. The fee includes food costs.

\$15.00

XPE 1174

Beyond Cinnamon Rolls

Learn techniques and recipes for twists, ripple loaves, cinnamon swirl bread and crisps. Filling favorite include orange, almond and apricot. Bring an 8- or 9- inch round or square pan. The course fee includes food costs. Come ready to sample!

\$15.00

XPE 1175

Breadbaking 101

Does working with yeast scare you? Come to this class for hands-on experience in making a fine loaf of bread, just like Grandma did. . . and take home a loaf to bake! Bring a bread pan. The course fee includes food costs. Note: this class was formerly titled "Grandma's Real Bread."

\$15.00

XPE 1177

Dinner Rolls

Learn to make a variety of dinner rolls: whole-wheat, potato, caraway-salt crescents, fantans, bowknots and\ good old-fashioned pan rolls. Experience in bread- making is helpful, but not required. Bring a cookie sheet to class. The course fee includes food costs. Come ready to sample!

\$15.00

XPE 1179

Herbs in a Nutshell

A flamboyant herbal show and tell! Feel, smell and taste (herbal bar/ice tea) your way through a myriad usage! Leave with lots of knowledge, handouts and plenty of good vibes.

\$12.00

XPE 1180

Baking and Cooking with Fresh Herbs

How can you use those herbs in your garden? The possibilities are nearly endless. . .come and find out! There will be a cooking demonstration, discussion and sampling of everything from appetizers to dessert, including Italian filled bread. Herb recipes will feature sage, chives, dill, tarragon, rosemary, thyme, chervil, cilantro and mint. Fee includes food costs. Come hungry.

\$16.00

XPE 1181

Fresh Herb Hors d'oeuvres

Savor the flavors of fresh herbs! Marilyn Uppman will demonstrate how to prepare a basil torta, plus crab and chive cream puffs and herb gougers. She'll also make nasturation sandwiches, a couple of herb- enhanced dips, and citrus-mint melon balls. Bring your appetite! The course fee includes food costs.

\$17.00

XPE 1182

Savory Herb Dinner

Be on your way to confident and creative cooking with herbs. The instructor will prepare a meal featuring a variety of herbs, and you'll get to sample the tasty results: turkey "porcupines", green beans with shallots and rosemary; buttermilk chive biscuits; creamy, tangy, herbed cole slaw; herbal teas and dessert. Recipes and food costs are included in the fee.

\$17.00

XPE 1183

Cooking With Herbs

Part of instructor Bonnie Woods' "Advanced Herb Gardening" workshops, this class will feature cooking demonstrations of herb-based foods and the preparation of herb teas, butters, vinegars and blends. Participants will receive an herb blend to take home, and class will end with sampling of the dishes prepared. Fee includes handouts and food costs.

\$17.00

XPE 1184

Easy Entertaining Menu

Whether for Valentine's Day or another special occasion enjoy an easy-to-prepare menu sure to please your guests and the cook alike! Instructor Dorothy Ebner will

prepare marinated beef tenderloin with all the trimmings, heart-shaped bread, and a microwave cake that cooks while you eat. Come ready to sample. Fee includes food costs.

\$19.00

XPE 1185

Focaccia, Pretzels and Bread Sticks

These breads are wonderful to eat, and are fun and easy to make! Come ready to mix, knead, shape, bake and most importantly sample some of each kind, with leftovers to take home. Bring a cookie sheet. The course fee includes food costs.

\$15.00

XPE 1187

Cheese and Specialty Breads

In this class, we'll make and sample some great new breads: cheese, carrot, herb, olive and orange caraway. We'll mix, knead, bake, sample and leave with a loaf to bake at home. Bring a bread pan to class. The course fee includes food costs.

\$15.00

XPE 1188

Breakfast and Brunch Workshop

Discover some tasty recipes for early morning breakfast or Sunday brunch. Eight recipes will be featured (half of them prepared in class), including savory corn and bacon muffins, ham and grits quiche with two cheeses, and jungle cookie bars. Come ready to cook and sample!

\$18.00

XPE 1189

Gourmet Brunch

Get ready for Easter or Spring entertaining with Popover filled with Salmon, a favorite Asparagus and Ham entree, or Kaiserschmarrn (Emperor's Pancake) decorated with whipped cream and berries. Amaretto French Toast with Raspberry Syrup and Apricot Bread are two more offerings to keep your menu satisfying and still give you time to visit with guests. Note: this is a demonstration class, and you'll do the sampling! Fee includes food costs.

\$19.00

XPE 1190

Beautiful Bread Braids

Bread braids are spectacular-looking yet easy to do! Learn the techniques for three-, four-, six- and eight- strand braids. We will mix, knead, shape, bake and sample in class as well as have a braid for you to take home and enjoy. The course fee includes food costs. Bring a baking sheet to class.

\$15.00

XPE 1195

Italian Taste Treats

This class will feature different pasta dishes, served hot and cold with wonderful new sauce recipes (including some delicious low-and no-fat variations). Throwing caution to the wind, instructor Dorothy Ebner will then serve a decadent grand finale; meringues with butter cream and raspberry chocolate sauce. Come ready to sample. Fee includes food costs.

\$19.00

XPE 1206

Juices and Sprouts Workshop: A Healthy Beginning

Homemade juices and sprouts are healthy, delicious, easy to make and inexpensive. Learn to make a variety of juices and then sample the results. The sprouts will be ready-to-eat and will be sampled as well. Instructor Bonnie Woods will discuss the health benefits as well as all the steps involved in making these two healthful nutritional sources. Fee includes food costs.

\$14.00

XPE 1215

Spring Picnic

For your next picnic outing, select from a variety of stuffed bread entrees featured in this class. Instructor Dorothy Ebner will demonstrate how to prepare muffaletta, meatloaf-in-a-loaf, calzone and cornish pasties—all easy to pack and cut when you arrive at your destination. Ideas for "picnic-friendly" salads and desserts will be discussed as well. Come ready to sample. Fee includes food costs.

\$19.00

XPE 1216

Spring Luncheons or Suppers

This class features two fantastic presentations of delicious main course salad: Snow Bird Salad uses a pineapple for the body and tail, and cream puff boat provides salad and bread all in one. A quick Paella dish and a light lemon dessert complete this class. Instructor Dorothy Ebner will demonstrate how to prepare these recipes; come ready to sample! Fee includes food costs.

\$19.00

XPE 1217

Some Busy Day Meal Ideas

Do you find yourself in "crisis mode" at dinner time? Save time, money and your sanity with tasty and nutritious meals made in advance and frozen for later use. Learn to adapt this simple method to any dietary or scheduling needs for any size of family. Fee includes workbook with forms and recipes. This is not a cooking class.

\$20.00

XPE 1219

Worldly-But-Quick Chicken Dishes

Chicken is a dish enjoyed around the world! This class focuses on two regions: a Kahlua chicken from Acapulco and a low-fat, quick chicken recipe featuring the exotic flavors of the Mediterranean. Recipes to round out the menu include a soup, hors d'oeuvre and vegetables, with Victorian Orange Peel Cake for dessert. Instructor Dorothy Ebner will demonstrate how to prepare these recipes; come ready to sample! Fee includes food costs.

\$19.00

XPE 1221

Salsa! Salsa! Salsa!

Now is your chance to make championship salsa and a variety of other salsa's. Learn techniques and tips on preparing and what ingredients to use from other areas of the United States. THEN find out how to use all the left over salsa. Samples and cookbooks included.

\$20.00

XPE 1225

"South-of-the-Border" High-fiber Cooking

This class, taught by a University of Kansas Medical Center dietitian, will focus on how to make "heart- healthy" high-fiber (and delicious!) food choices. Topics will include risk factors for heart disease and how to modify one's diet accordingly. A couple of "south-of-the-border" recipes will be prepared, for participants to sample how irresistible high-fiber cooking can be. Fee includes food costs.

\$14.00

XPE 1226

End-of-Summer Grill

Don't forget to use the grill during those first cool days of fall! A chorizo-stuffed turkey breast with fresh salsa, accompanied by southwestern rice and a platter of grilled sliced vegetables, makes a perfect outdoor meal. Instructor Dorothy Ebner will also prepare grilled fish as an alternative and a delicious cake layered with fruit will be the dessert offering. Come ready to sample. Fee includes food costs.

\$19.00

XPE 1227

Cool Weather Foods

Come watch as instructor Dorothy Ebner prepares such hearty cool-weather fare as vegetarian chili with roasted vegetables, a great potato-and- sausage stew, and Italian stuffed bread, as well as cookies and a coffee cake perfect for Fall festivities. Come ready to sample! Fee includes food costs.

\$19.00

XPE 1228

Winning Chili

Do you want to win that blue ribbon? This class is for you! Learn about the different varieties of peppers, meats and spices. Sampling each others cooking is definitely included!

\$10.00

XPE 1231

Cuisine of Sardegna

This region features the local herb "mirto", used in many of its foods and liquors. Regional specialties include spit-fired lamb, sea bass, lobster, eel and mussels, as well as fresh fruits and specialty breads and cakes.

\$20.00

XPE 1232

Cuisine of Umbria

This region, famous for its black truffles and locally made olive oil, is also noted for its wonderful pork dishes.

\$20.00

XPE 1233

Cuisine of Puglia

This region is acclaimed for its exclusive pastas as well as its risotto, typically served with lamb or veal. It also is an area rich in oysters, mussels and octopus, plus many varieties of fruits and vegetables.

\$20.00

XPE 1234

Cuisine of Abbruzzi

This region is celebrated for its delectable cheeses and hams. The best of cured meats and sausages can be found here, along with favorite sweets such as torrone al cioccolato.

\$20.00

XPE 1235

"South-of-the-Border" High-fiber Cooking

This class, taught by a University of Kansas Medical Center dietitian, will focus on how to make "heart- health" high-fiber (and delicious!) food choices. Topics will include risk factors for heart disease and how to modify one's diet accordingly. A couple of "south-of-the-border" recipes will be prepared, for participants to sample how irresistible high-fiber cooking can be. Fee includes food costs.

\$14.00

XPE 1236

Cuisine of Lombardia

Lemon flavoring and veal are specialties of this region as well as mouth-watering osso buco. Other area favorites are its rice, polenta, and famous "panettone" cakes.

\$20.00

XPE 1238

Learning Kosher for Kansas City

Have you heard the word Kosher and wonder what it means? Here is your opportunity to understand. This course will benefit chefs, dieticians, caterers, restaurant managers and your neighbors. Learn the basics, to "keep" and where the resources are for food and wine.

\$20.00

XPE 1241

Cuisine of Liguria

This region features specialty fish dishes and is noted for its locally-made olive oil, pesto sauces and fresh herbs. It is famous for its pizzas.

\$20.00

XPE 1242

Cuisine of Marche

This region is famous for its pork and abundance of lamb, game and freshwater fish. It is noted for its wonderful pasta dishes.

\$20.00

XPE 1243

Cuisine of Basilicata

Acclaimed for its local cheeses and minestrone, this region is rich in dairy products, lamb and game. Breads from this region are delectable!

\$20.00

XPE 1244

Cuisine of Lazio

Known for its rich sauces and variety of meats (including lamb and veal), this region is also plentiful with vegetables and exclusive for its bean dishes.

\$20.00

XPE 1245

Grilled Seafood and Meat

Instructor Dorothy Ebner will discuss the proper grilling of such delicious entrees as butterfly salmon supreme and shashlik, an East European dish of marinated skewered pork. Accompaniments will include East Indian potato salad, salad and no-fat lime cheesecake. Come ready to sample! Fee includes food costs.

\$19.00

XPE 1246

Creative Indoor/Outdoor Cooking

Experience Beer Can Chicken on the grill or from the oven. (Yes, that's the name! The chicken sits on a can of beer during cooking and is succulent, spicy and juicy when done.) Also featured are such taste treats as Chicken Tarragon with creme fraiche, an interesting new way to do vegetables, and Old English Apricot Pudding for dessert. Instructor Dorothy Ebner will prepare the above dishes, and you'll do the sampling! Fee includes food costs.

\$22.00

XPE 1267

Cooking with Herbs and Spices

Spice up (and 'herb up') your cooking. Learn the difference between an herb and a spice and when to use them. Also, learn which herbs go with which foods and participate in an herb "tasting." Sample several herbed dishes and discover how to use some new, rare and exotic herbs that are becoming popular today. Fee includes food costs.

\$17.00

XPE 1270

Herbal Stew, Soups and `Sides'

Learn how to make a variety of hot and satisfying "chill-killers" for these cold Kansas winters. Instructor Bonnie Woods will demonstrate how to prepare steak stew, Irish cabbage soup, spicy tomato soup, and a few `side' dishes, including herb bread, yogurt herb salad and dessert. Bring your appetite! Fee includes food costs and handouts.

\$17.00

XPE 1271

Herbal Soups, Stews, and Sides II

Learn how to make an all-new variety of hot and satisfying "chill-killers" for these cold Kansas and Missouri winters. Bonnie Woods will demonstrate how to prepare potato-and-corn soup, savory cream of onion soup, garlic soup and harvest stew. Bring your appetite! The fee includes food costs and handouts.

\$17.00

XPE 1272

Herbal Sandwiches To Go

Sandwiches have always been part of our diets - but rarely a bold or exciting eating experience. This class will feature herb-based sandwiches that are low-fat (with little meat), very healthy, economical... and tasty! Class participants will make several recipes and then taste the results: lemon-chive chicken, tomato onion, triple-treat spread, vegetable spread, and more. Fee includes food costs.

\$15.00

XPE 1273

Herbal Jellies, Jams and Butters

Enjoy these unusual but delicious accompaniments to your breads - all of them easy to make! This class will cover several recipes, including garlic jelly, apple thyme jelly, pumpkin butter, sage honey, and vinegars. Fee includes handouts and samples.

\$14.00

XPE 1275

Sweets and Treats with Fresh Herbs

Indulge in some all-new sweet and savory treats using fresh herbs, as prepared by instructor Marilyn Uppman. "Sweet-tooth" recipes will include lemon thyme, as well as chocolate mint cookies, rosemary shortbread, and honey bay mustard sauce. Savory recipes will feature tarragon, rosemary, pesto, and sun-dried tomato basil breads.

\$15.00

XPE 1276

Cooking with Pastas, Grains and Beans

You can join in the preparation or simply observe as instructor Bonnie Woods makes eight tasty recipes using various combinations of pastas, grains, and beans. Come ready to sample! Fee includes food costs and handouts.

\$17.00

XPE 1277

Cooking With Pastas, Grains and Beans II

Join Bonnie in the preparation of 6 tasty recipes using various combinations of pastas, grains, beans and rice. Be ready to sample Costa Rica Chicken, Mexican Corn Bread and Gallo Pinta'. Enjoy the "comfort" foods. Fee includes food and recipes.

\$17.00

XPE 1280

Ice Cream, Sorbet and Cookie Treats

Watch (then sample) as instructor Marilyn Uppman prepares watermelon sorbet and brown sugar sour cream ice cream, as well as more traditional favorites - all made easily in an electric machine. You'll also learn the tricks to making beautiful rolled-out cookies easily. High-style yet simple English toffee bars, exquisite 'lemon melting moments', and elegantly easy colonial oatmeal cookies will be featured. Bring your sweet tooth! Fee includes food costs.

\$15.00

XPE 1281

Milk and Cookies: Children's Party Ideas

Life beyond the Pizza Party! What are some elements of a successful children's party? Spend an evening exploring ideas including: invitations, party favors, food/refreshment costs and savoring the memories. (Focus 4-11 yrs)
Refreshments will be served.

\$10.00

XPE 1284

A Gourmet Brunch

What a great way to entertain! Asparagus and Ham with a Dill Sauce makes the perfect spring dish. Popovers with Salmon Filling, Emperor's Pancake with Fruit

and Berry Topping and more recipes will be prepared for you to taste and round out your brunch menu.

\$20.00

XPE 1285

Easy Gourmet

Enjoy such easy-to-make gourmet delicacies as shrimp-stuffed beef tenderloin with mustard cream sauce, brown rice pilaf, Greek green beans, and raspberry roulade. Instructor Dorothy Ebner will demonstrate how to prepare each dish; come ready to sample! Fee includes food costs.

\$19.00

XPE 1286

Easy Gourmet Hors d'Oeuvres

All new for 2002, instructor Dorothy Ebner will prepare a Smoked Salmon Ravioli, Christmas Tree Canapes, Savory Cheesecake with tangy sauce, a new dip a new rolled tortilla, and a Caramel Fudge Cheesecake. Come prepared to sample. Fee includes food costs.

\$22.00

XPE 1290

"A+" Entertaining

Whether it's a spring brunch, an open house or a quiet tea for friends, you can enjoy your own party! In this class, you will learn common threads, tips and "how-to's" of successful and pleasurable entertaining. Refreshments will be served at each class.

\$18.00

XPE 1291

Holiday Entertaining

Whether you're having a lavish gathering or a small get-together with friends, holiday parties are a special part of this "most wonderful time of the year". Discover keys to all successful entertaining as well as specific ideas and recipes for an open house. We'll plan a party in class. Refreshments will be served. Enjoy!

\$18.00

XPE 1292

"Alfresco" (Outdoor) Entertaining

Warm, sunny days whet the appetite for outdoor gatherings. As you ease into spring and summer, prepare yourself for pleasurable entertaining. Come hear creative ideas on several types of fun from an elegant "alfresco" evening to ways which will add flair to an otherwise ordinary picnic. Get ready to plan your own fete in the upcoming months. Refreshments will be served. Note: While not required, "A+ Entertaining" is recommended first as it lays the groundwork for this class.

\$18.00

XPE 1293

New Recipes for Outdoor Cooking

This class features some great entrees as well as do-ahead side dishes. Instructor Dorothy Ebner will demonstrate how to prepare grilled chicken Provencal, BBQ green beans, grilled vegetable sandwich with sun-dried tomato tapenade, and quick frozen-fruit ice cream pie. Come ready to sample!

\$19.00

XPE 1294

Entertaining and Hospitality

Whether a small family gathering or an elegant soiree, you want to create warmth, as well as welcome and pleasant memories for you and your guests. Discover practical ideas and tips for entertaining for holidays as well as get togethers, so you can enjoy your own party. Learn how to create an atmosphere in your home that reflects the richness of your own personal style. Refreshments served each session.

\$18.00

XPE 1295

"A+" Hospitality

Whatever the occasion or whomever your company, you want to create warmth, charm and a welcome atmosphere for your guests. Discover many practical ideas and tips on being an excellent host/hostess, and learn to be the one who will be at the top of other's guest lists. The second session will include some class participation. Your home will be richer and your memories sweeter for having taken this class! Note: This is a companion course to "A+ Entertaining", also listed in this section. You do not have to enroll in both, but they are complementary to each other. Fee includes food and supplies.

\$21.00

XPE 1296

Hospitality and Home

Is there more to hospitality than hosting a lovely dinner party? Gather tips and ideas on sharing your home with family and friends in a style that fits who you are. Be a wonderful host/hostess as well as an excellent guest elsewhere. Refreshments will be served.

\$18.00

XPE 1297

Creative Tabletop

There can be more to a centerpiece than a pretty floral arrangement. Join in the fun of learning new ideas for imaginative table decorating. Let your creative 'juices' flow for the second hands-on session. Refreshments will be served.

\$18.00

XPE 1306

Light and Easy for Summer

Featured in this class will be a grilled Turkey and Cheese Sandwich (open-faced in hollowed Italian bread) and a Tuna "Croque", both fit for a fancy luncheon. Other highlights include Peanut Chicken Pasta and a couple of other fast entrees, finished with Lemon-Raspberry Pie to keep in the freezer and serve slices as needed. You'll find yourself using these great quick and convenient dishes year round. Note: this is a demonstration class, and you'll do the sampling! Fee includes food costs.

\$19.00

XPE 1307

Light Summer Dishes

Sometimes the ingredients available in the summer help us decide what to cook. Tomatoes and Fresh Basil are two of those ingredients that taste wonderful in Eggplant Lasagna and Chicken Breasts stuffed with Goat Cheese and Basil. Onions, Bell Peppers and Zucchini are great with Orzo pasta and Shrimp. Come to learn how to make these and some other light summer dishes.

\$20.00

XPE 1311

Terrific Variations on Basic Bread

What can you make from basic bread recipe? Plenty! Bring a baking pan (and your appetite) and learn to make braids, whole wheat loaves, bread sticks, pita, pizza, herb bread, pretzels and hard rolls. Fee includes food supplies.

\$15.00

XPE 1314

How to Host an Elegant and Effortless Dinner Party

Learn how to treat your guests to a night of delightful dining with scrumptious appetizers, delicious main courses, and delectable desserts. Discover the secrets to setting an enticing table and creating a festive mood. Fee includes food costs.

\$17.00

XPE 1315

Christmas Party

"It's the most wonderful time of the year!" Share this special time with your friends by having a party. Ideas, tips and practical suggestions will be given for planning and hosting a Christmas party. Three party styles will be addressed: a Christmas tea, an open house, and an evening party or gathering. "A+ Entertaining" is not required but is a foundation for this class. Refreshments will be served at each class.

\$17.00

XPE 1317

Romantic Valentine's Day Dinner

Learn to create a sumptuous and romantic Valentine's Day dinner that is easy yet elegant. Chef Mark Mollentine will demonstrate how to prepare Caesar salad, Cornish game hen, potato gnocchi with creamy tomato-porcini sauce, caramelized vegetables, and a special sweet biscuit/strawberry/Grand Marnier Cream dessert. Come ready to sample! Fee includes food costs.

\$17.00

XPE 1318

Sweetheart Dinner

Chicken with Marchand de Vin sauce wrapped in phyllo is an elegant entree of entertaining. We'll round out the menu with heart-shaped easy rolls, an unusual salad, roasted onion mashed potatoes, colorful vegetables and great do-ahead dessert. What's terrific about this meal is that you can do it all a day or two ahead and simply reheat it before serving. Instructor Dorothy Ebner will demonstrate how to prepare these recipes; come ready to sample! Fee includes food costs.

\$19.00

XPE 1319

Easter Brunch

Entertain your friends and family with ease when you serve these easy to prepare dishes. The menu includes scones, frittata, blintzes, egg blossoms, "easter" eggs, quiches and marmalade muffins. Come prepared to sample. Fee includes food costs.

\$19.00

XPE 1320

Easter Baking

Mix, knead, shape, bake and eat the beautiful bread of Easter: Italian Easter braid with egg baked right in; chicks, bunnies and hot cross buns. Bring a baking pan to class. The course fee includes food costs.

\$15.00

XPE 1325

Christmas Breads

You will make Swedish tea rings, candy cane coffee cake and Christmas teddy bears. Bring a baking sheet and your appetite.

\$15.00

XPE 1330

Main Dish Breads

Here's your chance to make turnovers, pasties, stuffed breads and other meal-in-one bread treats. Bring your appetite! The fee includes food costs.

\$15.00

XPE 1335

Christmas Cookie Craze

The holidays are fast approaching and soon your schedules will be filled with parties and social events. Learn how to stock your freezer with yummy baked goods to feed your company and family and to give away as gifts. Make your holiday baking a one-day event to last the whole season.

\$18.00

XPE 1345

English (and Other) Muffins

Have you ever thought of making your own English muffins? In this class, you'll not only learn how, you'll get to devour the delicious results! You'll also learn to make these quick-bread muffins; wheat bran, oat bran, cornmeal, cranberry-walnut, apricot-almond, and pumpkin. Bring a baking pan and your appetite. Fee includes food costs \$15.

\$15.00

XPE 1350

Dinner Rolls

Learn to make a variety of dinner rolls: whole-wheat, potato, caraway-salt crescents, fantans, bowknots and good old-fashioned pan rolls. Experience in bread-baking is helpful, but not required. Bring a cookie sheet to class. The course fee includes food costs. Come ready to sample!

\$15.00

XPE 1355

Basic Cake Decorating

Learn to make and decorate cakes for all those special occasions! Professional baker Cheryl Craft will show you how to use the proper baking equipment and utensils; also, how to make different types of frostings and flowers, as well as tiered cakes. You will need to purchase a Wilton beginners' cake decorating kit (approximate cost: \$20-25) and Wilton Course I booklet to bring to class. They are available at many craft stores, cooking and specialty stores as well as larger department stores.

\$30.00

XPE 1356

Cake Decorating II

A continuation of Basic Cake Decorating (pre-requisite or permission of instructor) included will be color flow art and intricate flower design. Students should buy Wilton Course II booklet for class.

\$30.00

XPE 1357

Cake Decorating III

This class will focus on more elaborate cakes, including tiered wedding cakes. You'll also learn about cake setups and breakdowns for large weddings. Prerequisite: Cake Decorating II or permission from the instructor. Students should buy Wilton Course III book for class.

\$28.00

XPE 1365

Fried Green Tomatoes (and Other Old Fashioned Treats)

Come taste-test such old-fashioned dishes as "Chicken Under a Brick"; an authentic Middle European recipe for Paprika Chicken; a great Squash Gratin; and the best blueberry dessert ever! Instructor Dorothy Ebner will demonstrate how to make these treats, and you'll get to sample them. Fee includes food costs.

\$20.00

XPE 1375

New 'Turkey Tactics' For the Holiday Season

Learn to successfully execute a turkey dinner in half the usual time...or less! Instructor Dorothy Ebner will demonstrate how to take the turkey apart, roast it at a higher temperature, and reassemble it for a great presentation. She'll also prepare green peppers stuffed with carrots, Cranberry Sour Cream Muffins, and Pumpkin Parfait to round out the menu. Come prepared to sample. Fee includes food costs.

\$20.00

XPE 1386

EASY AS PIE

This class is for moms, dads, grandparents or neighbors who want to have some fun with their school-age child. We will learn to make plain and fancy pies, traditional and short-cut crusts. Bring a pie plate to class and take home a crust ready to bake.

\$10.00

XPE 1395

Sumptuous Summer Salad

This class will feature a variety of specialty lettuces (e.g. sucrine, Nevada, lolla Rossa, etc.) that you can buy or grow, as well as greens, vegetables and herbs that will make your salads something extraordinary. Fee includes handouts and food samples.

\$13.00

XPE 1396

Spring and Summer Salads

As warmer weather approaches, why not prepare something light and refreshing. Cucumber salad, cinnamon-lime cous cous, artichoke pasta salad, oriental cole slaw, pineapple chicken salad boats and other easy to make side and main course dishes will be demonstrated. Come prepared to sample. Fee includes food costs.

\$18.00

XPE 1402

Sauces: Simple Yet Sophisticated

Learn to create simple, satisfying, sophisticated sauces to enhance your dining pleasure. Instructor Mark Mollentine will give an overview and history of sauces; demonstrate preparation techniques, and discuss how to pair sauces with foods. Other topics will include low fat/high-flavor sauces, sauce shortcuts, and holiday sauces. Fee includes food samples.

\$16.00

XPE 1403

Fall and Winter Sauces

Learn to create simple, satisfying sophisticated sauces to enhance your dining pleasure. Instruction includes an overview and history of sauces, preparation techniques, and pairing sauces with foods. Other topics include low-fat/high-flavor sauces, sauce shortcuts and special holiday sauces. Fee includes food costs.

\$17.00

XPE 1405

Herbal Oils and Vinegars

A class devoted to "the good stuff!" Skip the inflated Learn how to make Olio de Provence, 3-Flavor oil for Chinese food fans, fruited vinegars, spicy vinegar for German and Skandinavian-style cooking, and more. We will also cover how to make herbal teas, flavored instant coffees, and gift baskets for your home-made treats. Taste samples and handout included.

\$5.00

XPE 1406

Cuisine of Valle d'Aosta

This mountainous region of Italy is the home of Fontina cheeses. Fondues are very popular here, as are the delectable hazelnut chocolates. The famous black and white truffles are also hunted in this area.

\$18.00

XPE 1407

Cuisine of Molise

This region is distinctive for its many local cheeses and cured meats. Lamb dishes are a favorite here, and a touch of garlic adds something special to each dish.

\$18.00

XPE 1408

Cuisine of Friulli

This is an area rich in game and freshwater fish. Popular dishes include pheasant, goose, hare, quail frogs and snails. Spices such as cinnamon and coriander are also frequently used here.

\$18.00

XPE 1409

Cuisine of Campagnia

An abundance of pasta dishes with red sauce are characteristic of this region. Pizza is believed to have been created here, and mozzarella and ricotta are cheeses produced locally. Other popular dishes include shellfish pastas, cutlets

and flaky pastry desserts.

\$18.00

XPE 1410

Cuisine of Alto Adige

Fish is plentiful in Alto Adige, as are many soup dishes and various types of dumplings. There is a touch of Germanic influence in the foods found in this region.

\$18.00

XPE 1411

Vegetarian Cuisine of Italy: Veneto Region

In the Veneto Region you will find specialties cooked with a simple elegance. In this class you will learn how to prepare the perfect risotto, and such specialties as minestrone and filled pastas.

\$20.00

XPE 1415

Breads of Italy

Close your eyes and the aroma of these fresh baked Italian breads will convince you that you are in an Italian "Panificio" (bread shop). Come help bake (and sample!) six different mouth-watering breads from traditional Italian recipes, including ciabatta and Sardenia parchment bread. Fee includes food costs.

\$17.00

XPE 1419

Classic and Contemporary Soups

Soups can be simple, stylish and nutritious. Learn to make flavorful soups from scratch using everyday ingredients. Come prepared to sample. Fee includes food costs.

\$17.00

XPE 1420

International Soups

Tour the world as you create fine specialty soups from around the globe. You'll discover tastes you never knew existed in such favorites as Italian minestrone and Thai chicken coconut soup. Come help prepare (and sample!) These and four other delectable soups. Fee includes food costs.

\$20.00

XPE 1425

New Prairie Cuisine Cooking

New twists on regional Midwestern fare. Learn how to combine traditional game, fish and fowl favorites with contemporary seasonings and sauces. Fee includes food costs.

\$17.00

XPE 5000

Secrets of the Caterer

Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn how to become an effective and reputable caterer. Learn the business and the tricks of the trade, including many delicious catering recipes.

\$79.00

Foreign Language (XPL)

XPL 1010

Ciao Italia I (Italian for Travelers)

Learn basic Italian phrases and conversation with an emphasis on practical usage while traveling. Topics will include how to get around, eating out, shopping, culture and regions of Italy. Note: The textbook can be purchased in the JCCC bookstore; you will also need to purchase an Italian dictionary.

\$89.00

XPL 1015

Ciao Italia II

In this continuation of "Ciao Italia I", you will learn new, practical conversational skills as well as reading and writing. Additional verb tenses will be introduced. The class will also emphasize traveling in Italy. Prerequisite: Ciao Italia I or other introductory Italian class. Note: The textbook is the same one used in Ciao Italia I and can be purchased in the JCCC bookstore; you will also need an Italian dictionary.

\$59.00

XPL 1017

Ciao Italia III

This class is a continuation of "Ciao Italia II". Emphasis will be on improving conversational skills. An Italian dictionary is required.

\$59.00

XPL 1100

French for Travelers I

This class will teach "survival" French for travelers in France. Learn handy phrases to use when greeting people, shopping, ordering a meal or asking directions. You'll also learn about French culture. The textbook, "Getting By In French", can be purchased at the JCCC bookstore.

\$99.00

XPL 1105

French for Travelers II

This course, a continuation of "French for Travelers I", will teach conversational skills useful for traveling in France. New topics such as using the metro will be covered. Additional verb tenses will be introduced. Students will learn about French culture. The textbook, "French in 10 Minutes a Day", can be purchased at the JCCC bookstore.

\$79.00

XPL 1106

French For Travelers II

This course, a continuation of French for Travelers I, will teach conversational skills useful for traveling in France. New topics such as using the metro will be covered. Additional verb tenses will be introduced. Students will learn about French culture. The textbook, French in 10 Minutes a Day, can be purchased at the JCCC bookstore.

\$69.00

XPL 1110

French for Travelers III

This class is a continuation of French for Travelers II. Emphasis will be placed on conversational French related to travel. Students will learn how to use the past and future verb tenses. Students will learn about French culture. Prerequisite: French for Travelers II or previous French class. The textbook, "French Without the Fuss", can be purchased at the JCCC bookstore.

\$79.00

XPL 1115

French for Travelers IV

This class is a continuation of French for Travelers III. Emphasis will be placed on conversational French related to travel. Students will learn how to use the past and future verb tenses. Students will also learn about French culture. Prerequisite: French for Travelers III or a previous French class. The textbook, "French Without the Fuss", can be purchased at the JCCC bookstore.

\$79.00

XPL 1200

German for Travelers

Learn to ask directions, order meals, figure money and conduct basic conversations. An informal conversational approach will be used.

\$79.00

XPL 1300

Conversational Japanese I

Learn the basic elements of spoken and some written Japanese (as time allows) in an informal and fun environment. The textbook can be purchased in the JCCC bookstore.

\$99.00

XPL 1301

Conversational Japanese II

This course is a continuation on the skills learned in Conversational Japanese I with an emphasis in conversation and writing. Pre-requisite: Conversational Japanese I or equivalent. The textbook is available in the JCCC bookstore.

\$99.00

XPL 1305

Conversational Japanese II

Continue the development of skills learned in Conversational Japanese I with an emphasis on conversation and writing. Prerequisite: Conversational Japanese I or equivalent. The textbook can be purchased in the JCCC bookstore.

\$99.00

XPL 1400

Russian for Beginners I

Come join this fast-paced, low-pressure course in one of the world's most interesting language. We'll master the Cyrillic alphabet, gain some basic vocabulary and conversational expressions, overview 3 of the 6 Russian cases, and learn basic verb forms. This is a great foundation course for those seeking to really go further in this language. The book, "Russian in 10 Minutes a Day", can be purchased at the JCCC bookstore.

\$79.00

XPL 1405

Russian for Beginners II

Continue to improve your use of Russian through this sequential course. Emphasis will be on improving reading, writing and speaking Russian and increasing basic vocabulary in order to understand and communicate. You will also learn about Russian culture and traditions. The textbook can be purchased in the JCCC bookstore.

\$79.00

XPL 1501

Spanish Tutoring

The main topic of study will be conjugation of verbs.

\$50.00

XPL 1505

Conversational Spanish I

If you understand the fundamentals of Spanish, this informal, fun course will build your conversational skills. Conducted all in Spanish, this course is designed to improve your vocabulary and pronunciation rapidly, while learning about Spanish cultures. You will need to purchase a Spanish/English dictionary.

\$99.00

XPL 1506

Conversational Spanish II - Personalized Instruction

This course is a continuation of the Conversational Spanish II section, with more individualized instruction.

\$120.00

XPL 1510

Conversational Spanish II

This course is designed to increase the student's ability to express themselves orally in Spanish. Vocabulary and grammatical structure will be emphasized. The instructor will present class discussion topics relevant to everyday life and current event situations. The text book, 501 Spanish Verbs, can be purchased at the JCCC Bookstore. You will also need to purchase a Spanish/English dictionary.

\$99.00

XPL 1511

Beginning Spanish I

This course is based on the study and use of basic Spanish grammar. You will learn to read, write and speak basic Spanish. Word pronunciation and common phrases will be stressed. Students will be encouraged to participate in class. The textbook, Spanish in 10 Minutes a Day, can be purchased at the JCCC bookstore.

\$89.00

XPL 1512

Spanish, Beginning II

This course, a continuation of Beginning Spanish I, will focus on the study and use of basic Spanish grammar, vocabulary development, word pronunciation and common phrases. The textbook, Spanish in 10 Minutes a Day, is available at the JCCC bookstore.

\$89.00

XPL 1515

Spanish for Travelers II

In this follow-up class to Spanish for Travelers, you will learn additional verbs and grammar as well as new skills in dialogue. An informal conversational approach will be used.

\$45.00

XPL 1525

Spa

Solo En Espanol. Join the group of advanced students who are interested in practicing and improving their skills in speaking Spanish. This is an advanced Spanish class. The textbook, "501 Spanish Verbs", is available in the JCCC bookstore. You will also need to purchase a spanish/english dicitonary.

\$99.00

XPL 1700

Arabic for Travelers

Learn basic spoken Arabic phrases for getting by as tourists or business travelers. Topics will include basics for getting by, money matters, at the hotel, eating out, shopping, meeting people and other general information. You will also learn about Egyptian culture. The textbooks, "Now You're Talking Arabic In No Time" and "Getting By In Arabic", can be purchased at the JCCC bookstore.

\$99.00

XPL 1705

Conversational Arabic for Travelers

This course, a continuation of Arabic for Travelers, will focus on increasing the student's ability to express themselves orally in Arabic by teaching conversational skills useful for traveling to the Middle East. Prerequisite: Arabic for Travelers. The textbooks, Vestpocket Arabic and Colloquial Arabic of Egypt, can be purchased at the JCCC bookstore.

\$99.00

XPL 3001

Survival Spanish for Law Enforcement Officers

This program is designed to provide non-Spanish speaking police officers with functional skills in Spanish to enhance their ability to aid victims and control offenders in potentially dangerous situations. Participants will receive a Command Spanish manual, audiocassette tape and a wallet-size Miranda Warning & Waiver card. No prior knowledge of Spanish necessary.

\$145.00

XPL 3019

Spanish for Business Professionals & International Travel

This program is designed for non-Spanish speaking U.S. business professionals who need to conduct business in Spanish-speaking countries as well as individuals who plan to travel to Spanish-speaking countries for leisure. Participants will learn functional Spanish language skills and cross-cultural training. Topics include pronunciation, greetings, etiquette, hotel needs, getting places, communication strategies, emergencies and language items commonly required by tourists to comfortably function abroad. No prior knowledge of Spanish necessary.

\$145.00

XPL 4001

Spanish for the Workplace I

Here's your chance to learn conversational Spanish for use on the job and in the workplace. Spanish will be taught using the same methods that native speakers use to learn language through memorization and structured practice. You will learn the correct pronunciation of Spanish words using the phonetic encoding system. No prior knowledge of Spanish necessary.

\$139.00

XPL 4002

Spanish for the Workplace II

A sequential course designed for use on the job, in business or for travelers to Spanish-speaking countries. Emphasis is given to building a practical Spanish vocabulary for the workplace or for travel. Repetitive drills; question and answer sessions; and oral and written exercises for developing Spanish conversational skills based upon situational drawings. Some knowledge of Spanish is helpful but not essential. Class is conducted in both Spanish and English.

\$139.00

XPL 4005

Spanish for Custodial and Maintenance Supervisors

This program is a comprehensive treatment of the language used by custodial and maintenance supervisors when speaking with employees by providing immediate access to functional language skills for non-Spanish-speaking supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and Spanish-speaking employees. No prior knowledge of Spanish is necessary.

\$145.00

XPL 4006

Spanish for School Administrators, Teachers and Support Staff

This is a comprehensive program designed to provide functional Spanish language skills for school personnel who have occasional contact with Spanish-speaking students and visitors. It also includes extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their classrooms. No prior knowledge of Spanish necessary.

\$110.00

XPL 4007

Spanish for Requesting Personal Information and Data

This comprehensive Spanish language program provides immediate access to functional language skills for non-Spanish-speaking individuals who have a need to acquire specific personal information and data from Spanish-speakers. The language component utilizes phonetic encoding to address the most important Spanish commands, questions, and phrases pertinent to daily interactions. No prior knowledge of Spanish necessary.

\$110.00

XPL 5000

Web-Based Speed Spanish I

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish. Que Bueno!

\$98.00

XPL 5001

Web-Based Speed Spanish II

Gain comfort in Spanish-speaking situations by learning even more clever new recipes you can put to immediate use. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. When you've completed both this course and its predecessor, you'll be well on your way to fluency.

\$98.00

XPL 5005

Conversational French, Beginning, Web-Based

Learn common French words, phrases, and cultural tips for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you'll need to learn. Audio is included so you'll be able to hear and practice the language with little more than a click of your mouse!

\$98.00

Health Care Professions (XNC)

XNC 1000

Care of the Client Experiencing Depression

This course, available in JCCC's open lab, provides comprehensive information about depression as well as mental status examination, characteristics of the disorder, and empathic communication and suicidal risk. RNs, LPNs, LMHTs and social workers will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours.

\$36.00

XNC 1001

Care of the Client Experiencing Mania

Presented as a computer-based module in JCCC's open lab, this course presents a comprehensive overview of the care of the client with mania, including client assessment, nursing diagnoses and nursing interventions to address selected behaviors and/or problem situations. RNs, LPNs, LMHTs and social workers will earn 2 contact hours for completing this course. ACHAs will earn 2 (RC) hours.

\$24.00

XNC 1010

Managing the Side Effects of Chemotherapy (Part I)

A description is not available for this course.

\$22.00

XNC 1011

Managing the Side Effects of Chemotherapy (Part II)

A description is not available for this course.

\$22.00

XNC 1020

Hemodynamics - Part I

The Heart and How It Works

\$11.00

XNC 1021

The Pulmonary Artery Catheter

The Pulmonary Artery Catheter

\$11.00

XNC 1022

The Ups and Downs of Hemodynamics

The Ups and Downs of Hemodynamics

\$11.00

XNC 1030

Those Fabulous Nitrates

A description is not available for this course.

\$22.00

XNC 1040

Tuberculosis: Identification, Prevention and Control

This course provides comprehensive information about tuberculosis, including implications for identification, prevention and control. It also differentiates between TB infection and TB disease. RNs, LPNs and LMHTs will earn 2 contact hours for completing this course. ACHAs will earn 2 (RC) hours.

\$24.00

XNC 1050

Immunization: You Call The Shots (Part I)

Presented as a computer-based module in JCCC's open lab, this program is the first of a two-part series. It presents a comprehensive overview of currently accepted immunization practices. RNs, LPNs and LMHTs will earn 4 contact hours for completing this course.

\$48.00

XNC 1051

Immunization: You Call The Shots (Part II)

Presented as a computer-based module in JCCC's open lab, this program is the second of a two-part series. It provides a continuation of currently accepted immunization practices. RNs, LPNs and LMHTs will earn 2 contact hours for completing this course.

\$24.00

XNC 1052

Developing Multicultural Sensitivity

Presented as a computer-based module in JCCC's open lab, this course describes cultural beliefs, family relationships and various attitudes and behaviors associated with health practices for selected cultural groups, including Native Americans and African Americans. RNs, LPNs and LMHTs will earn 2 contact hours for completing this course. ACHAs will earn 2 (RC) hours.

\$24.00

XNC 1054

Care of the Client with Borderline Personality Disorder

Presented as a computer-based module in JCCC's open lab, this course describes dysfunctional behaviors frequently seen in clients with borderline personality disorder and presents interventions associated with maintenance of safety, reduction of manipulative and acting out behaviors and discharge planning. RNs, LPNs, LMHTs and social workers will earn 1 contact hour for completing this course. ACHAs will earn 1 (RC) hour.

\$12.00

XNC 1055

Clinical Delegation and Nursing Roles

Presented as a computer-based module in JCCC's open lab, this course focuses on safely and effectively giving and taking delegation, defining accountability and responsibility for delegation and determining the supervision needed for delegated tasks. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course. ACHAs will earn 3 (A) hours.

\$36.00

XNC 1056

Infection Control

Presented as a computer-based module in JCCC's open lab, this course discusses the chain of infection, mechanisms of transmission and signs and symptoms of various types of infection, as well as the differences between Universal and Standard precautions. RNs and LPNs will earn 3 contact hours for completing this course. ACHAs will earn 3 (A) hours.

\$36.00

XNC 1057

Pain Management

Presented as a computer-based module in JCCC's open lab, this course provides a comprehensive survey of the research, neurophysiology, assessment and management of pain. It also includes information relevant to children, older adults and patients at the end of life. RNs, LPNs and LMHTs will earn 7 contact hours for completing this course. ACHAs will earn 7 (RC) hours.

\$84.00

XNC 1058

Ethical Care: Exploring Common Issues

Presented as a computer based module available in JCCC's open lab, this course discusses important issues related to providing ethical care, including advance directives, confidentiality, ethical decision making and a patient's rights. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course.

\$36.00

XNC 1059

Breastfeeding: A Model for Patient Education

This course is presented as a computer-based module in JCCC's open lab. It describes the benefits of breastfeeding, anatomy and physiology of milk production, information related to establishing and maintaining the breast milk supply, and teaching needed by breastfeeding mothers. RNs and LPNs will earn 3.5 contact hours for completing this course.

\$42.00

XNC 1060

Avoiding Medication Errors: Geriatric

Presented as a computer-based module in JCCC's open lab, this program

discusses common causes of polypharmacy in the elderly, describes factors impacting drug action and identifies nursing precautions needed when administering medications to elderly individuals. RNs, LPNs and LMHTs will earn 1.5 contact hours for completing this course. ACHAs will earn 1.5 (RC) hours.

\$18.00

XNC 1061

Information Management: Internet Basics

This course explains how the Internet works and how it can benefit healthcare professionals, including information about e-mail, ListServes, netiquette and searching the World Wide Web. RNs, LPNs and LMHTs will earn 1.5 contact hours for completing this course. ACHAs will earn 1.5 (E) hours.

\$18.00

XNC 2003

Using the Myers-Briggs to Enhance Self-Awareness and

A description is not available for this course.

\$54.00

XNC 2008

Conflict: Yours, Mine, Ours and Theirs (Updated)

Learn why people fight and what they fight about. Examine the conditions that create conflict, its value as well as the losses it creates. Look at your own approaches to conflict and how you deal with the approaches others take when there is disagreement. Learn specific steps for resolving conflict. This course has been updated. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists, and dental hygienists will earn 6 contact hours for attending this workshop. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2009

Understanding Essentials of Chronic Wound Management

A description is not available for this course.

\$24.00

XNC 2010

The EKG: Advancing Your Knowledge Beyond M.I.

A description is not available for this course.

\$48.00

XNC 2014

Managing Conflict and the Stress of Change

A description is not available for this course.

\$48.00

XNC 2015

Marriage: Theory and Therapy (An In-depth Seminar for Clinicians)

What contributes to a well-functioning marriage? How professionals answer this question influences their clinical work with a marital problem. Most theories about marriage focus on the individuals or the couple. Bowen family systems theory broadens the lens by seeing marriage embedded in the interlocking triangles of the family emotional unit. This seminar presents how marital functioning is

influenced by anxiety, differentiation of self, emotional cutoff, and nuclear and multigenerational processes. The seminar explores the clinician's challenge to translate theory into therapy. Common marital issues addressed include distance, conflict, polarization, affairs, focusing on the other, and reciprocal functioning. Social workers, psychologists, counselors and mental health clinical nurse specialists will earn 7 contact hours for completing this course.

\$85.00

XNC 2017

Therapeutic Massage in the Health Care Setting

A description is not available for this course.

\$36.00

XNC 2018

Hospital to Home Care: Facilitating Successful Transition

A description is not available for this course.

\$24.00

XNC 2019

Who Pays for Home Care?

A description is not available for this course.

\$24.00

XNC 2020

Health Care Reform: What Does It Mean for Your Career?

A description is not available for this course.

\$48.00

XNC 2021

Collaboration in Mental Illness Services: Relapse to Recovery

Recovery

\$56.00

XNC 2022

Dealing With Upset People

Upset people make everyone's job more difficult. This workshop can help make your job easier by showing you skills and techniques for handling these people. You will examine ways to develop your own personal style, how to identify your role in the organization, effective methods for handling complaints and conditions that breed anger and conflict. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2023

Managing Our Differences: From Anger to Action

A description is not available for this course.

\$54.00

XNC 2024

Communicating with Sensitivity in Health Care

In the midst of the hectic pace of a health professional's day, patients or clients frequently feel rushed and even misunderstood. How can we be more empathic, "share the moment" with patients who hurt, are alone and losing hope? What roadblocks hinder our efforts to truly listen and understand. Ten sensitive communication techniques and strategies calm and reassure clients in the midst of crisis and uncertainty. In this workshop, you will explore methods of reducing misunderstanding, improving concentration and demonstrating credibility while sharing the emotional moment of your patient or client. RNs, LPNs, LMHTs, social workers, counselors and clergy will earn 6 contact hours for attending this workshop. Approval is pending for other health disciplines.

\$54.00

XNC 2025

Asthma Through the Lifespan: The Role of the Caregiver

A description is not available for this course.

\$48.00

XNC 2026

Managing Skin Problems in Young Women

A description is not available for this course.

\$24.00

XNC 2027

Gene Therapy in Cancer Treatment: An Exciting Tomorrow The Mary Ann Thompson Memorial Cancer Seminar

A description is not available for this course.

\$35.00

XNC 2028

Pharmacotherapeutic Treatment Strategies for Common Psychiatric Disorders

A description is not available for this course.

\$24.00

XNC 2029

Update on TB: A Kansas Perspective

A description is not available for this course.

\$27.00

XNC 2030

Ethics in the Trenches: Issues at the Bedside

A description is not available for this course.

\$56.00

XNC 2031

Update in Maternity Care

Update in Maternity Care

\$24.00

XNC 2032

Summertime Skin

A description is not available for this course.

\$24.00

XNC 2033

Role of Differentiation of Self and Chronic Anxiety in Symptom Development

A description is not available for this course.

\$70.00

XNC 2034

Women and Anger

A description is not available for this course.

\$48.00

XNC 2035

Using Pattern Management to Improve Diabetes Care: Transitioning from Hospital to Home

A description is not available for this course.

\$54.00

XNC 2036

Marketing Yourself in Healthcare

A description is not available for this course.

\$24.00

XNC 2037

Psychosocial Aspects of Aging

Explore the psychosocial needs of older adults---their basic personality types and how they develop as well as how they respond if their needs are not met. RNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2038

Pharmacology Update: Cardiovascular Drugs

This practical presentation will emphasize the latest cardiovascular agents and include the use, important side effects and nursing implications of the most commonly used cardiovascular drugs. Case studies will be used to facilitate understanding and application of the information presented. RNs and LPNs will earn 6 contact hours for attending this workshop. ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2039

"Unlayering" the Issues of Abuse

A description is not available for this course.

\$54.00

XNC 2040

Self Managed Work Teams: Practical Strategies for Health Professionals

A description is not available for this course.

\$54.00

XNC 2041

Building Internal Strength Through Mindful Stress Reduction Part I

A description is not available for this course.

\$54.00

XNC 2042

Building Internal Strength Through Mindful Stress Reduction Part II

A description is not available for this course.

\$54.00

XNC 2043

Fluids and Electrolytes in Health and Illness

A description is not available for this course.

\$54.00

XNC 2044

Lighting Your Candle and Fanning Its Flame

A description is not available for this course.

\$54.00

XNC 2045

Skin Cancer Epidemic: Prevention, Treatment, Restoration and Renewal

A description is not available for this course.

\$27.00

XNC 2046

Stroke: Diagnosis and Assessment in the 90s

A description is not available for this course.

\$36.00

XNC 2047

Antimicrobial Resistance: Implications and Infection Control Strategies

A description is not available for this course.

\$27.00

XNC 2048

Polishing Your Clinical Assessment Skills (Part I)

A description is not available for this course.

\$72.00

XNC 2049

Death and the Family

A description is not available for this course.

\$27.00

XNC 2050

Polishing Your Clinical Assessment Skills (Part II)

A description is not available for this course.

\$72.00

XNC 2051

Infusion Therapy in Home Care

A description is not available for this course.

\$27.00

XNC 2052

Healing Life's Hurts

A description is not available for this course.

\$54.00

XNC 2053

ENT Problems: Trends and New Treatment Options

A description is not available for this course.

\$27.00

XNC 2054

Taking Care of Your Customer, Taking Care of Yourself

A description is not available for this course.

\$54.00

XNC 2055

Updating Your Knowledge of HIV/AIDS

A description is not available for this course.

\$27.00

XNC 2056

Practical Interpretation of 12-Lead EKG

Nurses who work with cardiac patients frequently must evaluate an EKG for changes of ischemia or infarction. This course includes a study of components of 12-lead EKG interpretation with emphasis on interpretation for myocardial infarction. A knowledge of EKG waveforms (P-QRS-T) is required. RNs and LPNs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2057

Clinical Ethics in Your Practice

A description is not available for this course.

\$99.00

XNC 2058

Enhancing Your Personal and Professional Skills

A description is not available for this course.

\$79.00

XNC 2060

Managing Criticism and Complaints in the Workplace

A description is not available for this course.

\$54.00

XNC 2061

Cutaneous Manifestations of Systemic Disease

A description is not available for this course.

\$27.00

XNC 2062

Health Assessment of the Elderly Individual

A description is not available for this course.

\$27.00

XNC 2063

Best of Two Worlds: Technology and Health Care

A description is not available for this course.

\$54.00

XNC 2064

ICD-9-CM Guidelines for Coding Body Systems

A description is not available for this course.

\$72.00

XNC 2065

Healing Powers of Music: Practical Applications for Health Professionals

A description is not available for this course.

\$54.00

XNC 2066

Enhancing Your Negotiation Skills

A description is not available for this course.

\$54.00

XNC 2067

Process of Intimacy

A description is not available for this course.

\$27.00

XNC 2068

Emergency Cardiac Care: Present Status and New Directions

A description is not available for this course.

\$39.00

XNC 2069

**Continuous Quality Improvement: Making It Work In Health Care
Care**

\$27.00

XNC 2070

Therapeutic Touch: The Krieger Method

A description is not available for this course.

\$54.00

XNC 2071

Adult Children and Aging Parents

A description is not available for this course.

\$27.00

XNC 2072

Myers Briggs Assessment

A description is not available for this course.

\$54.00

XNC 2073

Chronically Ill Child: Strengthening Relationships and Coping Skills

A description is not available for this course.

\$27.00

XNC 2075

**Difficult Diagnoses: Borderline Personality Disorder and Dissociative
Identity Disorder**

A description is not available for this course.

\$36.00

XNC 2076

Dermatologic Problems of Menopause

A description is not available for this course.

\$27.00

XNC 2077

Bowen Family System Theory

A description is not available for this course.

\$75.00

XNC 2078

Health Prof Appreciation Day

A description is not available for this course.

\$35.00

XNC 2080

Children and Obesity: Strategies for Change

A description is not available for this course.

\$27.00

XNC 2081

Issues in Lactation Management: Breast Feeding Really Matters

A description is not available for this course.

\$54.00

XNC 2082

Dynamic Communication: Communication for Individual and Organizational Success

A description is not available for this course.

\$54.00

XNC 2083

Neurofibromatosis: Understanding Its Impact on Individuals and Families

A description is not available for this course.

\$50.00

XNC 2084

Tactful Toughness: How to Confront Effectively

You will learn how to handle "tough" situations with firmness, with self respect and with respect for others. You will explore win/win situations when you need to take an unpopular or dissenting position in professional situations and in most areas of your personal life too. RNS, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2085

Misery of Allergy: Update on Allergies and Anaphylaxis

A description is not available for this course.

\$54.00

XNC 2086

Serum Laboratory: From Classroom to Practice

A description is not available for this course.

\$54.00

XNC 2087

Dermatologic Drugs in the Primary Care Setting: An Update

A description is not available for this course.

\$27.00

XNC 2088

Ethics 101: Clinical Applications

A description is not available for this course.

\$27.00

XNC 2089**Nurturing the Mother to Be: Perinatal Massage**

A description is not available for this course.

\$36.00

XNC 2090**Hypertension: The Silent Threat**

A description is not available for this course.

\$27.00

XNC 2091**Congestive Heart Failure: Meeting the Challenge**

A description is not available for this course.

\$27.00

XNC 2092**Intimacy: The Process**

A description is not available for this course.

\$27.00

XNC 2093**Family Issues in the New Millennium**

In recent years, health care professionals have become increasingly aware of the importance of families to individual and societal well being. This seminar is designed to assist mental health and other health care professionals in understanding significant issues affecting today's families. Four separate, yet interrelated, topics will be explored--couple survival, dilemmas of the blended family, facing America's anti-child sentiment as a family unit and maintaining relationships when applying discipline. Meaningful interventions for each of these problematic family components will be provided. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2094**Connecting for Kids: What's Killing Our Kids?**

A description is not available for this course.

\$50.00

XNC 2095**SEMINAR AT SEA AND WESTERN CARIBBEAN CRUISE**

Using the Myers-Briggs to Understand Yourself and Others Using Your Creativity to Solve Problems and Increase Opportunity Discovering What Motivates You Today

\$200.00

XNC 2096**Family Transitions and Symptom Development**

A description is not available for this course.

\$27.00

XNC 2097

Fear of Abandonment: The Core of Codependence

A description is not available for this course.

\$54.00

XNC 2098

Caring and Loving in Helping Relationships

A description is not available for this course.

\$27.00

XNC 2099

Attention Deficit Hyperactivity Disorder in Children and

Adolescents: Diagnosis, Assessment and Treatment

\$75.00

XNC 2100

Holistic Medical Practices: Blending Traditional and Alternative Medicine

Alternative Medicine

\$27.00

XNC 2101

Understanding Your Myers-Briggs Type: Enhancing

Self-Awareness and Relationships This informative workshop provides an opportunity for you to use the Myers-Briggs Indicator, the most widely used personality instrument in the world, to clarify your individual personality style and understand how it expresses itself in your behavior and relationships. The Myers-Briggs is nonjudgmental, affirming of individual strengths and differences, practical, results-oriented and growth producing. In this workshop, you will take the indicator, learn the basic concepts of this personality theory and enjoy the fun and insights gained from seeing your own and other styles in "action." RNs, LPNs, and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2102

Hemodynamic Monitoring

A description is not available for this course.

\$63.00

XNC 2103

Loving and Caring in an Impersonal World

A description is not available for this course.

\$54.00

XNC 2104

Geriatric Nutrition

A description is not available for this course.

\$27.00

XNC 2105

Crucial Role of the One-in-the-Middle: Hazards and Opportunities
Opportunities

\$54.00

XNC 2106

Continuous Quality Improvement in Today's Health Care Workplace
Workplace

\$54.00

XNC 2107

Childhood Depression: Recognition and Treatment

A description is not available for this course.

\$24.00

XNC 2108

Women's Health Issues

A description is not available for this course.

\$36.00

XNC 2109

Assertiveness: New Perspectives

A description is not available for this course.

\$36.00

XNC 2110

Reducing Relocation Stress in the Older Adult

A description is not available for this course.

\$27.00

XNC 2111

Real Life Ethics

A description is not available for this course.

\$32.00

XNC 2112

Sexuality and Relationship Issues in Chronic and/or Serious Illness

A description is not available for this course.

\$54.00

XNC 2113

Behavioral Management of Alzheimer's Disease

A description is not available for this course.

\$27.00

XNC 2114

Teen Suicide: Risk and Crisis Among Today's Youth

A description is not available for this course.

\$54.00

XNC 2115

Superachievers, Type E's and Coping Strategies

A description is not available for this course.

\$36.00

XNC 2116

Bouncing Back: Increasing Personal and Professional

Resiliency Every organization, group and individual encounters reversals, unwanted changes and potential threats. Why do some survive, even thrive, while others do not? This program focuses on the capacity to bounce back, adapt, maintain, develop and grow. You will learn how to distinguish between productive and unproductive stress, the role of anxiety, characteristics of resiliency, and how to strengthen your personal and professional resiliency. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2117

Brain Dominance: Communication and Creativity

An exciting learning experience that increases awareness about relationships and how they are affected by your brain profile. You will take the Hermann Brain Dominance Profile prior to the workshop. Workshop activities will be based on the individual brain profiles of the participants. RNs, LPNs and LMHTs will earn 7 contact hours for attending this workshop. Kansas ACHAs will earn 7 (E) hours.

\$63.00

XNC 2118

Coming Up for Air: Stress Management for Health Professionals

A description is not available for this course.

\$54.00

XNC 2119

Nine Faces of Pain: Using the Enneagram to Understand Resistance

A description is not available for this course.

\$54.00

XNC 2120

Adolescent Sexuality

A description is not available for this course.

\$36.00

XNC 2121

Chiropractic: Understanding Its Role in Health Care

A description is not available for this course.

\$27.00

XNC 2122

Spirituality and the Road to Meaning

A description is not available for this course.

\$63.00

XNC 2123

Through the Looking Glass: Managed Care from the Inside Out

A description is not available for this course.

\$63.00

XNC 2124

Eating Disorders: Exploring Family Issues

A description is not available for this course.

\$54.00

XNC 2125

Ending Abuse: Living Free

A description is not available for this course.

\$45.00

XNC 2201

Elder Abuse: Recognition and Intervention

As the number of elderly in our society increases, so does the number of elderly subjected to abuse by their families and caregivers. In this important workshop you will examine various types of abuse and the characteristics of abuse victims and perpetrators as well as the causes of abuse. You will explore strategies for prevention and protection and discuss the health care professional's legal responsibilities to elders when abuse is suspected. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2202

Sinusitis: What's New in Treatment and Care

A description is not available for this course.

\$27.00

XNC 2203

EKG: Advancing Your Knowledge Beyond MI

A description is not available for this course.

\$54.00

XNC 2204

Abnormal & Dysfunctional Uterine Bleeding

A description is not available for this course.

\$27.00

XNC 2206

Transition Trauma and the Older Adult

A description is not available for this course.

\$27.00

XNC 2207

Violence in the Family

A description is not available for this course.

\$27.00

XNC 2208

AIDS: Present & Future

A description is not available for this course.

\$27.00

XNC 2209

Shifting to a Managed Care Paradigm: Change and Choice

A description is not available for this course.

\$63.00

XNC 2210

Grief and the Wounded Family

A description is not available for this course.

\$54.00

XNC 2211

Pain Assessment and Intervention

A description is not available for this course.

\$27.00

XNC 2212

Cultural Diversity: Values, Issues and Strategies

A description is not available for this course.

\$54.00

XNC 2213

Patient Focused Leadership: It's Now or Never

A description is not available for this course.

\$54.00

XNC 2214

Advances in Wound Care

A description is not available for this course.

\$27.00

XNC 2215

Depression, Anxiety and Panic Disorder: Effective Management in Primary Care

A description is not available for this course.

\$27.00

XNC 2216

Nursing Assessment of Patients with Cardiac Disorders

A description is not available for this course.

\$27.00

XNC 2217

Music, Laughter and Tears: The Scale of Life

A description is not available for this course.

\$54.00

XNC 2218

Shame and Guilt: What's Healthy and What's Not

A description is not available for this course.

\$54.00

XNC 2219

Exploring Alternative Approaches to Health Care

A description is not available for this course.

\$27.00

XNC 2220

Congestive Heart Failure: Advances in Treatment and Care

A description is not available for this course.

\$27.00

XNC 2221

Updating Your Knowledge of Diabetes

A description is not available for this course.

\$54.00

XNC 2222

Abnormal Lab Values: Painting the Fluid Balance Picture

A description is not available for this course.

\$27.00

XNC 2223

Special Considerations in the Health Care of the Older Adult

A description is not available for this course.

\$27.00

XNC 2224

Mid-Life Transitions: Management and Health Promotion

A description is not available for this course.

\$36.00

XNC 2225

Mindfulness Based Stress Management

A description is not available for this course.

\$54.00

XNC 2226

Infidelity: Theory and Therapy

Nothing stirs up an emotional storm in a marriage and a family like an affair. This program will present Bowen family systems theory as a framework for understanding infidelity and focus on the clinical work with the individual or couple. RNs, social workers, psychologists and counselors will earn 7 hours for attending this workshop.

\$79.00

XNC 2227

Hats 'R Us Using Critical and Creative Thinking Skills to Improve Problem Solving

A description is not available for this course.

\$54.00

XNC 2228

Common Areas of Nursing Negligence: Avoiding Legal Problems in Clinical Practice

A description is not available for this course.

\$27.00

XNC 2229

Nursing in the New Millennium: Legal Issues in Telecommunications

A description is not available for this course.

\$27.00

XNC 2230

Medicare Reimbursement: Essentials of Today's Payment System

A description is not available for this course.

\$27.00

XNC 2231

Non-surgical Options for Skin Rejuvenation: Where the Hype Ends and the Science Begins

A description is not available for this course.

\$27.00

XNC 2232

Fibromyalgia: Effective Evaluation and Care

A description is not available for this course.

\$27.00

XNC 2233

Pediatric Assessment: Birth Through

Adolescence We often hear "children are not just small adults." This is the challenge of pediatric assessment - tailoring your approach to the appropriate developmental level of the child. In addition, you must consider the whole family, interacting with both client and parents. This program will address the individual from birth through adolescence, including history taking, physical examination and developmental assessment. Communication with parents and with children of

various ages will be included. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2234

Lines That Divide Us

A description is not available for this course.

\$27.00

XNC 2235

You Are Only As Happy As Your Unhappiest Child

A description is not available for this course.

\$54.00

XNC 2236

Expand and Apply Your Knowledge of the Myers Briggs Personality Type Indicator

A description is not available for this course.

\$54.00

XNC 2237

Hot Topics in Bioethics

A description is not available for this course.

\$36.00

XNC 2238

Say What You Mean: Dealing with Anger Effectively

A description is not available for this course.

\$54.00

XNC 2239

Using Case Management Principles Throughout the Nursing Continuum

A description is not available for this course.

\$54.00

XNC 2240

Body, Mind and Soul: HIV/AIDS Approaching the Year 2000

A description is not available for this course.

\$54.00

XNC 2241

Enhancing Your Patient Teaching Skills

A description is not available for this course.

\$27.00

XNC 2242

Connecting for Kids: Creating Safe Schools and Communities

A description is not available for this course.

\$50.00

XNC 2243

Business Skills Every Nurse Should Know

In the ever-changing health care marketplace, nurses have more opportunities than ever to lead the pack in health care matters. You must arm yourself with knowledge about communications, negotiations, marketing, networking, managed care terminology, outcomes reporting, finance, computer systems, and resume and publication writing. Influencing health care requires understanding why and how systems are formed, what financially drives those systems and what you as an individual can do to assure your own career path success. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2244

"Write" Stuff: Writing for Publication

A description is not available for this course.

\$27.00

XNC 2245

Kids Need More than Band-aids and Medicine: The Psychosocial Needs of Hospitalized Children

A description is not available for this course.

\$27.00

XNC 2246

Pharmacology Update: GI Disorders

A description is not available for this course.

\$27.00

XNC 2247

Dying Well

A description is not available for this course.

\$54.00

XNC 2248

Metagrumbling: Understanding the Communication and Changing the Behavior

A description is not available for this course.

\$27.00

XNC 2249

Untying the Knots in Family Ties

A description is not available for this course.

\$54.00

XNC 2250

Baby Boomers: Aging and Health Care

The "baby boommers", the 76 million babies born between 1946 and 1964, have become the dominant social, market and political force in our society. Who are they? What are they like? This workshop will provide you with a demographic profile of the "boommers," their relationship to other populations, their impact as

babies, children, teens, young and middle-age adults and their future impact on health care providers. You will learn how to work effectively with this population in preparation for the aging boom of tomorrow. RNs, LPNs and LMHTs will earn 3 contact hours for attending this course. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2251

Asthma: Update 2001

An estimated 17 million Americans, five million under age 18, have asthma. One adult out of three suffers from gastroesophageal reflux disease (GERD), a common trigger for asthma. Asthma, GERD and related conditions are becoming more prevalent across all age, sex and racial groups and the magnitude of these conditions alone compels nurses and other health professionals to be knowledgeable about recent innovations in successful management. This program will help update your knowledge and familiarize you with strategies to effectively assist the asthma patient to maintain better control of his/her disease. The morning session of this workshop will utilize a didactic format to present an overview of these conditions focusing on presentation, triggers, management strategies and pharmacotherapy. The afternoon session will utilize problem based learning to develop an action plan for both an adult and pediatric patient, giving you an opportunity to put theory into action. RNS and LPNs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2252

Strategies for Changing Bullying Behaviors

A description is not available for this course.

\$27.00

XNC 2253

Introduction to Chinese Medicine and Acupuncture

Traditional Chinese medicine, much of which is based in Taoism, teaches that when your body, mind and spirit are in harmony with one another, you will achieve internal balance. When any of these factors is stressed, internal Qi imbalances arise and disease and dysfunction result. In this workshop, you will explore the basic tenets of Chinese medicine, including "Yin and Yang" and "Qi," as well as discuss how Meridian Therapy (acupuncture) and other therapies assist in maintaining health and treating illness. RNs, LPNs, LMHTs, dentists and dental hygienists will earn 6 contact hours for attending this workshop. Approval is pending for other health disciplines.

\$54.00

XNC 2254

Legal Aspects of Documentation

A description is not available for this course.

\$36.00

XNC 2255

Postpartum Depression and Anxiety: Assessment and Treatment

A description is not available for this course.

\$27.00

XNC 2256

Healing the Past, Living the Present

Do you ever feel that no matter how hard you try you keep dealing with feelings and relationships in ways that make you feel worse instead of better? Unhealed wounds from childhood can have a profound impact on your life and keep you from finding the fulfillment you deserve. Explore the reasons you have difficulty breaking out of old patterns as well as how your relationships can be more rewarding. RNs, LPNs, LMHTs and social workers will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2257

Delegation and Supervision: Yours, Mine or Ours?

Health care reorganization, downsizing and increasing penetration of managed care have yielded major adjustments in skill mix. Consolidation of care functions as well as cross training of both licensed and unlicensed personnel underscores the need for you to clearly understand the underlying principles and issues involved in delegation and supervision. This session will provide you with information on legal, regulatory, professional standards and competency, and organizational leadership issues involved in safe and effective delegation and supervision. It will also include recommendations for action. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2258

Simply Put Psychopharmacology: The Mood Disorders

In the last few years, there has been a barrage of information and use of medications to assist in the treatment of psychological disorders. This workshop will help you understand the disorders associated with depression and gain clarity about the psychopharmacological treatments used to treat these disorders. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2259

HIV/AIDS Update: Looking Toward the Future and Rebuilding the Immune System

A description is not available for this course.

\$27.00

XNC 2260

Understanding and Dealing with Difficult Children

Irritability, agitation and/or distractibility, running away, frequent arguing or anger---normal developmental struggles or behavioral problems that trigger concern? Children and adolescents can display a wide array of behaviors, including some that may not always "make sense" or seem appropriate to the situation at hand. In this workshop, you will identify qualities, characteristics and behaviors associated with normal and abnormal development, distinguish common diagnostic categories related to behavior problems and explore strategies for managing problem behavior in children and adolescents. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2261

Postpartum Care of Mother, Baby and Family: Problem Prevention and Management

A description is not available for this course.

\$54.00

XNC 2262

Violence and the Family

A description is not available for this course.

\$70.00

XNC 2263

Powerful Choices:Maximizing Personal and Professional Power

\$54.00

XNC 2264

Hope, Affirmation, and Encouragement: Psychotherapeutic Strategies with the Older Adult

A description is not available for this course.

\$27.00

XNC 2265

Men, Women and Change

A description is not available for this course.

\$54.00

XNC 2266

Introduction to the Enneagram: Moving Toward Balance

A description is not available for this course.

\$72.00

XNC 2267

Women and Heart Disease

A description is not available for this course.

\$27.00

XNC 2268

Cardiovascular Assessment

A description is not available for this course.

\$27.00

XNC 2269

Dying Well: Major Issues

A description is not available for this course.

\$27.00

XNC 2270

Stepfamilies

A description is not available for this course.

\$54.00

XNC 2271

Update on Chronic Fatigue Syndrome

A description is not available for this course.

\$27.00

XNC 2272

Case Study Approach to Diagnostic Test Assessment

A description is not available for this course.

\$54.00

XNC 2273

Music Brings the Heart Back Home

A description is not available for this course.

\$54.00

XNC 2274

Using Action Therapy in Your Personal Life and Professional Practice

\$54.00

XNC 2275

Women and Anger

A description is not available for this course.

\$27.00

XNC 2276

Issues and Trends in Healthcare (Formerly Titled Issues and Trends in Nursing)

A description is not available for this course.

\$54.00

XNC 2277

Outcomes Management: Proving Our Value

A description is not available for this course.

\$27.00

XNC 2278

Discovering the Differences in Delivering Non-Surgical Peridontal Debridement Therapy

(Dentist Fee \$149, Dental Hygienist Fee \$89)

\$149.00

XNC 2279

Helping Families Survive Divorce

A description is not available for this course.

\$27.00

XNC 2280**Introduction to Office Dermatology**

A description is not available for this course.

\$27.00

XNC 2281**Nutrition and the Older Adult: Issues Essential to Health and Healing**

A description is not available for this course.

\$54.00

XNC 2282**Caught in the Middle: The Sandwich Generation Dilemma**

A description is not available for this course.

\$27.00

XNC 2283**Helping Children Grieve: A Developmental Approach to Childhood Grief**

A description is not available for this course.

\$27.00

XNC 2284**Yoga and Meditation: An Introduction and Experience**

Given our frantic schedules and high levels of fatigue, is it any wonder that people are seeking ways to feed their mind, body and soul with original energy? The practice of yoga and meditation have been shown to be very effective life skills for health professionals and their patients. This seminar will focus on practices that calm the "inner well-being", and help one know their purpose in life, while avoiding the propensity to be robotic. Dress in casual, comfortable, loose fitting clothes (no dresses or skirts). RNs, LPNs, LMHTs, social workers, counselors, dentist and dental hygienists will earn 4 contact hours for attending this workshop. ACHAs will earn 4 (E) hours. Approval is pending for other health professionals.

\$36.00

XNC 2285**Sick Role: Understanding the Psychological Impact of Illness**

A description is not available for this course.

\$54.00

XNC 2286**What Every Nurse Should About Cancer: Cells,**

Chemotherapy and Caring - Eighth Mary Ann Thompson Memorial Cancer Seminar Review what causes cancer to be a life threatening disease, discuss the role of screening and early diagnosis and learn about treatments such as chemotherapy, monoclonal antibodies, biologic response modifiers, hormonal medications and newer therapies. Explore symptom management for common problems to improve quality of life while undergoing treatment. RNs and LPNs will earn 6 contact hours for attending this workshop

\$40.00

XNC 2287**Confronting Periodontal Disease: A Day in the Life of a Dental Professional**

(Dentist Fee \$149, Dental Hygienist Fee \$89)

\$149.00

XNC 2288

Connecting for Kids: Exploring the Diversity Needs of Today's Children

(Includes a Box Lunch)

\$50.00

XNC 2289

Delegation and Supervision: Is My License on the Line?

A description is not available for this course.

\$27.00

XNC 2290

AIDS 101: Pathogenesis and Immunodeficiency of the Human Immunodeficiency Virus

A description is not available for this course.

\$27.00

XNC 2291

Stress Management for the Superachiever

Extraordinarily high standards combined with the need to balance multiple roles are the hallmarks of the superachieving personality. Driven to succeed, superachievers push themselves to perform with perfection and often ignore signs and symptoms of distress. This scenario places them at risk for mental and physical exhaustion. As the healthcare environment grows increasingly demanding, superachievers are vulnerable to developing serious complications from the stress in their lives. If you are experiencing stress-related symptoms, suspect you might be a superachiever or have been told you hold very high standards, join us to learn stress management skills for the superachiever. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (A) hours for attending. Approval is pending for other health care professionals.

\$27.00

XNC 2292

Understanding the Effects of Sibling Relationships

Are you the oldest, youngest, middle, only child? Or maybe a twin? Understanding the effects of your sibling relationships and position is useful in knowing yourself better and navigating relationships at home and work. In this class, you will explore common characteristics of various sibling positions and examine how sibling relationships affect your personality, adaptability to stress and relationship style. You will also take a look at how sibling relationships are affected by family maturity and anxiety. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2293

Antibiotics: What's New?

Need an update on the newer antibiotics being used? This workshop will examine new antibiotics for bacterial infections as well as review newer drugs for viral and fungal infections. A systems approach will be used and discussion will focus on mechanisms of action, principles of therapy and nursing implications. Nurses practicing in both inpatient and outpatient settings will find the information beneficial. The course will not cover treatment of HIV/AIDS. RNs, LPNs and

LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2294

Breastfeeding: Clinical Management for the Early Days

This course will offer basic and advanced level information about lactation physiology, interventions that work in promoting and facilitating successful breastfeeding, and problem diagnosis and management. Strategies for use with fullterm and preterm babies and their mothers will be presented. RNs and LPNs will earn 9 contact hours for attending this workshop. Approval is pending for other health professionals.

\$89.00

XNC 2295

Awakening the Spirit Within: Daring to Be Yourself

Think about creating the kind of life that reflects who you really are--your talents, your values, your serenity, your joy? There are so many ways in which you can express your true self every day of your life. And, there are so many ways to keep that from happening! In this experiential workshop, you will explore who you really are--your dreams, fears, passions, blocks, spirituality, creativity, laughter, gratitude--your SPIRIT. You will discover ways in which you are already expressing your authentic self as well as tools for deepening your understanding of what makes you YOU. RNs, LPNs, LMHTs, social workers, counselors, dentist and dental hygienists will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2296

Right Choice: Values and Ethics for Changing Times

Social critics say that Americans are losing "moral fiber". The nightly news is filled with stories of people's inhumanity to others. Are values and ethics following the path of extinction? Are the values and ethics of health professionals immune to such a fate? Re-engineering, financial constraints and the continuous call to "do more with less" challenge each of us to examine the ethical foundation of our practice. This course will explore ethical issues related to professional conduct rather than biomedical ethics. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval pending for other health professionals.

\$54.00

XNC 2297

Power of Light: From Harming Light to Healing Light

Traditionally, sunlight has been associated with health and well being. Now, however, we are being warned of damaging light rays from the sun and other environmental sources. We hear that sunlight increases risk of skin cancer and that certain foods, medicines and topical applications can react with light to cause unpleasant or damaging results. Conversely, laser light, infrared light and ultraviolet light are sometimes employed to improve and heal our bodies. In this workshop, you will explore the spectrum of light and its qualities and learn more about its possibilities and dangers. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2298

Exploring Issues of Diversity in Patient Care

As a health care provider, you are mandated to increase your understanding and

sensitivity to the varied people you meet and care for as part of your job. In this workshop, you will explore the dimensions of diversity, learn how your own background influences your personal paradigms and how these paradigms influence your professional practice. You will explore the concept of "privilege" and its effects on those that receive it and those that do not. You will examine organizational culture and its impact on professional practice and gain practical information that will allow you to more effectively meet the diversity needs of your patients. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2300

Promoting Oral Health for the Elderly: A Course for Dental Professionals

Our elderly population is rapidly growing and dental professionals must respond to the evolving oral care needs of this group. This program will assist you with identifying access to care challenges for today's elderly population and learn how to become actively involved with identifying solutions. You will examine the current structure of the oral health delivery system and discuss ways to develop promotional and educational oral care programs through partnering with community organizations. Dentists and dental hygienists will earn 3 contact hours for attending this program. (Dentist Fee \$59) (Dental Hygienist Fee \$29)

\$59.00

XNC 2301

Assessment and Care of the Patient With a Failing Heart

dddd

\$36.00

XNC 2302

Obstetrical Emergencies

Fortunately, obstetrical emergencies are rare, but when they occur, the results may be devastating, possibly compromising or ending two lives. In this workshop, you will explore selected obstetrical emergencies which may occur in the antepartum, intrapartum and/or postpartum period, including hemorrhagic complications, hypertensive disorders, shoulder dystocia and others. You will discuss pathophysiology as well as focus on early detection and nursing intervention to maximize outcomes. RNs and LPNs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2303

Understanding Substance Abuse

Alcoholism and drug abuse present major problems and crisis situations for individuals and families. Understanding "drugs of choice" and learning how to most effectively deal with the effects of substance abuse can be complicated. This presentation will include an overview of alcohol, cocaine, and marijuana abuse and treatment models. The special populations of women, children and adolescents who abuse these substances will also be explored. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2304

Developing Healthy Boundaries

Boundaries are essential for personal and professional growth and development. In this workshop, you will examine emotional, physical and spiritual beliefs to better understand the basic dynamics of boundaries. You will also explore how issues developed from infancy can impact all areas of adult life. RNs, LPNs and

LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2305

Introduction to Complementary and Alternative Therapies

In Health Care Health care professionals are increasingly being challenged to answer questions about alternative therapies, help patients with referrals to alternative practitioners and learn more about the science behind such therapies. This course will provide an overview of a variety of alternative therapies currently being used by patients. The concept of evidence-based medicine will be discussed, especially as it applies to creating a level playing field for conventional and alternative therapies. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2306

Stroke: Assessment and Management Strategies for the New Millennium

Stroke is the third leading killer and the number one cause of adult disability in this country. In spite of recent innovations in understanding and managing stroke, clinicians continue to struggle to define, measure and assess the physical, psychosocial and societal impact of stroke and the effectiveness of therapeutic interventions. This seminar will provide an update on primary and secondary prevention, diagnosis and medical management of hemorrhagic and ischemic stroke. Neurologic, functional and psychosocial assessment tools will be defined and discussed. Special emphasis will be paid to the assessment and treatment of visual and perceptual deficits. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2307

Introduction to ICD-9-CM Coding

A basic understanding of coding has become an important part of effective health care delivery. If you need an introduction to coding and want to focus on basic how to's, plan to attend this practical course. The course will begin with an overview of the coding system and its conventions and will include in-class exercises from real-life situations to help you correctly apply the concepts learned. While the basic concepts are applicable to a variety of health care settings, the content is hospital focused. A working knowledge of medical terminology is recommended. You will need to bring an ICD-9-CM coding book to each class. You may use any recent edition you have available or purchase the latest edition in the JCCC bookstore. Certificates of attendance will be awarded upon completion of the course.

\$79.00

XNC 2308

Sharpening Your Skills in Dealing with Ethical Issues

Ethical issues confronting health care providers in our society have become more complex and challenging. Consumers are generally well-informed and demand more and better health care services, yet contradictory value systems are prevalent throughout both health care and society. In this seminar, you will explore critical content to assist you to strengthen decision-making and problem-solving skills in dealing with ethical issues in both your professional career and your personal life. Dental professionals, RNs, LPNs, and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2309

Women and Heart Disease: Decreasing Risk and Promoting Health

This three-hour workshop will focus on heart disease and its occurrence in women. You will review the general risk factors for the development of atherosclerotic disease and give special attention to those risk factors unique to the female population. You will explore ideas to modify those risk factors as well as discover ways to promote a healthy lifestyle. Special emphasis will be given to cholesterol management in women. Exercise and activities for older women will be discussed also. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2310

Assuring a Safe Workplace: Annual OSHA Update Course

This course provides participants with an overview and update of the mandatory OSHA Bloodborne Pathogen Standard, Hazard Communication Standard and the General Industry Standard. Although the standards are reviewed, participants attending this course should have knowledge and previous training in the OSHA standards. The course is presented as a review and current update and will satisfy the required annual training for the Bloodborne Pathogen Standard. Future standards being considered by OSHA will be discussed as well. RNs, LPNs, dentists and dental hygienists will earn 3 contact hours for attending this program. Kansas ACHAs will earn 3 (A) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2311

An Update on AIDS

Through the rapid evolution of treatment options and our scientific understanding of the HIV disease, today's clinician faces the challenge of staying abreast of the state-of-the-art treatment modalities and newest research discoveries. A patient's clinical well-being depends heavily on the clinician's knowledge base and awareness of the most modern tools available. This course will provide an in-depth look at the natural history, epidemiology and pathogenesis of HIV infection. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2312

Behavioral Disorders in Children: Dynamics, Issues and

Interventions Explore etiological, diagnostic and clinical approaches for behavioral disorders commonly observed during childhood and adolescence, including conduct disorder, oppositional defiant disorder and ADHD. RNs, LPNs, LMHTs, social workers and counselors will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2313

Making Sense of What We Do: An Introduction to

Bowen Family Systems Theory Understanding human behavior has always been challenging. Bowen family systems theory provides a natural systems perspective with which to make sense out of what we do. It offers a road map that enables us to understand more about ourselves and about the people we treat---particularly, how relationships influence behavior and the development of symptoms. It also provides a way of thinking about how family relationships and the influence they exert throughout our lives. In this seminar, you will learn the basic concepts of Bowen family systems theory. You will examine numerous relationship systems, including marital relationships, parent-child relationships and work relationships. Emphasis will be placed on applying theoretical understandings to everyday personal, clinical and work situations. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for this workshop.

\$59.00

XNC 2314

Demystifying Medical Terminology

Long strings of Latin and Greek medical terms are often confusing. Yet there is a logical order to their construction--one that can be analyzed and understood. Learn to spell and define commonly used terms. Of special interest to billing and insurance personnel, as well as consumers.

\$69.00

XNC 2315

Innovations in Diabetes Management

Innovative advances are evident in every dimension of diabetic care-- new oral medications, new insulin, nutrition guidelines and choices, new glucose monitors, computer related technology and new administration devices and aides. Preventing the onset of diabetes, especially among our nation's youth, is a high priority of care and education. This exciting workshop will provide you with the latest information about recent advances, including the concept of self care/self management as the basis for diabetes treatment and education. RNs and LPNs will earn 7 contact hours for attending this workshop. Approval is pending for other professional groups.

\$63.00

XNC 2316

Healthy Boundaries: Increasing Personal and Professional

Effectiveness While we realize that boundaries are essential for personal/professional growth, it is not always clear how we develop them or how they impact our lives on a daily basis. Learn the basic dynamics of boundaries and explore how boundary issues are developed from infancy and how they can affect adult life. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6(A) hours. Approval is pending for other healthcare professionals.

\$54.00

XNC 2317

Tips, Tactics and Techniques for Communicating in the

Dental World Our dental patients do not want dentistry! That's right! They want the benefits of dentistry--improved appearance, greater comfort, better function and a generally improved feeling and quality of life. So, how can we steer our patients to want what they "need"? Join us for this high energy, fun-filled and informative evening designed to take the monotony and boredom out of your patient education and treatment presentations. Learn ways to vitalize your communication skills and trigger that motivational spark in each of your patients. Be ready to enjoy the process and relish the result in this relaxed evening of enlightenment. Dentists and dental hygienists will earn 3 contact hours for attending this workshop. Fee for dentist is \$59. Fee for dental hygienists is \$29.

\$69.00

XNC 2318

Alzheimer's and Other Dementias: Strategies for Assisting

Patients and Caregivers Alzheimer's Disease is the fourth leading cause of death in the United States. Like many other chronic conditions, it has no known cause or cure. Caregivers, including health care providers, who assist individuals with Alzheimer's or other dementias, often face unique and seemingly impossible obstacles as they struggle to provide care. How do you prevent a confused person from driving a car or bathe a resistant resident? How do you communicate with a person who can not process information in a rational way? This workshop will explore problems confronting caregivers and offer practical approaches to assist them in dealing with demented individuals. RNs, LPNs, social workers,

counselors and clergy will earn 3 contact hours for attending this workshop. Approval is pending for other health disciplines.

\$27.00

XNC 2319

Aging and Individual Differences: We are More

Alike at 10 than at 70 Why are we more alike at 10 than at 70? Why are some people in a nursing home at 78 and others able to orbit the earth?--or lead a country? This course will present an overview of physical and psychological aspects of the aging process and how individual differences often become more pronounced as we age. Knowledge about aging not only helps us to serve our clients and patients better, but it is also important for our own personal benefit. RNs, LPNs, LMHTs, social workers, counselors, dentists, and dental hygienists will earn 3 contact hours for attending this workshop. Approval is pending for other health disciplines.

\$27.00

XNC 2320

Healing Power of the Pen: Journaling as a Therapeutic

Tool Today's world is hectic. As people face the challenges of personal and professional transitions, the technique of journaling can be a helpful tool for change. Journaling can help ease the stress that often accompanies transformation and growth and it can help break through the emotional blocks that stand in the way of success. In this innovative workshop, you will learn techniques for personal use as well as explore specific case examples of exercises that can be used when working with patients/clients--those coping with serious illness, disability and mental health issues, including alcoholics, adult children of alcoholics and others in the addictions recovery process. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2321

Marriage or Divorce? (An In-depth Seminar for Clinicians)

Sitting on the fence between marriage and divorce is one of life's weighty dilemmas for people in psychotherapy. Clients who are motivated to take a thoughtful approach with this difficulty can benefit from learning more about their emotional patterns in relationships and from taking another step in defining what principles matter most. How the clinician conceptualizes this issue significantly affects how this question is addressed in therapy. This seminar presents Bowen family systems theory as a framework for understanding how a marriage gets to this point and how to move forward. The seminar also focuses on the clinical work with the individual or couple. Case examples are presented to illustrate the therapy process. RNs, LPNs, LMHTs, psychologists, social workers, counselors and clergy will earn 6 contact hours for attending this workshop.

\$79.00

XNC 2322

Depression and Suicide in Children and Adolescents

Learn to recognize depressive symptomatology in children and adolescents and understand its relationship to the development of a depressive disorder. Learn about suicide risk and other self destructive behaviors associated with depression as well as treatment and therapeutic interventions. RNs, LPNs, LMHTs, social workers and counselors will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2323

Awakening the Spirit Within: Daring to Be Yourself

Think about creating the kind of life that reflects who you really are--your talents, your values, your serenity, your joy? There are so many ways in which you can express your true self every day of your life. And, there are so many things to keep that from happening! In this experiential workshop, you will explore who you really are---your dreams, fears, passions, blocks, spirituality, creativity, laughter, gratitude---your SPIRIT. You will discover ways in which you are already expressing your authentic self as well as tools for deepening your understanding of what makes you YOU. If you're ready to take the next step in awakening your spirit within, join us for this day of self-discovery. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2324

Exploring the Child Within: Taking a Look at Codependency

Do you regularly put the needs and wants of others before your own? Do you deal with your feelings in ways that make you feel worse instead of better? In this workshop, you will explore the ways in which unhealed childhood wounds can interfere with your ability to create a loving and joyful life. You will learn practical tools for developing a caring relationship with your inner child---the part of you that feels---so that you can begin to include yourself in your "circle of care." RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 3 contact hours for attending this workshop. Includes a box dinner.

\$27.00

XNC 2325

Negativity: Increasing Skills for Diagnosis Intervention

and Prognosis We all know people whose general demeanor communicates--perhaps screams--negativity. Besides being unpleasant to deal with, negativity can significantly impact other individuals, groups and organizations. In this workshop, you will identify root causes of negativity and discuss ways to prevent, reduce or turn around negative attitudes or behaviors. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2326

Three Score Years and Ten: Families and Eldercare

This seminar for helping professionals will focus on understanding the aging process within the context of family life. You will explore issues related to the life cycle, healthy aging, advance directives within the family context, family dilemmas associated with aging and the role of the professional care giver in working with the elderly and their families. This program will be helpful and interesting if you work with the elderly, have elderly family members or are thinking ahead about your own or a loved one's aging issues. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2327

Art of Positive Conflict: Creative Approaches to

Conflict Management Do you hesitate to voice disagreement because you fear an unpleasant scene or a damaged relationship? Too often, disagreements are ignored because conflict is viewed as a destructive process. Learning to use conflict as a constructive tool for problem solving gives you the confidence to approach disagreements expecting positive outcomes. Achieving outcomes that enhance relationships and produce positive solutions is the essence of creative conflict. Join us as we explore this essential interpersonal skill. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 6

contact hours for attending this workshop. Approval is pending for other health disciplines.

\$54.00

XNC 2328

Competency: Individual and Organizational Accountability

Increasing attention is being directed toward assuring competency of practicing health care professionals. This workshop will provide you with an overview of the legal, regulatory, accreditation and professional standards that draw attention to issues of competency. You will explore strategies for assessing competency as well as implications for practice, including accepting or declining assignments, delegation and floating. You will look at this important issue from both the individual and organizational perspective and discuss the responsibility and accountability of each for assuring appropriate practice competencies. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2329

Connecting for Kids: Discovering Diversity's Colorful

Palette Health care professionals have an opportunity to view their patients' diversity as a colorful palette, with each patient adding a special hue or intensity to the experience, interaction or relationship. But while a colorful palette adds interest, it can also add confusion as we try to appreciate and understand individual and cultural differences. This program will help identify our prejudices and how they impact the way we perceive others as well as explore techniques for communicating with people from cultures other than our own. Presenters will demonstrate ways to hold a discussion without alienating others and discuss case studies from several different cultural backgrounds. Alice Kitchen, Children's Mercy Hospital, will supplement the program with a hands-on approach to available resources, i.e. medical record translation and using the Internet as a research tool. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 3.5 contact hours for attending this workshop.

\$35.00

XNC 2330

Parkinson's Disease: New Miracles

Learn about the new "miracle" surgery for Parkinson's Disease as well as some of the problems patients have encountered after the procedure. Newer medications and the latest findings regarding swallowing, balance, exercise and ADL's will be included also. RNs and LPNs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2331

Managed Care: Mastering the Basics

The dynamics of the health care delivery system have changed dramatically over the past several years. The single most important factor impacting the change in health care delivery is consumer demand for quality care at an affordable price. As a result, we have witnessed the emergence of managed care. This workshop will provide you with a basic understanding of managed care, the concept of medical management, and the expanding roles for nurses in this growing area of health care. This timely workshop will give you insights and new information for decision-making in our changing health care environment. RNs and LPNs will earn 4 contact hours for attending this workshop.

\$36.00

XNC 2332

High Tech Dentistry with a Compassionate Spirit:

A Recipe for Success Technology is pushing dentistry rapidly ahead in preparation for the new millennium. Which components are right for you and for your dental office? What benefits will they provide? What headaches? How will the staff adjust to the changes that result? And most important, what will your patients think? This workshop will provide a candid look at the high-tech dental office through the eyes of an experienced dentist and her practice manager. You will meet a dentist who went from being afraid to turn a computer on to one who uses most of the high-tech components available. You will interact with a practice manager who knew computers and how to care of people, but did not know an amalgam from an occlusal. Yet, together they have learned how to combine technology and a compassionate spirit to build a very successful dental practice. They look forward to sharing their journey with your dental team. Dentists and dental hygienists will earn 6 contact hours for attending this workshop. The fee for Dentists is \$159. The fee for dental hygienists and dental office staff is \$89.

\$159.00

XNC 2333

Introduction to CPT-4 Coding

A basic understanding of coding has become an important part of effective health care delivery. If you need an introduction to coding and want to focus on basic how-to's, plan to attend this practical course. The course will begin with an overview of the coding system and its conventions. You will code in-class exercises from real-life situations to help you correctly apply the concepts presented. The CPT-4 coding book can be purchased in the JCCC bookstore. Because this course is applicable to a wide range of medical office professionals, no C.E. credit will be given. Certifications documenting attendance will be awarded and may be submitted by the individual participant to the appropriate licensing board.

\$39.00

XNC 2334

Taking Care of You: Creative Self-Care

Is it possible to maintain a career and a life? Organizational demands and busy lifestyles have left many health care providers wondering about this question. Fortunately, the answer is yes! Learn how to prioritize needs and establish a plan for getting those needs met. Explore ways to develop daily discipline, a requirement for maintaining spiritual, emotional and physical health. Maintain a sense of peace even when the world around you seems hectic and chaotic. Join us to discover how to creatively take care of you! RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2335

The Challenges of Longevity

We often hear "when the baby boomers reach 65..." Economic implications and social security are already a concern and the large numbers in this age group will influence other factors also. When a large proportion of older people dominates a culture, the social and political climates change as well. Explore these factors and learn how older adults can use their later years in purposeful and rewarding ways. Learn how the healthy and more energetic older adult can contribute in the community, in the family and develop a deeper inner life. Resources for this pursuit will be presented. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2336

Practice What You Preach: Modeling Healthy Weight

Management Why is it so hard to maintain a healthy weight? Even many health

professionals find it very difficult to remain physically fit. This program will help health care professionals analyze the effectiveness of their personal and professional approaches to healthy weight management. You will learn research-based strategies for eating without overeating, for getting regular exercise without procrastinating and for gaining insight into how relationships may set you up for overeating and not getting regular exercise. You will receive detailed descriptions of the recommended weight management clinical guidelines by the National Institutes of Health (NIH) as well as the presenter's three-pronged approach--- Holistic Self-Care Model for Long-Term Weight Management. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2337

Putting Your Patient's Best Foot Forward

Painful or disabling conditions of the feet prevent many individuals, especially older or homebound patients, from living comfortable and active lives. In this program, you will learn to assess skin condition, circulation, sensation and movement in the foot as well as discuss the management of common foot fungi. You will also have an opportunity to observe a demonstration of nail and skin care. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2338

Nursing Documentation: Professional and Legal Issues

Nursing documentation has undergone multiple changes over the years and documentation methods are continuously evolving---narratives, soaps, AIEMS, focuses, exceptions, raps and paths! Individual, integrated and multidisciplinary formats! No matter what system is used, nursing documentation must reflect the nursing process and stand up to close scrutiny in legal, governmental and regulatory arenas. Learn to evaluate how documentation truly reflects the care received and examine examples of charting involved in medical malpractice cases. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2339

Breathe Easy: An Update on the Pharmacologic Treatment

of Asthma and COPD This practical presentation will emphasize the appropriate use of pharmacological agents in the treatment of patients suffering from asthma and/or chronic obstructive pulmonary disease (COPD). The pharmacology, pharmacokinetics, use, side effects and evidenced-based alternatives will be discussed thoroughly. Case studies of various patient scenarios will be provided to facilitate understanding and application of the information presented. RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2340

Anger: The Road to Misery or Self-Discovery?

What happens when you get really angry? How does your body feel, how does your mood change and how do you act? Does your mood and behavior depend on whether you are a male or a female? In this experiential workshop, you will take a look at the different sides of anger---things that influence your particular style of feeling and expressing it, how the anger of others affects you and how repressed anger shows up. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2341

Diabetes: Psychosocial Aspects of Diagnosis and

Self-Management What does it mean to be diabetic? How does an individual's attitudes and coping styles impact the four areas of diabetes care---diet, medication and glucose monitoring, stress management and exercise? In this workshop, you will explore how various factors, including age, gender, ethnicity and learning or parenting style, influence an individual's response to a diagnosis of diabetes. You will learn to utilize these factors to enhance your patient education and assist your client to achieve good medical outcomes. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2342

Therapeutic Touch: A Nursing Intervention

Therapeutic Touch is a healing intervention that involves the direction of life energy by the practitioner to benefit the recipient. You will explore the interaction of the human energy fields with the environment and discuss the different phases of therapeutic touch. You will learn the importance of intentionality and centering in the therapeutic touch process. Specific research that supports the practice of therapeutic touch will also be discussed. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2343

So You Want to Be a Nurse Entrepreneur?

Nurses, because of their education and experience, are in a unique position to work independently rather than in a traditional employment setting. If you are intrigued with this idea, this program will answer your questions and tell you how to get started. RNs and LPNs will earn 3 contact hours for attending this program.

\$27.00

XNC 2344

Lab Values: The ABCs of CBCs (and ABGs and TSHs and

Lytes and ...) This practical program will provide you with a clear understanding of various lab tests, when and why they are indicated and what their values mean. An overview of cardiac and liver enzymes will be presented and routine labs and their implications will be described. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2345

Women and Heart Disease: The Silent Epidemic

Traditional research into the causes, diagnosis, treatment and prevention strategies of cardiovascular disease has been conducted predominantly on men. As a result, women have not been viewed as being at risk. Yet, national statistics support that more than 500,000 women die from heart disease annually, making it the leading cause of women's death in the United States. This state of vulnerability warrants an emergent need to stimulate awareness, prompt early detection, education and prevention in addressing the magnitude of this "Silent Epidemic" in women. Learn the approaches you need to improve the cardiovascular health of yourself, your family and your patients. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2346

Sentinel Lymph Node: Concept and Technique

The histologic status of lymph nodes is an important prognostic indicator in patients with cancer. The first stop along the route of lymphatic drainage from a primary tumor is a limited set of regional lymph nodes. Dyes and radioactive traces are used to identify the first lymph node(s) to receive drainage from a tumor, termed sentinel lymph node(s). In melanoma, this sentinel lymph node reflects the status of a lymph node basin and is the basis for further treatment. In breast cancer, the use of sentinel lymph node biopsy is undergoing debate. In this workshop, you will review the lymphatic system and explore both the concept and technique for using this important prognostic indicator. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2347

Hepatitis: Prevention and Management

Hepatitis, presenting in both acute and chronic forms, is more prevalent and often more serious than many people realize. While some forms of the illness may be mild, others can lead to life threatening illness and/or development of serious sequelae. In this program, you will examine the different types of hepatitis, explore new treatments and prevention strategies and receive the latest information regarding blood borne pathogen protocols. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2348

Psychotropics Made Simple

The number and variety of psychotropic agents now available to treat clients/patients with mental disorders has grown significantly in the past few years. Many of these agents have diverse uses and are given to individuals in many different care settings. And you, the health care professional, are asked to respond knowledgeably to these situations! In this interactive program, you will explore the major disease states encountered in mental health care as well as the drug treatment and pharmacology associated with those illnesses. You will learn characteristics of major drug classifications, mechanisms of action, common side effects and implications for use. While pharmacologic treatment of five/six major disease states will be highlighted, the program is flexible and will include an opportunity for questions and more in-depth discussion as needed to provide practical information to assist you in your practice setting. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 4 contact hours for attending this workshop. Kansas ACHAs will earn 4 (RC) contact hours. Approval is pending for other health care professionals.

\$36.00

XNC 2349

ADD/ADHD: Diagnostic Issues and Management Strategies

Hear thought provoking discussion addressing diagnostic and assessment issues regarding individuals with attention dysfunction (ADD/ADHD). Learn about research, the challenges associated with the condition and successful treatment interventions. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2350

Drug Therapy in the Elderly

The elderly constitute about 12.5% of the US population. A myriad of health-related problems complicate the lives of these older individuals. Management of these medical problems frequently involves the use of multiple medications resulting in a variety of adverse events. This program will help you gain a better understanding of these events and provide strategies to prevent adverse outcomes of drug therapy. In addition, the most commonly prescribed

medications for the elderly will be discussed. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2351

Mastering Those Dysrhythmia Challenges

This program is designed for nurses and emergency personnel who already have a basic understanding of dysrhythmia analysis and who wish to advance their skills. You will gain confidence in recognizing and appropriately responding to the dysrhythmias covered. Lecture as well as practice on EKG strips will be included. RNs and LPNs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2352

Holistic Approaches to Chronic Fatigue Syndrome

and Fibromyalgia Chronic Fatigue Syndrome (CFS) and Fibromyalgia have many common features, and some patients may actually have both conditions. Living with these conditions is often very difficult for patients. Health care providers, helping patients manage these chronic ailments, find them challenging as well. This program will discuss criteria for the diagnosis of CFS and Fibromyalgia and review the latest literature on treatment strategies. Energetic body work will also be presented and explored. The program also will highlight current thinking about the roots of these two increasingly common diagnoses and assist participants in understanding current research in the field. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 3 contact hours for attending this program. Approval is pending for other health care professionals.

\$27.00

XNC 2353

Workplace Relationships: Best Friends or Worst

Nightmare Wherever men and women come together to accomplish a common goal, conflict seems to be an inevitable companion. This is just as true of the health care workplace as any other. In this workshop, you will examine basic life principles---the power of love, the practical application of forgiveness, keeping work issues in perspective and the importance of affirmation ---and how these impact workplace relationships, often turning worst nightmares into best friends. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals. Kansas ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2354

Anatomy of a Lawsuit: A Case Study Approach

Changes in our health care system have broadened the scope of nursing practice and professional accountability. Increased accountability can mean increased liability! It is essential for today's nurse to be aware of areas of risk exposure and potential liability. This seminar will feature three legal nurse consultants who frequently review medical malpractice cases. You will learn how a medical practice case is researched and hear expert witnesses present actual court cases with trial exhibits. RNs, LPNs and LMHTs will earn 4 contact hours for attending this course. Approval is pending for other health professionals.

\$36.00

XNC 2355

Generation to Generation: How the Family Influences

Children It is generally accepted that the family influences how children function. However, how this occurs is often not understood. Popular ideas range from

blaming the mother to blaming the genetic pool of the family. These explanations do not offer people a way of thinking that takes into account how the family emotional environment can influence the behavior of children. This way of thinking dispels the myth of the "dysfunctional family" and focuses instead on the numerous variables that influence how parents function in relationship to their children. The perspective presented in this seminar is based on Bowen family systems theory, which outlines the complexity of how previous generations exert influence on current generations. The "generation" affect will be explored through the concepts of the theory and through clinical examples. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$69.00

XNC 2356

Dermatologic Emergencies and Urgencies

Often rashes or other skin problems may appear benign, but actually reflect an ominous diagnosis. Other conditions can appear alarming, but warrant only reassurance. In this workshop, nurses who encounter patients with skin problems as part of their daily care will discover cutaneous clinical clues that will assist them in providing knowledgeable care for patients who present with various inflammatory, infectious and neoplastic processes. Emphasis will be placed on clinical presentation and will include diagnostic intervention when appropriate. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2357

Diabetes and Pregnancy

The outcome of pregnancy complicated by diabetes can be significantly influenced by the effective management of blood glucose levels. In this presentation, you will discuss gestational diabetes as well as pregnancy complicated by pre-existing diabetes. You will explore the pathophysiology of both conditions and learn screening criteria. You will discuss important aspects of effective management, including nutrition, exercise, stress reduction, medications, and intensive monitoring of mother and baby before and during pregnancy, labor, delivery and postpartum. Emphasis will be placed on achieving "healthy moms and healthy babies." RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2358

Innovations in Treating Arthritis

Arthritis and other rheumatic conditions affect more than 42 million Americans, approximately one in every six people. Arthritis is the leading cause of disability in the United States and accounts for medical costs of \$15 billion annually. The magnitude of arthritis and related conditions alone compels nurses and other health professionals to be knowledgeable about recent innovations in managing these conditions. This presentation will provide an overview of rheumatic disorders, including rheumatoid arthritis, osteoarthritis, lupus and polymyositis, and will include the clinical presentation, treatment and drug therapy for these debilitating illnesses. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2359

Assessment and Stabilization of the Extremities

This practical presentation will introduce you to the examination of the extremities. Using a systematic approach, you will review the appropriate anatomy and learn to perform a detailed assessment of the upper and lower extremities. You will learn to evaluate injuries and medical problems using a risk management format (a systematic evaluation to eliminate potential, serious, underlying problems).

RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2360

Psychotherapy Made SimpleR

This workshop identifies and elaborates basic concepts of the psychotherapeutic process. Beginning with how to greet the client and concluding with planning and carrying out termination, this workshop will explore the essential ingredients of the successful therapy practice. Of interest to both new and experienced therapists. Advanced practice mental health nurses, psychologists, social workers and licensed counselors will earn 6 contact hours for attending this workshop.

\$69.00

XNC 2361

Attachment and Hunger: Understanding the Client with

An Eating Disorder This presentation will focus on the diagnosis and treatment of eating disorders within the context of connection and attachment. Nurturing care with balanced limit setting will be explored. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2362

Potassium: Maintaining the Balance

Presented as a computer-based module available in JCCC's open lab, this program provides an overview of the role and function of potassium in the body, as well as measures to correct potassium imbalance. RNs and LPNs will earn 1 contact hour for completing this course. ACHAs will earn 1(RC) contact hour.

\$12.00

XNC 2363

Nursing and the Law

Presented as a computer-based module available in JCCC's open lab, this course defines legal terms pertinent to nursing practice, explains the role of the state legislature in regulating nursing practice and discusses the relationship between negligence and malpractice. RNs and LPNs will earn 1 contact hour for completing this course. ACHAs will earn 1 (A) contact hour.

\$12.00

XNC 2364

Care of the Client Experiencing Anxiety

Presented as a computer-based module in JCCC's open lab, this course discusses various anxiety-related disorders, including social phobia, post trauma stress disorder, obsessive compulsive disorder and hypochondriasis. RNs, LPNs, LMHTs and social workers will earn 1 contact hour for completing this course. ACHAs will earn 1 (RC) hour.

\$12.00

XNC 2365

Care of the Client with Peptic Ulcer Disease

Presented as a computer-based module in JCCC's open lab, this course provides a comprehensive overview of peptic ulcer disease, including causes, risk factors, symptoms, diagnostic tests, nursing problems, nursing interventions, medications and client teaching needs. RNs, LPNs and LMHTs will earn 1.5 contact hours for

completing this course. Kansas ACHAs will earn 1.5 (RC) hours.

\$18.00

XNC 2366

Clinical Management of Individuals with

Alzheimer's Disease As our population ages, the emotional and behavioral problems associated with Alzheimer's Disease and other forms of dementia are becoming increasingly significant for both families and health care providers. This comprehensive workshop will examine the Alzheimer's Disease process from a neurological viewpoint, emphasizing the changes that result in behavioral and psychiatric problems for these individuals, their families and caregivers. Environmental, pharmacologic and interpersonal interventions will be discussed with an emphasis on understanding the demented person's world and changing needs. Medications commonly used to treat both Alzheimer's Disease and the behavioral changes that occur will be discussed also. RNs, LPNs and LMHTs will earn 6 contact hours for attending this program. Kansas ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2367

Religious Diversity in Health Care: A Foundation for

Holistic Care Historically, health care has focused on caring for and curing the body and mind, excluding the spiritual dimension of our triune nature. The wall between medical science and spirituality is now coming down! We recognize that effective treatment requires consideration of the whole person---body, mind and spirit. In this course, participants will explore the complementary relationship between spirituality in a religiously pluralistic society and the care provided to patients. Participants will identify approaches for meeting the spiritual needs of individuals from various religious traditions. RNs, LPNs, LMHTs, social workers, psychologists, counselors, clergy, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2368

Understanding Lab Values

This practical program will provide you with a clear understanding of various lab tests, when and why they are indicated and what their values mean. You will discuss routine lab tests and their implications as well as overview cardiac and liver enzymes. RNs and LPNs will earn 4 contact hours for attending this workshop.

\$54.00

XNC 2369

Naturopathic Medicine: Philosophy, Modalities

and Pharmacology Naturopathic medicine, also known as natural or holistic medicine, has experienced a tremendous resurgence in the last two decades as a health conscious public seeks alternatives in health care. In this informative course, you will explore the philosophy and therapeutic modalities of naturopathic medicine, including nutritional medicine, botanical medicine and homeopathy. You will learn the clinical indications, mechanism of action, side effects and contraindications of a wide variety of natural medicines commonly used today---CoQ10, DHEA, Hypericum (St. John's Wort), Ginko, Ginseng and others. You will also gain an understanding of the education, training and role of the naturopathic physician, allowing you to answer your patients' questions with greater knowledge and confidence. RNs, LPNs and LMHTs will earn 6 contact hours for attending this course. Approval is pending for other health professionals.

\$54.00

XNC 2370

Pharmacology of Depression: Familiar Pathways

and New Frontiers This course will allow you to take an in-depth look at depression with special emphasis on the receptors and the neurotransmitters involved. You will study serotonin, dopamine, norepinephrine and other neurotransmitters believed to be involved with depression, as well as the different anatomical pathways in the brain responsible for depression, obsessive compulsive disorder, panic disorder and eating disorders. You will review traditional drugs such as the selective serotonin re-uptake inhibitors (SSRIs) and tricyclics (TCAs) and learn about newer agents now available. You will also examine the pharmacology, side effects and interaction potentials with other drugs. This course will provide an excellent review of depression and introduce cutting-edge concepts and research about new serotonin receptors, new treatments and combination drug therapy. RNs, LPNs and LMHTs will earn 3 contact hours for attending this course. Approval is pending for other health professionals.

\$27.00

XNC 2371

Obsessive Compulsive and Anxiety-related

Disorders in Children Although obsessive compulsive (OCD) and anxiety-related disorders are believed to affect only 3-5% of children under age 16, the symptoms and experiences of these children are often misunderstood and misdiagnosed. Families are confused and often feel helpless as their child battles internal anxiety and the overpowering urge to perform or avoid behaviors/rituals that give only temporary relief to overwhelming anxiety and fear. Since many symptoms associated with OCD or anxiety disorders can also be found in children with attention deficits, learning challenges, Tourette's Disorder and depression, thoughtful consideration will be given to making the correct diagnosis as well as identifying therapeutic treatment/management approaches, including the importance of developing a team approach to assist the child experiencing these challenges. RNs, LPNs and LMHTs will earn 3 contact hours for attending this course. Approval is pending for other health professionals.

\$27.00

XNC 2372

Immunization: You Call the Shots (Parts 1 & 2)

Presented on computer disk, this program is a two-part series. It provides a comprehensive overview of currently accepted immunization practices. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course.

\$66.00

XNC 2373

Musical Solutions for Everyday Problems

Music is good for us! We intuitively know this and accept it without question. But do we know why it is not only good for us, but needed for optimal development and well being? In this workshop, you will learn what The Mozart Effect is and why it is important. You will discuss high and low frequency sounds and learn how they relate to health. You will discuss the art of listening, hear the latest research on the relationship between the ear and the brain and explore how this can be used in children with ADD and other problems. You will see a slide presentation on The Sound Environment and how this impacts our lives and discover how cutting edge hospitals are using sound and music in innovative ways, including music for grieving, music in hospice and how the harp is used to assist dying patients. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2374

Pain Management: Integrating Complementary Therapies

into Traditional Regimens According to The American Pain Society, pain is often undertreated, causing suffering and financial loss to individuals and to society. As a practicing health care professional, you can cite numerous cases to verify this assumption. In addition, Joint Commission on Accreditation of Organizations (JCAHO) acknowledges pain as a coexisting condition with many diseases and injuries and has included new pain management standards for compliance in 2001. In this experiential workshop, you will examine the mind/body connection as well as learn principles of psychoneuroimmunology. You will explore a variety of complimentary therapies, allowing you to individualize your treatment plans and increase you effectiveness as a practitioner. RNs and LPNs will earn 7 contact hours for attending this workshop. Approval is pending for other health professionals.

\$63.00

XNC 2375

Taking Off the Mask: Feeding the Hunger Within

Depression, anxiety, marital problems or stress! Traditionally, our clients have presented with symptoms of one of these problems. In recent years, we have been challenged by an increasing number of individuals presenting with feelings of emptiness, being numb or being unable to develop or sustain relationships. Rather than focus on symptoms, this workshop will examine ways clients can lead a fuller life. It will explore issues of attachment, identity, boundary and spirituality as well as barriers to meaningful relationships. RNs, LPNs, LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2376

Intrapartum Bleeding Disorders

Few emergencies are as frightening as intrapartum hemorrhage. The causes of hemorrhage during the birth process are numerous and determining the etiology of the problem requires a sound understanding of maternal- fetal physiology. In this program, you will review maternal-fetal and uteroplacental physiology, examine problems that may result in intrapartum hemorrhage---placental abnormalities, coagulation defects and uterine problems, and explore interventions to improve outcomes when intrapartum hemorrhage occurs. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2377

Making Pathophysiology Work in Your Practice:

Endocrine and CNS If you don't work with patients experiencing endocrine and central nervous system disorders often, you may feel challenged to recall the pathological basis of conditions affecting these body systems. In this workshop, you will review the anatomy and physiology related to endocrine and related CNS disorders and discuss clinical features and laboratory changes expected in patients. You will learn the pathogenesis, clinical characteristics, supporting lab data and assessment procedures for a wide variety of endocrine and neurological disorders as well as how to utilize this information to strengthen your everyday practice. RNs and LPNs will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2378

The Compassionate Heart: Dealing with Life-limiting

Illness, Death and Grief From the moment an individual learns they have a life-limiting illness, their life and the lives of everyone close to them will never be the same again. Life has changed---with change comes loss, with loss comes grief and with grief comes the opportunity to feel, learn and grow into someone more than we were before. In this workshop, you will examine some of the physical,

mental, emotional and spiritual aspects of life-limiting illness, death and loss. You will also examine the pain of the grieving process and discover the healing, hopeful power it can bring. Whether you're dealing with the challenges of a life-limiting illness professionally or on a personal level, developing a compassionate, understanding and loving heart can help make this time a little less difficult. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2379

Seizures and Epilepsy: An Overview of Current Management

A diagnosis of seizures/epilepsy can be frightening and health care professionals are in a unique position to provide factual information about the management of this condition. This workshop will provide an overview of this important topic, beginning with the classification of seizures. You will explore the epidemiology and evaluation of seizures/epilepsy, review videos of various seizure types and discover how to differentiate non-epileptic spells (e.g. syncope and pseudoseizures) from epilepsy. You will also discuss therapeutic strategies to eliminate seizures, including vagal nerve stimulators and brain surgery. The impact of epilepsy on the life of the individual and family will also be discussed. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) contact hours.

\$27.00

XNC 2380

Prevention and Management of Back Injury

Oh, my aching back! This disabling complaint will affect an estimated one out of four people this year and many of these people will be health care professionals! In this workshop, an advance practice nurse and a physical therapist will join forces to explore this common problem. You will discuss spinal anatomy, the etiology of common injuries and various treatment options, including medication, physical therapy and specialist treatments. You will also focus on preventive and rehabilitative aspects of back pain, including ergonomics and fitness. RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for physical therapists and other health professionals.

\$54.00

XNC 2381

Hit Parade of Prescribed Drugs: The Top 100

Which drugs make up the top 100 list? Why are these drugs important and why are they prescribed more than others? Are they safer than similar drugs? Is cost the driving force? Do the multi-million dollar drug companies we hear so much about play a significant part in drug selection? Take a critical look at the top 100 most frequently prescribed drugs, review the characteristics that make them "favorites" and learn why they are prescribed so frequently. Learn why a drug is taken off the market or "banned" by the FDA and discuss the use of herbals and natural products. RNs and LPNs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2382

Reclaiming Your Life Story

We each carry with us a story of how we arrived at our current place in life. These stories are made up of generational influences, family of origin experiences, life events and perspectives. This presentation will give you the opportunity to see who the antagonists and protagonists are in your life, what has been the theme of your story to date, and how you can begin to shape and alter the script. A story of pain can be retold as one of empowerment. Come learn how to retell your story from strength and resilience. Information from family systems theory will be

intermixed throughout the presentation. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2383

Meditation and Mind/Body Health: You and Your

Patient Meditation is becoming an important part of self-care regimens. However, the effects of meditation, its benefits and its risks are not always well understood. You will explore two major forms of meditation--- mindfulness and concentration, learn how meditation is being used in health care settings and which conditions it can help. You will experience four different meditation sessions and get tips on how meditation can be applied to daily life. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2384

Management of Primary Headache

It is estimated that from 60 to 70 million Americans have experienced some form of headache, making it one of our most common health problems. In this informative workshop, you will explore various causes and types of headache, discuss the prevention and medical management of primary headache and discover various behavioral therapies shown to decrease the frequency and severity of headache pain. RNs, LPNs and LMHTs will earn 3 contact hours for attending this course. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2385

Innovative Approaches to Diabetes Management

Type 2 diabetes is reaching epidemic proportions in the United States. Approximately 16 million people have diabetes, but only half are currently diagnosed. Although no cure yet exists for diabetes, our understanding of disease progression and complication escalation is growing each year. In this seminar, you will explore new and innovative approaches to the treatment of pre-diabetic conditions leading to type 2 diabetes, including alternative therapies, dietary variations, and folk remedies. You will also discuss the impact of psychological issues and culture on diabetes care. This seminar will be most beneficial for health care providers who wish to advance their knowledge beyond a basic understanding of diabetes. RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2386

The Business of Healthcare: Where Does the Money Go?

Reimbursement, budgets and quality patient care may appear to be in direct conflict with each other. Do you know how reimbursement drives your employer's budget? Do you know how to provide quality patient care and yet support your employer's budget. This workshop will explore healthcare reimbursement history, address budget preparation and provide an opportunity for group discussion of case studies that illustrate important concepts related to the business of healthcare. RNs, LPNs and LMHTs will earn 4 contact hours for attending this workshop. Kansas ACHAs will earn 4 (A) hours. Approval is pending for other health professionals.

\$36.00

XNC 2387

Engineering Wellness: Nutrition, Exercise and Stress

Management Developing a wellness lifestyle isn't always easy, but it isn't the impossible task we sometimes imagine it to be. Must you impose rigid dietary restrictions, exercise to exhaustion or change your personality type? Absolutely not! In this seminar, you will explore good nutrition and long-term weight management, including the futility/ potential harm of popular diets and the use of herbal drugs, supplements, appetite suppressants and caffeine. You will review the benefits of exercise, learn practical ways to incorporate more physical activity into your daily routine and gain tips to reduce stress, fatigue and professional burnout. RNs, LPNs and LMHTs will earn 6 contact hour for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2388

Two and Three-headed Dragons: Meeting the

Challenge of Dual Diagnosis Individuals with dual diagnosis, addiction illness coupled with psychiatric illness, are among the most difficult patients to treat successfully. Left untreated, they are likely to demonstrate horrific behavior in forms of violence, self-harm and suicide. In this workshop, you will explore the relationship between addiction and psychiatric illness and learn how a dual diagnosis treatment approach can make an effective difference. You will also discover how treating only one problem while remaining blind to the other, only undermines good treatment. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2389

Differential Diagnosis, the DSM-IV and Biopsychosocial

Assessment. Providing accurate differential diagnoses, using the DSM-IV, is a challenging task for mental health practitioners of all disciplines. While the multi-axial design encourages us to view the individual from multiple perspectives, in reality we tend to concentrate only on Axis I and Axis II criteria. In this program, you will learn to assess the individual's developmental stage, life circumstances, culture, gender and physical status, prior to applying DSM-IV diagnoses. Special emphasis will be given to commonly over-diagnosed and under diagnosed conditions. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2390

Tell Me How It Hurts: Health Care Communication

Based on Personality Preferences Why do some patients comply with your requests, while the same words inflame others? It's probably not WHAT you said, but how they HEARD it. Even under normal circumstances, people don't all react the same. When they're sick, their responses are more complex and even more critical to their well being. Based on the Myers- Briggs Type Inventory (MBTI), this program will help you recognize clues to patients' type preferences and interpret them for more effective communication, RNs, LPNs and LMHTs will earn 7 contact hours for attending this workshop. Kansas ACHAs will earn 7 (RC) hours. Approval is pending for other health professionals.

\$63.00

XNC 2391

Depression in the Elderly

In this program you will examine the relationship of depression to morbidity, mortality and Alzheimer's disease. Current medications, the role of psychotherapy and environmental interventions will be discussed as well. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health care

professionals.

\$27.00

XNC 2392

Complementary App

Menopause Consumers are becoming more knowledgeable regarding choices that may be available for managing menopausal symptoms. And they are asking questions of their health care providers! In this seminar, you will review the physiology of menopause and perimenopause and discuss the pros and cons of conventional and alternative approaches to managing symptoms and preventing long term sequelae of estrogen deficiency. You will also explore nutritional and herbal supplements, Oriental Medicine options, lifestyle modifications, and bioidentical - or so-called "natural" - hormones. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2393

Meeting the Challenge of Ethical Practice in

Mental Health Mental health professionals often face ethical challenges as they address the problems and concerns of their clients. In this important workshop, you will discuss these challenges and examine several ethical orientations that can be used as decision-making tools. Vignettes will be used to provide you an opportunity to think through how to manage ethical dilemmas. You will also review ethical principles and Codes of Ethics from various disciplines. This workshop meets the three-hour ethics requirement for mental health professionals established by the Kansas Behavioral Sciences Regulatory Board. Kansas ACHAs will earn 3 (A) hours.

\$27.00

XNC 2394

Exploring the Risk Factors for Cardiovascular

Disease Whether for personal or professional reasons, nurses and other health care professionals need a sound understanding of the risk factors for cardiovascular disease. In this workshop, you will review the well-recognized risk factors--family history and genetic predisposition, smoking, diabetes, hypertension and hyperlipidemia as well as lesser risk factors. You will examine each risk factor individually and explore up-to-date treatments and potential nursing interventions. You will review the current NCEP 2 treatment guidelines, learn about the upcoming NCEP 3 anticipated guidelines and discover how these changes will impact practice. This class will be helpful not only for patient care but also for yourself and your family. RNs and LPNs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2395

Becoming a Quitter: A Guide to Smoking Cessation

Smoking contributes, directly or indirectly, to 20% of all deaths in the United States annually. More than 400,000 smokers die each year from the effects of smoking. Are you concerned about your patient's tobacco use, but feel unable to help? Is a family member or friend experiencing health problems related to smoking? Are you a smoker and wonder what methods are available to help you quit? This workshop will answer your questions and offer effective strategies for smoking cessation. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.. Approval is pending for other health professionals.

\$27.00

XNC 2396

reatment of Inflammatory Disease-Old and New

Chemotherapeutic Regimens This course will briefly review rheumatologic disease and focus on old and new drug therapy regimens. The treatment goals for inflammatory disorders have remained constant for the past several years and include relief of pain, prevention of joint destruction and deformity and maintenance or restoration of preferred lifestyle. New therapies such as inhibitors of cytokine interleukin-1 and tumor necrosis factor along with monoclonal antibodies are changing current research efforts and treatment modalities. RNs and LPNs will earn 3 contact hours for attending this seminar. ACHAs will receive 3 (RC) continuing education hours. Approval is pending for other health care professionals.

\$27.00

XNC 2397

Information Management: Internet Basics

This course is presented on CD for home use and as a computer-based module in JCCC's open lab. It explains how it can benefit healthcare professionals, including information about e-mail, listSers, netiquette and searching the World Wide Web. RNs, LPNs and LMHTs will earn 1.5 contact hours for completing this course. Kansas ACHAs will earn 1.5 (E)hours.

\$21.00

XNC 2398

Care of Clients With Sexually Transmitted Diseases

Presented as a computer-based module in JCCC's open lab, this course provides a comprehensive overview of common sexually transmitted diseases, including signs and symptoms, patient teaching and pathophysiology required for nursing assessments and interventions. RNs, LPNs and LMHTs will earn 1.5 contact hours for completing this course.

\$18.00

XNC 2399

Antithrombotic Therapy in the Emergency Setting

Learn the basic pharmacology, therapeutic indications, contraindications, adverse effects and monitoring parameters for the use of antiplatelet drugs, anticoagulants and thrombotic drugs in urgent and emergent settings. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2400

Medicine Ways of Our Ancestors: Native American

Spirituality Energy Medicine, considered the cutting edge of scientific thought, is actually very old. Shamans, wise women, medicine men and sages have practiced it for over five thousand years. Our ancestors understood the true meaning of healing---restoration, reintegration, reunion and reconnection of one's Spirit. To the healing sound of drum, voice and rattle, explore the dreamtime, that realm of no time and no space where all spiritual healing is effected. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (E) hours. Approval is pending for OTs and PTs.

\$72.00

XNC 2401

Homeopathy: An Introduction to Principles,

Practices and Commonly Prescribed Remedies The word homeopathy, derived from the Greek words for similar and illness/suffering, is based on the theory that a substance can cure the same problems it causes. You will explore how

homeopathy differs from conventional medicine, what kinds of conditions it treats and some of the commonly prescribed remedies---Arnica, Sulphur, Sepia and more. RNs and LPNs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2402

Dealing with Aging Relatives: Care Along the Continuum

As our population ages, issues related to the care of our elderly are becoming increasingly important. Who are the caregivers and why are they care giving? What happens in families as the demands of caring for aging relatives increase? How do you help guide families in making tough decisions and talking about difficult issues? How do you balance care giving with a career, healthy self-care and other family relationships? This seminar will address the issues that are of primary concern for both elders and caregivers. Particular focus will be on family dynamics, how issues present themselves in mental health and medical settings and what community resources are available. Enrollment is limited to 54. RNs, LPNs, LMHTs, social workers, counselors, dentist and dental hygienists will earn 6 contact hours for attending this seminar. ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2403

OSHA Standards as They Apply to the Healthcare

Workplace There have been updates to the Bloodborne Pathogen Standard, Recordkeeping Standard and General Industry Standard that will affect your OSHA compliance program. You need to know the latest information for your healthcare workplace to be in compliance with OSHA regulations. This course will satisfy the required annual training for OSHA's Bloodborne Pathogen Standard and cover health care requirements of the Hazard Communication Standard and the General Industry Standard. RNs, LPNs, dentists and dental hygienists will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2404

Take Charge: Leave Chronic Fatigue Syndrome and

Fibromyalgia Behind Chronic fatigue syndrome and fibromyalgia currently afflict approximately 8-10 million people in the U.S. Many more go undiagnosed and ineffectively treated. This program will discuss physical and cognitive barriers to overcoming these illnesses and present strategies for healing these conditions. Strategies will focus on the whole person. RNs, LPNs and LMHTs will earn 5 contact hours for attending this workshop.

\$45.00

XNC 2405

Those Mysterious Movement Disorders

"Movement disorders" encompass a broad array of disease processes, including "restless leg syndrome," ataxia, dystonia, essential tremor, Parkinsonism, spasticity and others. This workshop will explore the evaluation, management and care of these conditions. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2406

Solving Workplace Challenges: 2002 and Beyond

The growing complexities of our changing society are adding challenges to the workplace and traditional thinking patterns seem insufficient for solving them. Meanwhile, staffing challenges and questions posed by a diverse workforce

remain unanswered. Are realistic solutions to these issues possible? You bet! Don't miss this exciting seminar. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2407

If I'm Their Leader, Which Way Did They Go? The Art of Caring Leadership

Health Care is a business and business research reveals that as high as 75% of all staff are committed to their employer and truly desire to provide quality performance. Their ability to retain that commitment to excellence is governed most by the quality of the leadership they receive. Yet in this present atmosphere of flattened organizational charts, increased direct service of "working managers" and general distrust of people in authority, quality leadership is sorely lacking. This seminar provides the nuts-and-bolts "how to's" of leadership and of influencing staff to eagerly follow. It will be of special interest for health care managers. RNs, LPNs, LMHTs, social workers, LMTs, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for OTs and PTs..

\$72.00

XNC 2408

Uppers, Downers and All-Arounders

Take a whirlwind tour of the drugs that are abused in our society, from amphetamines, to opiates, to hallucinogens. Explore the brain to uncover the biochemistry of addiction and look at how to utilize this information in the recovery process. Take a look at the latest drugs used in the treatment of addictions as well as important aspects surrounding prescription and street drugs of abuse. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours for attending.

\$54.00

XNC 2409

Evolutions and Revolutions in Women's Health

This workshop will present a clinical examination of the impact of the women's movement of the past 40 years. Young girls are increasingly susceptible to a dysfunctional peer and media culture. Adult women remain reluctant to make healthy physical and emotional choices. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 6 contact hours for attending this seminar. Approval is pending for other health care professionals.

\$54.00

XNC 2410

Mindful Practice: Using Meditation for Personal

and Professional Growth Mindfulness is about developing your awareness skills. As you do this, you will experience increased insight, decreased stress and a more fulfilling life. In this workshop, you will learn about and practice mindfulness meditation. Through active experiences, you will increase your understanding of meditation and how to apply meditative techniques in daily life. The workshop will involve meditation, experiential exercises and group discussion. RNs, LPNs and LMHTs will earn 4 contact hours for attending this workshop. Approval is pending for other health professionals.

\$36.00

XNC 2411

Managing Behavior Problems in the Elderly

Have you ever heard an elderly person referred to as a "mean old man" or "nasty old lady"? Often elderly people do exhibit problem behaviors, but rarely are these

the result of being mean or nasty. In this seminar, you will identify common causes of behavior problems in elderly clients and plan practical environmental, interpersonal and medical interventions. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2412

Bringing Home to Those Who Can't Go Home

Home is the primary environment in which you develop and reinforce your sense of identity. It is there that you gain a sense of history and roots. Your home is a unique expression of who you are; it serves as a vessel for your memories and your relationships with family and friends. In this moving workshop, you will explore ways to help nurture that sense of home and personal identity so often lost in sick and institutionalized patients. Deanna Edwards will share her musical talents to show you how to accomplish this goal. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2413

When Drugs Don't Kill Bugs: Antibiotic Resistant

Bacteria Explore past, present and future trends of antibiotic resistant bacteria, including the impact of this phenomenon on patient care, patient outcomes and the health care economy. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2414

Understanding Asperger and Other

Pervasive Developmental Disorders Pervasive Developmental Disorders (PPD) represent a spectrum of disorders that generally involve impairment in social relatedness, communication skills and eccentric interests, rituals or stereotypes. Asperger Disorder, one disorder within the PDD spectrum, is frequently compared to autism due to a number of shared behavioral similarities. Unlike autism, however, individuals with Asperger Disorder do not tend to display language delay, but rather exhibit severe impairment in social interactions as well as a restricted repertoire of behaviors, interests and activities. In this seminar, the characteristics of Asperger Disorder will be explored plus you will learn why differential diagnosis of this condition is a complex process. There will be a focus on issues regarding social relatedness and appropriate social interventions. RNs, LPNs, LMHTs, social workers, psychologists, counselors, dentists, and dental hygienists will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2415

GI Drugs: How Do You Spell Relief for GI Problems?

How do you spell relief for digestive problems that can range from minor inconveniences to major illnesses? This practical seminar will review gastrointestinal disorders, discuss the most common GI medications and explore important drug interactions with these agents. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2416

Finding the Courage to Care: Looking In and Reaching Out

These are tough, yet hopeful times for health care professionals. Critical voices, impossible constraints and unreasonable demands can cause us to lose heart. This seminar will help health care professionals take heart and dare to care. RNs, LPNs and LMHTS will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2417

The Silent Epidemic: Alcoholism in the Elderly

Among today's 25 million Americans age 65 and older, there are an estimated 2.5 to 3.7 million that are addicted to alcohol. What is perceived as frailty, senility, or simply the unsteadiness of old age may be alcoholism. This program will explore the depth of the problem in our elderly citizens, and how to recognize and successfully treat it in the geriatric client. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2418

Spanish 101 for Health Care Professionals

Having a grasp of elementary Spanish phrases can serve to meet patients' basic needs and provide a welcoming atmosphere. Learn Spanish pronunciation, basic grammar and helpful phrases. Resources will be shared and discussion of relevant cultural aspects will be included. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (E) hours.

\$54.00

XNC 2419

Innovations in Cardiac Surgery

Dramatic changes have occurred in the management of cardiac surgical patients in the last decade. Surgical techniques have undergone exciting changes too--off-pump coronary artery bypass, transmyocardial revascularization and artificial heart implantation to name just a few. This seminar will explore current issues and emerging techniques as well as discuss the impact of evolving technology. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2420

Bulletproof Confidence

Celebrities Michael Jordan and Oprah Winfrey generate bulletproof confidence from "feeling" brain centers that are not influenced by "thinking" centers or the thought-based techniques used in self-confidence programs. This new feeling-based program helps you uncover these instinctive, primordial "I-can-do-anything" feelings that, unfortunately, most of us have suppressed. RNs, LPNs, and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2421

Managing Anxiety in Today's World

In the uncertainty of today's world, stress cannot be avoided--but it can be managed. This workshop will examine how we can distinguish normal fears and anxieties from serious anxiety disorders. It will focus on ways to make anxiety work for you and your clients in today's uncertain times. RNs, LPNs and LMHTs will earn 4 contact hours for attending this workshop. Kansas ACHAs will earn 4 (A) contact hours.

\$36.00

XNC 2422

Your Nursing Practice: A Potpourri of Legal Issues

Today's nurses have many concerns about the legal aspects of their practice. This seminar will address three important aspects--defensible charting, malpractice and liability issues, and your rights as an employee. RNs and LPNs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2423

Integrative Therapies for Labor Comfort

Explore the use of nurse-friendly, non-invasive interventions, including the therapeutic uses of music, massage, aromatherapy and birth balls to enhance support of the laboring and birthing woman. RNs and LPNs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2424

Old Isn't Old Any More: Normal Aging in the 21st Century

At the turn of the 20th century life expectancy for females was 47 years; males slightly less. Today it is almost 80 years. The process of aging is not the same as it was 100 years ago. We must redefine what is normal and what is not. This seminar will explore normal changes that occur with aging as well as ways to slow this process. RNs, LPNs and LMHTs will earn 3 contact hours for attending this seminar. Kansas ACHAs will earn 3(RC) hours.

\$27.00

XNC 2425

Stress Management from the Inside Out

Do you think you can't manage your stress because all the things that stress you out---your job, your boss, your spouse, the "system"---are things you can't change? Do you feel "stuck"? Learn how to use your mind and your activities to help create health and peace in your life. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (A) hours.

\$27.00

XNC 2426

Understanding Conditions of the

Liver Review the role and functions of the liver. Explore the pathophysiology and evaluation of various liver conditions and understand liver function studies often seen in patient records. RNs and LPNs will earn 5 contact hours for attending this workshop.

\$45.00

XNC 2427

The Heart of Healing: Providing Compassionate Care

Technological advances, budget challenges and calls for improved productivity contribute to the growing complexity of the healthcare environment. In spite of this complexity, the person seeking healthcare services is a human being in need of healing. For this reason, offering compassionate care within our high tech, fast-paced work environments has never been more important. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2428

Management of Peripheral Lymphedema

One out of eight women will develop breast cancer over the course of their lifetime. Twenty percent of these women will develop lymphedema. This workshop will explore strategies to prevent, identify and manage this debilitating condition. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2429

Premenstrual Syndrome and Menopause: A Natural Medicine

Approach Millions of American women experience unpleasant symptoms because of premenstrual syndrome or menopause. Explore the role of hormones in these conditions and discover how natural and synthetic hormone replacement therapy can impact them. Learn to use dietary and lifestyle changes as well as nutritional supplements and botanical therapies to improve general health and sense of well being. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$36.00

XNC 2430

Medical Coding Certification Course

Study medical coding using the latest curriculum approved by the American Academy of Professional Coders (AAPC). Individuals who complete the course may sit for the national AAPC exam. Course completion does not guarantee passing the exam. There is an additional fee for the exam.

\$899.00

XNC 2431

Chemotherapy Today: Principles, Practices and

Complications Learn the basic principles behind chemotherapy, including multiple dosing regimens and targeting specific areas of the cell cycle with multiple drug regimens. Examine side effects and dose limiting toxicities of specific, commonly used chemotherapeutics. Review oncologic emergencies. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2432

The Decision to Forgive

The decision to forgive after a wrong is sometimes easy, at other times very difficult. In this workshop, you will explore the complex concept and process of forgiveness: the pros, the cons, the risks and the benefits. Gaining more clarity regarding this issue will enhance your personal life as well as your professional life. RNs, LPNs, LMHTs and social workers will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2433

Understanding Latino Diversity in Health Care

America's Latino citizens come from dozens of nations and all races. Learn about the similarities and dramatic differences among Hispanic groups and the historical events that shape Latino culture today. Discover how Latino citizens from various backgrounds experience health and illness and explore factors that define quality care for your Latino patients. RNs, LPNs, LMHTs, social workers and counselors

will earn 4 contact hours for attending this workshop. Kansas ACHAs will earn 4 (RC)hours.

\$36.00

XNC 2434

A Window Into You: Why You Do What You Do

Ever wonder, "How did I get to be the way I am?" This workshop will allow you to look at some of the contributing factors that create your unique self---your family system, your birth order, your personality and temperament as well as your group or leadership style. RNs, LPNs, LMHTs, social workers, LMTs, and counselors will earn 6 contact hours for attending this workshop.

\$72.00

XNC 2435

Medical Terminology

A description is not available for this course.

\$69.00

XNC 2436

Healthcare Management in a Changing Environment

The healthcare manager has never been more challenged than in today's ever changing environment. New and aspiring managers are invited to explore current concepts of successful management, including finance and budgeting, communication and delegation, scheduling, ethics, TQM and leadership skills. RNs and LPNs will earn 12 contact hours for attending this workshop. Kansas ACHAs will earn 12 (A) hours. Approval is pending for other health care professionals.

\$99.00

XNC 2437

Depression: Marital and Family Process

Depression is a multifaceted symptom that is part of the human's evolutionary inheritance. Although depression is usually thought of as a problem in the individual, Bowen family systems theory sees depression as a symptom of the family system. Using Bowen theory, this seminar presents a map for understanding how marriage and family relationships affect the development and maintenance of depression and how working on oneself in the context of important relationships can influence the course of this symptom. RNs, LPNs, LMHTs, social workers, counselors, psychologists and mental health nurse clinicians will earn 7 contact hours for attending this seminar.

\$85.00

XNC 2438

Movement Strategies to Manage Chronic Health Conditions

This experiential workshop explores how different types of holistic movement can be beneficial for specific chronic health conditions, including arthritis, stroke, multiple sclerosis, fibromyalgia, chronic fatigue, osteoporosis and stress. RNs and LPNs will earn 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2439

Understanding and Motivating A Real Zoo Around the

Workplace Identify your primary personality style and learn how ingrained behavioral patterns tend to cluster into four basic personality styles. Expand your

awareness of individual differences and learn to bring out the best in others, while taking advantage of strengths in the workplace and home. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 6 contact hours for attending this workshop. ACHAs will earn 6 (A) hours. Approval is pending for other health care professionals.

\$54.00

XNC 2440

Something Old, Something New: Total Joint Replacement

As our population ages, total joint replacement is increasing as an option for joint pain. Disciplines in many areas of health care will likely encounter patients who plan to or have already had a joint replacement. This comprehensive presentation will prepare you to care for the total joint replacement patient across the continuum. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3(RC) hours. Approval is pending for OTs and PTS.

\$27.00

XNC 2441

New Drugs on the Block

Take a comprehensive look at recently approved drug products in the U.S. Discover how they work, their place in therapy and adverse and drug interactions. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2442

Growing Old Ain't for Sissies

Getting older is not for the faint of heart. The aging process brings slow, but sure, declines in physical and mental abilities. In this workshop, you will explore normal aging, its liabilities and rewards, as well as the psychological characteristics and physical habits we can adopt to face our senior years with optimism and hope. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2443

Attachment and Hunger: Understanding the Client with

An Eating Disorder This presentation will focus on the diagnosis and treatment of eating disorders within the context of connection and attachment. Nurturing care with balanced limit setting will be explored. RNs, LPNs, social workers, psychologists and counselors will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2444

Family Caregivers: Meet Their Needs and Improve Patient

Outcomes One out of three families in America is providing care for one of their members---a child using high-tech equipment or an elder with dementia. Family caregivers must depend on health care professionals for direction. Learn how to assess and meet the needs of family caregivers from an interdisciplinary group of experts. Hear the latest research and identify resources in the Kansas City area to obtain further assistance. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2445

Beginning Spanish for Health Professionals

Learn the rudiments of conversational Spanish in the health care setting, especially in the context of the therapeutic patient relationship. Vocabulary words, phrases, pronunciation and idioms will be covered as well as basic medical terminology. Cultural considerations of the Hispanic patient will also be considered. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this course. ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2446

Intermediate Spanish for Health Care Providers

This course will build on the Beginning Spanish for Health Professionals course and will expand upon the Spanish speaking experience in the healthcare setting. More vocabulary and grammar along with more practical activities will be provided to allow the students to develop their Spanish-speaking skills and speak the language with greater confidence. Cultural aspects will also be discussed. Completion of a beginning Spanish course is a prerequisite for this class. Bring required textbook to class. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 8 contact hours for completing this course. ACHAs will earn 8 (RC) hours. Approval is pending for other health professionals.

\$72.00

XNC 2447

Decembered Grief: Grief and Loss During the Holidays

The extended "holiday" season can be difficult, draining, and dysfunctional for persons in grief - regardless of the particular loss. Many of the world religions have holidays in December. How can grievers adequately find support while everyone else is celebrating? For some, the holidays "reboot" memories and become a difficult emotional season. Learn what a family member, friend, or health care provider can do to support a griever - especially when this is not the first holiday season. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 3 contact hours. ACHAs will receive 3 (A) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2448

It's Not Like They Were Family or Something! When

Friends Grieve in the Workplace "Not on company time!" is an attitude many corporations take toward grieving employees. For many, workplace colleagues become a family of investment. Thus, when a colleague dies, friendgrief is experienced in the workplace. Learn how colleagues and management can work together to create a griever-supportive work environment. RNs, LPNs, LMHTs, social workers, psychologists, dentists and dental hygienists counselors will earn 4 contact hours ACHAs will receive 4 (A) hours. Approval is pending for other health care professionals.

\$36.00

XNC 2449

Sensitive Communication in Healthcare: In Case We Have

To Eat Our Words, Make Sure They Are Tender and Sweet!! This seminar reminds health care professionals of sensitive principles of communication with colleagues, supervisors and customers, particularly when tension or time pressure is running high. It also serves as a wonderful review when communicating with those we are privileged to live with and love. This presentation has been recently updated to include a current review of the latest research and information on health care communication. RNs, LPNs, LMHTs, social workers, counselors,

psychologists, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2450

OSHA Update for the Healthcare Work Place - 2003

This course provides participants with an overview and update of the OSHA's Bloodborne Pathogen Standard, Hazard Communication Standard and General Industry Standard as they apply to the healthcare work place. Participants attending this course should have a working knowledge of OSHA Standards. It is important for healthcare providers to not only know what is required by the OSHA Standards but to also understand the intent and spirit of the standards to assure a safe working environment. Specific applications to healthcare will be explained through examples of current application of the standards. The course is presented as a review and current update. This course will satisfy the required annual training for the Bloodborne Pathogen Standard. RNs, LPNs, LMHTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2451

Medical Coding for the Experienced Coder: Certification

Preparation This course is designed for the experienced coder and will move at a fast pace. The latest curriculum approved by the American Academy of Professional Coders (AAPC) will be utilized and will prepare participants to sit for the national AAPC exam. Course completion does not guarantee passing the exam. There is an additional fee for the exam. Prerequisite: Medical Terminology Course and two years verifiable coding experience.

\$899.00

XNC 2452

Pain Management in the Substance Dependent Patient

Learn how to properly assess and manage pain in a patient who is currently abusing or has a history of substance dependence. Implementing boundaries in pain treatment plans does this. Boundaries include opiod agreements, random urine drug screens, psychotherapy and frequent appointments. Appropriate pain treatment plans should have both pharmacologic and nonpharmacologic components. RNs, LPNs, LMHTs, social workers, psychologists, counselors, dentists and dental hygienists will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for other health professionals.

\$36.00

XNC 2453

Mood Disorders and Anxiety: Diagnosis and Treatment

The program will include didactic and experiential activities that will assist the participant in understanding and being able to make the differential diagnoses in each of these DSM-IV categories. Participants will learn the epidemiology, etiology, diagnostic criteria, and recommended treatments for each diagnosis. Additional topics will include interactions with other diagnoses and ethics with regard to clients with these diagnoses. Experiential activities will include the application of therapeutic interventions to themselves in order to facilitate awareness and understanding, and the review of real case scenarios for practice in diagnosis and treatment management. This program meets social worker requirement for DSM-IV education. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 6 contact hours. ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2454

Give Me Your Tired, Your Poor: Ethics and Cultural

Competency "Give me your tired, your poor, your huddled masses yearning to breathe free," is inscribed at the base of the Statue of Liberty. No where is that invitation more realized than for those who deliver health care! Today's patient population presents cultural challenges that at times seem overwhelming. This course begins with the use of a dramatic monologue, "Bonita and Her Children," performed by nurse dramatist, Julie Russell. Helen Emmott, community ethicist, will follow with ethical theory and facilitation of participant self-reflection. With the presenters' unique methodology, you will journey from reaction to practical response, better preparing participants to meet the challenges of cultural issues. Active listening, narrative ethics and the ethic of care will be utilized. RNs, LPNs, LMHTs, social workers, psychologists, counselors, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for other health professionals.

\$27.00

XNC 2455

What Every Nurse Needs to Know About Cancer

As people live longer, the number of people affected by cancer is increasing. In June 2000, the human genome was unraveled and began influencing the recognition of people at risk for developing diseases. In cancer, it opened the door to identifying risk factors for developing cancer, defining the type of cancer, as well as developing new treatment strategies. With this information, new breakthroughs have resulted in earlier diagnosis of cancer and less toxic treatments. In this seminar, the causes of cancer will be reviewed, and explanation of how the human genome project has influenced risk identification, cancer screening and diagnosis, and treatment will be discussed. A panel of high risk individuals will discuss how high risk individuals are empowered to control that risk. RNs and LPNs will earn 6 contact hours for attending seminar.

\$40.00

XNC 2456

Holistic Strategies for Managing Chronic Pain

According to the American Pain Society, pain is often undertreated, causing suffering and financial loss to individuals and to society. Considering the multidimensionality of pain, traditional treatment modalities are not always successful. Pain often requires more than medical management. The addition of complementary therapies to traditional treatment is based on the principles of psychoneuroimmunology, or the mind/body connection. In this experiential workshop, participants will discuss current research on complementary techniques, experience techniques first hand, and begin to develop a plan to integrate techniques into daily life and patient care. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. ACHAs will receive 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2457

Baby Boomers are Busting Out All Over

This seminar will provide an overview of the so called "baby boom" generation. The session will provide a demographic profile and then identify the effects of this generation on numerous American social institutions such as the family, the economy, and the health care industry. Methods of working with "baby boomers" who have aging parents will also be included. RNs, LPNs, and LMHTs will earn 3 contact hours. ACHAs will earn 3 (A) hours.

\$27.00

XNC 2458

The Silent Epidemic: Alcohol and Prescription Drug

Abuse in the Elderly Society has focused extensively on the problems of alcohol and drug abuse in teenagers and adults, but continues to be largely unaware of

the tremendous toll these problems take on our seniors. Often the problems are missed and attributed to other conditions commonly found in elderly persons, but many times they are ignored, or worse, condoned. The abuse of alcohol and prescription drugs is a serious physical and psychological problem in our seniors and one that increases their morbidity and mortality. As with younger populations, much can be done to address this issue and treat it effectively if health care professionals know what to look for and how to help. This workshop explores the seriousness of this problem and ways in which to become involved and help break the cycle of these addictions. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2459

Creative Patient Education: How To Teach So That

Patients Will Learn Positive educational outcomes are the goal of patient teaching encounters. Declining lengths of stay have made attaining those goals more challenging. Have you wondered if it is possible to provide patients essential information in today's rapid delivery healthcare environment? Despite the challenges such an environment poses to professionals, shortened lengths of stay have intensified the need for effective patient education. Leaving the hospital sooner and often with complicated care requirements, patients and families are expected to manage increasingly complex care. Creative approaches to patient education are essential so that we may prepare individuals for life beyond the hospital. This program will provide realistic, practical, and creative approaches to give patients the education they need to be successful. RNs, LPNs, LMHTs and social workers will earn 6 contact hours. Approval is pending for other health care providers.

\$54.00

XNC 2460

What's Bugging You? Update on Tick Borne Illness and

Infectious Diseases This program will provide information about the symptoms, evaluation and management of various insect borne and infectious diseases affecting Americans currently. These diseases include: west nile virus, SARS, anthrax, lyme disease, erlichiosis, rocky mountain spotted fever, malaria, hanta virus, plague, tularemia, typhus, babesiosis, tick paralysis, relapsing fever, eastern equine encephalomyelitis and St. Louis encephalitis. RNs, LPNs and LMHTs will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

\$54.00

XNC 2461

Nursing Assessment of Patients with Cardiac Disorders

Nursing assessment is the foundation for providing care. Proficiency in conducting a concise and systematic history and physical assessment is a key element. This program will provide the nurse with the skills to perform an adult cardiac assessment and to differentiate between normal and abnormal findings. RNs and LPNs will earn 4 contact hours. ACHAs will receive 4 (RC) hours.

\$36.00

XNC 2462

Sixty, Seventy and Suddenly Single

Aging in America is changing the psychosocial make-up of our society in many ways and none so important as widowhood and later life divorce. Historically, these life events were handled in traditional ways by remarrying or often going to live with family. Today, seniors are exploring a number of options not open to them before, and women in particular are leading the way to broader horizons after becoming single again. This workshop explores the ways in which seniors survive and often thrive following the loss of a spouse. RNs, LPNs, LMHTs, social workers and psychologists will earn 3 contact hours. ACHAs will earn 3 (RC)

hours.

\$27.00

XNC 2463

Conscious Anger: Learning to Respond Instead of React

Anger is one of those feelings that is often misunderstood and, in many situations, is just downright scary! We can learn to run from it, deny it, block it, use it as a weapon, or we can learn to see it for what it is - just another emotion that is trying to teach us something about ourselves or someone else. In this workshop, we will explore some of the different facets of anger - the things that influence your particular style of feeling and expressing it, the ways in which the anger of others affects you and the ways in which unexpressed anger shows up. We will also discuss the importance of learning to "pick your battles" wisely in your personal as well as your professional life. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 3 contact hours for attending this workshop. ACHAs will earn 3 (RC) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2464

The Compassionate Heart: Responding to the Needs of

Your Seriously and Chronically Ill Patients From the very moment that someone is told that they have a serious or chronic illness, not only their life but the lives of everyone near and dear to them will never be the same again. Life has changed and with the change comes loss, with loss comes grief, and with grief comes the opportunity to feel, to learn, and to grow into someone more than we were before. We will look at some of the physical, mental, emotional and spiritual aspects of someone who is going through this process. Whether you are dealing with the challenges of illness professionally or on a more personal level, developing a compassionate, understanding and loving heart can help to make a very difficult time a little less difficult. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists, dental hygienists will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2465

Pharmacologic Interventions for Mental Illness

This course will discuss drug therapies across different mental health disease states with an emphasis on pharmacological mechanisms of actions and side effects. The course will also highlight some of the newer drugs approved by the FDA within the last 3-5 years and the biology of some of the receptors and neurotransmitters involved. This course is designed to be interactive and involve participants in their learning. Your course experience will be enhanced if participants come prepared to talk and ask questions about some of the patients in your own clinical settings. RNs, LPNs, LMHTs, social workers, psychologists and counselors will earn 6 contact hours for attending this workshop. ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2466

Long Term Care: Issues, Changes and Approaches for

Our Future Plagued with years of poor reimbursement, bad public image and a staffing crisis, the Long Term Care provider community is now rising above the struggles with new innovations and strategies. Demands will increase due to our aging population, especially within the next 20 years. This seminar will identify some of the issues and discuss their causes. Focus will then be shifted to successful strategies for dealing with those issues and current realities. RNs, LPNs, LMHTs and social workers will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for other health professionals.

\$27.00

XNC 2467

Nursing Care of the Patient in Renal Failure

This interactive presentation focuses on the common causes, physiological alterations, clinical manifestations and nursing care of the patient suffering from renal failure. A differentiation is made between acute and chronic renal failure. Current treatments, such as dialysis and organ transplantation will be discussed. An interactive case approach is used to assist participants with learning about renal failure. This is basic introductory presentation. Enrollment is limited to 40. RNs and LPNs will earn 4 contact hours for attending this seminar. ACHAs will receive 4 (RC) hours.

\$36.00

XNC 2468

Levels of Healing

This program explores the levels of healing, physical, psychological and spiritual, and the practitioner's interventions at each of these levels. Beyond meeting the physical, medical needs, learn ways to promote a positive attitude during the healing experience and help your patients find meaning in their pain and suffering. Come and explore how to integrate this holistic approach in your practice. RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 3 contact hours for attending this seminar. ACHAs will receive 3 (RC) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2469

Diagnosing and Treating the Continuum of Grief

This seminar will discuss the family system as it pertains to issues of grief and loss. Family system dynamics and the nature of anxiety in the system will be identified. Suggestions for addressing and treating families will be shared. The seminar will also address issues of complicated mourning and identify diagnosis from the DSM-IV. Cultural sensitivity to the way each particular family addresses issues of grief and loss will be identified. This course meets the requirements for social worker's DSM-IV annual training. RNs, LPNs, LMHTs, social workers, counselors and psychologists will earn 7 contact hours for attending the seminar. ACHAs will receive 7 (RC) hours.

\$54.00

XNC 2470

Psychosocial Aspects of Patient Care: Now What Do

I Say? Many patients bring multiple emotional issues to the medical setting. In addition to the demands of addressing medical needs, the health professional is often used as a sounding board or confidant on emotional matters. It can be difficult to know what to say or suggest. Intense emotional reactions are common during crisis or anxious times, which can be especially challenging. This workshop is designed for the non- mental health professional. Discussion will center on interactions and interventions one might use to address the non-medical areas of life. RNs, LPNs, dentists and dental hygienists will earn 3 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$27.00

XNC 2471

Insulin Resistance: The Path to Metabolic Syndrome and

Diabetes Type 2? Obesity has risen to epidemic proportions in the US today. An estimated 64% of the current population is either overweight or obese. Metabolic Syndrome, the term used to describe a cluster of related medical conditions (including obesity, hyperlipidemia, hypertension and high blood sugar), is also on

the rise. An estimated 47 million Americans exhibit symptoms of Metabolic Syndrome. Many of these individuals eventually develop Diabetes Type 2. Can these conditions be identified and treated early to slow or stop the onset of Diabetes? This lecture will discuss Insulin Resistance (IR) as the root cause of these disorders and propose strategies for early detection and possible prevention of Metabolic Syndrome and Diabetes Type 2. RNs and LPNs will earn 3 contact hours for attending this seminar. Approval is pending for other health care professionals.

\$27.00

XNC 2472

Assuring a Safe Working Environment: Applying the OSHA

Standards to the Healthcare Workplace 2004 It is important for Healthcare employers and employees to not only know what is required by the OSHA standards, but also understand the spirit and intent of the standards to provide a safe working environment. OSHA has updated the Bloodborne Pathogen Standard, Recordkeeping Standard and General Industry Standard in the last three years that will affect your OSHA compliance program. You need to know what the latest information is for your healthcare workplace to be in compliance with OSHA regulations. This course will satisfy the required annual training for OSHA's training. RNs, LPNs, LMHTs, social workers, dentists and dental hygienists will earn 6 contact hours for attending this seminar. ACHAs will receive 6(A) hours. Approval is pending for other health care professionals.

\$54.00

XNC 2473

Living in a Culture of Loss

No one is immune from loss. Not in today's business and social climate. Loss of status, employment, marriage, parent(s), spouse, child, sibling, mind, health, financial security and/or integrity are part of the task of navigating life in a loss-centric culture. The motivationalists tell us it's about "turning lemons into lemonade!" You still end up with sticky lemon pulp and peels. How can one recognize, integrate, and come, over time, to value the loss-the accumulated losses? How can the palette of loss become a resource for personal growth and maturation? It's not what you will do "about" the loss. It's, "What will you do through the loss?" RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 4 contact hours for attending this seminar. ACHAs will earn 4 (RC) hours. Approval is pending for other health care professionals

\$36.00

XNC 2474

Advice Outside of the ER/Office

Nurses are always being asked for advice by friends, neighbors and family. Do you ever wonder if there are limitations on what kind of information or assistance a nurse can give outside of the office? Do you worry about your liability when helping a friend with a medical problem? This lecture will answer those questions and more. RNs and LPNs will earn 3 contact hours for attending this seminar.

\$27.00

XNC 2475

End-of-Life Nursing Education Consortium Training (ELNEC)

Nurses spend more time with patients and families facing the end of life than any other health professional. Nurses are intimately involved in all aspects of end-of-life care and they address the myriad of needs facing individuals at this time of life. Expert nursing care has the potential to greatly reduce the burden and distress of those facing life's end and the ability to offer support for the many physical, psychological, social, and spiritual needs of patients and their families. This educational activity utilizes the End- of- Life Nursing Education Consortium's curriculum and includes all nine ELNEC modules addressing critical aspects of

end-of-life care. Attendance for all nine modules is required to utilize the "ELNEC Trained" designation. RNs and LPNs will earn 9 contact hours for attending this seminar.

\$108.00

XNC 2476

Practical Applications of Human Genome Project

Discoveries This workshop for health care providers will give a historical perspective on the Human Genome Project and provide information about its application to clinical medicine, now and in the future. RNs and LPNs will earn 4 contact hours for attending this seminar.

\$36.00

XNC 2477

Insulin Resistance: The Path of Metabolic Syndrome and

Diabetes Type 2 Obesity has risen to epidemic proportions in the US today. An estimated 64% of the current population is either overweight or obese. Metabolic Syndrome, the term used to describe a cluster of related medical conditions (including obesity, hyperlipidemia, hypertension and high blood sugar), is also on the rise. An estimated 47 million Americans exhibit symptoms of Metabolic Syndrome. Many of these individuals eventually develop Diabetes Type 2. Can these conditions be identified and treated early to slow or stop the onset of Diabetes? This lecture will discuss Insulin Resistance (IR) as the root cause of these disorders and propose strategies for early detection and possible prevention of Metabolic Syndrome and Diabetes Type 2. RNs and LPNs will earn 3 contact hours for attending this seminar. Approval is pending for other health professionals.

\$27.00

XNC 2478

The Magic of Music and Mending the Mind

Part of Health Professionals Day @ JCCC! Tom weaves a tapestry of inspiring stories and songs that uplift the soul and offer alternative ways to deal with the triumphs and tragedies of life. The music is reflective and inspirational and the stories are soulfully supportive (especially to those in care-taking roles) and will make you laugh and cry. All these are means of mending the mind and avoiding our propensity to "think ourselves into a tizzy". RNs, LPNs, LMHTs, social workers, counselors, psychologists, dentists and dental hygienists will earn 2 contact hours for attending this workshop. ACHAs will earn 2(E) hours. Approval is pending for other health care providers.

\$18.00

XNC 2479

The Management and Treatment of Parkinson's Disease

It's been said the greatest hope for Parkinson's Disease rests with the research on Glial Cell Line Derived Neurotrophic Factors. Come to this seminar and learn the latest from one of the top researchers of these Factors. The latest pharmacologic interventions, surgical procedures and treatments for neuroprotection to delay and reverse the effects of PD will be presented. You will also learn how health care professionals can improve the balance, coordination, flexibility, postural alignment, diaphragmatic breathing, spatial awareness and dynamic movement range of patients with Parkinson's disease. RNs, LPNs, LMHTs, social workers, dentists and dental hygienists will earn 4 contact hours for attending this seminar. ACHAs will earn 4 (RC) hours. Approval is pending for other health care professionals.

\$36.00

XNC 2480

Haven't Got Time for the Pain

This program will cover the basics of pain management including, nociception of pain, types of pain, pain assessment and barriers to appropriate pain management. Particular emphasis will be placed on medications used in pain management with a didactic session on dosing calculations and conversions. Nonpharmacologic interventions for empowering patients in pain will be discussed. RNs, LPNs, social workers, dentists and dental hygienists will earn 6 hours for attending this seminar. ACHAs will earn 6 (RC) hours. Approval is pending for other health care professionals.

\$54.00

XNC 2485

FLASH! Everything You Wanted to Know About Hormones

Have you ever wanted to know more about hormones and hormone replacement therapy? Have other people asked you questions about hormones that you couldn't answer? Find the answers you need about hormones and how they affect women, men and even children in this seminar. RNs and LPNs will receive 3 contact hours for attending this seminar.

\$27.00

XNC 2490

Elder Law for Kansas Caregivers

Caring for an elder in today's legal environment can be confusing at best. Come learn how aging can be impacted by the legal system. You will study legal principles where decision making can be withheld from impaired adults and grant to others the power to act for them. (Guardianship). Legal principles will be reviewed which permit preservation of some assets without causing ineligibility for benefits (Medicaid eligibility). Plus there will be valuable information about the power of others to make decisions for a person who is ill or injured (Durable Power of Attorney and Advanced Directives). RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 3 contact hours for attending this workshop. ACHAs will earn 3 (A) hours. Approval is pending for other health professionals.

\$27.00

XNC 2495

Lab Studies - Advanced

This seminar is expanded beyond the basics. It is a practical program that will provide a clear understanding of various lab tests, when and why they are indicated and what their values mean. In addition to routine labs, content will cover pregnancy and hormone tests, rheumatology tests, cardiac and liver enzymes, strep and other infectious diseases. RNs and LPNs will earn 5 contact hours for attending this seminar.

\$45.00

XNC 2500

Traumatic Grief and Trauma in Children

This course is designed to help professionals who work with bereaved individuals and families to better understand the nature and effects of trauma on the grief process and to identify methods of dealing with those who have experienced traumatic events. Specific content will be presented on how to work with children and adolescents who have experienced trauma - recognizing the signs of trauma, identifying signals that are warning signs that a child may be in difficulty and learning about appropriate interventions. RNs, LPNs, LMHTs, social workers, counselors and psychologists will earn 5 contact hours for attending this seminar.

\$45.00

XNC 2505

Bridging Generational Gaps: Four Generations in

Healthcare Workplace Representatives from the four generations comprising today's workforce agree about their desire to work in a coordinated, cooperative environment. Yet, discussions between members of those generations often yield unproductive results. In today's world, success is contingent on the ability to identify and enhance the strengths possessed by all team members, regardless of their generation. If you've struggled to understand why some members of your work team behave in annoying and unpredictable ways, don't miss this seminar! RNs, LPNs, LMHTs, social workers, dentists and dental hygienists will earn 6 contact hours for attending this seminar. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2510

Where Has the Thrill Gone? Burnout Prevention

and Recovery Remember the excitement and enthusiasm you experienced when you began to practice your profession? Do you still anticipate each workday or have you become vulnerable to the devastating impact of burnout? Has your excitement and enthusiasm been replaced with cynicism and apathy? Are negative feelings no longer limited to the workplace, but creeping into other aspects of your life as well? If you've been wondering where the thrill has gone, it's time to take action! Join us to identify strategies for recovery and future prevention. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Approval is pending for other health care professionals.

\$54.00

XNC 2515

FEN/PHENomenon:Are Anti-obesity Drugs the Answer?

A description is not available for this course.

\$27.00

XNC 2520

Thriving in a Kaleidoscope of Change

A description is not available for this course.

\$54.00

XNC 2525

Using Biofeedback to Reduce Stress

A description is not available for this course.

\$54.00

XNC 2530

Taking Positive Action to Manage Stress and Burnout

A description is not available for this course.

\$27.00

XNC 2535

Women and Anger

A description is not available for this course.

\$54.00

XNC 2540

Diabetes: Using Pattern Management to Improve Care

A description is not available for this course.

\$54.00

XNC 2545

Osteoporosis: Prevention and Treatment

A description is not available for this course.

\$27.00

XNC 2550

Successful Asthma Management: What Health Professionals Need to Know

A description is not available for this course.

\$54.00

XNC 2555

Those Versatile Steroids

Corticosteroids are among the most frequently prescribed medications. They are unique in their ability to treat a variety of diseases. The dilemma presented by this class of medications, however, is the side effect profile. Corticosteroids have the potential to adversely affect virtually every organ system. This program will review the physiology, pharmacology, indications, dosing and adverse effect profile of corticosteroids. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2560

Mirth, Music and Mental Health (Health Professionals

Appreciation Day) As a health care professional, you serve a vital role in the community and you deserve a day of relaxation and fun. Attend this program in your honor and explore the importance of laughter and music to good health. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$40.00

XNC 2565

Dear Dr. Menninger: Women's Voices From the 1930s

Explore issues that troubled people in the 1930s and compare these with today's concerns. Take an historical look at the foundations of mental health treatment, as developed by psychiatrist Karl Menninger, and examine how current mental health approaches grew from these pioneering efforts. RNs, LPNs, LMHTs, psychologists, social workers and counselors will earn 7 contact hours for attending this workshop.

\$79.00

XNC 2570

Asthma Update: 2004

An estimated 17 million Americans, five million under 18, have asthma. Asthma is becoming more prevalent across all age, sex and racial groups and the magnitude of this condition alone compels nurses and other health professionals to be knowledgeable about recent innovations in successful management. This seminar will update your knowledge of both pediatric and adult asthma as well as familiarize you with strategies to effectively assist the asthma patient to maintain better control of his/her disease. Both basic and advanced information will be presented and case studies will be utilized to help you put theory into action. RNs and LPNs will earn 4 contact hours for attending this program. ACHAs will earn 4

(RC) hours.

\$36.00

XNC 2575

What's New in IV Therapy? Skin Prep and More

Update your knowledge of intravenous therapy from skin prep to catheter selection. Learn new skin prep techniques, flushing techniques and the latest from the CDC. Go away with ideas for changing your IV practice to improve patient outcomes. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2580

Exercising Your Options: The How, When and Why of

Physical Fitness What does being physically fit mean to you? Losing weight, improving your cholesterol profile, lowering your risk of osteoporosis, improving your muscle tone and cardiovascular endurance, looking younger? Learn how to establish your health priorities and create an exercise program that fits your lifestyle. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (E) hours. Approval is pending for other healthcare professionals.

\$27.00

XNC 2585

Elder Abuse: What to Look For and How to Help

Elder abuse is far more common than we generally realize. It comes in many forms, most often at the hands of family members or caregivers. Explore the many components of abuse and identify ways to intervene and stop the abuse. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2590

Lab Studies - Advanced

This seminar is expanded beyond the basics. It is a practical program that will provide you with a clear understanding of various lab tests, when and why they are indicated and what their values mean. In addition to routine labs, content will cover pregnancy and hormone tests, rheumatology tests, cardiac and liver enzymes, strep and other infectious diseases. RNs and LPNs will receive 5 contact hours for attending this seminar.

\$45.00

XNC 2595

Spanish for Health Care Professionals: Expanding the

Basics Build on the basics you learned in Spanish 101 for Health Professionals. Learn more basic Spanish as well as vocabulary and phrases specific to various medical settings. Gain more information about cultural aspects and resources for future study. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (E) hours.

\$54.00

XNC 2600

Holistic Health Care: Uniting Mind, Body, Spirit

Learn to revive holistic care in your daily practice. Compare the allopathic and holistic models of health care and discuss the role of spirituality--one component

of the time-honored holistic concept. Identify practical approaches to assess and promote patients' spiritual health and collaborate with colleagues in applying principles of spiritual care. RNs, LPNs, and LMHTs will earn 7 contact hours for attending this workshop. Kansas ACHAs will earn 7 (RC) hours.

\$63.00

XNC 2605

Complementary Therapies for Chronic Health Problems:

Hope or Hype? You will discuss complementary therapies being used to help patients manage chronic health conditions such as cardiovascular disease, arthritis, fibromyalgia, irritable bowel disease, chronic fatigue syndrome and others. Recent research will be presented. RNs and LPNs will earn 3 contact hours. Kansas ACHAs will earn 3(RC) hours.

\$27.00

XNC 2610

Clinical Management of Individuals With Alzheimer's

While Alzheimer's Disease comprises 70% of all dementias, it is not the only form of dementia that results in progressive loss of memory and other functional capacities. Explore a variety of dementing illnesses as well as the clinical problems, treatments and interventions associated with them. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for OTs, PTs and dietitians.

\$54.00

XNC 2615

Preventing/Managing Violence in the Workplace

For many years, health care professionals have faced a significant risk of job-related violence. The Bureau of Labor Statistics indicates that they are among the highest at risk for non-fatal assaults. In this overview course, you will learn concepts of anger control as well as how to assess violence risk. You will gain skills to help you defuse angry situations or manage a potential threat should it occur. RNs, LPNs and LMHTs will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2620

Lucid Dreaming and Journeying: Pathways to Recovering

Spirit Learn to gain greater control of your dreams, both awake and sleeping. Explore Lucid Dreaming and Journeying, two pathways central to the cultural and healing practices of the ancients. This workshop will include practical guidance and knowledge to effect healing of mind, body and spirit for both the novice and practiced dreamer. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2625

Certified Dietary Manager-Basic Nutrition

A description is not available for this course.

\$0.00

XNC 2630

Deadly Sleep

More than 1,500 traffic fatalities per year may be directly attributed to sleep disorders. Strokes, headaches, impaired mental function and poor job

performance can be the result of these disorders as well. Sleep disorders involve more than "sleep apnea" and may include a long list of possible diagnoses. Learn about the many causes of these disorders. RNs, LPNs and LMHTs will wear 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other health professionals.

\$27.00

XNC 2635

Healing Trauma: The Stages of Treatment

Treatment of survivors of trauma, childhood or adult, neglect and abuse, has often been a random process for both the therapist and the client. While healing trauma is not a linear process, certain stages of recovery follow a common pathway. This presentation explores dynamic, cognitive and behavioral approaches to healing trauma. RNs, LPNs, LMHTs, social workers and counselors will earn 3 contact hours for attending this workshop.

\$27.00

XNC 2640

Why It's OK to Put the "I" Back in Team

Who says there's no "I" in team? As a matter of fact there are Introverts, Extroverts and other categories of preference that make up any well-functioning team. The problem comes in indentifying them and then relating to them in effective ways. Using the Myers-Briggs Type Inventory (MBTI), a framework that facilitates team building, you will explore these preferences and learn to respond to individuals in ways that produce a more effective work environment. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours.

\$54.00

XNC 2645

Common G.I. Conditions: Updating Your Knowledge

Explore common G.I. problems, including GERD, ulcers and superinfections of the G.I. tract, that affect all segments of our population in one way or another. Update your knowledge of current treatments, the health professional's role in educating patients and ways to prevent complications or recurrence of symptoms. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2650

Biological Terrorism: A High Impact Threat in Our

Community Are you prepared to deal with a large-scale biological attack when it happens in your community? This workshop will give you a better understanding of the threat that biological terrorism poses and what you can do to prepare for dealing with such an attack. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansa ACHAs will earn 1.5 (A) and 1.5 (RC) hours. Approval is pending for other health care professionals.

\$27.00

XNC 2655

Low Back Pain: Managing A Disabling Health Problem

Low back pain is the leading cause of disability in adults less than 45 years of age, with more that 60% of the U.S. population expected to have at least one episode of limited function from low back pain during their lifetime. Explore the expanding roles of physical medicine and physical therapy in managing this painful and debilitating problem. RNs and LPNs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for physical therapists.

\$27.00

XNC 2660

Communication: How to Say Almost Anything to Almost

Anyone Effective communication is the building block for all relationships. Improved patient care, enhanced teamwork and creative problem solving are impossible without it. Discover methods to reduce defensiveness in others, learn to use the stages of conflict constructively and identify how important it is to use the whole message during difficult communication encounters. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2665

Botox: 101 Medical Uses for the World's Most Deadly Toxin

Everyone knows that botulism toxin can be used to erase wrinkles and as a weapon of bioterrorism. Between these extremes, however, are a multitude of other medical uses, including treatment of stroke, cervical dystonia, DMS, migraine headache and movement conditions. Hear a whole range of it's uses and abuses. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Approval is pending for other health professionals.

\$27.00

XNC 2670

Caregiving: A Sacred Role in Determining Quality of Life

The aging of America will present complex challenges as we learn to care for the oldest population in the history of the world. Today, 22.4 million families are caregivers for elder family members or friends and this trend will increase as the baby-boomers make their way into their senior years. Learn the practical, emotional, and spiritual aspects of being a caregiver in the 21st century and its effects on individuals and families. RNs, LPNs, LMHTs, social workers and counselors will earn 6 contact hours for attending this workshop. Kansas ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2675

Facing Change in Health Care: Security of

Teams Security and confidence are enhanced when coming together. Find direction for facing challenge and change in today's health care market through the formation of effective teams and the strategy of continuous improvement. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 6 contact hours for attending this workshop. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2680

Exploring the Use of Nutritional Supplements and

Botanical/Herbal Medicines The use of nutritional supplements and herbal remedies has experienced a resurgence in the last two decades as the public and the medical community alike seek effective ways to treat chronic disease. Learn the clinical indications, actions, side effects and contraindications for a wide variety of these natural medicines. RNs, LPNs and LMHTs will earn 3 contact hours for attending this workshop. Kansas ACHAs will earn 3 (RC) hours. Approval is pending for other healthcare professionals.

\$27.00

XNC 2685

Nursing Care of the High Risk Obstetric Patient

Discuss the pathophysiology, treatment and nursing care of the most common high risk obstetrical conditions: pregnancy induced hypertension, placenta previa, placenta abruptio and pre-term labor. RNs and LPNs will earn 4 contact hours for attending this workshop.

\$36.00

XNC 2690

The ABC's of Stroke: Onset to Rehabilitation

This program is designed to enhance the ability of the nurse to associate symptoms and assessment with the pathophysiology of stroke. New research and rehabilitation strategies will be integrated in tracing the acute stroke treatment process from ED through community reintegration. RNs and LPNs will earn 6 contact hours for attending this seminar. ACHAs will earn 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2695

Fluids and Electrolytes: A Balancing Act

Historically, the subject of fluids and electrolytes creates a great deal of sweat for the average nurse - osmosis, diffusion, filtration, eegad! Every working day, nurses encounter disease processes, drug reactions, patient responses to procedures and crisis situations that involve fluids and electrolytes. This presentation uses case studies to review fundamental fluid and electrolyte concepts, and identify helpful strategies for evaluating the fluid electrolyte status of patients to improve care. So, grab a favorite fluid and join us for a review that focuses on logic and clinically based scenarios. RNs and LPNs will earn 3 contact hours for attending this seminar.

\$27.00

XNC 2700

Antisocial Personality Disorder: A Cauldron of Problem

Patients, Criminals and Predators The diagnosis of antisocial personality disorder includes a variety of individuals and diagnostic pictures. This group, mostly men, range from those who manage to function, to convicted criminals, to sadistic sexual predators. Developmental cues and types of thinking common among those with this diagnosis will be presented. Understanding the diagnostic picture and mental processes of the antisocial can assist those who encounter them in medical, legal or other contexts. There will be a review of the diagnosis and epidemiological picture of this disorder. You will also learn how these individuals think, communicate, and behave. Techniques for interacting with and managing the antisocial will be explored. This seminar meets mental health DSM-IV requirement. RNs, LPNs, LMHTs, social workers, counselors and psychologists will earn 6 contact hours for attending this seminar. Content will be of interest to law enforcement personnel.

\$54.00

XNC 2705

Healing the Spirit: Native American Perspectives of

End-of-Life Care Health care professionals are on the front lines of end-of-life care. You know that patients and families face challenges and needs that are social, psychological and spiritual, as well as medical. This seminar will include an introduction to Native American Spirituality and a cultural orientation in end-of-life care for caregivers working with the sick and dying Native American and his/her family. RNs and LPNs will earn 3 contact hours for attending this program. ACHAs will earn 3 (RC) hours.

\$27.00

XNC 2710

Medication Misadventures

This seminar will provide healthcare providers with an understanding of medication errors including causes, patient safety, reduction, prevention, reporting, and the legal issues resulting from these errors. RNs and LPNs will earn 3 contact hours for attending this program. ACHAs will earn 3 (A) hours.

\$27.00

XNC 2715

Beyond the Vital Signs - Dealing Effectively With Diversity Issues in the Health Care Industry

Diversity Issues in Health Care One of the biggest challenges in the health care business is managing diversity issues. Differing cultures, work styles and mannerisms often lead to miscommunication and team conflict. This seminar clearly illustrates the importance of learning about your staff and patient population and how they respond in the health care industry. Attend this seminar to examine the many diversity concerns facing the health care industry every day. This will be of special interest for health care managers. RNs, LPNs, LMHTs, social workers, dentists and dental hygienists will earn 5 contact hours. ACHAs will earn 5 (A) hours. Approval is pending for other health professionals.

\$45.00

XNC 2720

When a Child You Know is Grieving: Griefcare in the

World of Contemporary Children "Oh children are so resilient!" is a convenient escape clause for lack of recognition of childgrief. In many quarters, however, children are disenfranchised and discounted grievers - whether the loss is the death of a parent or grandparent or sibling, a divorce, loss of safe neighborhood, abuse, or loss of innocence. This seminar will prepare you to develop a compassionate care response - rather than a reaction - to the childhood grief. You will learn how to support grieving children, how to give permission to grieve, and how to recognize warning signs of emotional stress in the grieving child. RNs, LPNs, LMHTs, social workers, counselors, psychologists and clergy will earn 4 contact hours for attending this seminar.

\$36.00

XNC 2725

Everything About Hormones

A description is not available for this course.

\$27.00

XNC 2730

Making a Difference When Grief Strikes

This seminar will explore the needs and support required by the grievers and their close family. RNs, LPNs and LMHTs will earn 3.0 contact hours for attending this seminar

\$35.00

XNC 2735

Making Meaning Out of Loss

This seminar will center on the post-death grieving experience. RNs, LPNs and LMHTs will earn 3.0 contact hours for attending this seminar.

\$35.00

XNC 2740

Command Spanish for Health Professionals

This course is designed to teach Spanish that can be used immediately in day-to-day communication with patients. Pronunciation, work-specific language, phonetic encoding, and listening activities are a part of each lesson. This is a customized real-life Spanish program designed to prepare the non-Spanish speaking health care professional to better interact with and care for Spanish speaking patients. Course work will apply to a wide range of health professionals with an emphasis on enhancing the quality of patient care. Educational materials are published by Command@ Spanish and include a workbook manual and two CDs (\$30) which are included in the fee. RNs, LPNs and LMHTs will earn 10 contact hours for attending this seminar. ACHAs will earn 20 (RC) hours. Approval is pending for OTs and PTs.

\$150.00

XNC 2745

Negligence 101: The Basics of Tort Law

What does it mean to think like a lawyer? What does an attorney look for when deciding to take a case? As the healthcare environment becomes more technical, healthcare practitioners are exposed to more liability than ever. A basic understanding of what negligence is and how to avoid it are essential. This course is designed for the healthcare professional interested in gaining a basic understanding of how an attorney views a negligence case. You will also gain insight into what happens during the course of litigation and what you can do to limit your risk of being involved in a malpractice action. RNs, LPNs and LMHTs will earn 3 contact hours. ACHAs will earn 3(RC) hours. Approval is pending OTs, PTs and dietitians.

\$27.00

XNC 2750

Fitting in Fitness

Too Busy? No Time? No Energy? Rid yourself of excuses by squeezing bite-size amounts of fitness into every day. Those with hectic schedules know that finding time to go to the gym can be a challenge. How can we take care of others if we aren't taking care of ourselves too? Perhaps we know what to do, but can't find the time to start? Don't allow exercise to be overwhelming; there are many ways to fit fitness into our lives. By making small changes in your daily routine, you'll increase your health and well-being tenfold. A little brief stretching goes a long way when it comes to a pain-free body. Learn how to make the most out of every stretch, exercise, and daily task performed at home as well as in the workplace. Develop fitness programs tailored to suit your personal goals and lifestyle. Learn how to exercise properly by combining strength-training and cardiovascular activity to achieve life-long results. Class participation in exercises and stretching is optional, but encouraged. (Bring calculators to class and wear comfortable clothing) RNs, LPNs, LMHTs, social workers counselors and dental hygienists will earn 3 contact hours for attending this course. ACHAs will earn 3 (E) hours. Approval is pending for OTs, PTs and dietitians.

\$27.00

XNC 2755

It's Time To Get Reacquainted with Basic Immunity

and Immune Reactions Every day health care professionals care for patients who are immune suppressed, deficient, hypersensitive or autoimmune. Yet we often do not remember how the immune system works or the consequences of its failure to work properly. This program is designed to acquaint health care professionals with the basic principles of immunity. The structure and function of the immune system will be reviewed and case studies will be used to demonstrate the concepts of hypersensitivity, autoimmunity, and therapeutic immune suppression. RNs and LPNs will earn 4 contact hours for attending this seminar. ACHAs will earn 4 (RC) hours.

\$36.00

XNC 2760

Apples to Oranges: Comparisons of the Popular Weight

Loss Programs In the industrialized world, modern agribusiness has largely done away with food shortages, allowing society to achieve a millennia-old dream of plentiful, low cost, calorie-dense food, readily available in hundreds of thousands of supermarkets and restaurants around the globe. Currently, there are more than 56 million who are obese 13 percent of American children are now classified as clinically overweight or obese. The diet industry is a \$40 billion per year industry. This figure is amazing considering 95% of all dieters will regain their lost weight within 1-5 years. The staggering breadth and scope of America's obesity epidemic is only surpassed by its complexity. This workshop will assist health professionals to understand more completely the various commercial diet programs so as to better advise patients with their successful weight loss attempts. RNs, LPNs, LMHTs, social workers and counselors will earn 3 contact hours for attending this course. ACHAs will earn 3 (E) hours. Approval is pending for OTs and PTs.

\$27.00

XNC 2765

Functional Medicine: Health Care for the Future

Functional Medicine involves understanding the etiology, prevention, and treatment of complex chronic disease in order to assess and treat each patient individually. It emphasizes evaluating and intervening with environmental factors (diet, toxins, lifestyle) and fundamental internal and external imbalances in order to help patients achieve an optimal healthy life span. This course will detail the philosophy and approach to health care taken by functional medicine, and expose the learner to basic science research that leads to effective nutritional and lifestyle interventions to help improve health status. RNs, LPNs and

\$27.00

XNC 2770

Healthcare Quality: Myths and Realities

The eighth leading cause of death in America may surprise you. It isn't cancer or cardiac disease. Medical errors have earned that dubious distinction. Every year between 44,000 and 98,000 deaths occur due to medical errors. This seminar will explore the National Institute of Medicine report that identifies the reason why deaths from medical errors remain high and will include a discussion of healthcare organizational policies that contribute to medical errors. We will examine proven methodologies for eliminating many of those errors and discuss why healthcare systems have not embraced those methodologies. The workshop will explain why leading quality experts suggest healthcare delivery systems are ten years behind other high-risk industries in developing and implementing quality control mechanisms. RNs, LPNs, LMHTs, social workers, counselors and dental hygienists will earn 6 contact hours for attending this program. ACHAs will earn 6 (A) hours. Approval is pending for OTs, PTs, and dietitians.

\$54.00

XNC 2775

Juggle, Balance and Scramble! Managing Priorities in the Healthcare Industry

Health Care Industry You're constantly faced with too many deadlines and too many projects, all of which have top priority. Then, just when you think things are going smoothly, a crisis erupts, priorities change and the scramble is on. You have to deal with family members, return calls, manage e-mail, attend meetings prepare reports...plus handle all the other interruptions that are part of your day. If any of this sounds familiar, then this workshop is designed for you...the busy health care professional who juggles patients, co-workers, projects, and multiple demands...the person with no time to waste! Attend this seminar and you will learn how to survive and thrive in your high demand job. RNs, LPNs, LMHTs, social workers, counselors and dietitians will earn 5 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2780

Teen Suicide: At Risk and In Crisis in America's

Classrooms This seminar will provide an understanding of the suicidal teen including early warning signs, lethality evaluation, immediate crisis intervention, and long-range deterrents. You will learn the importance of teens understanding basic intervention strategies that disrupt suicidal ideation. The basic myths of suicide that complicate treatment and intervention will be studied. You will take an in-depth look at behavioral warning signs and teaching strategies to prepare teens to provide meaningful intervention. You will learn school policies and practices found legally and therapeutically sound in crisis management. RNs, LPNs, LMHTs, counselors and social workers will earn 6 contact hours for attending this course. Approval is pending for OTs and PTs.

\$54.00

XNC 2785

Mirror Mirror On The Wall! Anti-Aging Medicine:

Anti-aging this and anti-aging that. This course will provide a basic overview of what it is, where to begin, and what to do. You've heard the new buzz word in medicine, but what is it? Find out what all the 'hype' is all about in this new and emerging field of medicine and what you can do to be a part of this new health movement. You will learn about theories of aging, the role free radicals and oxidative stress play and how antioxidants can help. This course will help you understand how the choices we make with regards to diet, lifestyle, etc can impact your health and what you can do to optimize your health and vitality. RNs, LPNs, LMHTs, social workers and dietitians will earn 3 contact hours for attending this course. Approvals is pending for OTs and PTs.

\$27.00

XNC 2790

In Charge, but Losing Control: Leadership Skills

So you're in charge...now what? How do you go about getting your team to perform together rather than "storming" together? Effective leadership skills are necessary to manage staff in any healthcare setting. This course will explore the unique interpersonal skills necessary to be an effective leader. Learning how to motivate and reward others to do a good job, communicating in ways that resolve conflict and build cooperative working relationships, managing the stressors of work and home will all be covered in this interactive workshop! RNs, LPNs, LMHTs, social workers, counselors, dietitians and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for OTs and PTs.

\$54.00

XNC 2795

Osteoporosis: Current Trends and Treatments

This course will review the pathophysiology of Osteoporosis, look at the populations most at risk for this disease, common misconceptions regarding the diagnosis and treatment. We will identify the various testing methods for diagnosis and look at the recent clinical trials eluding to the current treatment recommendations and the role of hormone replacement therapies and estrogen receptor modifier medications that may play a role in treatment. We will discuss the current available medications for treatments, side effect profiles, efficacy rates and directions for use. We will discuss the cost and efficacy for the most common treatment modalities and the protocol for monitoring this disease process. RNs, LPNs and LMHTs will earn 3 contact hours for attending this course. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs.

\$27.00

XNC 2800

Integrative Approach to a Healthy Lifestyle: A

Visionary's Legacy In the modern world of medical practice, illness is most often treated for the symptoms after the fact, rather than discovering the cause and providing treatment to stop and reverse the disease process. This seminar will focus on how we unknowingly sabotage our lives, health and happiness by our daily habits. You will learn about solutions to health problems through cellular approach to whole-body healing.

\$20.00

XNC 2805

HandLab Cassting Motion to Mobilize Stiffness

A description is not available for this course.

\$20.00

XNC 2810

Jolene Brackey

A description is not available for this course.

XNC 2815

Geriatric Education Research Training Institute Comprehensive Orientation LTC

This course will provide extensive training in understanding how to improve the quality of life for all long term care residents through resident rights and the movement toward changing the culture of care to a homelike environment, focused on the person's individual strengths, needs, and desires. Interactive education relative to effective communication skills, conflict resolution, and team building for healthy employee habits that help prevent stress and burnout will also be included. The values of dependability, responsibility, respect, dignity, integrity and honesty will be explored and you will have the opportunity to examine and traits to incorporate into personality identity. Education in dementia and how these illness affect the resident's ability to communicate and meet their own needs will be emphasized so that greater understanding and skill can be developed in working with these special individuals.

\$35.00

XNC 2816

Geriatric Education Research Training Institute Management Leadership in Long-term Care

This dynamic and interactive course is for all managers in all departments of any long-term care organization. This course is designed to develop managerial skills in order to be successful in the areas of budget, staffing, hiring, leadership and understanding their role as a manager in this highly regulated and complex industry. The participant will first grow in understanding of their own leadership style by completing the DISC personal profile and then applying those strengths to their own natural ability to lead and impace the outcome for their departments.

\$12.00

XNC 2817

Understanding Alzheimer's Disease

Every participant in this course will receive a through knowledge of the specific ways in which dementia changes the person's ability to think, solve problems, perform usual tasks, speak and understand language and perceives the world around them. Each student will com away with specific, proven ways to approach, interact, and plan care for these residents. The medications and treatments for dementia and research on possible cures will be discussed.

\$12.00

XNC 2830

Intermediate ICD-9 Coding

This course is designed for those with a background with ICD-9 coding. It will review the use of the ICD-9 CDM along with the official guidelines for coding and reporting developed by the Centers for Medicare and Medicaid Services. Hands on coding scenarios will be presented to challenge the participant in their coding knowledge. Code changes for 2005 will be reviewed. If you would like to do a general overview of your coding techniques, plan on attending this session. AAPC approval is pending.

\$72.00

XNC 2835

Nutritional Supplements: What Do the Labels Really Mean?

Nutritional supplements - do we really need them? If we really should be getting our daily dose, what should be in that tablet, spoon or glass? How about a little green tea extract with your calcium and folic acid! This seminar will explore the realities and myths surrounding this multi-million dollar business. The workshop will be interactive and participants are encouraged to bring product labels to discuss and evaluate. RNs, LPNs, LMHTs, social workers, counselors, psychologists, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2840

Estate Planning 101: What the Health Care Provider Should Know About End of Life Legal Issues

What is a power of attorney? How does it differ from a will? Do my patients have a living will? Am I prepared to follow it? How can elderly patients protect their assets? Where can my clients go to get the proper guidance? End of life legal issues are an important part of healthcare. As the population ages, there will be a greater need for caregivers to have basic knowledge of these subjects. This course will outline the basic questions that may come up when dealing with patients facing end of life choices. The legal obligations of the healthcare provider will also be covered along with the different forms that the provider may come into contact with. RNs, LPNs, LMHTs, and LMTs will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2845

Addictions: Designer Drugs, Designer Interventions

This course is designed to familiarize the participant with addiction, the disease model, various models of treatment, and the role of psychotherapy in addiction treatment. We will review many of the more common drugs and the newer designer and "date" drugs. RNs, LPNs, LMHTs, social workers, counselors and psychologists will earn 6 contact hours for attending this seminar. This program meets social worker requirements for DSM-IV education.

\$72.00

XNC 2850

Ethics: Philosophical Morality, Written Ethics and Practical Application

Ethics is a general term for what is often described as the "science of morality". This seminar will provide an understanding of the four fundamental principles of morals along with their underlying foundation. This course will also detail ethics common to mental health practitioners, and will acquaint you with means of protecting your ethical practice from malpractice claims and litigation. RNs, LPNs, LMHTs, social workers, counselors and psychologists will earn 3 contact hours for attending this seminar. This program meets the mental health ethics requirement established by the Kansas Behavioral Sciences Regulatory Board.

\$36.00

XNC 2855

Palliative Care: A Team Approach to Medical Care

This seminar will review the definition, history and evolution of palliative care and its role within our health care system. Indications for palliative care, the assessment and management of pain and other distressing symptoms will be addressed. This course will review patient psychosocial and spiritual needs and hospital discharge planning. The development and role nursing, pharmacy, counseling, and spirituality in a hospital based palliative care team will be explored. Case studies will be used to illustrate team interaction to fulfill patient and family needs. RNs, LPNs, LMHTs, LMTs, social workers, counselors and psychologists will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for OTs and PTs..

\$48.00

XNC 2860

Precepting-Leadership: Bridging the Gap for Recruiting, Retention and Excellence

In today's health care crises with a decrease in health care professionals and the cost containment crises, it is essential to provide a structured, supportive, learning environment while continuing to teach excellence in practice. RNs, LPNs, LMHTs, and LMTs will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 2865

Weight Loss Revolution - or is it a Revolt? Intelligent Weight Loss for Adults and Kids

It is a well-known, but poorly applied understanding in our American culture that physical inactivity and poor nutrition have been identified as a leading cause of mortality in the US. In 2000, about 400,000 deaths were linked to these behaviors and this represents a 33% increase since 1990. The prevalence of obesity is considered to be a major mediator of these increases. The changes in statistics related to children have also increased at an alarming rate and if not reversed in the near future, the combination of poor diet and inactivity may soon become the number one cause of death in America. This seminar will focus the myths and realities of obesity, nutrition and exercise as they pertain to a healthy lifestyle for adults and children.. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2870

MIS: Minimally Invasive Surgery for Hip and Knee Replacement

Golfer, Jack Nicklaus and probably someone you know personally, are two of the 165,000 Americans who have undergone hip joint replacement surgery and the lengthy recovery process. Minimally Invasive Surgery (MIS) is addressing many issues associated with conventional/traditional joint replacement procedures. Reduction in the size of incision, reduced tissue trauma, decreased hospital and recovery time combine to make MIS a viable alternative. This seminar will explore this new procedure and how it will impact the patient and caregiver alike. RNs, LPNs, LMHTs, and LMTs will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2875

Dependent Adult/Elder Abuse: Identifying the Problem and Seeking Solutions

The elderly population is increasing, especially with the baby boomers reaching retirement. This will only increase the challenges the medical community already

faces in providing adequate care to dependant adults. As the care for dependant adults increases the strains on the medical community will also increase. These strains can only promote an increase in fraudulent activity against our most vulnerable members of society. This course will explore the need for a combined law enforcement and medical professionals approach to study, detect, treat, prosecute, and most importantly, prevent elder abuse, neglect and exploitation. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2880

Allergic Diseases: Allergic Rhinitis, Food Allergies, Atopic Dermatitis

A worldwide increase in allergic diseases has lead to a rise in patient visits to the physician, missed school days, absenteeism at work, and healthcare costs. In fact, allergies are one of the most frequent reasons for a patient to visit a physician. This seminar will focus on the many diseases that are caused by allergies and will help sort out these diseases and the different treatments that are available. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 2885

New Concepts Regarding Polycystic Ovarian Disease

Polycystic Ovarian Disease (PCO) will occur in approximately ten percent of women of reproductive age in the U.S. with an initial onset after menarche. This seminar will discuss classic symptoms, long term risks and effects and variable treatment options based on the patient conditions. RNs, LPNs, LMHTs, and LMTs earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 2890

Work Smart, Not Hard: Guide to Improved Workplace Ergonomics/ Prevention of Repetitive Stress Injury

Repetitive stress injuries (RSI's) in the workplace are pervasive, effecting the employee and employer in lost time at work, diminished productivity, and lowered morale. Additionally, RSI's translate to higher costs in conducting business due to an increase in workman's compensation caims. This interactive course will explore the major causative factors of RSI's and both immediate and long-term prevention methods. RNs, LPNs, LMHTs and LMTs will earn 3 contact hours. ACHAs will earn 4 (A) hours. Approval is pending for OTs and PTs.

\$48.00

XNC 2895

Common Anorectal Problems and Treatments

Colorectal cancer is the second most common cancer in the United States, striking 140,000 people annually and causing 60,000 deaths. Irritable bowel syndrome (IBS) is a common disorder affecting up to 30 percent of the population, and hemorrhoids are of the most common ailment known. This seminar will look at common anorectal problems and treatments including hemorrhoids, fissures and incontinence. This course will explore the decision making process involved in laparoscopic vs open colon surgery and the latest colon surgical equipment will be reviewed. RNs, LPNs, LMHTs, and LMTs, will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 2900

The Health Care Professional Puzzle: How to Make All the Pieces Fit

For changes to occur in today's challenging healthcare world, professionals must speak with one unified voice and collaborate along the full continuum. Many times nurses see obstacles with physicians, physical therapists see obstacles with nurses, case managers see obstacles with any treatment team player and all healthcare workers encounter obstacles with the payer source. This seminar will encourage the participant to look at the full length of healthcare while developing methods and ideas that will foster communication, build teams and form relationships with all healthcare professionals. These situations will be examined and strategies designed to improve the working relationship. The changes can bring about increased effectiveness and value to the healthcare consumer. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for LMTs, OTs and PTs.

\$36.00

XNC 2995

Knowledge Overload

Today, healthcare knowledge can be obtained in many formats. The Internet, professional publications, journals and seminars are all valid resources but, as a whole, the information can be overwhelming to the professional and consumer alike. This workshop will define a model for those involved in healthcare resource management to assist in their expectation of knowledge, the appropriate use of knowledge and personal knowledge overload. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 3000

Improving Care for People with Asthma

Few things are more frightening than feeling as if you can't breathe and for the 13 million Americans who suffer from asthma, management of their disease is as essential as their next breath. Recognizing the signs and symptoms of asthma and its triggers, designing an appropriate treatment program and action plan are major components in disease management. This seminar will look at patient education and many other components that combine to improve the quality of care for people with asthma. RNs, LPNs, LMHTs, and LMTs, will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3005

What is Case Management?

In the world of healthcare, case management has become a term often used for the collaborative healthcare management process. Those practicing as case managers vary in background, education, professional discipline, work setting and experience. This workshop will cover the who, why, when and where of case management. We will also explore the opportunities in the field of case management. RNs, LPNs, LMHTs and LMTs, will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3010

Patients Who Try Your Patience

This seminar is a primer on handling the most challenging behaviors in the hospital setting. Patients with personality disorders may display angry, manipulative, self-destructive behaviors that evoke frustration and anger in the caregivers. They adhere poorly to the treatment recommendations, develop severe anxiety, depression or intractable physical complaints, and may present with alcohol or drug problems. Patients with dementia or delirium can also become aggressive towards their caregivers while in the hospital. This course is

designed to provide an overview of causes and characteristics and ways to manage and intervene with various types of challenging patient behaviors. RNs, LPNs, LMHTs, social workers, counselors, psychologists, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 3015

Cardiovascular Disease and Depression: What's the Connection?

Coronary heart disease affects 6.9 million people, with 800,000 new heart attacks each year. One in three men and one in ten women will develop significant cardiovascular disease by the age of 60 and one quarter of the population has hypertension. Statistics alone would support frequent concurrence of cardiovascular disease and psychiatric disorders. Anxiety and depression are frequent after myocardial infarction and patients with significant cardiovascular disease appear to be at risk for developing psychopathology, particularly depression. This workshop will bring professionals up to date with the psychological aspects of cardiovascular diseases both prior to and after the illness. Emotional consequences, appropriate interventions, and treatments will be highlighted. RNs, LPNs, LMHTs, LMTs, social workers and counselors, LMTs will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3020

Diabetes: Evaluating, Treating, and Preventing an Epidemic

There are 13 million people in the U.S. who have been diagnosed with diabetes and 5.2 million who are unaware that they have this disease. Diabetes does not discriminate age, sex, ethnic or cultural boundaries. This seminar will discuss the complexity of this disease, the epidemiology, complications, prevention and treatment. The socio-economic impact on health care will also be addressed. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3025

HIPAA: Update: Your Privacy and My Security

This seminar will provide the participant with an update on the latest developments of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Content will focus on the Privacy Rule, on which new interpretation is available on a regular basis from the Office for Civil Rights, the enforcement arm of HIPAA, and on the Security Rule, which takes effect on April 21, 2005. In addition to didactic material, real world examples will be used to assist participants to critically analyze issues they are faced with in the healthcare environment. Strategies to achieve compliance under the Security Rule before April 21 will be explored and discussed. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 4 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3030

Talking 9 to 5: Conversation and Conflict in the Workplace

Conflict? "Oh NO!" ?If this reaction sounds familiar, then this course is for you! The average day in the life of a healthcare worker abounds with opportunities for miscommunication, disagreements, conflict, frustration and headaches. Being able to confidently handle the difficult interpersonal situations that happen every day can decrease the overall stress of the workday and puts you in the position of being able to give better care. Learn skills and insights that turn conflict and disagreements into opportunities for making things better. Find ways to feel more in control of yourself, and the situation. Feel better walking away from the

conversation whether or not everything went your way'. RNs, LPNs, LMHTs, social workers, counselors, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$36.00

XNC 3035

Family Issues During Difficult Times

Currently, the U.S. divorce rate is the highest in the world, tripling in the last 25 years and forty percent of all current marriages in the United States are 2nd and 3rd marriages. This seminar will acquaint mental health professionals, educators, childcare and healthcare providers with information about significant family issues of the day. The day is four interrelated sessions devoted to principles of enriching marriage, exploring the blended family, encouraging values in children and establishing effective discipline patterns. Upon completing this seminar, participants will have the understanding to provide meaningful intervention into each of these important family components. RNs, LPNs, LMHTs, social workers, counselors, psychologists, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

\$72.00

XNC 3040

Coronary Artery Disease and Acute Coronary Syndrome

This course is designed for the nurse who will be caring for the patient experiencing chest pain related to Coronary Artery Disease and Acute Coronary Syndrome. We will discuss pathophysiology, diagnosis, risk stratification, treatments, and commonly used medications. Post intervention care and monitoring will be addressed also. Contributing factors, modalities, medications and lifestyle changes will also be discussed. RNs, LPNs, LMHTs, social workers, counselors, LMTs, dentists and dental hygienists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs..

\$36.00

XNC 3045

Refresh, Restore, Renew: Health Professionals Appreciation Day

As a health care professional, you serve a vital role in the community. We honor you with a day that focuses on caring for the mind, body and spirit. The morning will start with exercise strategies to help you make it through your workday. Following will be a little funny business to encourage a daily dose of laughter. The day will close with music to lift your spirits and soothe the soul. RNs, LPNs, LMHTs, social workers, counselors, psychologists, LMTs, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for OTs and PTs.

\$72.00

XNC 3060

Ethical Dilemmas at the End of Life

A description is not available for this course.

\$25.00

XNC 3065

Issues After Breast Cancer

A conference to explore the clinical and emotional aspects of a breast cancer diagnosis.

\$55.00

XNC 5000

Nitrous Oxide Sedation

A description is not available for this course.

\$150.00

XNC 5001

Refined Clinical Techniques for Dental Hygienists

This course involves one-on-one instruction with emphasis on dental hygiene clinical skills. The dental hygiene instructor will assess basic clinical skills and identify strategies for improvement. Course participants will practice clinical skills at the JCCC Dental Hygiene Clinic. Paper products and disposable supplies will be provided. Student professional liability insurance is required. NOTE: This course is designed to refine basic clinical techniques and in no way guarantees successful completion of licensing exams.

\$490.00

XNC 5002

Refresher Course for Dental Hygienists

This course provides a comprehensive review and update of current dental hygiene practice and techniques. It includes 16 hours of didactic instruction and 32 hours of one-on-one clinical practice. Meeting all requirements of the Kansas Dental Board, this course is designed to assist dental hygienists re-entering practice to increase competency and confidence.

\$515.00

XNC 5110

Failing Heart: Old and New Approaches

A description is not available for this course.

\$27.00

Health Prof Independent Study (XNH)

XNH 1000

Avoiding Medication Errors

This independent study describes possible causes and contributing factors to medication errors and reviews ways to avoid them. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course.

\$51.00

XNH 1005

Assessment of the Geriatric Patient

This independent study describes the nursing assessment of the geriatric patient. Emphasis is placed on recognizing the difference between changes due to normal aging and those due to illness. RNs and LPNs will earn 6 contact hours for completing this course. Kansas ACHAs will earn 6 (RC) contact hours.

\$51.00

XNH 1010

Marketing Nursing at the Bedside

A description is not available for this course.

\$51.00

XNH 1015

Assertiveness in Nursing

This independent study focuses on improving communication between the nurse and other people, including the patient, physician, manager and colleagues. The course guides you in developing assertive communication and behaviors, fundamental techniques needed for positive relationships, effective team- building and collaborative professional roles. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course.

\$51.00

XNH 1020

Efficient and Effective Care Plans

A description is not available for this course.

\$51.00

XNH 1025

Writing the Professional Resume: Evaluating Your Professional Strengths

A description is not available for this course.

\$51.00

XNH 1030

Time Management

A description is not available for this course.

\$51.00

XNH 1035

Premature Infant

A description is not available for this course.

\$51.00

XNH 1040

Burnout: Reducing Nursing Stressors

A description is not available for this course.

\$51.00

XNH 1045

Delegation for Nurses: Where and How to

Delegate This independent study covers delegation principles and strategies that can be used in many different applications. Successful delegation includes assigning responsibility, providing authority and requiring accountability. RNs and LPNs will earn 6 contact hours for completing this course.

\$51.00

XNH 1050

Fatigue: Reducing Patient or Nurse Fatigue

This independent study focuses on the problem of fatigue. It covers the physiology of fatigue, investigates physical and emotional factors as causes and discusses preventive strategies that increase energy. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course.

\$51.00

XNH 1090

Assessment of the Family at Risk

A description is not available for this course.

\$83.00

XNH 1100

Having Fun: An Introductory Guide to the

Interdisciplinary Team This independent study describes the qualities associated with highly effective teams, distinguishes functional and dysfunctional teams and explores the stages of team development. It provides an opportunity for you to identify the strengths of your personal work style as well as those of team members whose work styles are different from your own. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course. Kansas ACHAs will earn 6 contact hours.

\$53.00

XNH 1105

Ethical Questions: Challenges to Interdisciplinary

Practice This independent study discusses several values styles, provides a values profile to assist you to identify your own values and those of your team and explores the strengths and limitations of teams functioning with these styles. It identifies five ethical challenges to interdisciplinary practice and empowers teams to deal successfully with these challenges. RNs, LPNs and LMHTs will earn 6 contact hours for completing this course. Kansas ACHAs will earn 6 contact hours.

\$53.00

XNH 1110

Patient Compliance: A New Look

This self-paced course identifies reasons that patients/clients do not comply with treatment recommendations, lists factors that influence compliance and discusses strategies to prevent and/or manage non-compliant behavior. RNs, LPNs, LMHTs and social workers will earn 5.4 contact hours for completing this course.

\$65.00

XNH 1150

The Time of Your Life: A Guide for Managing Time

Effectively This self-paced course identifies common ways that health professionals lose time as well as methods to assist them to use time more wisely. RNs, LPNs, LMHTs and social workers will earn 2.6 contact hours for completing this course.

\$31.00

XNH 1155

Superachievers and Coping Strategies

This self-paced course defines the terms "excellence anxiety" and "role confusion," explores some of the expectations superachievers place upon themselves and explains eight techniques to enable health professionals to manage stress more effectively. RNs, LPNs, LMHTs and social workers will earn 2.4 contact hours

\$29.00

XNH 1180

Assertiveness: New Perspectives

This self-paced course identifies the benefits of assertive behavior, discusses fears that prevent assertive communication, describes characteristics of

non-assertive behavior and provides seven strategies to enhance assertiveness skills. RNs, LPNs, LMHTs and social workers will earn 3.3 contact hours for completing this course.

\$40.00

XNH 1190

Conflict Management: Skills for Uncertain Times

This self-paced course discusses potential benefits of conflict, styles commonly used to manage conflict and three steps of win-win negotiations. RNs, LPNs, LMHTs and social workers will earn 5 contact hours for completing this course. ACHAs will earn 5 (A) hours.

\$60.00

XNH 1200

Beyond Sadness: Major Depressive Disorder

This self-paced course, available online and in booklet format, provides a comprehensive overview of the detection and treatment of major depressive disorder. RNs, LPNs, LMHTs and social workers will earn 4 contact hours for completing this course. ACHAs will earn 4 (RC) hours.

\$48.00

XNH 1201

Dual Diagnosis: Treatment, Intervention and Relapse

Prevention This independent study identifies issues, treatment interventions and relapse prevention strategies for clients with an addiction and co-morbid psychiatric diagnosis. The course is designed for nurses and technicians in primary care and traditional mental health settings. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course.

\$29.00

XNH 1202

Aging and Spirituality: Implications for Nursing

Intervention This self-paced course, available online and in booklet format, provides a rationale for exploring the spiritual dimension with clients. It focuses on promoting integrity and hope for the client within the client's value system and will be of special interest to professionals working in long-term care or home health. RNs and LPNs will earn 3 contact hours for completing this course. ACHAs will earn 3(RC) hours.

\$36.00

XNH 1300

Upset Workbook

This self-paced course enumerates common causes of upset within the health care setting, discusses possible events when the health care professional is confronted by an upset individual and discusses strategies for dealing with upset persons. RNs, LPNs, LMHTs and social workers will earn 8 contact hours for completing this course. ACHAs will earn 8 (A) hours.

\$96.00

XNH 1305

Making the Connection: Keys to Quality Customer Service

This self-paced course, available online and in booklet format, discusses customer service approaches that make staff-patient interactions more meaningful, more enjoyable and less conflicted; useful in a wide variety of delivery settings. RNs, LPNs, LMHTs and social workers will earn 5 contact hours for

completing this course. NOTE: This course may not be taken with Taking Care of Residents.

\$60.00

XNH 1310

Tactful Toughness: A Home Study Course for

Helping Professionals This self-paced course, available online and in booklet format, provides information about handling numerous "tough" situations--correcting or criticizing, setting expectations, stating a position, etc. RNs, LPNs, LMHTs and social workers will earn 3 contact hours for completing this course. ACHAs will earn 3 (A) hours.

\$36.00

XNH 1315

Taking Care of Residents: A Customer Service

Approach This self-paced course examines customer service skills necessary for providing residents with dignity and respect; appropriate for staff at all levels and kinds of positions in long-term care. RNs and LPNs will earn 5 contact hours for completing this course. ACHAs will earn 5 (RC) hours. Note: This course may not be taken with Making the Connection: Keys to Quality Customer Service in Health Care.

\$60.00

XNH 1350

Heart Failure

This self-paced course outlines heart failure etiologies, pathophysiology, diagnosis and current treatment modalities. It emphasizes nursing implications and the need for interdisciplinary involvement to increase compliance. RNs, LPNs and LMHTs will earn 4 contact hours for completing this course. ACHAs will earn 4 (RC) hours.

\$48.00

XNH 1375

Improving Quality of Life for Diabetic Clients

This self-paced course, available online and in booklet format, discusses concepts and approaches to effectively manage care in the diabetic client. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours.

\$36.00

XNH 1400

Drug Treatment of Mental Illness

This self-paced course, available online and in booklet format, reviews classifications of the major mental illnesses, identifies the neurotransmitters implicated and discusses the categories of psychotropic agents used to treat these disorders. Major side effects of each category are included. RNs, LPNs, LMHTs, and social workers will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours.

\$36.00

XNH 1405

Lactation Management Strategies: Birth to Weaning

Weaning This self-paced course, available online and in booklet format, discusses various aspects of early and established lactation, including prevention and treatment of common problems that may affect the nursing dyad. RNs and LPNs

will earn 3 hours for completing this course.

\$36.00

XNH 1415

Bouncing Back: Increasing Personal and Professional

Resiliency This self-paced course, available online and in booklet format, focuses on the capacity of individuals to "bounce back," adapt and grow after individual, family or organizational reversals. RNs, LPNs, LMHTs and social workers will earn 6 contact hours for completing this course. ACHAs will earn 6 (A) hours. NOTE: This course may not be taken with Striving, Thriving or Surviving.

\$72.00

XNH 1416

Surviving: Impact of the Stress, Anxiety, Tension

Triangle This self-paced course, available online and in booklet format, will acquaint you with the concept of resiliency; enable you to self-assess your capabilities for bouncing back and increase your understanding of the relationship between resiliency and stress, tension and anxiety. RNs, LPNs, LMHTs and social workers will earn 2 contact hours for completing this course. ACHAs will earn 2 (A) hours. Note: This course may not be taken with Bouncing Back.

\$24.00

XNH 1417

Striving: Four Components of Resiliency

This self-paced course, available online and in booklet format, will discuss the roles of control, ownership, impact and longevity on resiliency; allow you to set personal goals for increasing resiliency; and use the COIL Model to reach those goals. RNs, LPNs, and social workers will earn 2 contact hours for completing this course. ACHAs will earn 2 (A) hours. This course may not be taken with Bouncing Back.

\$24.00

XNH 1418

Thriving: Ten Behaviors for Maximizing Resiliency

This self-paced course, available online and in booklet format, will introduce you to some specific behaviors that are involved in increasing one's capacity to bounce back from adversity. RNs, LPNs, LMHTs and social workers will earn 2 contact hours for completing this course. ACHAs will earn 2 (A) hours. NOTE: This course may not be taken with Bouncing Back.

\$24.00

XNH 1420

Difficult Decisions: Ethical Decision Making in

Nursing Practice This self-paced course, available online and in booklet format, explores ethical theories and principles that provide a basis for bioethics as well as ethics as it applies to nursing practice. It provides a seven-step approach to analyzing ethical situations. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours.

\$36.00

XNH 1425

Difficult Decisions: Ethical Decision Making in Social

Work Practice This self-paced course, available online and in booklet format, explores ethical theories and principles that provide a basis for bioethics as it applies to social work practice. It also provides practice in analyzing ethical

situations that you might encounter in your profession. Social workers will earn 3 contact hours for completing this course.

\$36.00

XNH 1430

Bioterrorism: Responding to the Intentional Release of

Biologic Agents This self-paced course, available online and in booklet format, explores the terrorist potential, clinical course, treatment and prevention of five biological agents---anthrax, botulism, plague, smallpox and tularemia. RNs, LPNs and LMHTs will earn 4 hours for completing this course. ACHAs will earn 2 (A) hours and 2 (RC) hours.

\$48.00

XNH 1435

Identifying and Responding to Fibromyalgia

Fibromyalgia is a common debilitating condition affecting around 2% of the population. This self-paced course provides an overview of the clinical manifestations, diagnosis and treatment of the patient with Fibromyalgia. Although the cause of Fibromyalgia is not known, appropriate recognition and treatment can lead to significant improvement in symptoms and quality of life. RNs and LPNs will earn 2 contact hours for completing this course.

\$24.00

XNH 1440

Three Score Years and Ten: Families and Elder Care

This course focuses on understanding the aging process within the context of family life and will address the importance of families in eldercare. Roles that helping professionals can play in working with the elderly and their families will be discussed as well as various intervention strategies and using advanced directives as a tool for helping families deal with end of life issues. This course was designed primarily for people who work in the helping professions and is appropriate for staff at all levels and in all kinds of positions. However, individuals with elderly family members and/or those approaching their later years will find this of interest. RNs, LPNs, LMHTs and social workers will earn 6 contact hours for completing this course. ACHAs will receive 6 (RC) hours.

\$72.00

XNH 1500

Help Your Patient Quit: A Guide to Smoking Cessation

This self-paced course describes the effects of nicotine and other substances found in tobacco, discusses ways to motivate smokers to quit smoking and provides interventions to help patients achieve success. RNs, LPNs, LMHTs and social workers will earn 2 contact hours for completing this course.

\$24.00

XNH 1510

Hormone Replacement Therapy

This self-paced course, available online and in booklet format, presents a comprehensive overview of menopause, including physiological changes, common symptoms, the long term effects of lowered estrogen states and the types of hormones available. RNs and LPNs will earn 2 contact hours for completing this course.

\$24.00

XNH 1520

Abnormal Uterine Bleeding

This self-paced course, available online and in booklet format, presents a comprehensive overview of abnormal uterine bleeding. It includes pregnancy-related causes as well as age-specific etiologies for abnormal bleeding. RNs and LPNs will earn 4 contact hours for completing this course.

\$48.00

XNH 1525

Hypertension: The Silent Killer

This self-paced course, available online and in booklet format, presents a comprehensive overview of the new guidelines for managing essential hypertension. It includes lifestyle modifications and antihypertensive drugs. RNs, LPNs and LMHTs will earn 4 contact hours for completing this course. ACHAs will earn 4 (RC) hours.

\$48.00

XNH 1530

Depression in the Elderly

This self-paced course, available online and in booklet format, discusses the symptoms, diagnosis and treatment of depression in the elderly individual, including pharmacological and ECT. Suicide is also discussed. RNs, LPNs, and social workers will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours. NOTE: This course may not be taken with Depression in the Geriatric Client.

\$36.00

XNH 1535

Antibiotic Resistant Infections

Update your understanding of antibiotic resistant infections, including resources from the Center for Disease Control in Atlanta. RNs and LPS will earn 2 contact hours for completing this course.

\$30.00

XNH 1540

Pre-existing Diabetes and Pregnancy

Update your understanding of diabetes and pregnancy, using the popular videotape "Steel Magnolias" in a case study approach. This course requires the purchase or rental of the videotape. RNs and LPNs will earn 4 contact hours for completing this course.

\$48.00

XNH 1545

Substance Abuse: Alcoholism

Update your understanding of alcohol abuse, including definitions, physical symptoms, warning signs, action of alcohol, adverse effects and recovery. RNs, LPNs, LMHTs, social workers and counselors will earn 2 contact hours for completing this course.

\$30.00

XNH 1550

Medical Terminology: A Word Association Approach

Learn medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

\$98.00

XNH 1555

Understanding Alzheimer's Disease

This self-paced course, available online and in booklet format, provides an overview of Alzheimer's Disease and the care required by patients. RNs, LPNs, LMHTs and social workers will earn 1 contact hour for completing this course. ACHAs will earn 1 (RC) hours.

\$12.00

XNH 1560

Certificate in Gerontology

Enhance your knowledge and skills to work with older adults. The program is multi-disciplinary, provides a broad understanding of gerontology and addresses emerging trends. Participants will earn 26 contact hours.

\$276.00

XNH 1565

Depression in the Geriatric Client: An Overview

This self-paced course, available online and in booklet format, presents an overview of depression in the geriatric client, including the pathophysiology, diagnosis and treatment. RNs, LPNs, and social workers will earn 1 contact hour for completing this course. ACHAs will earn 1 (RC) hour. NOTE: This course may not be taken with Depression in the Elderly.

\$12.00

XNH 1570

Ectopic Pregnancy

This self-paced course, offered online and in booklet format, presents an overview of ectopic pregnancy, including risk factors, diagnosis, and treatment approaches. RNs and LPNs will earn 1 contact hour for completing this course.

\$12.00

XNH 1575

Protect Your Nursing Practice: Know the Law

This self-paced course, available online and in booklet format, provides a comprehensive overview of laws that significantly impact nursing practice. It defines numerous words and concepts, discusses standards of care, explains how lawsuits are built and identifies "hot spots" of liability. RNs and LPNs will earn 4 contact hours for completing this course. ACHAs will earn 4 (A) hours.

\$48.00

XNH 1580

Managing Behavioral Problems in the Elderly

This self-paced course, offered online and in booklet format, discusses the management of a variety of behavior problems commonly associated with dementia, delirium and depression in the elderly individual. RNs, LPNs and LMHTs will earn 2.5 contact hours for completing this course. ACHAs will earn 2.5 (RC) hours.

\$30.00

XNH 1630

Pregnancy Induced Hypertension

Gain an understanding of this serious condition of pregnancy, including its pathophysiology, classifications, symptoms and treatment. Participants will earn 3 contact hours.

\$29.00

XNH 1645

Certificate in Spirituality, Health and Healing

Increase your ability to provide compassionate, effective care and meet your patient's spiritual needs by examining issues and trends affecting their care. Participants will earn 21 contact hours.

\$230.00

XNH 1650

Certificate in Complementary and Alternative Medicine

Enhance your professional marketability by gaining a broad understanding of alternative health care options. Participants will earn 27 contact hours.

\$290.00

XNH 1710

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over \$200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver the needed funding. This program does not have prior approval for continuing education (12 hours). You may submit for approval through the Kansas State Board of Nursing (KSBN) via an Individual Offering Approval (IOA) at www.ksbn.org/forms.

\$79.00

XNH 1715

Advanced Grant Proposal Writing

In this course, an experienced grantwriter will show you how to research and write winning proposals that get funded. An introductory grant writing course or equivalent experience is required to take this course. This program does not have prior approval for continuing nursing education (12 contact hours). You may submit for approval through the Kansas State Board of Nursing (KSBN) via an Individual Offering Approval (IOA) at www.ksbn.org/forms.

\$79.00

XNH 1720

Ethical Considerations for the Health Care Professional

This course will provide health care professionals with tools for analyzing moral issues and problems, resolving conflicts and building understanding, and taking action to improve the care of patients. Participants will earn 30 contact hours.

\$225.00

XNH 1725

Ethical Issues for Today's Nurse

This course will provide nursing professionals with an overview of ethical issues and a framework for addressing 30 contact hours. Your certificate will be issued by those issues. Participants will earn 30 contact hours.

\$225.00

XNH 1730

The Therapeutic Relationship in Complementary Health Care

This course will provide nursing professionals with an understanding of the therapeutic relationship and how this relationship is central to self-healing.

Participants will earn 30 contact hours.

\$225.00

XNH 1735

A Nurse's Guide to Complementary Therapies

This course will provide an overview and brief history of the most common complementary therapies, such as acupuncture, traditional Chinese medicine, herbal medicine, homeopathy, massage, aromatherapy, biofeedback, hypnosis, reflexology, and therapeutic touch. Participants will earn 30 contact hours.

\$225.00

XNH 1740

Perinatal Liability Issues

This course will provide nursing professionals with an understanding of the various types of law, specific elements of health care law, and the sources of liability for the nurse working in the perinatal setting. Participants will earn 30 contact hours.

\$225.00

XNH 1745

Core Curriculum for Maternal-Infant Nursing

This course will prepare the maternal-infant nurse to take the national certification in maternal-newborn nursing. Participants will earn 30 contact hours.

\$225.00

XNH 1750

Preceptor Training

Precepting is a deliberate pairing of a highly skilled individual with a less experienced person in order to help the less skilled person develop specific competencies. This course will provide the health care professional with factors to consider when developing preceptor training. Participants will earn 5 contact hours.

\$45.00

XNH 1755

Diabetes in Pregnancy

This course will provide the health care professional with an overview of diabetes, the types of diabetes, and the metabolic changes that occur during diabetic pregnancies. Participants will earn 5 contact hours.

\$45.00

XNH 1760

Prevention of Neonatal Group B Streptococcal Infection

The goal of this course is to provide health care professionals with an overview of the disease, and the latest recommendations by the American College of Obstetricians and Gynecologists (ACOG), the Centers for Disease Control (CDC), and the American Academy of Pediatrics (AAP). Participants will earn 3 contact hours.

\$29.00

XNH 1765

Insulin Resistance: The Path to Metabolic Syndrome

and Diabetes Type 2? This self-paced study program, available online and in

booklet format, discusses Insulin Resistance (IR) detection and possible prevention of Metabolic Syndrome and Diabetes Type 2. Obesity has risen to epidemic proportions in the US today and Metabolic Syndrome, the term used to describe a cluster of related medical conditions, (including obesity, hyperlipidemia, hypertension and high blood sugar), is also on the rise. RNs and LPNs will earn 4 contact hours for completing this course.

\$48.00

XNH 1770

Certificate in End of Life Care

The U.S. population is aging at a rapid rate, and the number of individuals, young and old, who are living with debilitating, chronic or terminal illnesses is also increasing. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. If you are a health professional who works with this population, this program will provide you with the continuing professional education to help you gain a broad understanding of this special area of care and stay current with emerging trends. Note: Students must register with JCCC then complete the online orientation at www.ed2go.com/jccc. The program is accredited through ALLEGRA Learning Solutions, LLC, and accredited provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

\$276.00

XNH 2000

Violence in the Family

KCNN-JCCC Independent Study

\$10.00

XNH 2001

Spontaneous Abortion: Causes, Management and Nursing Care

KCNN-JCCC Independent Study

\$10.00

XNH 2002

Premenstrual Syndrome: Fact Not Fiction

KCNN-JCCC Independent Study

\$10.00

XNH 2003

Identifying and Responding to Substance Abuse

KCNN-JCCC Independent Study

\$10.00

XNH 2004

Assessing Your Patient's Fluid Status

KCNN-JCCC Independent Study

\$10.00

XNH 2005

Successful Management of Endometriosis

KCNN-JCCC Independent Study

\$10.00

XNH 2006

Assessment of Fetal Well-Being

KCNN-JCCC Independent Study

\$10.00

XNH 2007

Identifying and Responding to Psychological Trauma

KCNN Independent Study

\$10.00

XNH 2008

Hormone Replacement Therapy

KCNN-Independent Study

\$10.00

XNH 2009

Diabetes Update

KCNN-Independent Study

\$10.00

XNH 2010

Aging and Spirituality: Effective Nursing Intervention

KCNN-Independent Study

\$10.00

XNH 2011

Immunization Update

KCNN-Independent Study

\$10.00

XNH 2012

Helping Clients Change Behavior

KCNN-Independent Study

\$12.00

XNH 2013

Contraception: Issues and Options

KCNN-Independent Study

\$12.00

XNH 2014

Diabetes Update-Part II

KCNN-Independent Study

\$12.00

XNH 2015

Managing Fibromyalgia
KCNN-Independent Study

\$12.00

XNH 2016

Nurses as Educators: Principles of Adult Education in the Home Health Setting

KCNN-Independent Study

\$12.00

XNH 2017

Drug Treatment of Mental Illness: Part 1 Treatment of

KCNN-Independent Study

\$12.00

XNH 2018

Drug Treatment of Mental Illness: Part II-Treatment of

KCNN-Independent Study

\$12.00

XNH 2019

Cyber Nursing on the World Wide Web

KCNN-Independent Study

\$12.00

XNH 2020

Outpatient Management of Pediatric Asthma

KCNN-Independent Study

\$12.00

XNH 2021

Women and Heart Disease

KCNN-Independent Study

\$12.00

XNH 2023

Diabetes Part III Prevention of Complications

KCNN-Independent Study

\$12.00

XNH 2024

Drug Treatment of Mental Illness: Part III-Treatment of Anxiety and Sleep Disorders

KCNN-Independent Study

\$12.00

XNH 2025

The Magic of Waldo, Bubbles and Neverland: Helping Children through

Painful Experiences

KCNN-Independent Study

\$12.00

XNH 2026

Early Breastfeeding: Lactation Management Strategies

KCNN-Independent Study

\$12.00

XNH 2027

The Write Stuff

KCNN-Independent Study

\$12.00

XNH 2028

Female Adolescent Development

KCNN-Independent Study

\$12.00

XNH 2029

Lyme Disease

KCNN-Independent Study

\$12.00

XNH 2030

Cultural Diversity

KCNN-Independent Study

\$12.00

XNH 2031

Express Yourself: Keys to Assertive Communication

KCNN-Independent Study

\$12.00

XNH 2032

Art of Positive Conflict

A description is not available for this course.

\$12.00

XNH 2033

ABCs of Viral Hepatitis

This self-paced course, available online and in booklet format, examines risk factors, symptoms, transmission and treatment of Hepatitis A, B and C. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course. ACHAs will earn 3 (RC) hours. NOTE: This course may not be taken with Hepatitis C.

\$36.00

XNH 2034

Introduction to Managed Care

This independent study examines the basic difference among the following health plans: Indemnity, PPO, POS, EPO and HMO plans. RNs, LPNs and LMHTs will earn 3 contact hours for completing this course. Kansas ACHAs will earn 3 (A) contact hours.

\$33.00

XNH 2035

Breathe Easy: Common Respiratory Complaints

This self-paced course, available online and in booklet format, uses a case-study approach to review three common respiratory complaints: dyspnea, sputum production and cough. RNs and LPNs will earn 4 contact hours for completing this course. ACHAs will earn 4 (RC) hours.

\$48.00

XNH 4000

Hepatitis C: The Silent Epidemic

This self-paced course describes the transmission, symptoms, complications, treatment options and management strategies for Hepatitis C. RNs and LPNs will earn 1 contact hour for completing this course. ACHAs will earn 1 (RC) hour. NOTE: This course may not be taken with ABC's of Viral Hepatitis.

\$12.00

XNH 4001

Art of Positive Conflict: Effective Conflict

Management Skills This self-paced course, available online and in booklet format, defines conflict, describes the stages of its development and explores factors that interfere with effective conflict resolution. RNs, LPNs, LMHTs, and social workers will earn 1 contact hour for completing this course. ACHAs will earn 1 (A) hour.

\$12.00

Health and Lifestyles (XPG)

XPG 1001

Back Safe Workout Program

Back pain affects 80% of adults at one time or another. Many workout programs are potentially damaging to one's back. The Back Safe Workout is a research-based program that will help you get in shape, decrease your current back pain and avoid future problems.

\$10.00

XPG 1003

Natural Solutions to Fibromyalgia

Fibromyalgia is a debilitating condition that can be managed effectively. Dr. Dale Scott will explain why standard medical treatments fail and will offer natural solutions that get results. Learn some pharmaceutical, nutritional, emotional and physical treatment options.

\$10.00

XPG 1006

Practical Nutrition and Cancer Prevention

The American Cancer Society publishes nutritional guidelines to advise the public about dietary practices that reduce cancer risk. Based on current scientific

evidence, it is believed that 1/2 of the 500,000 annual cancer deaths in the U.S. are due to dietary factors. Learn how to reduce your risk of developing cancer by altering your eating habits.

\$12.00

XPG 1011

Practical Nutrition and Diabetes

Adult onset (type 2) diabetes is epidemic in our society today. Mostly a result of dietary abuse, adult onset diabetes is preventable and manageable given a fundamental understanding of the disease and how food and lifestyle choices can affect this condition.

\$12.00

XPG 1014

Stay Fit While You Sit

"Oh my aching back". Let Dr. Dale Scott remedy this oft heard complaint with an evening dedicated to discovering the anatomy of neck/back posture, how to make your work station back and neck friendly and finally learn a battery of self-help stretches and exercises to relieve and prevent musculoskeletal complaints.

\$10.00

XPG 1016

Parkinson's Disease Symposium

What is Parkinson's disease? Is it genetic? Which medications are indicated, and which are contraindicated? How can I give the best care to people with Parkinson's disease? Come to this seminar and learn about Parkinson's disease, its symptoms, causes and treatments. Get an overview of genetics and heredity and their role in Parkinson's disease. Learn about the best and most common PD medications, their effects and side effects, and the role polypharmacy plays in the treatment of Parkinson's.

\$0.00

XPG 1028

Yoga 50 and up

This class will introduce you to hatha yoga postures which, with practice, will bring relaxation and relief from stress. It is designed for the fifty or older crowd! The postures integrate stretching and strengthening movements with breath awareness. Wear loose, comfortable clothing and bring a blanket to class. Note: Those with medical constraints should consult their physician before enrolling.

\$48.00

XPG 1029

Yoga in Chairs

Join a yoga class for the mature adult who doesn't want to get down on the floor. A real and gentle practice of classical hatha yoga postures while seated or standing. Requires doctor's permission. Wear loose, comfortable clothing, avoid meal before class, and come with a desire to practice.

\$48.00

XPG 1031

Peak Performance

Understand and learn winning techniques that help eliminate fatigue, improve your body's performance and reduce the risk of injury.

\$10.00

XPG 1032

Culinary Herbs and Spices

Many herbs and spices in your kitchen have very healthful properties for both acute and chronic illnesses. Learn how to change your spice cabinet into a medicine cabinet.

\$12.00

XPG 1033

How Should I Eat? High Carbs, High Protein, High Fat

Much research has been done on the health benefits of different types of diets. Learn what the science is behind these diets.

\$12.00

XPG 1034

Back Pain in Golfers

Don't let back pain keep you from enjoying golf. Dr. Scott will explain the causes of back pain in golfers and teach you simple steps to keep you pain free.

\$10.00

XPG 1037

Healthy Living and Menopause

Making decisions regarding management of problems that may arise during perimenopausal years can be difficult. Learn about choices in nutrition, exercise, herbs, and other self-care techniques to assist during this time of change.

\$12.00

XPG 5001

Creating a Healthier Home

Many experts point to indoor air quality as a contributing negative health factor. In order to increase energy efficiency, we have effectively reduced ventilation. At the same time, we have increased the quantity and types of chemicals we use to construct, furnish, decorate, and maintain our homes. This course is filled with practical tips you can put to immediate use to begin improving the quality of the air in your home. Creating a healthier home is often as simple as changing your mindset. This course will have you thinking quite differently about the products you bring into your home and yard.

\$79.00

XPG 5004

Food & Fitness to Fight Cancer

A description is not available for this course.

\$79.00

Home Ownership (XPK)

XPK 1005

Home Inspections: A Buyer's Best Protection

All homes have problems of some sort. The critical question is: how serious are those problems? You'll learn common "red flags" in a house's structural and mechanical systems and components, many of which are highly visible to the average person if you simply know what to look for and where to look. You'll also learn how to get further help or negotiate repairs with the seller, if a defect is

significant.

\$11.00

XPB 1006

Mold and Moisture in the Home

Homeowners have been exposed to unwanted moisture intrusion and mold from many sources for years. In the past homeowners simply repaired the leak, washed off the mold and went on with their life. In the past two years, new types of mold have proved to pose a serious health and financial hazard to many people. This seminar will focus on what a homeowner needs to know about mold to protect themselves and their family from this environmental and legal hazard.

\$11.00

XPB 1015

Homebuilding 101: Dealing With New Construction Defects

With the current lowered interest rates and increased building activity, there is a serious shortage of competent tradesmen to build new homes. Come learn what to look for when buying or building a new home and how to correct the most common defects.

\$11.00

XPB 1020

Community Homebuyers Program

You may be able to afford more home than you've thought possible. This four-hour course will help you decide, as it addresses the basic steps involved in achieving home ownership. You will acquire essential information on budgeting, credit reporting, qualifying for the purchase, home inspection and maintenance. Participation in this program is a prerequisite for qualifying for several government-sponsored and conventional loan programs. The class includes information on a new public Web site on financing options and programs available to consumers in the Kansas City metro area. Note: The course is co-sponsored by the Kansas City Regional Association of Realtors. The \$10 registration fee entitles you to one instructional packet and one certificate of completion.

\$10.00

XPB 1045

How to Save \$\$\$\$ Buying a Home

This class will inform you about the 13 steps you need to know to negotiate the lowest possible price on the next home you buy. Discover what the lenders and realtors don't usually discuss, and learn how to avoid those costly mistakes.

\$11.00

XPB 1155

Patents, Trademarks and Copyrights

This class will give you a basic understanding of what is patentable, what can be trademarked, and when to obtain a copyright. A patent attorney will instruct the class.

\$5.00

House and Garden (XPI)

XPI 1200

Herb Gardening for the Novice

This class provides a full sensory experience: slides of different herbs and herb

gardens and the opportunity to taste and smell herbs in several recipes. Learn how to make herbal oils, vinegars and more. Soil preparation, garden layout and drying will also be discussed. Fee includes handouts. This class is for novice and seasoned gardeners alike.

\$12.00

XPI 1205

Cottage Garden in Suburbia

Cottage-type gardens replete with an abundance of old-fashioned annuals and perennials are enjoying a resurgence in popularity. Find out how you can create one of these gems for your own sunny yard, and view a slide show of plants suitable for our climate. This class is for novice and seasoned gardeners alike. Fee includes handouts and bibliography. Note: landscaping consultation not provided.

\$12.00

XPI 1210

Made-in-the-Shade Gardening

Shade gardeners don't worry about sunburn, tomato wilt or wind-whipped plants. But what do you grow in the shade? What can you do about (eew) slugs and snails? Learn about flowering shade plants beyond impatiens and hostas. Discover two dozen ways to kill slugs. You'll receive handouts with plant descriptions and view a slide show of three seasons of flowering plants. This class is for novice and seasoned gardeners alike. Note: landscaping consultation not provided.

\$12.00

XPI 1215

Midwestern Rock Gardens

Even experienced gardeners often shy away from rock gardens because many of the traditional alpine plants are unfamiliar or will not grow in humid weather. However, anyone can have a rock garden. They are neither hard to make nor hard to stock with plants that thrive in Kansas City weather. You probably have many of these in your flower beds already! This class includes handouts, a slide show of several rock gardens, suitable plants, and directions on how to create your own rock garden.

\$12.00

XPI 1240

Xeriscaping: Cottage Gardens on the Prairie

Xeriscaping doesn't mean "zero-landscaping", but rather landscaping that holds up better in years of drought. Learn about how our native wildflowers and other tough, well-adapted flowers and ornamental grasses will allow you to create an old-fashioned style "cottage garden" for the sunny areas of your yard. Includes handout with plant descriptions and slide presentation. This class is for novice and seasoned gardeners.

\$12.00

XPI 1250

Butterfly Gardening

Join the growing number of people who enjoy this exciting hobby that combines the best of gardening and butterfly watching. This gardening class includes a slide program of different butterflies, the flowers that attract them, and gardens. The handout has descriptions of suitable plants for local butterflies. This class is for novice and seasoned gardeners alike.

\$12.00

XPI 1265

Perfect Perennials and Awesome Annuals

Perennials are sometimes advertised at "just plant and that's all"; well, not quite. What we have here is a plan for pinching, pruning and flowers blooming, tidy and healthy. Learn the different kinds of care, see a slide show illustrating the principles, and get a handout detailing how you can keep your garden "in the pink" with a minimum of fuss.

\$12.00

XPI 1280

Flower Bed Design

This visually-oriented program on design concepts will use the first class to introduce you to the uses of color, visual texture, foliage effects, quantity of materials and hardscape elements in your flower garden. This program has been expanded with a second session to provide an opportunity for students to work on their own designs, in an instructor-guided and small-group environment. Handouts include useful lists of plants suitable to our area, some sample plans, and bibliography.

\$17.00

Insurance (XNI)

XNI 1000

INTRO - Introduction to Property and Liability Insurance

"Intro" introduces you to a number of property-liability insurance coverages and principles. Through concrete examples, anecdotes and illustrations, you'll learn how the various segments of the business work together and how your job complements others. The knowledge you receive in this course becomes your foundation for continued education in programs such as General Insurance or Accredited Adviser in Insurance (AAI). There are 13 weekly assignments plus a review session and one test session.

\$133.00

XNI 1001

CEBS 1-Employee Benefits: Concepts & Health Care Benefit

You will learn about the environment of employee benefit plans and issues pertaining to health care and health care plans. Topics covered include managed care, maintaining and improving employee health and benefits and workers' compensation issues. The required text *The Handbook of Employee Benefits: Design, Funding and Administration* can be ordered through the following web site: www.ifebp.org/cebs/cestusvc.asp

\$225.00

XNI 1002

CEBS 8-Human Resources and Compensation Management

You will examine human resources and compensation management including human resource planning, wage determination, employee benefits, total compensation concepts and noneconomic rewards as well as institutional and economic issues such as seniority, management rights and union security. The required text: *Managing Human Resources* can be ordered through the following web site: www.ifebp.org/cebs/cestusvc.asp

\$325.00

XNI 1003

CEBS 2 Employee Benefits: Design, Administration and

Other Welfare Benefits By focusing on the various forms of life insurance benefits you will learn about the employment relationship that continues with coverage of a variety of other welfare benefits. Flexible benefit plans and spending accounts are also discussed as well as the administration, funding, communication and taxation of welfare plans. Topics on multiemployer plans and benefits technology and information management are also included. The required textbooks may be purchased at the following Web site: www.ifebp.org/cebs/cestusvc.asp.

\$325.00

XNI 1004

CEBS 3 - Retirement Plans: Basic Features and Defined

Contributions You will be given an understanding of the types of individual account retirement plans available. Subjects discussed include profit-sharing plans, thrift and savings plans, Section 401(k) cash or deferred arrangements, employee stock ownership and stock bonus plans, individual retirement accounts, simplified employee pensions, and other topics, as well. This course prepares you to take the national exam. The required textbooks may be purchased at the following website: www.ifebp.org/cebs/cestusvc.asp.

\$325.00

XNI 1030

INS 21 - Property and Liability Insurance Principles

Expand your knowledge of property and liability insurance principles through a study of commercial coverages, including property, business income, inland and ocean marine, crime, boiler and machinery, general liability, auto, workers compensation and business owners.

\$155.00

XNI 1040

INS 22 - Personal Insurance

This course will provide an analysis of personal loss exposures and personal insurance coverages, including homeowners and other dwelling coverages, personal liability, inland marine, auto, life, health, and government programs.

\$155.00

XNI 1050

INS 23 - Commercial Insurance

This course will cover commercial coverages including property, business income, inland and ocean marine, crime, boiler and machinery, general liability, auto, workers compensation, business owners, as well as miscellaneous commercial coverages.

\$155.00

XNI 1100

AIC 33 - The Claims Environment

You will learn how the claim representative's role is simultaneously determined by policyholders and other customers, the insurance policy, the insurance company and its management and the law.

\$145.00

XNI 1115

AIC 34 - Workers Comp and Managing Bodily Injury Claims

This course will cover the important factors of the workers' compensation system to workers and to employers as well as the central role of claim settlements in that system. You will learn to analyze comprehensibility and benefits in given

situations, evaluate the medical aspects of given injury claims and appreciate the importance of medical knowledge and education.

\$145.00

XNI 1120

AIC 35 - Property Loss Adjusting

You will learn about all the significant aspects of property loss claims, other than auto. You will understand the important role that insurance policy language plays in determining the rights and duties of policyholders and insurers and how it shapes and guides the investigation and adjustment of first-party losses.

\$145.00

XNI 1125

AIC 36 Liability Claims Adjusting

The legal liability in given situations by organizing an appropriate investigation and how to apply the appropriate law will be covered. You will be able to evaluate damages for bodily injury, claims and effectively settle a third-party claim.

\$145.00

XNI 1130

AIS 25 Delivering Insurance Services

A description is not available for this course.

\$125.00

XNI 1145

ARe 141 Principles of Reinsurance

A description is not available for this course.

\$125.00

XNI 1150

ARe 142 Reinsurance Practices

A description is not available for this course.

\$175.00

XNI 1151

ARe 144 - Reinsurance Princ.

You will be introduced to the following insurance reinsurance principles: reinsurance, types of reinsurance and reinsurance program design, the reinsurance placement process, common reinsurance treaty clauses, quota share treaties, surplus share treaties, property per risk excess of loss treaties, casualty excess of loss treaties, catastrophe reinsurance, aggregate excess of loss treaties, reinsurance audits, reinsurance regulations, reinsurance aspects of the NAIC annual state and reserves.

\$145.00

XNI 1155

API 28 Personal Insurance; Underwriting and Marketing Practices

A description is not available for this course.

\$125.00

XNI 1158

API 29

A description is not available for this course.

\$125.00

XNI 1300**ARM 54 - Essentials of Risk Management**

This course will help you understand the nature and purpose of risk management for both accidental and business risks, identify and analyze risks facing individuals and organizations, examine and apply alternative risk management techniques and develop decision rules for choosing risk management techniques.

\$145.00

XNI 1301**ARM 56 Essentials of Risk Financing**

The following topics will be discussed extensively in this course; insurance as a risk financing technique, excess & umbrella liability, reinsurance & risk financing, captives, self-insurance, retrospectively rate finite & interated risk insurance plans and capital market products. The required text may be ordered by logging on to www.aicpcu.org.

\$145.00

XNI 1305**ARM 55 Essentials of Risk Control**

Students who successfully complete ARM 55 should be able to: (1) understand the importance of both accidental and business risks of risk control in risk management; (2) develop specific applications of risk control techniques to particular loss exposures; (3) apply decision rules for choosing risk control techniques; (4) implement chosen risk control techniques in specific situations; and (5) monitor the effectiveness of chosen risk control techniques and adapt them to changing circumstances. Further development and application of the guidelines for selecting risk management techniques introduced in ARM 54, especially in relation to the final steps of the risk management process, are included.

\$145.00

XNI 1330**AU 65 Commercial Underwriting: Principles and Property**

You will learn about all aspects of commercial principles and properties such as fundamental, developing underwriting information, financial analysis, pricing, underwriting direct exposures, construction, occupancy, protection and external exposures, indirect loss underwriting and commercial crime insurance. The text may be ordered by logging on to www.aicpcu.org.

\$145.00

XNI 1335**AU 66 Commercial Underwriting: Liability and Advanced Techniques**

A description is not available for this course.

\$125.00

XNI 1420**AU 63 - Commercial Liability Underwriting**

A description is not available for this course.

\$125.00

XNI 1450**ALCM 74-Accident Prevention**

A description is not available for this course.

\$125.00

XNI 1510**AAI 82 - Multiple-Lines Insurance Production**

\$125.00

XNI 2010**CPCU 510-Foundations of Risk Mgmt, Insurance &**

Professionalism. CPCU 510 is the foundation for the CPCU curriculum. It examines the American Institute Code of Professional Ethics and analyzing insurance from the perspective of its evolutionary roots, its role as a risk management tool, its function as a regulated business and its unique nature as a legal contract. It emphasizes the skills necessary to read, analyze and interpret property and liability insurance contracts. There are 16 weekly assignments.

\$175.00

XNI 2020**CPCU 2 - Personal Risk Management and Insurance**

The use of insurance and noninsurance techniques to handle the loss exposures and financial planning needs of individuals and families is covered in this course. 16 weekly assignments.

\$150.00

XNI 2030**CPCU 3 Commercial Property and Risk Management**

This course presents a survey of commercial loss exposures and the insurance coverages and non- insurance techniques used to manage those exposures.

\$165.00

XNI 2040**CPCU 4-Commercial Liability Risk Management**

This course presents a survey of commercial liability loss exposures and the insurance coverages and noninsurance techniques used to manage those exposures. Sixteen weekly assignments.

\$150.00

XNI 2050**CPCU 5 Insurance Company Operations**

This course is an overview of how the various insurance functions interact with each other and with outside entities to provide insurance and related services.

\$165.00

XNI 2060**CPCU 6 - The Legal Environment of Insurance**

This course will present a study of general business law that emphasizes the application of business law to insurance situations. Sixteen weekly assignments.

\$165.00

XNI 2070

CPCU 7 Management

This course covers the concepts of management and their application to insurance operations, including an examination of the role of the information resources in insurance organizations.

\$165.00

XNI 2080

CPCU 540 - Accounting and Finance

12

\$175.00

XNI 2090

CPCU 9 - Economics

In this course you will study the general concepts at the micro and macro levels, with particular emphasis on applications to insurance operations.

\$165.00

XNI 2215

Commercial Property Coverage Review

CECs: 3 property/casualty, Kansas and Missouri Insurance Dept.

\$39.00

XNI 2220

Homeowners Coverage - Part I

A description is not available for this course.

\$39.00

XNI 2230

Homeowner's Coverage - 3 P/C

You will learn about the analysis of Homeowner's - 3, Section I coverages with respect to definitions, basic coverages, extensions, limitations, perils, exclusions, conditions, mandatory and optional endorsements. You will also discuss Homeowner's - 3, Section II coverages emphasizing exclusions, conditions and optional endorsements.

\$45.00

XNI 2235

Homeowners Review

You will learn about all aspects of the homeowner's policies, which includes insured premises, replacement costs, property coverages, perils insured against dwellings and other structures, personal property, exclusions, liability coverages, and additional coverages. Case studies will be used to involve all students in the educational experience. CEC: 3 property/ casualty, KS & MO Insurance Department.

\$45.00

XNI 2239

Commercial General Liability

CECs: 3 property/casualty, Kansas and Missouri Insurance Dept.

\$39.00

XNI 2245

Errors and Omissions II - 2 general

You'll look at the most frequent types of E&O claims and how to avoid them. You'll cover insurance principles and E&O policy conditions and exclusions, as well as office procedures and sales methods that could affect professional liability claims.

\$40.00

XNI 2250

Errors and Omissions - Part II; Legal Principles and Responsibilities

CECs:3 general, Kansas and Missouri Insurance Department

\$39.00

XNI 2255

Errors and Omissions I

This course reviews the importance of documentation as well as agent duties and responsibilities. In addition, procedural outline is presented to minimize the agent's and agency errors and omissions exposure. CECs: 3 general Kansas & Missouri.

\$45.00

XNI 2260

Director's and Officer's Liability

CECs 3 hours P/C, Kansas and Missouri Insurance Department

\$39.00

XNI 2261

Directors and Officers Liability

CECs: 2 property/casualty, Kansas and Missouri Department

\$35.00

XNI 2262

Insurance Ethics/D & O Liability

CECs: 1 ethics, 2 property/casualty, Kansas Ins. Dept 1 general, 2 property/casualty, Missouri Ins. Dept.

\$39.00

XNI 2263

Exclusionary Clauses

How much ambiguity really exists in insurance policy language, both P/C and L/H? How effective are ex- clusions if the courts can eliminate them with legal legerdemain such as the "Reasonable Expectations" doctrine? This seminar attempts, first, to determine the intent of the underwriter and, then, to illustrate the apparent contradictory language to accomplish that intent. CECs: 3 general, Kansas and Missouri insurance departments

\$45.00

XNI 2265

Directors' and Officers' Liability/Employment Practices

When you consider that there are over 50 Directors' and Officers' Liability forms being marketed today it becomes clear that it is impossible, in a three hour class,

to analyze each form. Therefore it is the intent of this course to provide a brief overview of this coverage as well as some practical information that may be of assistance when attempting to place a D&O policy.

\$45.00

XNI 2290

Ethics Cases I

This course will explore your responsibilities and allegiances to company and client. Questions you may have will be addressed not only by the instructor, but also by your peers in the business. Various definitions of ethical behavior are evaluated and rated. A number of practical ethics cases are introduced and thoroughly discussed. An ethics exercise will be presented to test your personal judgment. 1 ethics, 2 property/casualty Kansas Ins. Dept. 1 general, 2 property/casualty Missouri Ins. Dept.

\$45.00

XNI 2295

Ethics Cases II - 3 Ethics

This class attempts to define the term "ethics" in a meaningful way, not only for the insurance industry but for the community. Numerous ethical issues will be presented for class discussion. These issues will be highlighted in the form of case studies. Agency, customer, public and governmental relationships will be analyzed for their ethical content.

\$45.00

XNI 2296

Insurance Ethics

Mandatory Kansas Insurance Ethics Course CECs:1 ethics, Kansas Insurance Department; 1 general Missouri Insurance Department

\$30.00

XNI 2297

Ethical Dilemmas - 1 Ethics

Case studies will be discussed to comply with the Kansas mandatory insurance ethics requirements. CECs: 1 ethics.

\$30.00

XNI 2298

Insurance Ethics II - 2 Ethics

This course attempts to define the term "ethics" in a meaningful way, not only for the insurance industry but for the community. Numerous ethical issues will be presented for class discussion. These issues will be highlighted in the form of case studies. Agency, customer, public and governmental behaviors will be analyzed for their ethical content. CECs: 2 Ethics, Kansas and Missouri Insurance Departments.

\$40.00

XNI 2299

Insurance Ethics II/Legal Basis of Insurance

Mandatory Kansas Insurance Course CECs:1 ethics, 2 general, Kansas Insurance Department:3 general Missouri Insurance Department

\$39.00

XNI 2311

Legal Principles of Insurance

The legal standards of liability keep changing and knowledge is a responsibility. You will discuss and learn about the legal principle standards of liability, causes of action and basic defenses, the fact that the agent has two masters, sources of authority and statutes that apply, such as life application as a binder. CECs: 1 general, Kansas and Missouri Insurance Department

\$30.00

XNI 2312

Legal Duties and Responsibilities

What are your legal responsibilities? You will learn about agent's duty of care, broker's duty of care and what misrepresentation, fraud and deceptive trade practices mean. Procedural matters such as applications for insurance, claims reporting to company and internal claims handling will be discussed. CECs: 3 general, Kansas

\$40.00

XNI 2313

Insurance Ethics/Errors & Omissions Cases II

CECs: 1 ET, 2 general, Kansas Insurance Department 3 general, Missouri Insurance Department

\$39.00

XNI 2314

Ethical Dilemmas/Workers Compensation Principles

CEC's 1 ET, 2 property/casualty, Kansas Insurance Dept. 1 general, 2 property/casualty, Missouri Insurance Dept.

\$39.00

XNI 2315

Workers' Compensation I

This discussion focuses on the intent of workers' compensation legislation and the variety of federal and state workers' compensation laws. You will contrast an employer's liability at common law with liability imposed by statutes. You will also discover the various types of claims that can be filed by employees and non-employees. CECs: 3 property/casualty KS & MO Ins Dept.

\$45.00

XNI 2317

Insurance Ethics/Workers Compensation Experience Rating

CEC's: 1 ethics, 2 property/casualty, Kansas Insurance Department; 3 property/casualty, Missouri Insurance Department

\$35.00

XNI 2319

Workers Compensation Principles

You will learn about the intent of workers compensation legislation and statutory liability imposed on employers as well as a review of federal and state workers' compensation laws and conflict between the laws. CECs: 2 P/C, Kansas

\$40.00

XNI 2320

Workers' Compensation II

The importance of this course is found in the analysis of standard workers' compensation coverage forms emphasizing workers' compensation, employers liability and other states' insurance. You will discuss the classification procedures, premium base determination, rates, experience modifications, premium discounts, expense constants, minimum premiums and state surcharges.

\$40.00

XNI 2321

Workers Compensation III

CECs: 3 property/casualty, Kansas and Missouri Insurance Department

\$39.00

XNI 2322

Workers Compensation IV

CECs: 3 property/casualty, Kansas and Missouri Insurance Department

\$39.00

XNI 2327

CGL Gap/Enhancement Coverage

CECs: 3 property/casualty, Kansas and Missouri Insurance Departments

\$39.00

XNI 2328

Legal Principles of Insurance

The legal standards of liability keep changing and increase regularly and knowledge is a responsibility. You will discuss and learn about the legal principle standards of liability, causes of action and basic defenses, the fact that the agent has two masters, sources of authority and statutes which apply, such as life application as a binder.

\$30.00

XNI 2329

Insurance Ethics II/Legal Principles

A description is not available for this course.

\$39.00

XNI 2339

Commercial General Liability

A description is not available for this course.

XNI 2345

Securities Pre License Series 6

Series 6 prepares representatives for the Series 6 licensed exam as required by the NASD. The Series 6 exam qualifies the individual as a limited securities representative to sell investment company products and variable contracts. Series 6 course educates students about the procedures, policies and regulations surrounding the sale of investment company products and variable contracts. You will learn how to make appropriate and suitable investment recommendations to clients.

\$210.00

XNI 2355

Commercial Property Update

CECs:1 property/casualty, Kansas Insurance Department

\$30.00

XNI 2360

Exclusions-Clauses and Cases

CECs:2 general, Kansas and Missouri Insurance Department

\$35.00

XNI 2361

Exclusions: Clauses and Cases/Insurance Ethics

CECs:2 general, 1 ethics, Kansas Insurance Department; 3 general, Missouri Insurance Department

\$39.00

XNI 2362

Insurance Ethics II/Commercial Property Update

CECs:1 ethics, 2 general, Kansas Insurance Department; 3 general, Missouri Insurance Department

\$39.00

XNI 2370

Employment Practices Liability Insurance

A description is not available for this course.

\$39.00

XNI 2375

Claims Made Coverages - 2 P/C

The following concepts will be discussed in this in-depth look at claims made coverage: types of loss under most claims policies, employment practices, liability insurance, directors and officers, errors and omissions, frequent claims made exclusions, legal defense expenses, and subsidiaries.

\$40.00

XNI 2376

Ethical Dilemmas/Claims Made Coverages

CECs:2 property/casualty, 1 ethics, Kansas Insurance Department, 2 property/casualty, 1 general, Missouri Insurance Department

\$39.00

XNI 2377

Insurance Ethics - 1 Ethics

Designed primarily to comply with the Kansas Insurance Department requirements, this one-hour session attempts to secure a consensus on the meaning of the term "ethical behavior" and then introduces examples of company, client and agent/broker behavior for evaluation and discussion from the standpoint of the consensus meaning. CECs: 1 Ethics, Kansas and Missouri Insurance Departments.

\$30.00

XNI 2378

Ethics Cases I

This course will explore your responsibilities and allegiances to company and client. Questions you may have will be addressed not only by the instructor but also your peers in the business. Various definitions of ethical behavior are evaluated and rated. A number of practical ethics cases are introduced and thoroughly discussed. Finally, an ethics exercise is presented for all to test their own judgment. CECs: 3 Ethics, Kansas and Missouri Insurance Departments.

\$40.00

XNI 2380

ARe 142 - Reinsurances Practices

In this seminar you will learn about the practice of reinsurance as it applies to reinsurance contracts, both facultative and treaty, reinsurance pricing and program design.

\$175.00

XNI 2400

Commercial General Liability Coverage Update

Are you up to date on the 1/1/96 General Liability changes? What legal expense reimbursement applies to in- demnitees under contract-liability assumptions. What changes took place in the 10/93 revision? This class clearly defines current coverage. CECs:3 property/casualty, Kansas and Missouri Insurance Department

\$39.00

XNI 2451

Social Security Facts for Life/Health Insurance Agents

This course will provide life/health insurance agents with valuable information about Social Security benefits and the treatment of renewal commissions. The facts and data contained in this seminar are helpful for anyone who advises clients and is often asked questions about Social Security. Upon completion of the seminar, you will have a solid understanding of Social Security facts. CECs: 2 life/health Kansas and Missouri Insurance Departments.

\$25.00

XNI 2453

Personal Coverage Review

In this three-hour session we will examine the salient features of the three basic person coverage: HOMEOWNERS, PERSONAL AUTO AND UMBRELLA. There is much to cover so the class will be fast paced touching only the highlights of coverage and exclusions. A number of claims examples will be introduced in order to emphasize scope of coverage. CECs: 3 property/casualty Kansas and Missouri Insurance Departments.

\$40.00

XNI 2454

Errors and Omissions II

This course will give you examples of the most frequent types of E & O claims and ways to avoid them. Insurance principles that pertain to the examples will be stressed as well as E & O policy conditions and exclusions that apply. Office procedures and sales methods will also be studied for their effect on professional liability claims. CECs: 3 General, Kansas and Missouri Insurance Departments.

\$45.00

XNI 2455

Supplemental Coverages

Which insureds need MACHINERY DAMAGE protection; CRIME COVERAGES A & C; or perhaps GARAGE LIABILITY? Do any of your insured have property of others in their care? How should these incidental property risks of loss be managed? Which PROPERTY or LIABILITY form is the best insurance alternative? This class will examine the most frequently requested policies used to solve these risk management problems. CECs: 3 property/casualty, Kansas and Missouri Insurance Departments.

\$40.00

XNI 2505

Commercial General Liability - 3 P/C

This class treats coverage issues that have been developing over the past few years. The general trend is for more coverage to be found because of the principle of adhesion. There are litigation strategies that the plaintiff's bench has introduced which have changed the rules of the game permanently. Cases and discussion will form a significant part of this session. CECs: 3 property/casualty, Kansas and Missouri Insurance Departments.

\$45.00

XNI 2510

E&O Claims Handling

What do you do when the inevitable happens? It is easy to make a mistake, and what you do will definitely affect the eventual outcome! This one-hour session may be the most important CE hour you take. CECs: 1 general, Kansas and Missouri Insurance Departments.

\$30.00

XNI 3005

Estate Planning I - 3 L/H

You'll look at the concepts and strategies involved in estate planning for single, married and nontraditional households. You'll cover historical perspectives and traditional approaches to planning for the disposition of an estate, as well as the growing popularity of the living trust and the need to consider possible disability during a lifetime. The course will emphasize comprehensive estate planning using a team of advisers, that include the insurance professional, while offering case studies that illustrate the pitfalls of inadequate planning or have no planning at all! CEUs: 3 L/H, Kansas and Missouri Insurance Departments.

\$45.00

XNI 3015

Estate Planning II - 3 L/H

You'll examine the need for planning to minimize the impact of federal estate tax and state inheritance tax on the larger estate. You'll explore planning techniques such as irrevocable trusts and planned giving programs, as well as estate and business planning for the small-to-medium-sized business owner through irrevocable life insurance trusts, charitable remainder trusts, buy/sell agreements and family limited partnerships. You are encouraged to complete Estate Planning I before enrolling in Estate Planning II. CECs: 3 L/H Kansas and Missouri Insurance Departments

\$45.00

XNI 3020

Planning for Business Succession

A description is not available for this course.

\$39.00

XNI 3090

Personal Injury Protection Seminar

CECs:3 property/casualty, Kansas Insurance Department

\$39.00

XNI 3200

Pre-license Insurance Instruction

A description is not available for this course.

\$195.00

XNI 3300

Introduction to Records Management

This six-week course will cover the principles of records management: basic principles of management program development, active records management, electronic records management, image technology, and inactive records management. It will also help prepare you for the six-part test to become a certified records manager.

\$139.00

XNI 3305

Introduction to Electronic Imaging

Electronic imaging technology is the means by which many of today's offices are going "paperless". Managers and administrators should be aware of the basics of this powerful tool in order to manage the evaluation and installation of imaging systems in the office. This course will explain the fundamentals, components and uses of electronic imaging systems. It will include an over- view of optical media technologies, systems applications, planning and cost justification.

\$93.00

XNI 3310

Business Income

Most insureds doubt the value of outlays for the purpose of purchasing business income coverage and certainly would normally decline the "opportunity" of availing themselves of this essential coverage. How would they react to a recommendation that they consider dependent properties protection as well? We will cover in this course the computation of proper business income values, the correct forms to offer, the needed endorsements to apply and the likelihood of dependent properties exposures. CECs: 2 property/casualty, Kansas and Missouri Insurance Department.

\$40.00

XNI 3311

Business Owners Protection

A businessowner confronts numerous risks; economic and political as well as those that can be termed insurable. Does the BUSINESSOWNERS policy do a good job in this regard? What else needs to be addressed - Workers Comp? Umbrella? Let's take a look in this course at what constitutes a minimum acceptable program for a business owner and then consider the most appropriate embellishments. CECs: 3 property/casualty, Kansas and Missouri Insurance Department.

\$40.00

XNI 3400

Introduction to ICD-9-CM Coding

A basic understanding of coding has become an important part of effective health care delivery. If you need an introduction to coding and want to focus on basic how- to's, plan to attend this practical course. The course will begin with an overview of the coding system and its conventions. You will code in class exercises from real- life situations to help you correctly apply the concepts presented. You will need to bring an ICD-9-CM coding book to each class. The book can be purchased in the JCCC bookstore.

\$40.00

XNI 3500

Medical Terminology I

This 30 hour certificate program will cover most aspects of medical terminology including all suffixes for surgery, diagnostic, symptomatic, etc. This course will cover basic anatomy, physiology, word roots, combining forms, prefixes and suffixes of the body including the ten major body systems, special senses and oncology. The textbook, "A Systems Approach" can be purchased in the JCCC bookstore.

\$155.00

XNI 3505

Medical Terminology II

The Medical Terminology II course is for the student who is currently in the allied health or court-reporting field, a medical office, insurance company or a business office, who wishes to upgrade their skills. We will continue to build on the basic principals of medical word building learned in Medical Terminology I, while building an extensive medical vocabulary through the understanding of anatomy and physiology. The diagnostic, symptomatic, special procedures and pharmacology sections will be reviewed to master medical terminology. The textbook, Medical Terminology: A Systems Approach, is available in the JCCC bookstore and bring to the first class.

\$155.00

XNI 3510

Basic CPT Coding

This course focuses on CPT and HCPCS coding systems for outpatient coding of procedures. You'll have in-class exercises to augment what you learn in the lectures. Basic knowledge of medical terminology will be helpful. You will need to have access to a CPT coding book, which can be purchased in the JCCC bookstore.

\$42.00

XNI 3540

Medical Legal Scams of the 20th Century

These include: back injury, whiplash, fibromyalgia and cumulative trauma disorders. Each subject will be thoroughly discussed along with recognized methods of patient evaluation, diagnosis and record analysis. Implication of vehicle accident or a worker's activity as the cause of a contrived injury will also be presented.

\$78.00

XNI 3550

Medical Office Procedures

This 40 hour certificate program will cover all medical office procedures including medical office opportunities, medical law and ethics, telephone procedures, appointments, records management, written communications, transcription, billing, health insurance, financial records, office management, professional reports, medical meetings and travel arrangements. The textbook, "Medical Office Procedures" can be purchased in the JCCC bookstore.

\$185.00

XNI 3551

Insurance: Long Term Care

You will learn about Long Term Care coverage, costs and common misconceptions regarding long term care. This course will cover Medicare and Medigap insurance and who pays the costs. In addition you will discuss other options such as self-insurance, medicade, long term care insurance and the various types of care available. Finally, the tax qualified and non tax qualified issues will be discussed.

\$30.00

XNI 3560

Medical Transcription I

This 40 hour course will cover most areas of medical transcription. You will develop a clear understanding of medical records, i.e. physical examinations, radiology report, operative reports, pathology reports, discharge summaries and death summaries. Learn about the trans- cription rules including capitalization, numbers, punctuation, abbreviation and symbols. Transcribe case studies of the following systems; reproductive, musculo- skeletel, cardiovascular, nervous, digestive, endocrine, lymphatic, respiratory, urinary and integumentary. The textbook, "Beginning Medical Transcription" can be purchased in the JCCC bookstore. Prerequisite: Medical Terminology and ability to type 30 words per minute.

\$190.00

XNI 3565

Medical Transcription II

This advanced medical transcription and terminology course is for students who wish to upgrade their skills in the allied health field, court reporting field, a medical office or a business office. Students need to possess a good foundation in medical terminology and transcription to be eligible for this course. The text- book is available in the JCCC Bookstore and is to be brought to the first class. If you have questions, call 469-3811.

\$190.00

XNI 3575

Medical Terminology: An Overview

Long strings of Latin and Greek medical terms often are confusing. Yet, there's a logical order to their construction, an order that can be analyzed and under- stood. In this course, you'll learn to spell and define the most commonly used medical terms. Health care workers, personnel working in billing and insurance, secretaries and health-care consumers will find this introductory course helpful. Bring blank paper to use in class.

\$69.00

XNI 3600

Intermediate ICD-9-CM Coding

Extend your understanding of basic ICD-9-CM coding by exploring the coding guidelines for the circulatory sys- tem, neoplasms, obstetrics, HIV, injuries and late effects, poisonings and adverse drug effects. You will learn basic how-to's and complete exercises to augment what you learn from lectures. You will need to have ac- cess to an ICD-9-CM book for use at each class. The ICD-9-CM three volume set can be purchases in the JCCC bookstore.

\$72.00

XNI 3700

Basic CPT Coding

This course focuses on CPT and HCPCS coding systems for outpatient coding of procedures. You'll have inclass exercises to augment what you learn in the lectures. Basic knowledge of medical terminology will be helpful. You will need to have access to a CPT coding book, which can be purchased in the JCCC Bookstore.

\$54.00

XNI 5000

National Flood Insurance Program

The goal of these seminars is to increase the awareness of lenders, insurance and real estate agents, community, state and federal officials, floodplain and emergency managers in understanding the National Flood Insurance Program (NFIP). Lenders have mandated flood insurance purchase requirements. Insurance agents are the source for purchasing flood insurance. Real estate agents need to pass along material information regarding a property for sale. Community, state and federal officials, flood- plain and emergency managers must address floodplain management issues. By having all groups together at one workshop, a better understanding of the needs and requirements of each group will be attained.

\$25.00

XNI 5007

NFIP National Flood Insurance Regional

Sell an "Umbrella?" Sell a Flood Policy!/ "Floodplain Management for the New Mellinium"

\$25.00

XNI 5010

Insurance Jewelry Replacement

The focus of this seminar will be to introduce you to the world of diamonds and its nomenclature. You will learn the language necessary to describe a diamond on an appraisal document so a future replacement can be provided for like kind and quality. The instructors will also suggest questions to ask the insured, if and when information regarding the quality of the diamond is incomplete or vague.

\$30.00

XNI 5011

Kansas Pre-License Insurance Life/Health

You will learn about the life and health insurance principles and concepts common to all state agent licensing exams. Topics include insurance contracts, life insurance policies, premiums and proceeds, underwriting and policy issues, group life insurance, annuities, retirement plans, health providers, Medicare, medical expense insurance and all aspects of Kansas life/health laws. Course fee includes the books.

\$210.00

XNI 5012

Kansas Pre-License Insurance Property/Casualty

You will learn about the property and casualty insurance principles and concepts common to Kansas agent licensing exams. It is intended as a comprehensive introduction to property and casualty insurance. Topics include industry regulations, underwriting, property insurance, personal lines, commercial lines, inland marine, commercial floaters and federal programs. Course fee includes the books.

\$229.00

XNI 5013

Life Insurance Policies 4 hr. L/H

You will learn about the design and application of each of the major types of life insurance policies currently on the market today: term life, whole life, universal life, variable life and variable universal life.

\$49.00

XNI 5014

Annuities Today 4 hr. L/H

You will learn about immediate and deferred annuities; fixed, variable and equity indexed annuities; payout options; and the fundamentals of common annuity provisions and options.

\$49.00

XNI 5015

Long Term Care 4 L/H

You will be introduced to all aspects of long term care which includes scope of services tax-qualified plans, new benefit options and updates on Medicaid information. This course gives you the knowledge and tools needed to compare various Long Term Care policies.

\$49.00

XNI 5031

Annuities Today

You will be introduced to annuities in this short focused online course that covers immediate and deferred annuities, fixed, variable and equity indexed annuities, payout options, and the fundamentals of common annuity provisions. Continuing Education: KS-2, MO-5, CFP-2, CPA-2, PACE-2.

\$27.00

XNI 6000

Medicare - 4 L/H

Examine Medicare Parts A & B to take an in-depth look at Medicare supplements. In addition, the ten standardized Medicare supplements are discussed and their benefits examined.

\$49.00

XNI 6001

Life Insurance Products - 4 L/H

You will learn about policy provisions, policy options, and policy types in this computer-based program.

\$49.00

XNI 6002

Homeowner's Policy - 4 P/C

Investigate the 1991 ISO Homeowner's form including eligibility as well as Section I & II exclusions, conditions, and additional coverage.

\$49.00

XNI 6003

Personal Auto Policy - 4 P/C

Investigate the ISO 1989 Personal Auto form that includes definitions as well as exclusions for each of Parts A, B, C, and D.

\$49.00

XNI 6004

Business Owner's Policy - 4 P/C

Explore through an in-depth look at both the property and liability sections of the ISO Business Owner's Policy that includes exclusions and policy options.

\$49.00

XNI 6005

Ethics: Consumer Protection - 2 ET

Examine the various ethical terms used in numerous situations. Ethics in several insurance scenarios is discussed as well.

\$30.00

XNI 6006

Errors and Omissions - 2 general

Review the importance of documentation as well as agent duties and responsibilities. In addition, procedural outline is presented to minimize the agent and agency's errors and omissions exposure.

\$30.00

XNI 6007

Results Through Risk Management - 3 general

What is risk management? You will learn about risk management and its benefits. In addition, the entire risk management process is examined.

\$39.00

XNI 6008

Personal Lines Endorsements - 4 P/C

The endorsements available today for homeowners, personal automobile, and umbrella policies are thoroughly examined in this computer program.

\$49.00

XNI 6009

Introduction to Commercial Liability - 4 P/C

An overview of commercial general liability concepts is presented. In addition major liability exposures are reviewed. The claims made and occurrence forms are examined and an overview of commercial umbrellas is presented as well.

\$49.00

XNI 6010

Introduction to Commercial Property - 4 P/C

The basic concepts pertaining to insuring commercial property will be discussed and examined.

\$49.00

XNI 6011

Introduction to Life Insurance - 4 L/H

Life insurance concepts and clauses will be reviewed. The differences between term and whole life policies will be discussed and policy riders examined.

\$49.00

XNI 6012

Business Auto Policy - 4 P/C

You will take an in-depth look at each of the four sections in the commercial automobile or business auto policy.

\$49.00

XNI 6013

Workers' Compensation - 4 P/C

In this computer based course the background and development of workers' compensation will be discussed. State and jurisdictional benefits will be reviewed as well as policies and endorsements.

\$49.00

XNI 6014

ARE 141 Principles of Reinsurance

This course covers the following topics that pertain to the insurance and reinsurance business: Agency and its responsibilities, underwriting insurance coverages, types reinsurance, reinsurance program design, claims practices, reinsurance audits, financial analysis and reinsurance regulation. The course is thirteen sessions.

\$175.00

XNI 6015

NFIP: The Elevation Certificate

The new FEMA Elevation Certificate (EC) use becomes mandatory effective Oct. 1, 2000. You will learn what the EC changes are, what the certificate is used for and why, and how to use the certificate to rate flood insurance policies, using ECs to support map revisions and amendments, and how elevation certificates indicate a community's compliance. There will be hands-on exercises during the last hour.

\$30.00

XNI 6016

Reinsurance Update

You will learn about the fundamentals of reinsurance including types, functions, forms and classes that aid the insurance professional in understanding the primary market and the impact on that market. You will discuss the changes in settlement processes and attitudes towards litigating outcomes in the Reinsurance area.

\$30.00

XNI 6018

Commercial Package Policies

This course review the ISO Commercial Package Policy as well as the ISO Businessowners form. Exclusions, conditions, extensions of coverage, and additional coverage are discussed.

\$45.00

XNI 6019

Commercial Auto

This course takes an in depth look at each of the four sections in the commercial automobile or business auto policy.

\$34.00

XNI 6024

Advanced Railroad Claims School

Enhance your negotiation skills, present alternative negotiation techniques, develop goal setting/planning skills and learn to develop effective listening oral observation skills while understanding the importance of effective communication with employees. You will also discuss and obtain additional insights into current legal developments and review critical legal issues related to railroad claims handling.

\$525.00

XNI 6025

Be Flood Alert in 2005

You will be given an overview of the National Flood Insurance Program and the NFIP's Elevation Certificate Program changes. The federal government has created a new Elevation Certificate and its use became mandatory in October 2000. This training provides a review by comparing each section with the correlating instructions and carefully analyzes the process of this highly technical document. Several hands-on exercises will be presented to ensure that you have a complete comprehension of the Elevation Certificate.

\$30.00

XNI 6026

NFIP 2002/Be Flood Alert in 2002

You will be given an overview of the National Flood Insurance Program and the NFIP's Elevation Certificate Program changes. The federal government has created a new Elevation Certificate and its use became mandatory in October 2000. This training provides a review by comparing each section with the correlating instructions and carefully analyzes the process of this highly technical document. Several hands-on exercises will be presented to ensure that you have a complete comprehension of the Elevation Certificate.

\$30.00

XNI 6027

CPCU 520 Insurance Operations & Regulations

You will learn all aspects of insurance operations and regulations, which included distribution systems, underwriting (property, liability & package), loss control & premium auditing, reinsurance, ratemaking, financial management, and claims adjusting. Taking this course prepares you for the CPCU 520 exam.

\$175.00

XNI 6028

CPCU 530 The Legal Environment of Risk Management

You will learn all aspects of the insurance legal system such as criminal law & international torts, negligence, product & professional liability, contracts, real property, credit & bankruptcy, principal & agent, employment law, business entities, corporate management & shareholder rights and consumer protection. This course prepares you to take the test in December.

\$175.00

XNI 6029

CPCU 551 Commercial Property Risk Management Insurance

You will learn all aspects of commercial property risk and insurance such as building & personal property coverage, cases of loss forms, flood, earthquake & specialty forms, business income, inland marine & ocean cargo, crime, equipment breakdown business owners & farm owners, and surety bonds. This course prepares you to take the test in December.

\$175.00

XNI 6030

CPCU 552 Commercial Liability Risk Management and

Insurance You will learn about Liability Loss Exposures, Risk Control, CGL, Business Auto, Garage and Motor Carrier, Workers Compensation and Employers Liability, Professional Liability, Environmental Insurance Aviation, Marine, Excess and Umbrella Liability, and Advanced Risk Management Techniques. This course prepares you for the national CPCU 552 exam.

\$175.00

XNI 6031

CPCU 553 Personal Risk Management, Insurance and Financial

Planning You will learn about the survey of personal risk management, insurance and financial planning, which includes auto insurance, personal auto policy, homeowners insurance, residential insurance, personal financial planning, life, health and disability insurance, investment planning, planning for retirement and estate planning.

\$175.00

XNI 6032

CPCU 555 Personal Risk Management and Property Liability

Insurance You will learn about personal risk and property liability insurance which includes personal risk management, homeowners endorsements & variations, personal auto, recreational vehicles, developing personal insurance products, underwriting profitability, pricing, reunderwriting personal portfolios, and gaining efficiencies in personal insurance operations. This course prepares you for the national CPCU test.

\$175.00

XNI 6033

CPCU 556 Personal Financial Planning

You will learn about life insurance & social security insurance including health, disability and long-term insurance, basic investment principles, equity & fixed-income investments, mutual funds, asset allocation, income tax planning, planning for retirement and estate planning. The course prepares you for the national CPCU test.

\$175.00

XNI 6034

CPCU 557 Commercial Risk Management Insurance &

Financial Planning In this survey course of commercial risk management and insurance you will learn about commercial property, business income, commercial crime and equipment breakdown insurance, inland and ocean marine commercial general liability, commercial auto, business owners and farm workers compensation and employers liability and risk financing. This course prepares you for the national CPCU exam.

\$175.00

Intensive English (XGI)

XGI 1020

American Idioms and Slang

Where is "hog heaven"? Can you be arrested for "beating a dead horse"? What does "no duh" mean? Come and find out about these and other idioms and slang expressions unique to the American culture. This course will help you to speak and understand English in an informal social context. Beginning through Advanced level of English proficiency required.

\$149.00

XGI 1035

Advanced Learning Strategies

Practice speaking and understanding English in an academic setting by listening to lectures, participating in small group discussions, giving presentations, expressing ideas and opinions, summarizing and comprehending various speech forms and a variety of other activities.

\$675.00

XGI 1040

Introductory Pronunciation

Learn to express meaning and feel confident in different types of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress and intonation.

\$199.00

XGI 1041

High Intermediate and Advanced Pronunciation

Learn to express meaning and feel confident in different types of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress and intonation.

\$95.00

XGI 1043

English Pronunciation Improvement Class

Do you think your pronunciation needs improvement? Are you worried that your accent keeps people from understanding you when you speak? If so, then this class is for you! Learn various pronunciation skills that will help you to express meaning and feel confident in many different types of spoken communication. This class will give you strategies, learning tools and practice while you focus on the important English pronunciation issues, such as rhythm, stress and intonation.

\$62.00

XGI 1065

Medical English for Nurses

Nurses learn medical English to effectively communicate with doctors, nurses, patients and patient's families. Class is open to experienced nurses or students in the process of completing their nursing education.

\$449.00

XGI 1080

American Culture

Learn about and understand American customs and practices including idioms and slang.

\$45.00

XGI 1092

Exploring the Plains

A description is not available for this course.

XGI 1094

JCCC Information Systems and Keyboarding Improvement

Practice keyboarding, email and Internet skills necessary for academic success.

\$95.00

XGI 1100

Introductory Listening and Speaking

Practice speaking and understanding English in an academic setting by listening to lectures, participating in small group discussions, giving presentations, expressing ideas and opinions, summarizing and comprehending various speech forms and a variety of other activities.

\$675.00

XGI 1110

Beginning Listening & Speaking

Students become familiar with academic topics, concepts, and vocabulary; learn academic skills and strategies; acquire the skills needed to ask appropriate-level questions; develop note-taking strategies; participate effectively in academic situations, such as discussions, lectures, study groups, and office meetings; and use information from spoken presentations and notes for academic tasks such as tests or small group discussions.

\$675.00

XGI 1112

Beginning Pronunciation

Students learn and use the tools, tips, and techniques to help them speak English clearly and accurately. A five-part structure allows focused practice in individual sound areas: Vowels; Consonants; Syllables and Stress in Words; Rhythms; and Intonation.

\$199.00

XGI 1120

Intermediate Listening & Speak

Practice speaking and understanding English in an academic setting by listening to lectures, participating in small group discussions, giving presentations, expressing ideas and opinions, summarizing and comprehending various speech forms and a variety of other activities.

\$675.00

XGI 1122

Intermediate Pronunciation

Learn to express meaning and feel confident in different types of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress and intonation.

\$199.00

XGI 1130

High Inter Listening & Speak

Practice speaking and understanding English in an academic setting by listening to lectures, participating in small group discussions, giving presentations, expressing ideas and opinions, summarizing and comprehending various speech forms and a variety of other activities.

\$675.00

XGI 1132

High Intermediate Pronunciatio

Learn to express meaning and feel confident in different types of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress and intonation.

\$199.00

XGI 1140

Adv Listening & Speaking

Get ready for credit classes by increasing your confidence about listening and speaking in the American college classroom! Practice academic speaking and understanding by listening to lectures, participating in small group discussions, giving presentations, expressing ideas and opinions, summarizing and comprehending various speech forms and a variety of other activities. Advanced level of English proficiency required.

\$675.00

XGI 1142

Advanced Pronunciation

Learn to express meaning and feel confident in different types of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress and intonation.

\$199.00

XGI 1150

Presentation/Notetake Skills I

A description is not available for this course.

\$675.00

XGI 1200

Introductory Grammar

Study, practice and use the various forms, meanings and uses of English grammar in order to become a better academic speaker and writer. This class reinforces, supports and expands upon the elements of grammar introduced and taught in writing and grammar class.

\$675.00

XGI 1210

Beginning Grammar

Students study, practice and use the various structures of English in order to become a better academic speaker and writer. This class uses a workshop approach to reinforce, support, and expand upon grammar points covered in the writing class. However, students need not be enrolled in the writing class to take advantage of this opportunity.

\$675.00

XGI 1220**Intermediate Grammar**

Study, practice and use the various forms, meanings and uses of English grammar in order to become a better academic speaker and writer. This class reinforces, supports and expands upon the elements of grammar introduced and taught in writing and grammar class.

\$675.00

XGI 1230**High Intermediate Grammar**

Study, practice and use the various structures of English in order to become a better academic speaker and writer. This class reinforces, supports and expands upon grammar in the writing and grammar class.

\$675.00

XGI 1240**Advanced Grammar**

A description is not available for this course.

\$675.00

XGI 1245**Advanced Grammar Workshop**

Study, practice and use the various structures of English in order to become a better academic speaker and writer. This class reinforces, supports and expands upon grammar in the writing and grammar class.

\$675.00

XGI 1320**Writing Basics**

A description is not available for this course.

XGI 1411**Reading I**

A description is not available for this course.

XGI 1431**Reading III**

A description is not available for this course.

XGI 1441**Reading IV**

A description is not available for this course.

XGI 1460**Reading & Vocabulary VI**

A description is not available for this course.

XGI 1600**Introductory Reading and Writing**

Learn, practice and use various writing skills and structures of English to express and convey meaning produce various kinds of academic papers, and become a better writer.

\$1,350.00

XGI 1610

Beginning Reading and Writing

Learn, practice and use various writing skills and structures of English to express and convey meaning produce various kinds of academic papers, and become a better writer.

\$1,350.00

XGI 1620

Intermediate Reading and Writing

Learn various writing skills in order to express and convey meaning and produce various kinds of academic papers.

\$1,350.00

XGI 1630

High Intermediate Reading and Writing

Learn various writing skills in order to express and convey meaning and produce various kinds of academic papers.

\$1,350.00

XGI 1640

Advanced Reading, Writing and Research

Learn various writing skills in order to express and convey meaning and produce various kinds of academic papers.

\$1,050.00

Law Enforcement (XNP)

XNP 0140

Basic Leadership/Johnson County Sheriff's Department

Upon successful completion of this course, the student should be able to define the supervisor's role within a company and identify the skills necessary to successfully fulfill that role. In addition, the student should be able to determine the supervisor's role in supervising employees on an individual basis and as a group. The student should also be able to apply the principles of supervision in simulated work situations. (10 sessions)

\$121.00

XNP 5000

Pediatric Advanced Life Support & Trauma Course

Instructor: Barnett

\$210.00

XNP 5010

EMT Recertification

A description is not available for this course.

\$99.00

XNP 5011

EMT Intermediate Update

This course will provide information regarding new trends and equipment in intravenous therapy. There will be time to practice your skills as well. Completing this course will meet your recertification requirements for EMT-I by the Kansas Board of EMS.

\$29.00

XNP 5012

EMT Defibrillator Update

This course will provide information and practice session for EMT's to update their knowledge and skills in defibrillator therapy. Completing this course will meet your recertification requirements for EMT-D by the Kansas Board of EMS.

\$29.00

XNP 5013

EMT "B" Refresher

(4 sessions)

XNP 5014

EMT-P Refresher

A description is not available for this course.

\$250.00

XNP 5020

Emergency Care: Are We Doing It Right?

Paul Pepe, one of the country's leading physician researchers in emergency medicine, will lead this day- long seminar on evolving issues in resuscitation and emergency medicine. Seminar topics will include directions in the early management of post-traumatic hemorrhage, improved criteria for both termination and waiver of resuscitation efforts, ACLS and new directions in the pre-hospital management of severe trauma.

\$59.00

XNP 5030

Internal Affairs Personnel Management

Instructor: Southeastern Center

\$295.00

XNP 5040

Basic Crime Scene Processing

Instructor: Chapin

\$100.00

XNP 5050

Administration and Supervision of Field Training Officer

Instructor: Kaminsky

\$350.00

XNP 5060

Sexual Harassment

Instructor: Brewer

\$65.00

XNP 5070

Overview of the Internet

A description is not available for this course.

\$0.00

XNP 5080

BLS INSTRUCTOR Reaffirmation

A description is not available for this course.

\$50.00

XNP 5090

Law Enforcement 40-hour Block Training

A description is not available for this course.

\$200.00

XNP 5100

Ethics and Integrity in Law Enforcement

A description is not available for this course.

\$99.00

XNP 5110

Identifying Lies & Disguise

A description is not available for this course.

\$450.00

XNP 5120

W-Z Seminar on the Reid Method of Criminal Interviews & Interrogation

The purpose of this course is to crystallize the experience of the trained investigator and to focus on those aspects of interview and interrogation which will prove most useful in the investigative process. For the new investigator, it will form the basis for growth by providing a structured format that can be used while the investigator gains experience. The approach of the course is one of practical application rather than theory. (3 sessions)

\$499.00

XNP 5121

Reid's Adv Interview/Interrog

A description is not available for this course.

XNP 5125

Clear, Concise Report Writing

A description is not available for this course.

\$200.00

XNP 5130

Principles for Effective Drug Enforcement

A description is not available for this course.

\$195.00

XNP 5131

Drugs and Impaired Driving

A description is not available for this course.

\$57.00

XNP 5140

Physical Fitness Standards & American Disabilities Act

A description is not available for this course.

\$195.00

XNP 5160

Instructor Development

A description is not available for this course.

\$0.00

XNP 5170

Accident Investigation Course

Instructor: Plumly

\$600.00

XNP 5171

Death Investigations

A description is not available for this course.

\$29.00

XNP 5180

Basic Field Training Officer Course

Instructor: Kaminsky & Associates

\$499.00

XNP 5181

Field Train Officer/Supv Adv

A description is not available for this course.

\$395.00

XNP 5182

Coaching Within an Evaluation Program

A description is not available for this course.

\$350.00

XNP 5190

Supervision of Police Personnel
Northwestern Traffic Institute

\$995.00

XNP 5200

School Resource Officer Training

A description is not available for this course.

\$400.00

XNP 5201

Sro/Solutions/Violence

A description is not available for this course.

\$340.00

XNP 5300

Developing Your Leadership Style

veloping Your Leadership Style

\$90.00

XNP 5301

Knife Defense

A description is not available for this course.

\$40.00

XNP 5302

Search and Seizure

A description is not available for this course.

\$25.00

XNP 5303

Search and Seizure

A description is not available for this course.

\$50.00

XNP 5304

Gangs

A description is not available for this course.

\$25.00

XNP 5305

Hand Gun Retention

A description is not available for this course.

\$25.00

XNP 5307

Law Enforcement Internet

A description is not available for this course.

\$45.00

XNP 5308

Pract. Kines. Rdside & Fld Int

This course teaches multi-phase behavioral analysis and tactical interrogation methods using advanced kinesic interview and interrogation theories. It is designed to provide the street/road patrol interdiction officer with knowledge and understanding of truthful and deceptive verbal, nonverbal, and emotional behaviors exhibited by subjects during vehicle stops or when taking incident reports. The course discusses practical kinesic principles, verbal cues, stress response states, body language cues and confession behaviors.

\$395.00

XNP 5310

Weapons of Mass Destruction and Their Biological Threat

A description is not available for this course.

\$50.00

XNP 5311

Crime Scene Refresher

A description is not available for this course.

\$25.00

XNP 5312

Risk Mgmt for Supervisors

Gordon Grahm speaks on "Five Concurrent themes for Success, Why Things Go Right, and Ethical Decision-making"

\$99.00

XNP 5313

Risk Mgmt for Officers

Gordon Grahm speaks on "Five Concurrent themes for Success, Why Things Go Right and Ethical Decision-making"

\$99.00

XNP 5314

Critical Incident Resp Tips

A description is not available for this course.

\$165.00

XNP 5315

Adv. Officer Survival

Advanced Officer Survival and Mobile Platoon Deployment - offered by James R. Davis

\$185.00

XNP 5316

911 Oper.- Fund. of Terrorism

Fundamentals of Terrorism for 911 Dispatchers and Call Takers - by James R. Davis

\$165.00

XNP 5400

Police Staff and Command

A description is not available for this course.

\$4,500.00

XNP 5500

DISABILITY AWARENESS FOR LAW ENFORCEMENT

This course raises awareness among the law enforcement community of the problem of victimization of people with disabilities. Other components provide law enforcement officials with a broad understanding of disability issues including: state and federal laws pertaining to people with disabilities; how to recognize a disability and how to effectively communicate and interact; how to deal with an offender with a disability; and the structure and availability of disability services and resources in the community. (2 sessions)

\$99.00

XNP 5600

High Risk Patrol Operations

A description is not available for this course.

\$175.00

XNP 5700

OBJECTIVE PRE-EMPLOYMENT INTERVIEWING

There is a direct relationship between people who do not meet a hiring agency's basic qualifications or behavioral requirements and their tendency to exaggerate, fabricate, minimize, or omit critical information needed to make hiring decisions. Legislation has been proposed that would eliminate government's use of polygraph and various psychological tests (already illegal in the private sector). Record checks (criminal, credit, academic, traffic, etc.) require that a record exist (seldom the case, particularly with regard to criminal misconduct, violence, or conflicts of interest) and drug tests can be defeated by simple temporary abstinence. In short, it's becoming increasingly more difficult - and expensive - to obtain accurate information regarding sworn and civilian candidates for employment. This course is appropriate for recruiters, personnel officers, background investigators, members of the oral board, and administrators charged with the selection of police and other public personnel for positions of trust. It does not attract negative media or legislative attention and often provides critical employment information unattainable from any other source. (2 sessions)

\$319.00

Leadership (XBZ)

XBZ 0431

Influencing Change for Win-Win Outcomes

Successful organizations thrive on new ideas that lead to better ways to work. But in today's cross-functional workplace, successful implementation means those ideas need support from a wide range of people. In this seminar, you'll explore methods to analyze, develop and present ideas in a way that will help you win the necessary support and effectively deal with change for win-win outcomes. You'll discover how to recognize situations where it is appropriate to use influencing skills, identify a variety of factors that motivate people, assess and understand the reasons for change and how to take positive action to make change successful.

\$179.00

XBZ 0432

Proactive Listening

Proactive listening is a powerful tool for building and maintaining the strong relationships required to reach personal and organizational goals. Participants will learn verbal and nonverbal techniques to move from a "reactive" to a "proactive" approach to listening. They will be able to identify situations in which good listening can make the difference between success and failure, and the typical barriers to effective listening.

\$114.00

XBZ 0433

Influencing for Win-Win Outcomes

Successful organizations thrive on new ideas because these ideas can lead to finding better ways to work. However, many good ideas will be lost unless people have the confidence and skills to win support for their ideas by influencing others. In this program, participants learn to analyze, develop and present their ideas in a way that will help them win support.

\$114.00

XBZ 0434

Giving and Receiving Constructive Feedback

Individuals and organizations benefit from honest, objective feedback that can improve performance and build strong work relationships. Participants will learn constructive approaches to giving and receiving feedback, with an emphasis on maintaining a spirit of openness and mutual respect.

\$114.00

XBZ 0436

Coaching: Bringing Out the Best in Others

Coaching is a powerful and effective way to maximize the performance of everyone associated with an organization. In this workshop, learn the coaching skills to motivate, guide and support one another in working toward and achieving top performance.

\$114.00

XBZ 0438

Identifying Work Priorities and Setting Verifiable Goals

Employees often manage multiple responsibilities - cross-functional, project-related, short-and-long-term. Moreover, work assignments may come from various sources, resulting in difficulty determining priorities and assessing performance standards. Participants will learn a commonsense approach to formulating clear goals with measurable objectives so they can verify results. They will also learn to limit goals to those with high payoffs for the organization.

\$164.00

XBZ 0439

Moving from Conflict to Collaboration

Recent changes in the workplace emphasize the importance of effective collaboration. This type of collaboration can lead to new potentials for conflict. Employees at every level of an organization need to have the skills to turn conflicts into opportunities to achieve positive, productive results. Participants will learn to identify behavior patterns that undermine their ability to address conflict constructively.

\$114.00

XBZ 0441

Gaining Commitment to Pre-Set Goals

This program offers leaders a process for helping move a group toward commitment to pre-set goals. This is done by building a compelling case, encouraging employees to express their concerns in order to move them toward commitment, and by identifying specific next steps.

\$164.00

XBZ 0442

Correcting Performance Problems

This workshop provides a process leaders can use to get an individual's performance back on track and build motivation for continual improvement. It focuses on discussions that are necessary after less-formal feedback and coaching have failed to result in improved behaviors.

\$164.00

XBZ 0443

Personal Strategies for Navigating Change

In today's workplace, employees are experiencing tremendous changes in the way work gets done and in the way people work together. These changes present new demands and challenges for everyone in the organization. This program offers participants an approach to navigating change by providing skills for taking positive action to make change successful, both individually and with others.

\$114.00

XBZ 0444

Conducting a Collaborative Performance Review

In this interactive workshop, participants will learn to prepare for a performance review, to manage expectations during the discussions and to create an atmosphere that encourages openness about concerns or plans for the future.

\$164.00

XBZ 0445

Managing Your Priorities

This program provides the awareness and skills participants need to make better decisions about their daily work. They learn techniques for handling complex interpersonal interactions, building strong work relationships, and increasing overall productivity in an environment with changing priorities.

\$114.00

XBZ 0446

Sales Performance Showcase

A description is not available for this course.

XBZ 0447

Giving Recognition

Everyone, not just managers and supervisors, must learn to give recognition to peers and even those outside the organization to create and sustain a productive workplace. Participants will learn how positive reinforcement inspires people to think beyond their immediate well-being and focus on the concerns of the group and the organization as a whole.

\$114.00

XBZ 0452

Handling Emotions Under Pressure

In today's high-pressure work environment, emotions are bound to erupt. An emotional outbreak is often a clue that a problem is affecting an employee's ability to work effectively. In this seminar, participants will learn a process for handling the emotions in daily work situations and how to take charge in difficult circumstances.

\$114.00

XBZ 0453

Moving the Organization Forward

In this seminar, participants will learn a collaborative planning process that taps into everyone's expertise, creativity and enthusiasm so people can decide how to adapt the work they do to support the goals, strategy or direction in today's fluid and fast-changing organization.

\$164.00

XBZ 0454

Expressing Yourself: Presenting Your Thoughts and Ideas

We can all benefit from learning to express ourselves more effectively. This seminar increases confidence by helping participants better present their thoughts and ideas. Learn how to plan, organize and deliver results-oriented messages; skills useful in a variety of situations, from informal discussions to formal meetings and presentations.

\$114.00

Legal Education and Mediation (XNL)

XNL 0500

ALN Teleconference

A description is not available for this course.

\$0.00

XNL 0520

ALN Teleconference

A description is not available for this course.

\$0.00

XNL 1000

Principles of Core Mediation: How to Settle Disputes

This course offers you valuable information about the mediation process and how it can be used to effectively deal with and settle conflicts. All members of the staff are certified mediators in the state of Kansas. This seminar will teach you the stages of core mediation, which involve neighbor to neighbor disputes, as well as the guidelines for using mediation in your current employment position. Upon completion of the 24 hour course and a practicum of co-mediating three court cases, an individual can apply for certification from the state of Kansas to be an approved core mediator.

\$400.00

XNL 1005

Mediation Practicum

Includes mediating 3 court cases under the supervision of a state certified mediator.

\$295.00

XNL 1010

Domestic Relations Mediation Training

In this 24 hour course, you will learn to apply mediation principles to situations involving divorcing parents who are in dispute over their children, disputes pertaining to access to their children or co-parenting matters. The training techniques include lecture, class discussion and demonstration. The materials include a review of the mediation principles, application to divorce situations, divorce dynamics, child development, family systems, conflict theory, communication, ethics, Kansas laws, impasse strategy, resource development and networking. Several role plays will be utilized to practice skill development. This course has been approved by the Kansas Supreme Court to meet the educational/ classroom requirements for approved domestic mediation. The practicum requirements will be discussed in the class. A prerequisite is the successful completion of the 24-hour Principles of Core Mediation training through JCCC or another Kansas Supreme Court approved program. The instructors will make the final approval.

\$400.00

XNL 1015

Civil Mediation Training

This course focuses on the use of mediation to resolve disputes other than family and criminal disputes. You will practice resolving disputes between employers and employees, management and labor, businesses and consumers, government and environmental groups, residents and communities. The training techniques include lecture, video presentation, class discussion, trainer demonstration and student role plays. The Kansas Supreme Court has approved this 24-hour course to meet other educational/classroom requirements for approval as a civil mediator. The practicum requirements will be discussed in the class. Prerequisite: Successful completion of the 24-hour Principles of Core Mediation training through Johnson County Community College or another Kansas approved program. The instructors will make the final approval of prerequisite course work.

\$400.00

XNL 1020

Parent-Adolescent Mediation Proposal

This course is for individuals who have completed 20 or more hours of mediation training and seek additional instruction in the area of Parent-Adolescent Mediation. The focus is to strengthen conflict resolution skills, examine primary issues and provide insight into the conflicts parents and adolescents struggle with both in a general family setting and in divorce situations. This course expands on previously learned mediator communication and listening techniques and offer students an opportunity to role play. This course has been approved for 3 hours of core mediation continuing education.

\$27.00

XNL 1025

Mediation: Developing Solutions and Writing Agreements

This course is for individuals who have completed 20 or more hours of mediation training. The curricular examines the role of the mediator in influencing cooperation, the need for a well balanced document, factors and obstacles that may effect success in writing an agreement and the "what ifs". Students will discuss the steps involved in formulating the final phase of the mediation process. Agreements in Civil Mediation, Domestic and Child Custody, Small Claims and Parent-Adolescent will be discussed and actual examples of agreements provided. This course has been approved for 3 hours of core mediation continuing education.

\$27.00

XNL 1030

Ethics in Mediation

This three-hour seminar is designed for those who are trained as mediators and are currently mediating. You will learn to focus on specific issues in the mediation process such as impasse, agreement writing and ethical issues. You will have an opportunity through the interactive format of the course to share information and ideas with one another.

\$45.00

XNL 1035

Listening Skills in Mediation-An Advanced Approach

This specialized 3 hour seminar will provide you with an in-depth opportunity to learn about the skill of listening used by mediators. Lecture and participatory exercises will enhance your active listening skills: reflective listening, reframing and questioning. Students must have previous mediation training.

\$45.00

XNL 1040

Special Challenges in Court-Ordered Mediation

This 3 hour seminar is for mediators who mediate court-referred cases. You will learn how to overcome resistance to mediation and get the parties to "buy in" to the process. What can be discussed with the court and attorneys? How does the mediator address the parties' positions when the law says they're right? These issues and others will be discussed in this course.

\$27.00

XNL 1045

Dealing with Domestic Violence in Mediation

This 3 hour course focuses on the tough issues involved in serving clients where domestic violence is a factor. This course is for mediators who realize domestic violence is a prevalent and important issue which requires special handling in a mediation context. The trainer primarily uses experiential/interactive methods to convey information and generate thoughtful discussions with the goal being to enhance our ability to provide the best possible mediation experience for all involved. Topics covered include domestic violence screening, frequent characteristics of "batterers" and "victims", mediator neutrality, maintaining safety, and when and how to terminate mediation, if necessary. Pre-requisite: Successful completion of a 20 hour (or more) basic mediation course.

\$27.00

XNL 1046

Divorce: Its Impact on Children and the Role of Mediation

Divorce has a tremendous impact on children. In this specialized seminar you will learn about the consequences of divorce on children by examining their different developmental stages. You will also discuss the role parents play in helping children cope with divorce or conversely how parents can complicate and undermine the children's coping skills. You will learn about the role mediation plays in different ways parents and children deal with divorce.

\$45.00

XNL 1047

Case Assessment in Divorce Mediation Cases

Divorce or domestic mediators can easily fall into "ruts" working with difficult families. This three-hour course for approved domestic mediators will examine strategies to build and use creative intervention techniques. You will also discuss

strategies for dealing with cases that appear to be at an impasse. Prerequisite: Domestic Mediation Training.

\$45.00

XNL 1050

Diversity and Mediation

This 3 hour course emphasized the importance of sensitivity to diversity and how to determine when diversity play a role or impacts a given mediation. This course looks into the reality of mediator expectations, stereotypes, assumptions and relating to clients through similarities and differences. Techniques will be discussed to help the mediator optimally serve the client(s) in a sensitive and helpful manner though personally inexperienced in particular cultural phenomena. Specific diversity issues touched on include race/ethnicity, socioeconomic class, gender, sexual orientation, disability, mental health issues, religion, age and level of formal education.

\$27.00

XNL 1055

Parent/Adolescent Mediation Training

Juvenile Dependency Mediation is the newest category of mediator approval. In this course, you will study the use of mediation in cases where children are removed from the home pursuant to child welfare statutes. You will learn how the juvenile dependency court functions, the players in that process (SRS, private contractors, district attorneys, CASA, GALs, the court) and how mediation can be used to find placement which is in the best interest of children. Prerequisite: Domestic and/or Parent/Adolescent Mediation training.

\$295.00

XNL 1060

Awakening the Spirit of Mediation

Mediators can use the tools presented in this 6 hour seminar to use in conflicted situations by discovering new ways to work together. You will learn to respond to the basic needs of people to have positive and beneficial relationships with others. Students must have had previous mediation training.

\$90.00

XNL 1065

Financial/Property Issues in Domestic Mediation

This 3 hour course discusses mediating disputes that arise outside custody and visitation, specifically who gets the "stuff" and the "debt". Commonly known as "full issue" mediation. A roundtable format will be used to identify questions mediators need to ask ie., When is it appropriate to bring in other professionals? How to structure an agreement and discuss why financial issues can be complex.

\$27.00

XNL 1075

Mediation With Never Married Parents

In this three-hour seminar you will discuss the issues involved in the ever-increasing population of never-married parents who present unique problems in mediation. You will learn about the concerns and dilemmas these parents present while discussing techniques to deal with this atypical mediation situation.

\$45.00

XNL 1080

Domestic Violence and Mediation

This seminar will present important information pertaining to domestic violence and the role of mediation in this volatile situation. Techniques and tools to use to deal effectively and respond to cases involving domestic violence will be discussed.

\$90.00

XNL 1085

Case Assessment in Difficult Divorce Mediation Cases

Needs Description

\$30.00

XNL 1090

Understanding the Legal System for the Non-Lawyer Mediator

This three-hour workshop is for the non-lawyer mediator who would like to learn a little more about the legal system, the legal system, the language of the law and the procedures applied in lawsuits. Participants will learn about the Kansas court system and how the system impacts our role as mediators.

\$32.00

XNL 1095

Mediation Role Play

Participants have indicated they enjoy mediation role-playing. This is your opportunity to role-play for three hours under the direction of an approved mediator, practice your mediator skills in a relaxed environment and receive constructive feedback.

\$45.00

XNL 1101

Perception and Its Effect On Communication

This mediation seminar will cover the concept of perception and its influence on communication during the mediation process. You will discuss how individuals develop perceptions and how it impacts the way we see things and affects our decision making processes. This seminar is designed for approved mediators and does apply to core, parent/adolescent, domestic and civil cases.

\$45.00

XNL 1102

Creativity: Unleashing A Hidden Power In Mediation

In this class you will learn how to define your own creativity and assist clients' in tapping into their own inventiveness. Participants will learn how to apply strategies in a mediation session that will reposition parties from conventional thinking into a more creative environment. Students must have completed at least 20 hours of basic mediation training.

\$45.00

XNL 1103

Diversity and Effective Communication in Mediation

The primary focus of this seminar will be to take a "reality based" look at diversity and its impact on communication in the workplace. The seminar will cover how to utilize the umbrella of mediation to advance the objectives of diversity in the workplace and how to change the perception of mediation through the lens of diversity. You will also have ample opportunity to discuss the concept of mediation from a human resources perspective.

\$90.00

XNL 1104

Negotiation, Mediation and Arbitration; An Insider's View

This course will provide you a comprehensive, insider's overview of negotiation mediation and arbitration, prime techniques for achieving dispute resolution. Learn their differences, similarities and the appropriate application for professional and personal use. You will learn that interest based ADR has proven to be a sophisticated and successful process for reducing stress and minimizing expenses while getting yourself and others to agreement on a wide range of issues.

\$90.00

XNL 1105

Mediation in Group Settings

Join your colleagues in an interactive discussion that relates to working with groups in the mediation process. Organizations and agencies contact a mediator for various reasons. In this course you will explore the techniques for assisting your client in clarifying their needs and expectations in order to design a meaningful mediation process for each agency, business and/or organization.

\$45.00

XNL 1106

Contract Negotiation Strategies

You will discuss the processes involved in negotiating a contract. The course content includes defining what it means to be a stakeholder, the negotiation requirements, the establishment of contract requirements and plans, development of a cooperative negotiating team, designation of a lead negotiator, and understanding the dynamics involved in working the "Other side".

\$90.00

XNL 1107

Victim Offender Mediator Training - 11 hours

Victim/Offender Mediation affords you the opportunity to learn about the principles of Restorative Justice and the process-oriented approach to mediation, sometimes called humanistic or transformative mediation. You will discuss and practice the necessary mediation methods to conduct victim sensitive meetings with offenders and their victims. The training will include video presentations, transformative mediation techniques and agreement forms. Prerequisite: Core Mediation Training.

\$195.00

XNL 1108

Family Law Update for Mediators

There have been a number of changes in the Kansas statutes concerning family law that practioners need to be aware of. This seminar will cover those statutory changes.

\$45.00

XNL 1109

Legal Terminology, Process, Ethics, Tort and

Contract Law This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience is helpful but not required. You will need to purchase the following textbooks before the course begins: Basics of Legal Document Preparation, Robert R. Cummins; Federal Rules of Civil Procedure, current edition; Introduction to Paralegalism:

Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer.

\$260.00

XNL 1110

Legal Documents and Analysis

This course provides an overview of common legal documents. You will prepare sample documents and learn to analyze legal problems. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience is helpful but not required. You will need to purchase the following textbooks before the course begins: Basics of Legal Document Preparation, Robert R. Cummins; Federal Rules of Civil Procedure, current edition; Introduction to Paralegalism: Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer.

\$260.00

XNL 1111

Evidence, Legal Interviewing and Investigation

This course provides an overview of how evidence is gathered and used in a civil case. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience is helpful but not required. You will need to purchase the following textbooks before the course begins: Federal Rules of Evidence, current edition; Introduction to Paralegalism: Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer.

\$260.00

XNL 1112

Legal Authority and Research

This course provides you with the skills you need to conduct legal research. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience is helpful but not required. You will need to purchase the following textbooks before the course begins: Introduction to Paralegalism: Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer.

\$260.00

XNL 1113

Computers, Legal Writing, and Appellate Procedure

This course explains how to use computers to assist in legal research. You will practice your legal writing skills by preparing a sample appellate brief. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience is helpful but not required. You will need to purchase the following textbooks before the course begins: Basics of Legal Document Preparation, Robert Cummins; Introduction to Paralegalism: Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer

\$260.00

XNL 1114

Law Office Administration, Advocacy and Job Hunting

Techniques. This course provides a look into the paralegal in the law office and presents techniques for finding a job as a paralegal. Requirements are internet access, E-mail, Netscape or Internet Explorer web browser, High School diploma or equivalent, college experience and/or law office experience helpful but not required. You will need to purchase the following textbooks before the course

begins: Basics of Legal Document Preparation, Robert Cummins; Introduction to paralegalism: Perspectives, Problems and Skills, William Statsky; Paralegal Procedures and Practices, Scott and Lisa Zimmer

\$260.00

XNL 1121

Introduction to Environmental Mediation

You will learn fundamental information about environmental law, science, technology and social inequalities; and the economics of environmental disputes. In addition you will explore each of these issues through case study role-plays, with follow up critiques and discussion. ADR practitioners interested in expanding their horizons should enroll, however, if you are interested in learning about environmentally significant issues and community/environmental well-being, you may find this course worthwhile. This course has been approved for three hours of civil mediation continuing education. Prerequisite: Core Mediation Training.

\$45.00

XNL 1122

Introduction to Transformative Mediation

The primary focus of this 12 hour seminar is to explore the practices and premises of transformative mediation. Through presentation, the theoretical framework of transformative mediation will be illustrated. Exercises and role plays will give participants an opportunity to experience how transformative mediation is practiced. Participants will explore how their assumptions about conflict influence their approach to mediation. Prerequisite: Core Mediation

\$200.00

XNL 1123

Talking Nine to Five: Conversation and Conflict at Work

You will participate in an interactive and insightful exploration of how communication and conflict in the workplace can be better understood; discussing tools for managing workplace interaction more effectively and offer practice in more effective language when dealing with difficult issues.

\$45.00

XNL 1124

Sexual Harassment: ADA and EEO for Mediators

You will learn through class discussion and lecture about the laws pertaining to this topic as well as practice mediation techniques through sample scenarios. You will discuss the mediator's role, how to write agreements and practice during role plays.

\$45.00

XNL 1125

Ethics Panel Discussion

In this seminar you will learn about ethics for lawyers.

\$50.00

XNL 1126

Mentoring and Evaluating Students and New Mediators

Mediators who provide training, direct supervision, and coaching to mediation students will find this course helpful. You will develop competencies and skills to supervise student mediators by identifying your own definition of standards and quality in the mediation process. The recommended textbook "The Making of a Mediator: Developing Artistry in Practice" will be available for purchase in the

College Bookstore. Please read the text prior to coming to class.

\$45.00

XNL 1127

Manager as Mediator Seminar

This seminar isn't just for managers, because the content is designed for supervisors, team leaders, members of self-managing teams and human resource staff. You will be prepared to handle communication problems and personality clashes and other conflict that arises in the workplace. The course materials include an 80 page step-by-step guide for applying new skills on the job.

\$129.00

XNL 1128

Self as Mediator Seminar

You will learn how to use a simple yet powerful communication tool called "Self Mediation" to manage differences that impair teamwork, quality, decision-making, job motivation, and cooperation. The self as mediator class puts the tools of the professional mediator into the hands of every employee to build better workplace relationships. An 80 page workbook will be available in class.

\$129.00

XNL 1129

Individual Consultation for Problem Mediations

Evan Ash will be available for 1 hour of consultation to discuss particularly difficult or troublesome mediation situations. Appointments will be made on an individual basis with Mr. Ash. For more information please call 913-469-4420.

\$35.00

XNL 1130

Estate and Financial Planning: Journey to Life's End,

Decisions, Love, Hope In this seminar you will learn the general areas of financial planning for Risk Planning, Education Planning, Retirement Planning and Investment in Markets. This seminar is co-sponsored by JCCC's Foundation Office. Breakfast will be served between 8 am - 9 am. For more information call 913-469-4420.

\$10.00

XNL 1131

Use of Interpreters in Mediation

Interpreters can bridge the communication gap between individuals who speak different languages. Develop an awareness for differences in language and the need for fluent communication. Understand how the communication process can be affected by the strengths as well as the inherent limitations of the interpreting process. Define the mediator's role and obligations in relation to the interpreter's role and obligations.

\$45.00

XNL 1132

Confidentiality in Mediation

Maintaining confidentiality and avoiding conflict of interest is crucial to a good mediation practice. Examine applicable Supreme Court rules and Kansas Statutes. Be aware of parties' potential expectations created by the mediator's obligations. Understand the limitations of exceptions to confidentiality and when you may use them.

\$45.00

XNL 1133

Promoting Effective Decision Making

Conflict can make it difficult for parties to effectively make decisions. Develop an awareness for the types of decision making rules parties use and how these rules can impact the quality of the decisions made. Recognize the components of an effective decision making process and the benefits of promoting the process in mediation.

\$45.00

XNL 1134

Today's Online Dispute Resolution

Online Dispute Resolution (ODR) is a growing vital field in the area of dispute resolution. Look at the role the Internet plays in mediation practice. Recognize the benefits and disadvantages of ODR versus conventional face-to-face ADR. Develop an appreciation for the type of knowledge base and skills needed to effectively provide ODR services.

\$45.00

XNL 1135

Mediation in the Workplace

You will gain valuable information on the use of mediation skills when dealing with employer/employee or employee/employee disputes in the workplace. Emphasis is made on determining root issues and aligning with objectives appropriate in the workplace. Case studies will be used in this class to focus on application.

\$55.00

XNL 1136

The Role of Human Resource Representative in an EEO

Mediation This class is designed for human resource persons and mediators who want to learn the most effective way a human resource representative can represent a company in an EEO mediation process. You will learn an overview of the mediation process, how best to prepare for a mediation, how to effectively represent their company's interest in mediation, and how to increase the chance of reaching a resolution. An interactive format involving role-plays, exercises and class discussion will be used.

\$90.00

XNL 1137

Conflict Resolution/Mediation in the Workplace

This course is designed for human resource personnel and mediators who want to learn how to mediate disputes in workplace. You will understand the dynamics involved in employment disputes and how to best handle issues that arise when dealing with rights-based conflicts. You will also learn how to apply skills of mindfulness and emotional intelligence to help prevent and resolve workplace conflict. This course is approved for 6 hours of mediation credit. Course materials included in course fee.

\$90.00

XNL 1138

Case Management in Difficult Divorces

You will become familiar with the Kansas Statutes defining the role of Domestic Case with high conflict families. You will be introduced to the use of Domestic Case Management in the Johnson County Courts. Through a combination of lecture, discussion, hand-outs and class activities, you will learn various strategies used to address problems frequently encountered with parties involved in

Domestic Case Management situations.

\$129.00

XNL 1139

Restorative Justice Mediator Training

Based on the philosophies learned in Principles of Restorative Justice, a prerequisite to this course, experienced mediators will learn a process-oriented approach to mediation, which can be used in many types of cases. Specifically they will learn how to screen, prepare for and conduct victim/offender mediations. Curriculum includes videos, case studies, modeling and skill development. This training will be highly interactive and will give participants many opportunities to role play.

\$275.00

XNL 1140

Principles of Restorative Justice

This introductory course will present the underlying values of Restorative Justice principles. Whether it is act, employment dispute, school quarrel or neighborhood disagreement, Restorative Justice may offer alternative framework for thinking about wrongdoing. At its core is a philosophy that can provide an alternative for mediators to use.

\$95.00

XNL 1141

Mediation within the Context of Family System Theory

This three hour course is designed as an introduction to equip mediators with insights and skills to understand and deal effectively as a mediator in conflicted and anxious situations, including interpersonal relationships and group conflict. This class gives you ample opportunity to discuss the family system theory and its components and how to understand your role as a mediator in an anxious context.

\$45.00

XNL 1142

Divorce A to Z: What you Need to Know

This informative class will present you with tools and strategies to prepare for and understand the divorce process. You will learn about choosing an attorney, the mediation process, support groups, lifestyle and career changes and how to handle a post divorce situation "pro se", for example where you can represent yourself to save on legal costs. There is no prerequisite for this class.

\$45.00

XNL 1143

Screening Protocol for Mediators

You will learn the protocol for screening domestic and child abuse in domestic mediation cases. Such as: Model screening Methods; Mediator in Person Screening; and, the rules regarding Domestic Violence Mediation. The need for effective domestic violence and child abuse screening is critical given the estimate that fifty to eighty percent of all the referrals to divorce and custody/visitation court programs involve domestic violence and abuse. Prior mediation training and experience is a prerequisite for this class.

\$50.00

XNL 1144

Mediation: A Caucus Approach

Effective caucusing in mediation can help move parties towards resolution. You

will develop a framework to discern when the use of caucuses can be helpful. You will learn to consider when a caucus may deter the process. You will examine the role of confidentiality and the preservation of impartiality in caucuses.

\$45.00

XNL 1145

Mediation: Groups Make Decisions

Group dynamics affect how decisions are made. You will learn to develop an awareness for decision making processes in group use, as well as recognizing the components of a defective decision making process in group settings. You will also discuss how to promote and foster good decision making in your mediation.

\$45.00

XNL 1146

Mediation: Trust in the Midst of Conflict

As conflict builds, trust often breaks down. You will develop an awareness for techniques used to maintain trust during conflicts. The discussion will also focus on the value of promoting trust and respect during mediation, as well as exploring strategies for creating and encouraging trust during the resolution process.

\$45.00

XNL 1147

School Peer Mediation: How to Set it Up, Get it Going and

Keep it Going Conflict resolution is a key components of any school violence prevention program. The easiest way to infuse conflict resolution in a school is through peer mediation. Students in grades 3 to 12 can be excellent mediators for their peers, while learning important job skills. Empowering and training students to constructively resolve their own conflict is an excellent way to improve the climate in a school. In this two day seminar, Dr. Russ Thompson equips you with the tools to develop your own peer mediation program. Dr. Thompson spent four years working the Kansas City Missouri school district developing peer mediation programs and co-founded the Missouri Dept. for Safe Schools. One hour of graduate credit will be awarded for this class through Baker University.

\$185.00

XNL 1148

Conflict Resolution for Elders and Their Families

After a lifetime of making decisions and solving problems, senior adults may need assistance as they make choices at the end of their life. Find out how to use mediation and facilitated communication to assist families in making their best medical and care choices. This class models problem solving skills and practical techniques for elders, their families and the professionals who serve them.

\$45.00

XNL 1149

Conflict Management Skills for Parents

Whether you are raising children together or in separate homes, you have a lifetime relationship as a parent. In this course you will learn a simple and effective framework for managing the conflict that naturally occurs in family life. You will learn how to apply practical problem-solving skills in your relationships with partners, parents and your children.

\$45.00

XNL 1150

Conflict Management Skills for Professionals

You will learn a simple and effective framework for approaching conflict in professional settings. You will gain an awareness of potential disputes, foster communication about differences and respond constructively to clients, staff and colleagues. With these skills you can manage your own reaction to difficulties and create positive outcomes.

\$45.00

XNL 1151

Family Mediation-It's Not Just for Divorce

Mediation is a powerful tool for resolving conflict through the family life cycle. You will learn a blend of relations mediation skills and family systems theory tailored for family issues on the continuum of family experience: birth and adoption, parents and adolescents, blended families, aging parents and end-of-life. You will learn how to expand your mediation practice by working with families at various stages of life.

\$45.00

XNL 1152

Beyond the Basic Parenting Plan

Establishing communication procedures may help parents in co-parenting and can be the model for the rest of the mediation process. Mediators can help parents anticipate future issues and assist them in setting guidelines for decision-making and ongoing communication.

\$50.00

XNL 1153

Developing Artistry-A Seminar on Mediator Self Evaluation

Developing effective mediation practice requires more than the ability to perform a skill or knowing a fact. Professional understanding, mindful personal reflection and honest well-guided self-examination are critical to becoming a competent and confident mediator. This seminar provides concepts, insights and tools to help practicing mediators assess, guide and support their own individual maturing of their understanding, skills and competencies. You will learn how to have a greater sense of reaching artistry in your mediation practice.

\$50.00

XNL 1154

Stages of Conflict

You will consider the models of conflict and the stages of escalation that coincide with conflicted situations. You will learn to recognize how people's behavior can differ in the various stages and how this behavior affects the resolution process.

\$45.00

XNL 1155

Mediation: Divorce Protocol

A description is not available for this course.

XNL 1156

Cultural Factors in Mediation

The focus of this seminar is on the differences in cultural traits which may cause additional difficulties in resolving conflicts. An examination of common stereotypes is prejudices towards minority groups will be discussed, as well as methods of dispelling these dysfunctional beliefs. The class will also examine the myth of the "Hispanic Culture", with a view toward identifying the distinct cultural differences among the 27 separate Spanish speaking cultures.

\$90.00

XNL 1157

Employment Law Mediation (Basic)

You will examine the general provisions of Title VII, Civil Rights Act (1964) and the provisions of Title 1, Americans with Disabilities Act (1990), along with relevant case law. The issues of harassment in the workplace will be discussed, as well as issues of "Reasonable Accommodation" concerning religion and disability. In addition, current issues involving National Origin, Ancestry and Religious discrimination, in the post 9/11 era will be highlighted.

\$90.00

XNL 1158

Fair Housing and Landlord Tenant Mediation

You will learn about the general provisions of Title VII, Civil Rights Act (1968 & 1988), along with frequently observed discrimination issues in the sale and rental of residential housing. Included in this class is a discussion of predatory Lending and methods for mediation these disputes. In addition, the provision of the Kansas Residential Landlord and Tenant Act will be examined along with a discussion of the most common conflicts that arise between Landlords and Tenants.

\$45.00

XNL 1160

Negotiating Win/Win Solutions

You will learn how to enhance your negotiation skills by discussing ways to separate the people from the problem, focus on interests not positions, develop creative-inventive options for mutual gain while insisting on the use of objective criteria. You will enhance your negotiation skills by practicing the following behaviors: maintaining composure, developing data, refocusing the discussion, being creative and handling information strategically. The textbook "Dealing with Tough Negotiators" is included in the course fee.

\$129.00

XNL 1161

Case Management in Mediation

You will become acquainted with the Kansas Statutes defining the role of Domestic Case with high conflict families. You will be introduced to the use of Domestic Case Management in the Johnson County Courts. Through a combination of lecture, discussion, hand-outs and class activities, you will learn various strategies used to address frequently encountered with parties involved in Domestic Case Management situations.

\$129.00

Lifetime Learning (XLN)

XLN 1009

Mystery Talk by Rochelle

Using his college and tournament tennis background, JCCC English Professor Larry Rochelle will discuss his Palmer Morel mystery series that mix crime, passion and mid-life crisis into often bizarre challenges for this protagonist. Morel does not come out unscathed like many super-human detectives. Morel is all too human as he battles elements in Kansas City, Charleston, New Orleans and along the Natchez Trace.

\$11.00

XLN 1010

Stephen A. Douglas Live

JCCC's own Fred Krebs, Humanities Professor, portrays Stephan A. Douglas, US Senator who authored the Kansas-Nebraska Act of 1854 and whose debates with Lincoln on the extension of slavery in the territories electrified the nation.

\$14.00

XLN 1011

Is It Time to Downsize?

Marsha and Barry Rubin, members of Brown & Gold, present an informative and interesting seminar discussing options with seniors regarding real estate questions that are pertinent to seniors.

\$14.00

XLN 1031

Regional Police Academy Tour

Visit the new state-of-the-art regional police academy with Jerry Wolfskill, director. The 12,000 sq. ft. building houses classrooms, faculty and staff offices, a computer lab, and the latest in law enforcement equipment. Meet in the regional academy lobby. Limited to 30 participants.

\$11.00

XLN 1500

TALK RADIO LIVE!

Join Mike, Shanin, Michael Mahoney and Tom McClanahan, Kansas City Star, for a commentary on the 2004 presidential election. Mike Shanin will moderate the session with questions/answers from our guests then you get to participate by asking the panel questions you may have.

\$15.00

XLN 1505

AMELIA EARHART FIRST LADY OF THE AIR(1897-1937)

Join Dr. Ann Birney as she presents the persona of Amelia Earhart. A daring pilot and one of the most famous women of her day whose aviation firsts made her a media idol. On the eve of her attempt to fly around the globe, Earhart speaks about her Kansas childhood and her love for flying.

\$0.00

XLN 1510

HISTORY OF JAZZ

JCCC Professor, Doreen Morande, will teach you more about jazz, the art form that Congress has called an American gem. She will trace its historical development as it spread across the United States, and examine what makes it great. The session will use recorded and live music.

\$14.00

XLN 1515

WORLD WAR II: MOBILIZING THE MASSES

This presentation will focus on the Federal government's efforts to mobilize the American people behind World War Two through poster art. Poster art was seen as the most effective way to reach Americans on the home front to enlist, work harder at their factory jobs, accept rationing programs, and plant Victory Gardens. Jay Antle, JCCC professor, will present discussion of these posters, and will touch on various aspects of the World War Two home front experience.

\$14.00

XLN 2000

An Evening of American History

With four new characters and some help from surprise guests, Fred Krebs will journey through over 200 years of American History. This two hour hop through time, with a brief intermission, will include the observations of Thomas Paine, Cristy Mathewson, Rutherford B. Hayes and William Mulholland.

\$7.00

Literature and Writing (XKL)

XKL 1000

Fiction Writers' Tune-up

This class is for a writer beyond "beginning" but not yet an "accomplished pro." Topics include analysis of successful styles, development of your style, how to get more writing done, common language problems and some marketing guidance. Come listen, talk, read, write - and maybe laugh a little.

\$24.00

XKL 1002

Writers Group

Fiction and non-fiction writers, poets and essayists will read their work-in-progress and receive suggestions from the readers' points of view-all geared toward effective revision. This is a facilitated class that meets every other week. Email and internet access outside of class is required. Written critique is given by the facilitator. Bring 2 copies of your work to the first class. This group is tailored to help each individual reach their personal writing goals.

\$55.00

XKL 1003

Writing the Fictional Plot

Explore your creativity. Increase your skills. In a relaxed atmosphere, professional writers, Lawrence and Suella Walsh, will provide information on the fundamentals of the plot in fiction. This class will consist of group discussions, visual aids and writing exercises. Topics will include plot structure, scene, flashback, setting and symbolism.

\$24.00

XKL 1006

Fiction Writing Tune-Up

Get the low down on writing short fiction and novels. Develop your writing style through lecture, studying some techniques of successful writers, in-class writing exercises, writing assignments, classroom critique and discussion.

\$36.00

XKL 1010

Publish Your Own book

This session is designed for writers of fiction or non-fiction who have completed a manuscript or have one nearing completion. Learn how to successfully publish your own book from the area's leading self publisher. Get important advice on style, formatting, costs and potential problems before planning your next publishing project.

\$10.00

XKL 1011

Marketing and Selling What You Write

Break into print with this beginner's course that covers "real world" basics of getting published. An overview of local, regional, and national publications will be presented. The workshop primarily covers the marketing of non-fiction to editorial markets with an emphasis on writing query letters that sell, preparing magazine and newspaper manuscripts, dealing with editors and doing research into available markets. Although this is not a course on self publishing, the pros and cons of self publishing will be briefly discussed. Fee includes workbook.

\$20.00

XKL 1013

Write What You Know

Learn how to tap into your personal experiences and write manuscripts that people want to read. This class helps you draw from your personal, educational and work experience and write for publication. The class will also explore tools for writers and teach you how to draft a query letter and book proposal.

\$36.00

XKL 1014

Writing Mystery Fiction

Join Lawrence and Suella Walsh, authors of children's mystery novels and former mystery editors, and learn how to begin a mystery, how to create suspense and how to plant the clues. This session will include class discussion and writing exercises.

\$13.00

XKL 1043

Writing Fiction That Moves

Do you know how to "show don't tell?" How to move through a scene, viewing everything through your protagonist's eyes? How to insert flashback without stopping your story? Join professional writers, Lawrence and Suella Walsh, and learn techniques that will keep your story moving.

\$18.00

XKL 1044

Writers Group

This facilitated writers group provides a supportive atmosphere to develop and polish fiction, nonfiction, essays and poetry. Each class begins with a discussion of writing or publishing topics. Members read their work and receive suggestions for effective revision and publication. Students should bring 10 manuscript pages of their work-in-progress or 3-4 poems to the first class.

\$55.00

XKL 1047

Fictional Plot

Join professional writers, Lawrence and Suella Walsh, and learn the six elements necessary to develop the fictional plot. The group will participate in constructing a plot of their own. This class will illustrate the plot skeleton upon which 80% of fictional stories are built.

\$12.00

XKL 1048

Creating Fictional Characters

Join professional writers, Lawrence and Suella Walsh, and through a character chart and visual aids, watch a character come to life. The group will participate in developing the character. This class provides techniques for creating characters that will seem real to readers.

\$12.00

XKL 1049

Writing Fiction: Lessons from Movies

Learn to write fiction by watching clips from popular movies. A published popular fiction author 'shows' the writing elements necessary for writing a book (motivation, character growth, plot points, etc..) by 'showing' examples rather than 'telling' about them.

\$29.00

XKL 1053

How to Sell Your Novel Workshop

Learn how to pick and approach literary agents and editors. Discover the secrets of the synopsis and query. Practice your pitch. Students should bring a copy of their query and synopsis, if available, for discussion.

\$14.00

XKL 1054

Writing and Editing Your Novel

Have you been working on the Great American Novel? Afraid there's nothing "great" about it? This class will help you make your writing the best it can be. Bring your characters to life, produce dialogue that crackles, elicit the five senses, create tension to make the reader have to turn those pages. Learn how to finish it, edit it and market it as a work you can be proud of.

\$35.00

XKL 1063

Getting Started Writing Stories

What stories do you know? What stories would you like to tell? We'll work to mine your thoughts and experiences for stories, and to open up your receptivity to the stories surrounding you right now! You'll participate in in-class writing exercises and write the beginning of one story.

\$14.00

XKL 1066

Knowing Your Characters

How do you get your reader on your character's side--and in your character's head? How much do you reveal your character through dialogue, action, and description? Learn to create vivid, complex, and interesting characters so real they jump off the page and into your readers' hearts.

\$14.00

XKL 1067

Point of View

Omniscient? First person? Second or Third? Who is your narrator? Multiple points of view on the same event. This class will help you decide which point of view will work best for your story. From in-class exercises you'll learn how to write from various points of view.

\$14.00

XKL 1068**Plot and Time in Fiction Writing**

How should you structure your plot? What needs to happen. ..and how and when? How do you time the action so your reader can't put the story down?

\$14.00

XKL 1069**A Sense of Place**

How are your characters and plot influenced by where your story occurs? Should your setting become as active as your characters? How do you weave information about place into action and dialogue? You'll learn the importance of setting in fiction and how to create vivid, real settings for stories.

\$14.00

XKL 1071**Getting Started Writing Poetry**

Have you always wanted to write poetry but didn't know where to start? Have you written a few poems, but need a safe environment where you can share and discuss revising them? Bring any poems you have, or just your imagination, and we'll work together to develop poetry.

\$14.00

XKL 1073**Set Your Poetry to Music**

Learn how to set your poetry to music by listening for its rhythms and sounds. We'll hear poets who perform to music, then perform our own. Come ready to play, read, sing or learn how. Poets, musicians, singers/songwriters are all welcome.

\$14.00

XKL 1082**Finding Your Voice**

We'll discuss why it is important to develop your unique voice and techniques to help you do this. Topics include the elements of style in writing: figurative language, sound, rhythm, sentence structure and language.

\$14.00

XKL 1083**Getting Started Writing Your Novel**

We'll talk about how to get started on your novel as well as how to move ahead when it begins to get rough. You'll learn writing techniques to get your plot moving, planning techniques to develop a structure for the book, and ways of more deeply understanding your characters so you can begin to let them write your novel for you.

\$14.00

XKL 1084**Fiction Writing Workshop**

Now is your opportunity to gain the real benefits from your study of fiction writing techniques by sharing your work with your peer writers. Bring copies (check with instructor before coming to class to know how many) of a recent fiction piece you've written. It can be a short story, chapter in a novel, or some form. We'll read these in class and provide responses with the intention of encouraging your development as a fiction writer.

\$14.00

XKL 1105

How to Write Your Life Story

Designed for the non-professional writer, this course focuses on recording family stories or personal history. It features a step-by-step approach to writing with minimal emphasis on the mechanics and lots of attention to developing your unique story. You will be encouraged to write honestly, in your own words, in your own way. Dozens of suggestions and ideas will be offered and a reading list will be provided. Stories will be shared on a voluntary basis. An informal, individualized class; work at your own pace. Beginning writers are welcome. Bring a spiral notebook and pen or pencil.

\$75.00

XKL 1140

Writing for Children

Join professional children's authors, Lawrence and Suella Walsh, and learn some fiction techniques used in writing for juvenile's (8-12) and young adults (10-15). Discover how to see the world through the eyes of a child and how to market your stories.

\$15.00

XKL 1408

Creating Fictional Characters

Join professional writers, Lawrence and Suella Walsh, and through a character chart and visual aids, watch a character come to life. The group will participate in developing the character. This class provides techniques for creating characters that will seem real to readers.

\$10.00

XKL 5000

The Craft of Magazine Writing

Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It's fun, it's easy, and a great source of extra income. If you're a determined new writer, or if you haven't written for magazines in years, this class will jump start your career. You'll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

\$79.00

XKL 5001

Write Your Life Story

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling *Rocket Boys* and *Angela's Ashes*. This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

\$79.00

XKL 5002

Writeriffic: Creativity Training for Writers

Who doesn't know the fear of the blank page? How can we transform our visions into the written world? Is it really possible to become a terrific writer? You'll find the answer to these and more of your questions in *Writeriffic*. In this high-energy class you'll learn lots of tricks from the published writer's toolbox. Whether you're

at work now or hoping to write a novel, a non-fiction book, a memoir, short stories or articles. Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

\$79.00

XKL 5003

Travel Writing

In this course you'll learn how to develop the skills of a travel writer. You'll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market.

\$79.00

XKL 5004

A to Z Grantwriting

A to Z Grantwriting is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a "birds eye" view of the grantwriting process and learn how to: research and develop mutually beneficial relationships with potential funding sources, requests and donations, Prepare complete proposal packages, and Dissolve crisis management and submit one hundred proposals a year in ten hours a week.

\$79.00

XKL 5005

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran with experience in radio, video, television, film, and the Web. In this six-week online course, you'll learn about the relationship between classic story structure and Hollywood formulas, and you'll understand which genres will provide you with the greatest change of success. You will be provided with easy-to-follow instructions on building strong characters, memorable dialogue, and powerful storylines.

\$79.00

XKL 5006

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer.

\$79.00

XKL 5007

Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published.

\$79.00

XKL 5008

Writeriffic II: Advanced Creativity Training for Writers

Increase writing confidence, beat writer's block, manage time, negotiate writing fees, write and live your dreams. Learn advanced methods to create and write like the professionals - whether you're launching a career or seeking personal

satisfaction through writing. In Writeriffic 2, you'll learn to be the writer you've always wanted to be and have fun too.

\$79.00

XKL 5009

Correcting Oral and Written Errors

In this course you will address four principal areas of common errors: usage, punctuation, spelling, and pronunciation and slang. Once you complete this course, you'll instinctively speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct.

\$79.00

XKL 5010

Get Grants!

Learn how to develop successful, fundable grants from experts whose proposals have garnered millions in funded projects. This course will give you the skills you'll need to prepare professional, competitive, and compelling grant proposals. You'll understand what funding agencies are looking for and how best to approach them. Your proposals will help you and your organization successfully Get Grants!

\$79.00

XKL 5011

Writing Great Technical Documents

Do you write technical documents? Would you like to learn how to write them better? You'll learn how to choose the right words, write powerful sentences and paragraphs that flow, use technical terms, improve your grammar and punctuation, use graphics, and format your technical documents to get results.

\$79.00

Management Development (XDM)

XDM 0501

Train the Trainer

This two-day, intensive seminar teaches you effective course design and presentation skills. You'll cover the principles of adult learning and how to develop educationally sound training sessions, effective presentation skills and creative training techniques. During the session, you'll be videotaped and have a peer critique of your training presentation skills.

\$350.00

XDM 0503

Effective Supervisory Skills

As a supervisor, you're asked to empower your workforce using a team approach for greater productivity. You'll learn how to provide leadership for groups and hold them accountable for their own productivity, how to involve employees in their own appraisals and strategies for training new employees.

\$169.00

XDM 0510

How To Manage Assertively

Assertiveness is the communication style proven to be most effective for getting results and improving work relationships. Learn techniques for communicating assertively at work and at home, when it's not appropriate to use assertiveness,

and how to delegate work comfortably and effectively.

\$159.00

XDM 0521

Facilitating Meetings

Turn mediocre meetings into meetings that produce results! So that you can plan and conduct more effective meetings, you'll learn tools to enhance the meeting process, facilitation and communication skills, and strategies for dealing with difficult meeting participants.

\$159.00

XDM 0525

Team Facilitation

Learn the basic skills of a team facilitator. In this seminar, you'll use the Personal Profile System to better understand your own personality traits and those of your fellow team members. You'll learn the proper role of the facilitator, how to conduct interventions within the dynamics of the team as a process consultant, how to remove barriers to process interventions, and how to eliminate primary and secondary team conflicts.

\$199.00

XDM 0528

Increasing Team Performance

Build on the skills and knowledge gained from the other seminars to increase the performance of your team. You'll learn why trust is essential to well-functioning teams, characteristics of high-performing teams, strategies for increasing performance and how to use the Team Responsibilities Chart. You'll also cover common issues, including coordination and social facilitation losses.

\$199.00

XDM 0530

Team Leadership Development

This seminar focuses on the development of team leadership skills. Learn the role of team leader, issues and strategies for making the transition from supervisor to team leader, and how to enhance behavioral changes in a team leader. You'll learn how to structure a team, the typical phases a team goes through on its journey to high performance and what leadership style is most effective for each phase.

\$199.00

XDM 0537

Problem Solving

How can you keep problems from controlling your life? In this seminar, you'll learn how to determine the root causes of a problem, look at the factors necessary in implementing solutions and managing change, and study a process of flow charting that will help you resolve problem issues.

\$159.00

XDM 0539

Increased Personal Productivity

It takes more than good intentions to manage your time. Learn how you can take control to increase your personal productivity by developing goals that get results, setting priorities and staying on track. Plan what you want to achieve and make it happen. These specific strategies and tools for time management will decrease stress and increase success.

\$169.00

XDM 0540

Supervisory Skills Assessment Center

Offered exclusively by the Center for Business and Technology! Find out what you do well - and what you can improve - through this individualized "diagnosis" of your strengths and development needs in 9 skill areas. During the initial one-day assessment, you'll try your hand at an "in-basket" exercise to see how you handle everyday business challenges, and we'll videotape your interactions in four simulated business situations with a direct report, a peer, a customer and in a group meeting. Your actions and reactions will be evaluated and, three weeks later, you'll receive your "diagnosis". During that in-depth, half-day session, you'll talk to an assessor in a 30-minute private phone session to help you interpret your report and a trained Center for Business and Technology professional will work with you to create a personal development plan with action items that will help you meet any challenge.

\$1,650.00

XDM 0541

Facilitating Change in Teams

How your team handles change will affect the success of any change effort in your organization. This seminar shows you how to use teams in a change effort, ways to reduce resistance to change and how to help individual team members deal with change at a personal level. You'll use the OCOS Change Profile to assess your natural tendencies when faced with change and the Leading Change assessment tool to determine how ready you are to lead the change process.

\$199.00

XDM 0542

Managing Team Conflict

Conflicts will affect whether your team will perform at its highest level. This seminar prepares you to diagnose team conflicts and resolve them. You'll talk about primary and secondary team conflicts, strategies for resolving each, and ways to teach a team to resolve its own conflicts.

\$199.00

XDM 0545

Project Management

In this 12-hour, hands-on course, you will learn the models, tools and techniques used in project management. You will start with tasks and requirements, and a systematic approach to project management, including initial planning, goal setting, plan development, delegation, implementation and follow-up. You will look at ways to get results through people, as well as techniques for problem solving, dealing with conflicts and facilitating effective project meetings. You're encouraged to bring a project of your own to the session so you can directly apply what you're learning.

\$299.00

XDM 0550

Maximizing Team Diversity

Whether it's age or cultural differences, gender issues, distance, or full-time versus casual employees, you may find yourself facing increasingly diverse work teams. In this seminar, you'll explore how diversity can affect teams and learn ways to maximize differences for improved creativity and problem-solving capability by fostering a climate that supports and values diversity.

\$199.00

XDM 0551

Roles and Skills for Supervisory Success

The responsibility of a supervisor is to obtain consistent performance from employees. To do that, supervisors must be effective in a variety of roles -- administrator, coach, leader, problem solver and communicator. In this program, participants will learn how to make the transition from employee to supervisor, how to define their jobs, and how to avoid the most common factors that can cause a supervisor to fail.

\$114.00

XDM 0555

ASTD 1: Human Performance Improvement in the Workplace

This introductory course provides an overview of the knowledge and skills required to make the shift to a human performance improvement environment. In this program, you will conduct a cause analysis, select interventions, and develop a performance improvement report/proposal.

\$1,300.00

XDM 0556

Project Management Fundamentals

There are more projects occurring today than at any other time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

\$138.00

XDM 0557

Project Management Application

related to the management of project plan execution. In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll also become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll even learn about project software, statistics, change management, processes and estimating. And you'll gain valuable experience with project planning, control and data analysis tools.

\$138.00

XDM 0558

Project Management Tools

The tools of the trade are discussed. Topics include work breakdown structure, earned value, PERT/CPM/Gantt Charts, Precedence Diagram Scheduling, Scope Control, Cost Control, Change Control and Resource Planning. A review of project management software is also included.

\$138.00

XDM 0559

Project Management: People and Team Issues

Many experts believe that the people element of a project is the most important. Selecting the right team members, building the team, gaining commitment, organizational structures, and power and politics in project management are discussed.

\$138.00

XDM 0560

Project Management: Sample Project

In this course, a sample project will be done. The instructor will supply information and background for the project. Also, a sample test covering the project management field of knowledge will be given.

\$138.00

XDM 0561

Mastery of Business Applications:

Project and People Management It has been stated that "a project is a problem scheduled for solution". This last course expands upon this statement as we look at a project as much more than just buying software and putting an engineer in charge. The last topic concerns the number one resource, people. Some have said it would be so easy "if it wasn't for the people". Through an understanding of organizational behavior and the exercising of proper leadership, people can truly become the number one resource.

\$118.00

XDM 0562

Mastery of Business Applications:

Globalization and Quality Issues The globalization of business has increased at a tremendous pace. Requirements have changed dramatically as a result. This course identifies the major challenges and opportunities that a firm must address when considering "going global". Also, quality appears to be well institutionalized as a culture, but far too many firms are still relying on inspection as the primary quality assurance mode. We'll take a look at the Quality Movement and bring it up to date with ISO and the Malcolm Baldrige National Quality Award.

\$118.00

XDM 0563

Mastery of Business Applications:

Operations and Financial Management Operations management is concerned with producing and supplying goods and services. In this course, we'll talk about the Supply Chain and discuss what occurs at each major step. Specifically ways of increasing productivity and output while decreasing cost and efforts will be examined. Money has been called the "language of business". Unfortunately, not enough people in the company speak that language. We'll demystify the financial jargon as we review basic financial statements and terms.

\$118.00

XDM 0564

Mastery of Business Applications:

Legal and Marketing Issues Someone might describe this course as a guide to "stay out of court", "know who your customers are (and keep them happy)", and "know what is going on." Legal and ethical issues permeate everyday business operations. This course provides you with an overview of key concepts and laws. Marketing is all too often defined as sales + advertising. An overview will be given of what is meant by the Marketing Concept, the 4 P's and market segmentation/target marketing. Information systems are evolving at a rapid rate. We'll try to pin them down and see where they are going.

\$118.00

XDM 0565

Mastery of Business Applications:

Strategic Planning and Organizing This course focuses on the two key activities (Strategic Planning and Organizing) that bring an enterprise into existence. Once the firm is up and running, General Management and Supervision enters the picture to keep the organization viable. Asking the fundamental questions "Who are our customers?" and "What value do we provide?" guides the Strategic Planning process. Defining the proper organization should be done based upon the strategy that is chosen. The primary General Management and Supervision activities discussed are Planning, Motivation, Leadership and Control.

\$118.00

XDM 0566

Understanding the Human Resources Function

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

\$138.00

XDM 0567

Helping New Employees Be Successful

This seminar is for managers and human resource professionals who want to help their new employees succeed. Long and short term career success can depend on how well a person does during their first year on the job. The "art of being a new employee" is something many people don't give much thought to. This session focuses on what employers and employees need to know about during the critical first year on the job. Avoiding new job mistakes and the basics of succeeding in the workplace is the focus of this seminar. What can your organizations' managers and human resource professionals do to help new employees be more successful and productive? Attend this seminar and go home with new and reinforced knowledge about how to make your investment in new employees pay off.

\$99.00

XDM 0568

ASTD 2: Analyzing Human Performance

This course will prepare you to conduct a variety of analyses, including performance and cause analysis organization scans, workflow/work process analyses, and an ergonomic analyses. Come away with the knowledge and tools to plan an analysis, compile and analyze your data, link data to human performance, report your findings and make recommendations.

\$1,300.00

XDM 0588

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational, and team-building skills. Learn proven techniques and strategies for communication, conflict resolution, and sales planning to deliver superior sales-team results.

\$99.00

XDM 0589

Effective Selling

The goal of 'Effective Selling' is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long-term asset. 'Effective Selling' will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

\$99.00

XDM 0590

Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

\$99.00

XDM 0591

Effective Business Writing

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential. It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, this course can help you identify and eliminate problem areas.

\$99.00

XDM 0592

Project Management @ e-Speed

With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

\$99.00

XDM 0593

ASTD 3: Evaluating Performance Improvement Interventions

Even if you have impressive plans to reach bottom-line results, sooner or later, you will need to prove you've accomplished those results. This course will help you assess the evaluation theories you already know and show you how they apply to the HPI process. Learn the strengths and limitations of familiar evaluation models. See how the Performance Improvement Intervention Model blends the best of other evaluation models and ties directly to Human Performance Improvement work. Find out how to plan and implement your evaluation process. Discover how the groundwork laid during the business and performance analysis phases of the HPI process makes the evaluation process easier. Finally, see why measuring results creates a better business case than measuring performance.

\$1,300.00

XDM 0594

ASTD 4: Selecting and Managing Interventions

A Human Performance Improvement approach can be a Pandora's box. Research tells us that more than 80% of the time, performance problems aren't caused by a lack of skill or knowledge within the performer. So what else is there and how do you know how to choose the right solutions? Learn how to link root causes to interventions that fall in one of six categories - Knowledge, Information, Physical Resources, Structure/ Process, Motives, and Wellness. Then learn how to locate and contract with talented people who specialize in these areas. Understand how to monitor and manage the implementation process from start to finish, to ensure that the interventions are following the prescription. This skill-building class will leave you with practical tools and experiences so you can build a seamless delivery system for your interventions. Prerequisite: Human Performance Improvement in the Workplace. Suggested prerequisite: Analyzing Human Performance and Evaluating Human Performance.

\$1,300.00

XDM 0595

Needs Assessment & Evaluation:

Design Them Together for Best Results Are you responsible for meeting the training needs of your staff? Do you need to prove it worked? This session addresses various techniques for determining training needs whether it's for one or many. We also explore numerous ways to develop an evaluation system that will prove the training made a difference and help you justify your training costs. Various author's models for assessment and evaluation will be discussed. Participants will leave with a draft of both a needs assessment and an evaluation tool.

\$189.00

XDM 0596

Creative Training Techniques to Help Learning Happen

Want participants to remember your key learning points longer? Want folks to enjoy the training as well as learn? Well, that's what adding in more creative training techniques can do for you - you'll get more "ah ha" moments per session guaranteed. We'll work through openers, energizers, object lessons, games, exercises and closers that will keep the learning alive. And we'll have fun doing it guaranteed!

\$189.00

XDM 0597

Virtual Teams: The Next Generation

Do you lead teams where you interact primarily via email, videoconference or teleconference? Want tips for getting the work done faster and easier? The next generation of teams are teams that don't get together physically but work together across the country or globe on a project. This type of team takes a different kind of leadership approach than traditional teams. Come join us in a discussion of how we can get these teams off to a quick start, get the work accomplished and maximize the process of virtual teaming. We will focus on the interpersonal side of these teams rather than on the mechanics or systems that support them.

\$209.00

XDM 0598

Program Design for Trainers

Do you design your own training? Do you want it to be both educationally sound AND fun for the participants? ASTD estimates it takes 8 hours per 1 classroom hour of design time- do you want to do it faster? In this program, you will develop training that maximizes the learning of key knowledge and skills, shortcuts you can take to program design and ways to add in fun to increase learning retention. We will also discuss the pros and cons of designing training yourself versus customizing "off the shelf" training. You will leave with the structure for a training program designed!

\$189.00

XDM 0599

Project Management: Managing the Project Team

The purpose of this two-day session is to provide participants with an understanding of the need for effective use of interpersonal skills and using the resources of people to obtain the expected results of the project. This class covers many issues in regards to communication, defining expectations, holding project meetings and making the most of team differences.

\$349.00

XDM 0600

Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

\$99.00

XDM 0603

Boss' Day Celebration

A description is not available for this course.

\$95.00

XDM 0604

Phil Jackson - Coaching

A description is not available for this course.

\$85.00

XDM 0605

ASTD 5: Transitioning to Human Performance Improvement

How do I get buy-in to transition my department to performance consulting? You have started or are ready to transition to Human Performance Improvement. Now you need to make sure you have the support and resources you need to make HPI a success in your organization. You will come away from this hands-on program with skills to gauge your organization's readiness for the change and techniques for keeping the momentum alive. You will create a transition plan that, when put into action, will create an environment that supports the ideals of the HPI movement. You will get feedback on your transition plan before you present it to your stakeholders. Plus, you will leave with a concise answer to the question, "So, what do you do for a living?" Prerequisite: Complete the other four HPI Certificate Program classes.

\$1,300.00

XDM 0606

100 Ways to Engage Your Audience

Putting power and excitement into your presentation engages your audience so that your content comes alive and the audience takes home information they can use. You will learn how to infuse your presentation with techniques and activities that will engage every learner, by tapping into their many intelligences. You will learn how to map your presentation, plan for involvement, and experience the activities so you can use them immediately.

\$159.00

XDM 0607

Accelerated Learning

In this dynamic program, you will learn how to strengthen your own particular learning style and learn better in the future. Also, you will gain insight on how you can teach and train others more effectively using the accelerated learning principles in all areas of work and life.

\$189.00

XDM 0608

John Kotter Videoconference

A description is not available for this course.

\$69.00

XDM 0609

Project Management Follow Up Workshop

This four hour workshop is a follow up to the Project Management course and is designed to provide the participants with an opportunity to discuss how they have applied the skills learned. Additional discussion includes: what is working, what could be done differently, tips and techniques, as well as addressing specific issues related to the participant's project.

\$99.00

XDM 0610

Ethical Leadership: Advancing the Plan and Recovery

A practical, interactive seminar for executives that addresses the reciprocal relationship between ethical practices and community in the workplace, featuring Clifton L. Taulbert and Alexander B. Horniman.

\$100.00

XDM 0611

Assessment Showcase

A description is not available for this course.

XDM 0612

Team Follow Up

A description is not available for this course.

XDM 0613

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic type of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

\$138.00

XDM 0614

Winning Customer Service Techniques

In this course you will learn a number of customer service techniques to keep the customer very satisfied. Topics in this six-week course include measurement of

customer service internal and by the customer, communication, especially with upset customers, being a good ambassador for your organization, teamwork, telephone etiquette, how much service is "enough", the different ways that customer service can be performed and what can be done to hang on to a customer who's about to take their business somewhere else.

\$138.00

XDM 0615

A Workplace of Differences:

Building Cross-Cultural Competence If you see yourself as a workplace leader now or in the future--whether you take a leadership role as the new member of a work team, as the head of an organization or somewhere in between, this workshop will help you open up your worldview of various cultures and integrate new success skills into your daily interactions.

\$159.00

XDM 0616

Winning the Battle Against Negativity

Can you think of a person you've worked with who's had a habit of making pessimistic remarks - no matter what the subject? Someone who seemed to enjoy dragging others down to their level of sour attitude? Or what about the co-worker who has had a temporary lapse into disagreeable thoughts and contention? This seminar is about people who are short-term or long-term cynics and naysayers, and how you can help them see the bright side of things.

\$159.00

XDM 0617

Cost-Effective Trade Show Selling

This fun and highly interactive session is ideal for any exhibitor that wants to increase his or her return on investment (ROI) at trade shows and conferences. This workshop focuses on "real-life" selling situations, including how to increase booth traffic, how to generate qualified leads and how to get a commitment. We'll also talk about how to enhance your chances of winning business with appropriate post-conference follow-up.

\$159.00

XDM 0618

The Consultative Sell -- Achieve Continuous Sales Success

What can you do to turn prospects into clients, and then keep them? Consultative selling is the answer. This upbeat and practical course focuses on the mind-set of consultative selling. It starts with thinking about your client before, during and after the sale, and ends with keeping your clients for life!

\$159.00

XDM 0619

Team Showcase

A description is not available for this course.

XDM 0620

The Power of Values, Vision and Mission

This session is designed to explore the power of values, vision, and mission in shaping and providing clear direction. This workshop will enable participants to clarify their values, write a vision statement and a mission statement, and understand the importance of all three in the business environment.

\$169.00

XDM 0621

Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

\$138.00

XDM 0622

Fundamentals of Supervision and Management

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

\$138.00

XDM 0623

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. Completion of Fundamentals of Supervision and Management (or equivalent experience) required.

\$138.00

XDM 0624

Thank Goodness It's Monday - Putting FUN to Work

This session is fast-paced, interactive and energizing. It will build team spirit, inspire people and create a greater sense of pride in the organization. You will learn and create strategies to make your work environment better.

\$114.00

XDM 0625

Building an Ethical Business

Master the knowledge and skills needed to build an ethical business and give your company tremendous competitive advantages. Learn how to solve everyday ethical dilemmas in hiring, firing, working conditions, job discrimination and sexual harassment, and explore the social responsibility of companies and their employees for product safety, truthful advertising, and the natural environment. Discover how ethical behavior creates goodwill, enhances reputations, and expands opportunities for new and increased business.

\$138.00

XDM 0626

Process Management: How to be a Leader of

Business Improvement Does it seem impossible to keep up with the requirements of your job? Are you always behind in the schedule? Is the competition always a step ahead? These are common problems in today's lean, fast-paced business climate. This course reminds you that "everything is a process." That means every activity that requires your time can be identified, documented, measured and, ultimately, improved. You will learn the steps of process management, your roles and responsibilities, value-added and non-value-added analysis, and the

importance of cycle-time. This is all accomplished in a participative, interactive session with several hands-on exercises that facilitate the learning experience.

\$169.00

XDM 0627

Project Management Essentials

This course uses lecture, discussion and case studies to provide an overview of project management concepts and principles. Topics include the Project Management Framework, Iterative Process Model, types of organization structures, and assessing project quality and risk.

\$899.00

XDM 0628

Estimating and Managing Project Costs

The successful management of project cost is essential for organizations. This course ensures a comprehensive process is used to estimate project cost with an appropriate level of detail. Students will practice developing estimates, creating estimate forms, and analyzing cost reports. Prerequisite: Project Management Essentials or equivalent knowledge and Effective Project Scheduling and Control.

\$299.00

XDM 0629

Project Risk Management

Identifying, analyzing, and responding to risk is a crucial element for the successful management of projects. In this course students will gain an understanding of risk management, the role and elements of a risk management plan (RMP), and how to apply these methods to software risk management. Prerequisite: Project Management Essentials or equivalent knowledge.

\$299.00

XDM 0630

Effective Project Scheduling and Control

Project managers are charged with developing and managing project schedules. On-time delivery is often critical to project success. This course ensures students have a foundation of critical path method (CPM) scheduling concepts, and the ability to build a workable project plan. Prerequisite: Project Management Essentials or equivalent knowledge.

\$599.00

XDM 0631

Effective Communication for Project Managers

Managing project communications is one of the most important duties of a project manager. This course emphasizes the importance of communication skills in building strong partnerships between technical professionals, project managers and their customers. Prerequisite: Project Management Essentials or equivalent knowledge.

\$599.00

XDM 0632

Project Leadership, Team Motivation and Contract Management

Good leadership and team motivation is critical for the success of any project. In this course, students are introduced to the elements and methods of leadership in a technical environment as well as the tools and techniques for team development. Prerequisite: Project Management Essentials or equivalent knowledge.

\$599.00

XDM 0633

Project Quality Management

Project Quality Management focuses on overseeing product quality and ensuring process quality when creating project deliverables. In this course students master the quality planning process, quality planning tools and metrics, and quality assurance. Prerequisite: Project Management Essentials or equivalent knowledge.

\$299.00

XDM 0634

Real World Project Management Application

This course is designed, but not limited to, as a capstone for the Certificate of Project Management. In this workshop, students gain experience by putting their knowledge into practice by simulating managing a real-world IT project. Prerequisite: Project Management Essentials or equivalent knowledge; Effective Project Scheduling and Control; Estimating and Managing Project Costs; Project Risk Management; and Project Quality Management.

\$899.00

XDM 0635

Principles of Professional Selling - Level 2

This highly interactive course guides you through the entire sales process and incorporates the most modern sales methods today - consultative/solutions selling! You'll return to work better equipped to develop presentations that meet your clients' real needs. Create a specific sales plan to achieve your sales goals, influence the right buyers, anticipate any objections and close the sale with ease.

\$1,695.00

XDM 0636

Negotiate to Win

This hands-on seminar gives you a step-by-step guide to effective negotiation - from establishing a formal planning process to prioritizing issues. From mastering persuasion techniques to identifying the communication styles of effective negotiators. From breaking deadlocks to negotiating as part of a team. All managers, salespeople and top-level dealmakers responsible for negotiating the best possible terms of an agreement for their company should attend this seminar.

\$1,595.00

XDM 0637

Fundamental Selling Techniques

Like most people, you'll come to this seminar with very little knowledge of selling, except perhaps what you've experienced as a customer. After just two days of hands-on practice, you'll gain the skills, confidence and professionalism to sell your product or service successfully. This seminar is a roadmap that takes you step by step through the entire sales process. It covers every critical phase of selling and gives you the enhanced listening and prospecting skills you need to succeed as a professional salesperson today.

\$1,495.00

XDM 0638

Enhancing Your Presentation Skills: A Seminar for Sales

Professionals Turn demanding buyers into lifelong customers. Learn all the "insider" tricks of the trade necessary to make a powerful and persuasive presentation - one that considers your client's needs, communicates in his or her

language, involves the prospect and communicates solutions. Your in-class presentation will be videotaped for playback and review. The videotape is yours to keep.

\$1,595.00

XDM 0639

Fundamentals of Sales Management

Gain a foundation of critical-to-success management skills. Learn proven communication techniques and interviewing tools that ensure the most appropriate salesperson is hired. Also learn to establish an effective training program and learn a six-step coaching process that helps you maximize each sales team member's potential.

\$1,695.00

XDM 0640

Advanced Sales Management: Level 2

This advanced program shows you how to keep pace with all the issues that are revolutionizing sales force management. It's the seminar to choose if you want to become a more effective manager - and advance further, faster, in your career. You'll discover the "can't fail" techniques that have already benefited thousands of your colleagues. You will learn how to achieve peak performance in every area indispensable to sales management success.

\$1,795.00

XDM 0641

Coaching: A Strategic Tool for Effective Leadership

This seminar gives you a variety of coaching tools, techniques and best practices - from analyzing the cause of subpar performance to creating a climate for effective coaching and learning, from giving corrective feedback to handling difficult responses to coaching. You'll leave this seminar more aware of your personal habits, styles and preferences in coaching situations through assessment, role-playing and exercises.

\$1,695.00

XDM 0642

Time Management: Take Control of Your Time

If you're doing more and enjoying it less, it's time to get out of the time trap and back to productive management. This seminar gives you practical techniques for controlling time and making it a manageable resource. Also included are tips on coping with voice mail and e-mail. Business professionals who want greater control of their time, management style and life should enroll today.

\$1,395.00

XDM 0643

Accounting Fundamentals II

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in our Accounting Fundamentals course to provide you with a solid understanding of corporate accounting practices. You'll be able to analyze transactions and prepare various corporate financial reports. You'll also gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

\$138.00

XDM 9999

Future Day Video Conference

A description is not available for this course.

\$199.00

Massage Therapy (XNM)

XNM 4005

Chronic Illness Intervention

A description is not available for this course.

\$36.00

XNM 5000

Introduction to Bodywork: Basic Swedish Massage

This training module will introduce you to the theory and practice of bodywork. The history, philosophy, art, techniques and experience of Swedish Massage will be presented. You will be taught the five basic Swedish Massage techniques (vibration, friction, effluage, tapotement, and petrissage) and how to combine them into a full-body massage. Other topics will include review of anatomy and body structures, benefits, contraindications, breathing and grounding skills, practitioner self-care, use of oils and draping techniques. (64 hours)

\$704.00

XNM 5001

Anatomy and Physiology Exam

A description is not available for this course.

\$100.00

XNM 5002

Anatomy & Physiology Exam

A description is not available for this course.

\$125.00

XNM 5003

Orientation

A description is not available for this course.

\$199.00

XNM 5004

Human Anatomy & Physiology

Human Anatomy & Physiology This course teaches human structures and their functions. Students will learn how various structures relate to organ systems. Focus is on anatomical features as they relate to the field of massage therapy. (25 sessions)

\$1,100.00

XNM 5005

Advanced Standing Communicable Diseases

A description is not available for this course.

\$0.00

XNM 5006**Bodywork**

A description is not available for this course.

\$300.00

XNM 5010**Kinesiology**

Kinesiology is the study of movement as it relates to the human body. This course will include an intense review of muscular-skeletal anatomy, and elements of physics, geometry, and physiology. The curriculum is designed to provide instruction in Kinesiology as it pertains to therapeutic massage, and as students you will practice palpation and assessment of body motion with the intent of being able to apply appropriate body work. (40 hours)

\$440.00

XNM 5011**Credit by Exam/Kinesiology**

A description is not available for this course.

\$220.00

XNM 5020**First Aid and CPR**

Adult CPR and Basic First Aid are taught in this lecture and hands-on training. Airway obstruction, basic life support, wounds, bleeding, injuries, sudden illness and dressings are a few of the topics discussed.

\$77.00

XNM 5021**First Aid/CPR Recertification**

This reaffirmation course is open to adults who are currently certified and who wish to obtain recertification. Material covered includes assessment of victim, what to do in case of bleeding, shock, poisoning, thermal or heat burns, hypothermia, stroke, fracture management, and other medical emergencies.

\$39.00

XNM 5030**Communicable Diseases**

This course, designed for JCCC's Therapeutic Massage Certification program, teaches infection control and why it is necessary. Material covered includes how to identify common communicable diseases such as hepatitis A, B, and C, HIV and AIDS, TB, herpes and shingles; high risk behaviors; how infection is spread; and how to reduce the risk of such diseases.

\$33.00

XNM 5040**Clinical Bodywork - Module II**

This is the second class in fulfilling the certification requirements. It is the continuation of the therapeutic massage techniques, with emphasis on integration of the parts into a full body massage. New strokes will be introduced for a broader and deeper application to the muscles. Time will also be spent on how to lengthen and shorten individual and muscle groups, as well as continued muscle locations. (72 hours) Prerequisite: Introduction to Bodywork

\$792.00

XNM 5041

Sports Massage

A description is not available for this course.

\$115.00

XNM 5050

Pathology

This course is an in-depth study of pathology that discusses disease processes and altered functions affecting the human body. It will emphasize indications and contraindications for therapeutic massage. The students will learn how a massage therapist needs to adapt their technique to meet specific conditions.

\$572.00

XNM 5060

Hydrotherapy

This course will provide instruction on the use of water as a therapeutic tool in conjunction with massage therapy, including body temperature regulation and the physiology of heat and cold, using techniques such as herbal body wraps, shower modalities, and hand and foot baths. The student focuses on the application of water and associated modalities in treating diverse human disorders. The course content broadens the student knowledge so that he/she can provide a much more diverse approach to his/her individual art of therapeutic massage and bodywork. (15 hours)

\$165.00

XNM 5070

Clinical Bodywork Module III

This is the third class in fulfilling the certification requirements. It is the continuation of deeper tissue work with an introduction to myofascial release techniques and trigger points. You will learn the integration of all techniques in dealing with specific injuries. Prerequisite: Clinical Bodywork Module II. (64 hours)

\$704.00

XNM 5075

Professional Business Practices I

This is a foundation course for establishing and maintaining a successful professional massage practice. Topics discussed: ethical and professional issues; documentation of massage sessions using medical terminology; maintaining a safe and nurturing work environment; meaning of professionalism in a massage practice.

\$132.00

XNM 5080

Professional Business Practices II

This course will take students through a series of exercises designed to stimulate their awareness of the setting up of business fundamentals. Applied learning skills will be used on some of these topics: public speaking, conceptual planning, mastering marketing tools. Prerequisite: Business Practices I (40 hours)

\$440.00

XNM 5090

Bodywork Clinics

A supervised student clinic will be held in the second and third modules so students get first hand experience in client in-take and build self-confidence through massage practice. Time for individual student processing of their clinic experience will be emphasized. Student liability insurance is included in your student fees.

\$200.00

XNM 5091

Bodywork Clinic I

A description is not available for this course.

\$275.00

XNM 5092

Bodywork Clinic II

A description is not available for this course.

\$275.00

XNM 5500

Advanced Standing Pathology

Credit by Examination

\$275.00

XNM 6000

Back Stack Workshop

The Back Stack Workshop is designed for massage practitioners needing CEU's and additional knowledge. This hands-on learning will focus on locating pain in back stack, reducing pain in back stack, working with headaches, providing low back comfort and opening shoulder girdle. Pending approval for NCBTMB CEU'S.

\$85.00

XNM 6001

Body Mechanics

This CEU course is designed to enlighten you on the benefits of practicing proper body mechanics while administering massage therapy on your clientele. Other topics will include self-care, injury protection and stress management.

\$95.00

XNM 6002

Introduction to Craniosacral Balancing

Craniosacral therapy is a gentle healing art which uses soft touch to facilitate sound physical, mental and emotional changes in the client. This CEU course will introduce this therapy and the beginning evaluation and treatment of the craniosacral system.

\$95.00

XNM 6003

Touch Technique

This CEU course is designed to integrate all parts of your body to enhance skills and depth of work. You will learn pressure, speed, range, depth, stillness, movement and intuition of touch.

\$95.00

XNM 6004

Sports Massage

Massage therapists may attend this training to be certified in KS and MO as Sports Massage practitioners. Lecture and practice will be taught on the following topics: event massage theory and skills, proper techniques, physiology of injury and healing process, trigger point, neuromuscular, and myofascial skills.

\$225.00

XNM 6005

Ethics Are Alive

A description is not available for this course.

XNM 6006

Nutrition for the Real World

Let a nutritional consultant explain macronutrients: water, carbohydrates, proteins and lipids (fats and oils). Micronutrients are vitamins and minerals. To be discussed: healthy digestion, terminology, and references.

\$95.00

XNM 6007

Introduction to Work with Human Energy Field

\$150.00

XNM 6008

Acupressure and Soft Tissue Manipulation

This course is intended to address neuromuscular and myofascial dysfunction with a unique blend of acupressure and many of the popular soft tissue manipulation techniques. There will be a brief overview of the fourteen main Chinese meridians and acupoints. Some of the soft tissue manipulative techniques include myofascial release, neuromuscular technique, and positional therapy.

\$120.00

XNM 6009

Advanced Reflexology

A description is not available for this course.

\$139.00

XNM 6010

National Massage Certification Test Review

This class covers material which will help prepare students sitting for the national certification exam.

\$129.00

XNM 6011

Sacred Art of Massage

Designed for the massage therapy practitioner or energy worker who is looking to explore a deeper consciousness of their truth and vision for themselves and for their professional practice, allowing then for creativity and change through appreciation for their wholeness as well as the wholeness of their client. (2 sessions)

\$149.00

XNM 6012

Advanced Esalen

A description is not available for this course.

\$139.00

XNM 6013

Advanced Aromatherapy

A description is not available for this course.

\$139.00

XNM 6014

Stress Prevention Now

A description is not available for this course.

\$0.00

XNM 6060

Watsu

A description is not available for this course.

\$150.00

Money Management (XPM)

XPM 1000

Basic Investments

Intended for the beginning investor, this class covers the basic investment alternatives and the process of selecting the best ones. Topics include money market funds, bank certificates of deposit, stocks, mutual funds, annuities and tax-free investments.

\$39.00

XPM 1001

Advanced Investment for Women

A two-session class is being offered for women investors who are already acquainted with the basics. The course will discuss how to evaluate a stock, mutual fund, bond or annuity, diversify your portfolio to help minimize risk, understand what drives stock market prices and much more! Bring a calculator to class.

\$18.00

XPM 1002

Investing for Success: The Basics

Learn basic investment principles for the beginner or experienced investor. It will cover Stocks, Bonds, Mutual Funds, IRA's, Retirement and General Planning. A Final session covers "WHAT SUCCESSFUL INVESTORS SHOULD DO".

\$36.00

XPM 1003

Common Investment Mistakes

Novice and experienced investors alike are sometimes prone to common investment mistakes. In this class, you'll learn how to avoid such mistakes so that you can build a greater investment portfolio for your retirement. Topics covered include investments, inflation, portfolio design, investment research, volatility and risk/reward factors, and how to use research reports.

\$11.00

XPM 1004

Looking Under the Hood of Annuities

Annuities are complex contracts with unique benefits and limitations. Is it time to consider a tax-deferred annuity? Or time to review the annuity you already have? Let's look under the hood of annuities. If you already own one, be sure to bring your contract and most current statements.

\$12.00

XPM 1007

How to Choose a Financial Planner

Will your "financial consultant" be a true adviser or a salesperson in disguise? How can you be sure this person is offering independent, unbiased advice for your benefit and not his or her own? Learn the facts about the financial planning industry, how to avoid getting ripped off, how a professional Financial Planner works, and how to find qualified financial counsel. (1 session) \$11 (B&G \$9)

\$11.00

XPM 1010

Investing for Income

Explore all facets of investments for current or future income: CDs, government bonds, mutual funds, tax-free bonds and annuities. Whether you own only CDs or have several types of income vehicles, you won't want to miss this course.

\$9.00

XPM 1011

Start an Investment Club

This class will help you learn the steps required to start a working investment club. Topics covered will be partnership agreement, organizational memberships, accounting for investment clubs, election of officers and more.

\$17.00

XPM 1020

Common Stock Analysis, Part I

Learn the basics of stock analysis. This course will review the many variables that should be considered in making stock selections. You should be a beginning investor with a basic knowledge of stock market terminology. (3 sessions) \$23 (B&G \$19)

\$23.00

XPM 1023

How to Survive in Tomorrow's Economy

If wills, trusts, savings and investment strategies have you stumped, you are not alone! This class will provide an overview of the following topics: how to minimize estate taxes and probate costs; how to pass more assets to your heirs; safe investments for conservative people; the economic outlook and interest rates; and how to safety-proof of your assets.

\$6.00

XPM 1025

You Can Retire Early!

Learn how and when you can retire as a Kansas Public Employee. You will build your own personal "Early Retirement Planner" while learning the simple keys to retiring earlier and with more income than you thought possible. Note: This class offers keys to early retirement specifically for teachers and other Kansas Public Employees.

\$6.00

XPM 1026

Rollovers 101

Changing jobs or retiring? This course will explain everything you need to consider when rolling over your retirement plan. Have you ever wondered how to access this money if you are retiring early? We'll also cover how to avoid the 20% withholding tax. Nearly 20 years of instructor experience will make all easy to understand and apply. (5 sessions) \$39 (B&G \$35)

\$5.00

XPM 1030

Common Stock Analysis, Part II

This course will teach you how to use fundamental and technical analysis to evaluate stocks as well as how to set sell objectives and manage a stock portfolio. Option strategies will be discussed, including how to use options with stocks to reduce risk and enhance returns. (3 sessions) \$33 (B&G \$27)

\$33.00

XPM 1032

Hands-on Investing

Does investing intimidate you? Do you feel clueless when conversations turn to the stock market? Have you procrastinated your investment plan? This class will teach you about the stock market, other investment alternatives, and how to invest for success. The instructor, a certified Investment Representative, will guide you through a series of investments that you will select and then track. You will experience everything from setting your investment decision-making criteria to understanding ways to reduce your taxes and implement estate planning strategies. Each week you will learn more as you prepare for the real world of investing and plan for your future.

\$30.00

XPM 1035

International Investing

Discover why many investment strategists believe that the greatest opportunities in stocks and bonds may be found overseas. Discussion will center on the rewards, as well as inherent risks, of investing in Europe, the Pacific Rims and Latin America.

\$6.00

XPM 1040

Don't Lose Control of Your Estate!

Will your assets go to your family with the least amount of expense and delay? What can you do to provide for your spouse or dependents? Learn about the six ways to transfer assets (including wills and trusts), how to reduce or eliminate death taxes, and why everyone should plan for disability.

\$7.00

XPM 1044

Social Security Benefits

This program will examine a variety of issues related to Social Security benefits. Learn how your benefit is figured and how earnings from work affect benefits, as well as about self-employment issues, spousal benefits and Medicare issues. This class is taught by a Social Security Administration representative.

\$5.00

XPM 1045

Social Security Benefits and Financial Retirement

This program will examine a variety of issues related to Social Security benefits. Learn how your benefit is figured and how earnings from work affect benefits, as well as about self-employment issues, spousal benefits and Medicare issues. You'll also learn financial strategies to provide rising income, and manage the tax consequences of retirement. This class is taught by a Social Security Administration representative and a registered investment advisor.

\$9.00

XPM 1052

How to Beat the High Cost of College

College funding is the best-kept secret in America. Learn proven strategies on how to reduce your college costs; increase eligibility for grant and aid money; and market your child's merit to help meet the skyrocketing costs of higher education.

\$8.00

XPM 1053

How to Manage Money Using Morningstar Mutual Funds

This program will help you learn the techniques that U.S. pension funds use to manage their large sums of money. Learn how to: Avoid taxes on your 401k rollover; Set realistic risk and return goals via an Investment Policy Statement; Construct an efficient Asset Allocation plan to minimize risk and maximize your chances to achieve those goals; Use Morningstar Mutual Funds Software to help evaluate and to select superior mutual fund managers to manage money; and How to implement a re-balancing strategy to help you "buy low and sell high".

\$8.00

XPM 1071

"Dollars and Sense of Divorce": Because you only get one

chance! Property settlements and income awards are often outrageously unfair but you have to live with the results. We will coach you on how to avoid key areas that are often overlooked or misunderstood by attorneys and/or financial advisors. Learn how issues like methods of dividing your property, language to use in court decrees and ways to structure your income settlement can make a huge positive difference in the rest of your life. We will discuss how to pick and work with your attorney and when to find another". Fee included cost of handout materials. Joe & Jacque Dekat are both Certified Divorce Financial Planners with 40 years combined experience and a speciality in the financial aspects of divorce.

\$29.00

XPM 1075

Simplified Method to Forecast and Track Stock Prices

Learn how point-and-figure charting works as part of an overall investment strategy, and how you can use it to increase the likelihood of investment success. This class is intended for stock investors with a basic knowledge of technical and fundamental stock analysis.

\$9.00

XPM 1076

"ABCs" of Financial Planning

Topics discussed will include: developing an investment strategy that will beat inflation and taxes, how to manage risk and what type of insurance to buy (if any); tax-advantaged strategies for college funding and retirement funding; buying stocks and mutual funds without paying commissions; and index funds, the "best-kept secret" in the financial industry.

\$12.00

XPM 1105

Surviving the Christmas "Crunch"

Could you benefit from some helpful hints on how to get through this holiday season without getting into debt? In this class, you'll learn the potential 'hazard' areas that can lead to financial crisis (and how to avert these), as well as some inexpensive gift alternatives.

\$6.00

XPM 1110

Understanding Mutual Funds

This course is designed to help you select the best mutual funds for your investment needs, whether you are saving to send a child to college or planning for your retirement. Topics discussed will include how to select a mutual fund; how funds are taxed; understanding your statement; and the cost of investing in mutual funds.

\$8.00

XPM 1111

Problems with Mutual Funds

Most people own mutual funds, either on their own or in retirement plans. How do your funds rate? This class will cover investment fees, expenses ratios, portfolio turnover, risk assessment and asset allocation. This information will help you determine what is right for you in the mutual funds arena.

\$16.00

XPM 1115

Debt-Free Living - Invest in Your Debt

Learn how to get 37.13% return on the money you have today by eliminating your debt. Does this sound too good to be true? It's not! Learn how to eliminate all of your debts; credit cards, student loans, personal loans, auto loans, and yes, even your mortgage, in an average of 7-8 years, saving over \$100,000 in interest. You will develop your own personal debt-elimination plan. Bring to class a calculator and a list of your current debts with minimum monthly payments (principal and interest only on mortgages). Note: it is recommended that couples attend this class together. Fee includes a workbook. An optional textbook and software will be available from the instructor. (1 session) \$19 (B&G \$17)

\$19.00

XPM 1116

Spend Smart

Do you worry about your finances and wonder why you seem to keep less of your paycheck even though you are earning more? Are you tired of having more 'month than money'? Whether you make \$12,000 or \$120,000, this class will help improve your financial situation without getting a raise. Learn to capture more of your dollars' worth using reverse budgeting to plan your savings rather than tracking your spending. Discover 101 proven ways to save on insurance,

groceries, automobiles, utilities, interest and more. You will also develop your own personalized plan to save 10-40% based on your spending personality. Please bring a calculator to class. Fee includes some materials; an optional textbook (\$39) is available from instructor. Note: It is highly recommended that couples attend this class together.

\$16.00

XPM 1119

Smart Couples Finish Rich

This seminar addresses the unique financial concerns of couples. You'll learn how to: protect yourselves financially in good times and in bad; talk about money without fighting; take advantage of the new 2002 tax laws; identify your values and make prudent financial decisions as a team; and more. You will also find out how you can create significant wealth with minor lifestyle changes. Finally, you will also receive a workbook to help organize your finances and plan for the future.

\$10.00

XPM 1121

Smart Women Finish Rich

This entertaining and informative workshop is for women who want to learn to put their money where their values are. Seven simple steps and a great workbook will help you plan for financial security. This class is based on the best-selling book by David Bach.

\$12.00

XPM 1122

Women and Retirement

This class shows women, step-by-step, how to plan for a comfortable retirement. You'll learn important information about tax-advantages, investments and new opportunities created under the Taxpayer Relief Act of 1997.

\$8.00

XPM 1123

Financial Issues for Women: Marriage, Divorce,

Widowhood 80-90% of all women will be solely responsible for their financial wellbeing at some point in their lives. This specialized workshop focuses on the steps women can take to prepare themselves financially no matter what life brings them. This class is recommended for women faced with impending marriage or divorce or potential widowhood.

\$8.00

XPM 1125

Money Masters

Learn about the practices of the most successful investors of our time-and how to implement their philosophies into practical strategies to benefit your own investment portfolio. The two sessions of this class will follow The Value Investors (Ben Graham and Warren Buffet); The Growth Investors (Peter Lynch and T. Rowe Price) and The International Investors (John Templeton and Jim Rogers). The textbook, The Money Masters, is available in the JCCC bookstore.

\$10.00

XPM 1131

Financial Workshop for Experienced Women Investors

In this class we will evaluate a stock, mutual fund, bond or annuity. You will diversify your portfolio to help minimize risk and understand what drives stock

market prices and much more.

\$18.00

XPM 1132

Looking Under The Hood of Annuities

Annuities are complex contracts with unique benefits and limitations. Is it time to consider a tax-deferred annuity? Or time to review the annuity you already have? Let's look under the hood of annuities. If you already own one, be sure to bring your contract and most current statements.

XPM 1135

College Aid Challenge

Learn the "published" and "actual" cost of attending college, both public and private. (Specific information will be available to you on any accredited school in the country.) Understand the financial aid process and how it is used to determine the amount of scholarships, gifts, grants, loans and work-study will be offered. Through the information provided, you can learn how to improve your available choices and reduce the cost of attending college. Note: This class is for families of high-school age students.

\$6.00

XPM 1140

Retirement Distributions

This class addresses retirement plan distributions, including directed rollover of 401 (k) plans and income tax implications. If you're retiring within the next year, this course is a must!

\$6.00

XPM 1141

IRA's and Retirement Plans

IRA's and Retirement Plans are crucial assets for tax deferral and creating retirement income. Learn how to reduce taxes and financial and investment strategies to make the best decisions. (

\$16.00

XPM 1142

Managing Your Retirement Income

If you already live on a fixed income, this seminar will offer help on how to increase current and future income; avoid the financial risks of retirement; minimize taxes; and anticipate required distributions from your IRA. A free workbook will be provided.

\$8.00

XPM 1145

Financial Strategies for Successful Retirement

In four exciting sessions, this course introduces key concepts and practices of wise money management for retirement, such as generating a steady income, protecting assets from erosion and minimizing taxes. Participants will learn what they need to know in order to secure a successful retirement for themselves and their spouse. The fee includes a \$30 workbook. The fee is \$70 for couples and \$50 for singles. Note: only one person need register for the couples class. (4 sessions) (B&G \$63 couples) (B&G \$43 singles)

\$70.00

XPM 1146

Singles Successful Retirement Concepts

Unlock the mystery to one of the biggest trends in individual investing today, private equity management, also known as separate managed accounts or fee based equity accounts. This course will discuss how to research and select a separate managed account, their advantages over Manual Funds, as well as their income tax advantages.

\$22.00

XPM 1150

Mutual Fund Investing, Basics of

Explore the different types of mutual funds, their objectives, and the benefits of professionally- managed funds. (No specific company or products will be promoted.) You will learn important criteria in selecting a mutual fund, what is a reasonable return on your investment, and how to design a portfolio to fit your situation. Written materials will be furnished.

\$30.00

XPM 1155

Taxpayer Relief Act: Taking Advantage of New Opportunities

Come find out the implications the passage of this bill may have for you. Topics covered will include Roth IRA's Education IRA's, capital gain tax rate reductions, changes in retirement plans and IRAs, education tax breaks and retirement accumulation tax changes. This class is taught by a financial planner and an attorney.

\$6.00

XPM 1157

Tax-Free Investing

Learn about different types of tax-free investments and how they work; benefits of tax-free investment ownership; and strategies to protect your income. A free workbook will be provided.

\$8.00

XPM 1160

Ten Easy Tips for Your Financial Peace of Mind

This fast-paced presentation will show you simple techniques to help you make the best investments and retirement choices. Should you buy nursing home insurance? Do you need a living trust? How should you select investments? You will learn strategies for minimizing death taxes, ensuring financial independence and protecting your family members before and after your death.

\$6.00

XPM 1165

Making Marriage Work: A Financial Primer for Couples

Learn how to talk about money with your spouse or significant other, so that you can live together peacefully...and make smart financial decisions. Topics will include guidelines for discussing money, establishing financial priorities and setting goals, planning a budget together, and strategizing to managing cash flow. Fee includes handouts.

\$16.00

XPM 1170

Simplify Your Personal Finances

Acquire a new financial game plan to help you find a better quality of life with less stress and worry. You'll learn to develop a vision and goal statement; "follow your bliss" (tap your interests and talents); hire trusted advisers, if needed; implement a budget; share with those less fortunate; get organized; invest in a home; and optimize your 401(k) or 403(b) plan. Note: A \$25 workbook is available from the instructor at the first class.

\$12.00

XPM 1175

Long Term Care Answers for the Educated Consumer

Today many people are looking at Long Term Care insurance and, while it might be a good solution for some people, it's not right for everyone. In this class, you will learn exactly what Long Term Care is, how much it will cost, how it can be paid for, and what the odds are for ever needing this type of care. We will examine a variety of strategies to provide for the cost of Long Term Care. Finally, you will learn how to shop for and compare different types of Long Term Care coverage. Handouts provided.

\$12.00

XPM 1180

Investor's Guide to Economic Data

Many of us invest regularly within retirement savings plans such as 401(k) and 403(b) plans or individual retirement accounts. We are investing for the long-term, not playing the markets on a day-to-day basis, yet would like to understand more about the relationships between the financial markets and the economy. This class will explain (in laymen's terms) how everyday economic data such as employment reports, inflation indexes, and housing markets can have positive or negative effects on the value of stocks and bonds. Each session will cover indicators normally released during that particular week each month, so we can track a month's worth of market activity.

\$30.00

XPM 1185

Common 401K Mistakes

Don't make costly mistakes in your 401(k) plan that can lose you thousands of dollars! Failure to invest properly in your 401(k) plan can delay your retirement for years. In this class, you will learn various aspects of a 401(k) plan that many people are not familiar with. We will discuss mistakes many participants make and how to avoid them. (1 session) \$11.00 (B&G \$9)

\$11.00

XPM 1190

Using Retirement Planning Software

This class will provide you with free retirement planning software, as well as instruction on using it for your situation. The software is easy to use and can help you stay on track to retirement. You will also receive guidance on several aspects of planning your retirement.

\$7.00

XPM 1195

So You're Retired - Now What?

Get what you need tomorrow from what you have today. This workshop will focus on asset allocation in retirement; increasing your current and future income; consideration of long-term care insurance and annuities; and taxable and tax-free investing. (Note: this class was formerly entitled "Managing Your Retirement Income".)

\$12.00

XPM 1200

Flying Solo: A Financial Workshop for Women on Their Own

Learn the time-tested rules of successful investing for women who are taking charge of their finances. You will find out what it takes to retire with the lifestyle you desire; how to maintain your independence later in life; and the financial decisions you should be making today. (Note: this class was formerly entitled "Smart Women Finish Rich").

\$12.00

XPM 1210

Travel Tips: Safety, Savvy

A description is not available for this course.

XPM 1215

Advanced Investment Research

Are you an experienced investor? Then join us for this class in advance investment research. The class will include looking at improving your research skills by using the Morningstar rating system, P/E, beta and alpha ratios, growth vs. value analysis, management tenure, equity style boxes and equity drift.

\$14.00

XPM 5000

Introduction to Stock Options

Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.

\$79.00

XPM 5005

Personal Finance

Learn to create and use a budget, borrow and invest wisely, understand and control your credit rating, make intelligent decisions about insurance, develop a retirement savings plan, and be better prepared to plan for taxes. (12 sessions)
\$74

\$74.00

Music, Gemology (XKA)

XKA 1000

Oriental Rugs

The hand-knotted Oriental rug has long been esteemed as a unique item of household furnishing, as a floor covering and as decorative art. We will explore the wide diversity of rug patterns and colorings, their geography and their beauty. This will be an in-depth study. Textbooks and other optional materials may be purchased at Ara's Gallery.

\$48.00

XKA 1016

Brass Choir

Join the college brass choir and explore a wide range of music. With 19 other musicians, you'll play traditional Gabrieli antiphonal brass, swinging Stan Kenton and contemporary composers. Call Ron Stinson 913-469-8500 ext. 3275 to arrange an audition.

\$20.00

XKA 1017

Jazz Ensemble

Join well known jazz musician and JCCC music professor, Kerry Strayer, for a 14-session exploration of BIG BAND music. You'll share the "stage" with 17 other musicians while exploring and improvising great jazz works. Call Ron Stinson at 913-469-8500 ext. 3275 for audition information.

\$50.00

XKA 1018

Wind Ensemble

Join the college wind ensemble and explore music specifically written for wind ensembles (concert bands.) The music will include overtures, marches, polkas, circus band music, traditional concert music and music written by contemporary composers. Emphasis will be on performing music written specifically for this type of instrumentation. Call Ron Stinson for audition information 913-469-8500 ext. 3275.

\$20.00

XKA 1026

Beginning Piano Class for Adults

It is never too late to become a piano player. Join JCCC music professor, Victor Olvera, for a solid introduction into the world of piano playing. This class is intended to provide an introduction to the art of keyboard playing basic skills such as reading music, basic notation, keyboard techniques and basic piano repertoire will be covered. Text available in JCCC Bookstore.

\$80.00

XKA 1027

Return to the Keyboard Adult Piano Class

This course is intended as a review and tune-up for adults with prior piano keyboard experience. Keyboard skills, technique and repertoire will be tailored to the individual student's skill level. Following an informal assessment you'll explore additional techniques and improvisational methods. Text available in the JCCC Bookstore

\$80.00

XKA 1060

Johnson County Chorus

If you enjoy singing in a mixed chorus this is the group for you. The chorus sings a wide variety of choral literature, from master works to popular. You may interview with the director, Anita Cyrier, on Sept. 6, between 7-9 p.m. Enrollment fees include most music. Performances require concert dress. Full rehearsal begins Sept. 13, 7:30-9:30 p.m. Inquire about the select ensemble which rehearses from 6:30-7:30 p.m.

\$65.00

XKA 1063

Diamonds

Gemologist Tom Tivol will discuss quality analysis including cut, color, clarity,

carat weight appraising, pricing and investing.

\$12.00

XKA 1065

Colored Stones

Gemologist Tom Tivol will discuss how to judge the value and quality of colored stones such as rubies, emeralds and sapphires, and of semiprecious stones such as opal, topaz, garnet, cats-eye, amethyst and moonstone.

\$12.00

XKA 1100

Voice Clinic I

You will learn basic vocal technique, covering areas such as posture, breath control, vocal projection and vocal health. Students will learn how to properly vocalize and apply those techniques to songs. Individual instruction and group instruction within the class setting.

\$48.00

XKA 1105

Voice Clinic II

For those who want to continue their vocal training, this workshop will help you polish skills developed in Voice Clinic I. Clinic II offers more opportunity for solo singing and individual instruction. Those who have not taken Clinic I need to contact the instructor before signing up for Clinic II.

\$57.00

XKA 1110

Basic Guitar I

This course will emphasize strumming patterns and basic chords used in popular music. It will also serve as an introduction to reading music, fingerpicking and music theory. No musical background is necessary. Only acoustic (nonelectric) guitars may be used in this class.

\$80.00

XKA 5000

Enjoying European Art Online

The art and architecture of Europe offers an overwhelming array of choices that is sure to exhaust even the most dedicated art lover. If you are planning a trip to Europe, or just want a better understanding of European art, this course will introduce you to the most important works of European art on a personal and familiar level. You'll learn where to find the works, how to get the most out of the viewing experience, and you'll receive a wealth of commentary and interesting historical information based on the instructor's deep love of art and culture and extensive travel experiences.

\$79.00

Personal Development (XKD)

XKD 1032

Successful Marriages

Come learn from a busy marriage and family counselor about the latest research on successful marriages. This class emphasizes what works while identifying traditional approaches that may have proven counterproductive. Class consists of lectures, question and answer and discussion.

\$9.00

XKD 1056

Boundaries: Reclaiming Ownership of Your Life

Boundaries allow us to clarify our relationships and our lives. They are systems of stop signs and borders that allow you to protect yourself, make good choices and develop authenticity in your life and in your relationships. In this class we'll discuss the sorting and choosing process in deciding who and what to let into our lives and who and what to leave out. We will practice setting these boundaries with friends, loved ones, and co-workers.

\$16.00

XKD 1057

Organized for Life: the Psychology of Organization

Discover a new approach to organizing. The major roadblock to keeping our environments organized is in our heads, not in the lack of closets, containers, skill or discipline. You'll learn how to change the way you think about organization, thus you can learn to organize your environment the way you want.

\$8.00

XKD 1058

Design a Life You'd Love

Do you ever feel like running away from home? Most of us do from time to time. That "ideal life" looms just over the horizon in our minds. Join us for an intense self discovery journey as we examine key aspects of our lives and begin designing life plans and lives that we really can love.

\$16.00

XKD 1062

Bulletproof Self-esteem

Michael Jordan and Oprah generate bulletproof confidence from primitive feeling brain centers that are not influenced by our thinking centers or the thought-based techniques used in self confidence programs. This new feeling based program helps you uncover these instinctive primordial I-can-do-anything feelings. You'll understand the reasons for repression of instinctive confidence and will learn techniques to uncover and feel comfortable with instinctive confidence.

\$14.00

XKD 1066

Connections

This weekly social skills course is designed for 18-25 year old students with mild-moderate needs. The weekly instructional session emphasizes social skills practice, social interaction, and how to plan, organize and access community activities. Various topics related to self- awareness, developing relationships and pursuing a social life are discussed. Role-playing, open forums, speakers, and small group interaction keep students engaged. In addition, students attend a group-planned social activity in the community called "Community Connections," twice a month. Selected college students will function as peer models to help facilitate the course. For "Connections" application form, call 913-469-3836. The course is limited to 28 students with special needs.

\$225.00

XKD 1067

Organizing Residential

We interact with clutter daily. How we interact with clutter is the key to an efficient, productive life. This class will help you identify the roadblocks to getting organized and how you can combat them. You'll discover the 1-2-3 approach to organizing

and how to apply it to any room in your home.

\$12.00

XKD 1068

Organizing for the Chronically Disorganized

Not all organizing techniques work for all people. Individuals with chronic disorganization issues often find that traditional organizing strategies do not work for them. Discover alternative organizing methods and systems to assist you on the path to successful organization.

\$9.00

XKD 1074

Understanding Self-Esteem

What is self-esteem? Where do we look for it. How can we increase it? These three questions will form the basis for this two-hour session. Our self-esteem directly affects the extent to which we are satisfied with our relationships - both with others and with ourselves. Take time out to reintroduce yourself to your best friend - YOU!

\$12.00

XKD 1077

How to Meet Your Mate in 90 Days or Less

Learn a proven Three-Step Marketing Method for meeting your perfect match in 90 days or less. Easy-to-follow steps show you how to look and act, where to meet potential dates and how to make a connection. Fee includes manual and materials.

\$12.00

XKD 1080

What's Happening In Greater Kansas City for Singles?

This class is for singles who want to know about singles groups, events and activities taking place in Kansas City. The course is presented by Don Davidson, publisher Guide to Singles Groups in the Kansas City Area. Enrollees will receive a copy of the directory. The fee includes the cost of the directory and other materials.

\$12.00

XKD 1082

101 Fun and Clever Ways to Get Noticed

The first step in starting a relationship with someone of opposite sex is getting noticed. This workshop will discuss fun and clever ways to get the attention of those you wish to meet. The material is presented by Don Davidson, singles leader and author. Come and have fun meeting others and contributing your own clever ways of getting noticed. The fee includes handout materials.

\$12.00

XKD 1084

Unleash Your Potential and Get Motivated

Most of us have ideas of things we want to do that never get accomplished. We believe if we could just get motivated we could accomplish all that we desire. This workshop will provide a practical model for becoming self-motivated. The model will give you tools to move forward from good ideas to seeing concrete results in your life. Learn why logic and guilty feelings are not enough to motivate you to action. You will have the opportunity to identify barriers to achieving your heart's desire, and will learn strategies to move through these barriers toward success.

\$12.00

XKD 1085

What You See Is What You Get

This course looks at what we pay attention to during our day, and how what we notice affects our self-esteem and our sense of happiness. Through lecture and personal exploration exercises, participants will gain an understanding of how their thoughts and feelings impact them. We will explore how a "good day" is created and how "bad" days happen. Participants will also learn what they can begin doing immediately to achieve a greater sense of contentment and control in their lives.

\$12.00

XKD 1087

Successful Paper Management

Papers flood our home and office daily. Explore how to create a positive relationship with papers by identifying common roadblocks to organizing papers and discover how simple setting up a user-friendly paper management and filing system can be.

\$12.00

XKD 1088

The Balancing Act of Your Life

Does chaos reign in your world? Indigenous peoples have always known that life is not meant to be hard. Life is meant to be EASY. Learn five easy steps that will help you choreograph a STRESS-LESS life using the first Universal Law: Minimum effort to create maximum effect. Course materials, \$10, available from instructor.

\$30.00

XKD 1089

Asserting Yourself

Are you ever hesitant to speak up for what you want or need? This class stresses self-management by learning to use assertiveness skills as a way to promote personal growth and fulfillment. Therapist Donna Bacic will help you develop a "personal assertiveness" tool kit through lecture, role play, exercises and sharing.

\$15.00

XKD 1096

Gain Freedom from the Tyrants in Your Life

We deal with tyrants (family, friends, children, parents) everyday. If tyrants aren't stopped, they become more skilled, meaning more intimidation and loss of your precious energy. Learn the tricks indigenous people used to stop tyrannical behavior and empower your life once again. Course materials, \$10, available from instructor.

\$20.00

XKD 1101

Gaining Freedom from Depression

Depression affects millions of people in this country. It is always troubling, and for some, disabling. It can have an impact on nearly every aspect of a person's life. This course will discuss the many factors that may cause depression and how it can be overcome. It will also focus on strategies for preventing it.

\$12.00

XKD 1103

Minimizing Emotional Toll of Divorce

Join licensed Clinical Counselor, Terry Dichiser in exploring the ways divorce affects both adults and children. You'll learn how to recognize and minimize emotional distress in children and learn survival strategies for the divorcing adult.

\$12.00

XKD 1104

The Successful Step Family

Join licensed Clinical Counselor, Terry Dichiser in learning practical, realistic solutions to the issues stepfamilies face. Gain realistic expectations of a step family; solve everyday problems of stepparenting; honor families of origin while developing new traditions and learn how to grow your stepfamily.

\$11.00

XKD 1116

I'm Just Different From You!

Couples are often drawn together as they notice the similarities they share. Later on, different ways of thinking and behaving become more obvious. However, learning how to deal with differing styles and attitudes makes for a fulfilling and long-lasting relationship. In a light-hearted atmosphere, we will use the Myers-Briggs Type Indicator, a style assessment, to understand how you communicate, see things, organize and make decisions. Cost of assessment instrument, \$8/person, available from instructor.

\$12.00

XKD 1117

Twelve Ways to Reduce Stress

Does stress drag you down so you forget to take care of yourself? Could you use a refresher class on how to deal effectively with stress? Learn tools and exercises to help you reduce stress. Wear comfortable clothing and bring your attitude in this fun and interactive class.

\$12.00

XKD 1118

Make Your Relationship a 10!

Is your key relationship not quite where you want it to be? Are you looking for ways to take it to a new level? Get ideas and examples on how to make your relationship the best it can be. Couples and singles welcome.

\$12.00

XKD 1127

Understanding Grief and Loss

We will inevitably face periods of grief in our lives when we lose a family member or a friend. What can you learn to better understand how grief and loss can impact your life and your relationships? Explore the many facets of grief in a post 9/11 world from stage and task theories to ways you can help others.

\$12.00

XKD 1128

For the Young at Heart: Love after 55

For older adults, learn what is different about dating and relationships after so many years. Explore what's new and the advantages for you.

\$10.00

XKD 1131

Ultimate Mind-Body Makeover for Women

If you want to be happier with your body, you must explore your thinking. This workshop offers creative activities for you to discover all the life tools you will ever need to stop your battles with food, diets and clothes. Gain greater awareness of mind-body core beliefs, fears, needs, and values while identifying personal goals. Bring to class old magazines, glue, notebook, and scissors.

\$29.00

XKD 1132

Relationship IQ

Too often couples have unrealistic notions about the nature of relationships and what it takes to make them satisfying. Unreasonable expectations about marriage make people question the health of their own relationships. Learn how commonly held beliefs about marriages can be debunked and help your future.

\$10.00

XKD 1133

Believe in Yourself

Break free from the myths that society and the media have taught. Learn how negative self image develops. Use break free strategies to change your view and actions. Learn how to engage in realistic self appraisals.

\$11.00

XKD 1134

Step-Discipline: What Does and Doesn't Work

Step-parenting is the most difficult dynamic that step couples face. The better you understand the principles of step-family discipline, the more productive your parenting will be in the step-family.

\$11.00

XKD 1135

5 Love Languages of Marriage

Using the book with the same title by Gary Chapman, discover the 5 love languages and where you and your spouse fit into them. An evening of great discovery that can change and strengthen your marriage. Come alone or with your spouse.

\$12.00

XKD 1136

Creativity: The Artist's Way

With the basic principle that creative expression is the natural direction of life, this workshop series is for budding artists, writers, poets, actors, filmmakers, musicians and creative people in all walks of life. This course is designed to help increase confidence, recover blocked creativity, manage time, and realize your unique journey. You will have a work in progress nurtured by the Creative Cluster process, which teaches creative gains through nurture support. Recommended text, "The Artist's Way" by Julia Cameron.

\$33.00

XKD 1203

Couple Communication-Discovering Positive Communication

Break the cycles of negative communication that drag down relationships and discover the depth of your relationships by using positive communication. This class promises a look at the various levels of communication in relationships, the cycles relationships fall into, how to identify "relationship germs", ideas of how to keep the communication headed in a positive direction, a dose of humor, and an opportunity to see your relationship's future in a new light. Come with your partner/spouse or alone.

\$12.00

XKD 5001

Keys to Effective Communication

If you find yourself at a loss for words or lack confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step-by-step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth, and respect.

\$79.00

Photography (XKP)

XKP 1000

Introduction to Camera

Basic camera handling and operation are explained in this non-darkroom course. Camera accessories, film choice and picture composition will also be discussed. There will be photo assignments. Bring your fully adjustable 35mm single lens reflex camera to class.

\$65.00

XKP 1001

Adobe Photoshop for the Amateur Photographer

This class will show you how easy it is to digitize, manipulate, and print black & white and color photographs from negatives, slides, and prints. In just four hours you will be able to scan, save and alter your images. If you want to know how to adjust the contrast and brightness of an image or crop and correct the color this is the class for you. Come join us as we make what may seem difficult much easier! Bring several photos to class to work with.

\$48.00

XKP 1008

Exploring Digital Photography

In this class you'll be introduced to the concepts, tools and technology of photography in the 21st century. You'll become acquainted with digital photographic equipment, software, storage devices and printers. Topics will include image capture, storage and correction and manipulation.

\$70.00

XKP 1015

Darkroom Techniques

This class introduces you to black-and-white film processing and printing, with emphasis on printing techniques and use of equipment. The class fee includes some supplies. For the first session, bring an exposed roll of Tri-X film, ASA 400, and negative protectors.

\$115.00

XKP 1020

Creative Photography

If you're looking for inspiration, come to this course. There will be photo assignments and critiques, along with discussions on a variety of topics. Registration limited to intermediate and advanced amateurs. Class meets every other week.

\$92.00

XKP 1021

Photography for Scrapbooks & Albums

Learn helpful tips for amateur photographers who take photos for scrapbooks and photo albums. Taught by a long-time scrapbooking instructor, topics will include photographing people, events, travel photography, and more. Bring a recently developed roll of film to class for a helpful critique.

\$10.00

XKP 1060

Basic Scenic and Nature Photography

This class is designed to give amateur photographers some helpful tips for improving scenic and nature photography. Topics include exposure, depth of field, simple close-up techniques and helpful equipment. Wildlife photography also will be discussed.

\$30.00

XKP 5000

Discover Digital Photography

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

\$65.00

XKP 5001

Mastering Digital Photography: Photographing People

This course will make taking beautiful pictures of adults, children, and babies simple. After a review of the basics, you'll discover the best way to shoot faces, repair common problems, and take professional portrait and formal group shots.

\$65.00

XKP 5002

Photoshop Elements for the Digital Photographer

Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user.

\$79.00

XKP 5003

Photoshop 6 for the Absolute Beginner

Artists, photographers, designers, and hobbyists rely on Adobe Photoshop for

graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. If you've never used a computer for graphics before, this course will teach you how to use Photoshop with simple, detailed, step-by-step instructions that you'll have no trouble following. You must have access to a full version of Photoshop 6.

\$49.00

XKP 5004

Photoshop 7 for the Absolute Beginner

This course will teach you how to use Photoshop with detailed, step-by-step instructions even if you've never used a computer for graphics before! You'll learn how to create simple digital paintings, edit your own photographs to remove red-eye, dust, scratches and correct image exposure.

\$79.00

XKP 5005

Secrets of Better Photography

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting.

\$79.00

XKP 5006

Photoshop Elements for the Digital Photographer

Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. This class will take you from novice to accomplished user.

\$79.00

Practical Know-how (XPR)

XPR 1005

Furnace Tune-up and Maintenance

Would you like to tune and maintain your own furnace, but lack the know-how? Then come to this class, where you'll acquire both the skill and the confidence to do it yourself! You'll also learn how humidifiers and thermocouples operate, how to install them, and how to oil and clean blower motors. Digital thermostats and safety controls will also be covered. BG(B&G \$21)

\$25.00

XPR 1020

Home Plumbing

For do-it-yourselfers, this is a basic course on repairs, maintenance, installation repairs, installation of home plumbing systems, garbage disposals, commodes, broken pipes and hot water tanks. The recommended text is available at the JCCC Bookstore.

\$40.00

XPR 1022

Patents, Trademarks and Copyrights

This class will give you a basic understanding of what is patentable, what can be trademarked, and when to obtain a copyright. A patent attorney will instruct the class.

\$6.00

XPR 1030

Home Wiring and Electrical Repairs

Learn how to repair common electrical problems in the home, make the right choice in lighting and expand existing circuits where additional electrical power is needed. The recommended text is available at the JCCC bookstore.

\$40.00

XPR 1045

Residential Air Conditioning Maintenance

Save money and keep your home air conditioner in tip-top condition. Through lecture, handouts, and hands-on practice in the college HVAC lab you'll learn how to dismantle, clean, and reinstall the condenser, lubricate the motor, test and troubleshoot the operating system, and check air flow in the duct system. Finally, the instructor will provide you with a check list of safety precautions.

\$30.00

XPR 1046

Residential Heating System Maintenance

Save money and keep your home's residential heating in prime working condition. Learn how your furnace operates, learn how to clean your furnace, remove basic components, and make proper adjustments. Instructor will familiarize you with cleaning and replacing pilot, checking and adjusting main burner and blower motor, belt tension, and checking the clock meter and flue.

\$30.00

XPR 1062

How to Buy a Car (and Feel Good About It!)

Learn how the car business works, with an emphasis on buying techniques to save you time and money. This class explores all aspects of the business and sales process; how a dealership works, negotiating the deal, handling your trade-in, car pricing, financing, insurance, leasing, rebates and after-market sales. If you're shopping for a car, or anticipating doing so, come hear independent auto broker Bill Lucas 'tell it like it is'!

\$8.00

XPR 1115

55 Alive Mature Driving

This eight-hour classroom course will refine your existing driving skills and help you develop safe, defensive driving techniques. Course assistance is provided by AARP.

\$10.00

XPR 1120

Defensive Driving

This course was developed to create better driving techniques through systematic, standardized training. The course consists of classroom training in driving skills that help prevent traffic accidents. The films/ videos used have been filmed throughout the country. New driving issues are addressed, including airbags, anti-lock brake systems, safety belts and more. Course assistance is provided by the Safety and Health Council of Kansas and fulfills the requirements for insurance discounts for the state of Kansas. Must have a valid learner's permit or driver's license to take the class.

\$27.00

Professional Education (XNX)

XNX 2001

SIDLIT Distance Education Conference

We are offering CEU's only.

\$15.00

XNX 4675

Managing Electronic Records

This course provides a comprehensive discussion of records management concepts and methodologies as they apply to electronic records and is intended for professional records managers, archivists, computer system professionals, office system analysts, data center managers, librarians, and others responsible for the creation, maintenance, management, control, and use of electronic records.

\$129.00

XNX 5001

HR Certification Preparation: Compensation & Benefits

This course designed for Human Resources professionals, focuses on preparation for the Human Resources Certification Institute (HRCI) certification examination through emphasis on a single major discipline of the HR "body of knowledge"-namely, Compensation & Benefits. Classes will consist of in-depth examination of all aspects of domestic compensation and benefits design and management including; compensation & benefits elements, legislative landscape, philosophy & strategy, job evaluation, pricing & pay structures, best practices, and financial management and planning. Required testbooks; The Compensation Handbook and Fundamentals of employee Benefits Program are available in the JCCC bookstore.

\$189.00

XNX 5002

Performance Management

This course provides participants with a proactive approach to performance management. By focusing on setting clear expectations, specific performance feedback and objective performance evaluation, while helping correct many common performance problems. You will learn to write performance objective, communicate clear performance and behavior expectations, provide feedback to employees and how to document these conversations. All course materials are included in course fees.

\$95.00

XNX 5003

Improving Productivity

Focusing on methods for analyzing and improving work productivity, this course helps participants explore productivity issues in their work area, and introduces effective techniques for identifying opportunities for productivity improvement and methods for generating solutions to address productivity obstacles. All course materials are included in course fee.

\$95.00

XNX 5004

Revitalizing Customer Service

You will use a variety of exercises and group activities to define basic customer service skills to examine how the use of those skills adds to the personal and professional productivity levels. You can use a worksheet to chart your own

customer service skills. All course materials are included in course fee.

\$95.00

XNX 5005

Fundamentals of Mortgage Lending

You will learn the basic terminology and regulations of mortgage lending as well as information on the secondary market. The benefits of selling mortgage loans are explained to participants who currently sell mortgages or are involved in the mortgage lending process. All course materials are included in course fee.

\$95.00

XNX 6000

Essential Payroll Skills

This course covers the essentials needed by payroll administrators and managers to process accurate and timely payments to employers and taxing jurisdictions. Content includes employee classifications, federal wage and hour laws, taxable compensation, taxable and non-taxable fringe benefits, child support, garnishment, tax deposits, accurate tax filing, reconciliation of payroll accounts and basic payroll accounting principles. Textbooks included in course fee.

\$395.00

XNX 6001

Payroll Skills-Intermediate

This course is designed for participants who have an interest in acquiring an intermediate level of payroll education. Content includes basic categories of employment; primary benefits and tax implications; reporting requirements; account classifications; journal entries and reconciliation; and internal control and audits. Textbooks are provided in the class.

\$395.00

XNX 6002

Payroll Skills-Advanced

An in-depth review of advanced skills required for managing today's payroll department. This 8 week course focuses on regulatory and practical knowledge needed to manage a successful payroll department. Topics will include recognition of supplemental income, taxable and non-taxable fringe benefits, payroll accounting, federal and state tax returns and payments, IRS audits, and internal security.

\$395.00

XNX 9005

Understanding Hospitality Law

Take this course and learn how to keep the legal considerations of hotel and restaurants operations from becoming expensive problems. You will learn about intriguing court cases with real-world examples which bring you up-to-date on important issues. The following will be covered in class: Contracts, Torts, Reservations, Privacy, Right to Evict, ADA, Protecting Guests, Loss of Property, Frauds, Food and Beverages, Wages and Hours, Family and Medical Leave Act, Discrimination, Lie Detector Tests, National Labor Relations Act, Immigration Reform and Control Act, Social Security, Unemployment and Worker's Compensation, Health and Safety, OSHA, Telephone Service, Copyright, Fire Safety, Taxes, Warranties, Anti-trust and Franchising.

\$198.00

XNX 9010

Hospitality Sales and Marketing

Achieve all your sales goals, build new business and target your most profitable markets with these proven sales, advertising and marketing approaches. Discover creative ways to generate keen interest in your property's amenities and services while you study exemplary advertising pieces from companies around the world and the brightest ideas from today's top performers. You will learn how to identify and reach the most appropriate sources of additional business, boost internal sales in food and beverage, catering and guest-rooms, motivate your sales team and coordinate sales efforts and other valuable information. Course fee includes all textbook materials.

\$195.00

XNX 9015

Supervision in the Hospitality Industry

Every supervisor or future supervisor should have a resource packed with how-tos that will help them handle daily challenges. This course will show you proven ways to get maximum results by directing and leading. It will teach you how to juggle the expectations of management, guests, employees, and governmental agencies. It also features creative strategies for effectively managing change and resolving conflict.

\$285.00

XNX 9020

Housekeeping Management

Housekeeping is critical to the success of today's hospitality program operations. An Educational Institute survey of nearly 4,500 properties identifies housekeeping as one of the top three departments that could be most improved by training. This course will show you what it takes to direct the day-to-day operations of this vital department, from "big picture" management down to technical details.

\$198.00

XNX 9025

Security & Loss Prevention Management

This class will prepare you to handle vital risk management issues in the hospitality workplace. You will learn about safety and security case studies developed by industry professionals; links to Internet based hospitality specific resources for safety and security; and updated sample forms and documents pertaining to working with an in-house safety committee, crisis communications and the importance of safety equipment to loss-prevention management as they pertain to guest and asset protection, risk management and insurance coverage.

\$205.00

XNX 9026

Certified Bookkeeping - Part I

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential to set a useful standard for bookkeeping knowledge. By fulfilling a two-year work experience requirement, successfully passing three separate exams and agreeing to a written code of ethics, you may obtain and display this credential. This course assists you in gaining the technical knowledge and skills necessary to perform as a professional bookkeeper. The required textbook may be purchased in the JCCC Bookstore. (Prerequisite: two years of bookkeeping related experience.)

\$432.00

XNX 9027

Bookkeeping-Part II Payroll & Depreciation

This course will prepare you to take the second test in the three part series to become a certified bookkeeper. You will learn about federal and state wage-hour

laws, paying employees under federal law, employment records and payroll recordkeeping, W-4 forms, computing and allocating depreciation, depreciation under federal income tax rules, and other depreciation rules and laws. The textbook may be purchased in the JCCC bookstore and covers the course materials and test information for all three certification tests.

\$167.00

XNX 9028

Bookkeeping Part III Inventory

This course will prepare you to take the third and final test in the three part series to become a certified book-keeper. You will learn about the general concepts of accounting for inventory, computations and journal entries, inventory costing, and how to use the lower cost or market rule. The textbook may be purchased in the JCCC bookstore and covers the course materials and test information for all three certification tests.

\$112.00

XNX 9029

SHRM Learning System - Human Resource Certification

Through interactive forums blended with "real world" case studies this course will prepare you for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams using material that reflect the Human Resource Certification Institute (HRCI) content outline of the body of knowledge in human resource management. It will cover the following functional areas of human resource management: management practices, general employment practices, staffing, human resource development, compensation and benefits, employee and labor relations, health, safety and security. Key concepts will be reinforced through application exercises to develop specific competencies. The textbook and the CD ROM are included in the course fee.

\$800.00

XNX 9030

Essentials of Human Resource Management

SHRM presents the Essentials of Human Resource Management, a true introductory course in human resource management. The primary focus of this program is to provide participants with a broad overview of the human resource function. It consists of six modules delivered in an instructor-led format. Course modules include: Essentials of Human Resource Management, Employment Law in Your Workplace, Effective Recruitment, and Selection Techniques, Basics of Compensation, Orienting and Training Your Employees and Ensuring Quality Performance.

\$250.00

XNX 9031

Developing Requests for Proposal (RFP)

In this course you will learn a systematize, comprehensive and professional approach to writing Requests for Proposals through a step-by-step process that begins with the initial planning and concludes with the winning proposal. You will also learn to edit high-quality responses from potential contractors while promoting effective communication between client and vendor.

\$65.00

XNX 9032

How to Set up an Office/Home Filing System

Are you looking for solutions to the establishment of a filing system that will save you time and money? This course is for you. You will learn what to keep, where and how to keep it and how long to keep it and why. A model filing system will be presented.

\$65.00

XNX 9033

Enhancing Individual and Team Performance

A vital component of effective management is self-awareness. If you know your behavioral style, you have the first step toward understanding and valuing differences in others. Using the Personal Profile System this course will help you understand your own behavior, realize the impact of your personal behavior on others around you, improve communication, promote appreciation of differences and reduce conflict.

\$75.00

XNX 9034

Introduction to Records Management

You will learn the basic principles of records management in this four week course. The topics include: records management, program development, active records management, electronic records management, image technology, and inactive records management. This class will also help you prepare for the six part text to become a certified records manager.

\$79.00

XNX 9035

Enhancing Individual and Team Performance

A vital component of effective management is self-awareness. If you know your own behavioral style, you have taken the first step toward understanding and valuing differences in others. Using the Personal Profile System, this course will help you: understand your own behavior; realize the impact of your personal behavior on others around you; improve communication; promote appreciation of differences; & reduce conflict.

\$68.00

XNX 9036

Relationship Coaching for Managers

You will learn about the fundamentals of the employee relations coaching method, tips and guidelines that managers can incorporate into their workplace practices. This includes: How do you relate and rate with employees; what message do you send to employees; how clearly do you outline your/the company's vision; and, today's hot ethic topics.

\$89.00

XNX 9037

Think On Your Feet Human Resources Management

If you are an experienced human resources professional, administrator or manager who implements, practices, and supports the labor management rules in the workplace, this class is for you. Important decisions are made at a fast pace, over the phone, via email, before and after work and in-between meetings. How do you make informed decisions for "need an answer now" issues. This course offers an upbeat overview of workplace administration as it relates to a union or non-union environment.

\$59.00

XNX 9038

Quality 101: ASQ Foundations in Quality

Today more employees need to understand and apply basic quality concepts. This course provides a solid foundation in quality principles for newcomers and is a helpful refresher for employees with prior quality training and experience. You will learn the fundamentals of quality including: quality benefits, evolution of

quality, total quality management, process management, quality tools, quality deployment. The course covers the ASQ Certified Quality Improvement Associate (CQIA) body of knowledge. Course fee includes the manuals.

\$395.00

XNX 9040

Fundamentals of Consumer Lending

This basic knowledge about consumer credit is covered in this course such as terminology, categories of consumer credit, determining credit worthiness, the application process and bank regulations. You will learn banks make money from loans, describe the five C's of credit, and define basic credit terminology. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9042

Fundamentals of Trusts and Alternative Investment

Products You will be provided with the skills and product knowledge needed to identify and refer individual trust prospects by exploring trusts, trust terminology and common trust products. In addition you will learn about annuities, mutual funds, securities and the risks associated with them. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9043

Cross-Selling Banking Products

You will learn about the skills to cross-sell bank deposit products and services by focusing on the importance of cross-selling and the steps in the process; which requires interpreting clues to customer needs, cross-selling solutions to match needs, responding to objections and closing the sale or referring a customer to a specialist. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9044

Ethical Issues for Bankers

You will explore the importance of ethical behavior in banking for a personal and organizational perspective while focusing on areas that include confidentiality, conflict of interest, information security, personal transactions and accepting or giving gifts. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9045

Managing Employee Relations

You will explore four major strategies for managing You will explore four major strategies for managing employee relations such as compliance with the law, managing diversity, handling work and personal issues and fostering open communication among staff issues and fostering open communication among staff members. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9046

Managing Change

You will explore the change process and your reaction to change that includes

tools to help you manage. You will be able to review the three stages of change, and identify appropriate and inappropriate actions to take when managing change. This course is offered in cooperation with the Kansas Bankers Association.

\$115.00

XNX 9049

Banking Today

You will be given an orientation to the essential principles, concepts and operations of banking. This class is designed to help the newly promoted or recently hired bank manager/officer understand the basics of banking. All course textbooks are included in course fee and this class is offered in cooperation with the Kansas Banker's Association.

\$85.00

XNX 9051

Federal Income Tax

You will learn the federal income tax rules and the procedures for reporting federal income tax. Upon completion of this course, the student should be able to do short and long range tax planning and keep records which will provide appropriate information to be used in preparing federal income tax. The student should also be able to prepare the standard federal income tax return. Textbooks available at the JCCC Bookstore. CEUs:4.8.

\$417.00

XNX 9055

Sales Coaching in Banking

You will learn how to coach and support the sales team by providing on going coaching motivation. This course is designed for the person who is responsible for leading a bank sales team or sales campaign. All course textbooks are included in course fee and this class is offered in cooperation with the Kansas Banker's Association.

\$85.00

XNX 9056

Truth in Lending

You will learn about the conditions that led to the enactment of Regulation Z, Truth in Lending, how to properly disclose the cost of credit and calculate and disclose a loan's rescission period. You will learn how to adhere to the technical requirements of Truth in Lending. All course textbooks are included in course fee and this class is offered in cooperation with the Kansas Banker's Association.

\$45.00

XNX 9057

Real Estate Settlement Procedures Act for Bankers

You will learn about the activities and disclosures required by the Real Estate Settlement Procedures Act. You will learn to describe the escrow account procedures set up by the Act as well as the eight disclosures required. All course textbooks are included in course fee and this class is offered in cooperation with the Kansas Banker's Association.

\$45.00

XNX 9058

BANKING TODAY

You will be given an orientation to the essential principles, concepts and

operations of banking. This class is designed to help the newly promoted or recently hired bank manager/officer understand the basics of banking. All course textbooks are included in course fee and this class is offered in cooperation with the Kansas Banker's Association.

\$85.00

XNX 9150

Small Business Accounting

You will learn the basic principles of records management. The topics include: records, program management, electronic records management, image technology, and inactive records management. This class will also help you prepare for the six part text to become a certified records manager. Textbook available at JCCC Bookstore. CEU's:4.8.

\$417.00

XNX 9151

Federal Income Tax

You will learn the federal income tax rules and the procedures for reporting federal income tax. Upon completion of this course, the student should be able to do short and long range tax planning and keep records which will provide appropriate information to be used in preparing federal income tax. The student should also be able to prepare the standard federal income tax return. Textbooks may be purchased in the JCCC Bookstore. CEUs 4.8

\$417.00

XNX 9152

Computerized Accounting

If you enjoy recording transactions and using the computer you will enjoy learning the General Ledger Software in Computerized Accounting. In the Computerized Accounting course you will learn how to use a commercial general ledger package. The general ledger software is included with the textbook. The course is a lot of fun, not very demanding and will reinforce what you have learned in Accounting courses. Textbooks may be purchased in the JCCC bookstore. CEUs 4.8.

\$417.00

Public Events (XKE)

XKE 1012

Natural History of Kansas

Increasingly, people want an understanding of the place where they live and the ability to achieve a sense of 'rootedness.' In this course you'll examine the physical and biological processes which have led to the present Kansas landscape. Physical science topics include geology, climate patterns and soil formation. Biological science topics include ecology and a survey of plants and animals of Kansas. The class will consider how the physical and biological environment relate to the role Kansas played in historical events and to present day land and resource use. Two Saturday field trips are included in this course. Enrollment is limited.

\$174.00

XKE 1014

Modern Russian History

Imagine what your life would be like if the U.S. government declared democracy and capitalism failed experiments and the country dissolved. Imagine the U.S. lost its super-power status, was abandoned by its allies and defaulted on its public

debt while businessmen from our former ideological enemy lived in luxury in our country lecturing us on how to rebuild the economy. Now imagine that your grandparents lived through similar social, political, and economic chaos eighty years earlier. However, their suffering was compounded by the horror of a world war, a revolution, civil war and famine. Now you have some idea of the tragedy of Russian history. Join professor Gaar and classmates for a study of the endurance and the endeavors of the Russian people.

\$174.00

XKE 1015

Model Railroading-Building the Scene

This class will focus on building scenes for model railroads, military dioramas and/or architectural dioramas. This class will include the following topics and a tour of the instructors home model railroad layout which has been published numerous times in national model railroad magazines.

\$24.00

XKE 1017

Drawing

Description is coming.

\$174.00

XKE 1018

Intro to World Humanities

This course will acquaint students with the arts and ideas of the world's major civilizations, from antiquity the period of world exploration during the Renaissance. The approach will be interdisciplinary, covering the artistic values embodied in painting, sculpture, architecture, literature, theatre, music, dance, photography and film as they have emerged out of their historical contexts. In addition to providing the fundamental principles, generalizations and theories used in the study of the humanities, the course aims to enhance students understanding of the contemporary world.

\$174.00

XKE 1019

Metal and Silversmithing

This course is an introduction to the terms, tools, and techniques involved in creating jewelry and other wearables as they relate to the human figure. Casting, fabrication and construction will be explored.

\$174.00

XKE 1021

Concepts of Floral Design

This is an introductory course for students to learn the design basics of flower arranging. The course will help students develop an eye for color combinations, flow of lines, balance, geometric shapes and texture uses in flower arranging. The student will become familiar with materials used, mechanics of design, customer perspectives and the post harvest care of floral materials. All class materials are included in class fee.

\$286.00

XKE 1022

Introduction to Humanities

This interdisciplinary study begins with a look at artistic and technical elements of several art forms, including painting, sculpture, architecture, music, theater, film,

dance and literature. Major themes expressed in the works and their reflection of the values of their culture are also examined.

\$186.00

XKE 1023

Introduction to Russian Culture

This course is a survey of the cultural history of Russia from the ninth century to the present day. The approach will be interdisciplinary, examining representative examples of Russian art, architecture, music, theatre, dance, literature and philosophy in their historical context. In addition to developing the students' appreciation of Russia's contribution to world culture, the course aims to enhance students' understanding of the contemporary world.

\$186.00

XKE 1024

Art 130

This is an introductory course with an emphasis on the development of fundamental drawing skills, increased power of observation and an awareness of the personally expressive and compositional aspects of drawing.

\$174.00

XKE 1027

World History II: Modern World

This course provides students an introduction to the history of the world since approximately 1500. Upon successful completion, students will be able to describe and analyze the development of modernism, which occurred first in the West, including the scientific revolution, secularism, industrialism and the rise of new political ideologies. They will be able to trace the expansion of modernization in both the Western and non-Western worlds and the response to modernism in non-Western countries.

\$186.00

Railroad Training (XBR)

XBR 4000

Locomotive Mechanical

A description is not available for this course.

\$6,400.00

XBR 5000

BNSF TrainMaster training

TrainMasters assist in implementing and executing the railroad operating plan. Persons who complete the program will be qualified to supervise train, yard, engine employees, and plan daily train and switching operations consistent with safety and efficiency.

\$6,400.00

XBR 6000

YardMaster

A description is not available for this course.

Real Estate and Appraisal (XNR)

XNR 1000

Principles of Real Estate: Pre-license Instruction and Exam Review

Exam Review You must be a resident of Kansas to take this course, which prepares you to become a licensed real estate salesperson in the State of Kansas. After you pass the exam you may apply to Missouri for reciprocity. To receive certification, which qualifies you for testing and licensing, you must attend 90% of this course. To enroll you must have a high school diploma or GED. Exams are given by Promissor. Please call 1-800-274-1257 to schedule an exam. Bring a calculator, highlighter, pencil and paper to each class.

\$195.00

XNR 1010

Salesperson's Postlicense Course - 30 CEUs

For the newly licensed Kansas salesperson, this course counts as 30 required hours toward recertification and meets one portion of the Kansas Real Estate Commission's requirement for license renewal. (HOWEVER, BE AWARE YOU CAN'T RECEIVE CREDIT IF YOU COMPLETE THE COURSE BEFORE THE ISSUE DATE ON YOUR LICENSE.)

\$175.00

XNR 1015

Salespersons' Postlicense

Home Study For the newly licensed Kansas salesperson, this course counts as 30 required hours toward recertification and meets one portion of the Kansas Real Estate Commission's requirement for license renewal. (However, be aware that you cannot receive credit if you complete the course before the issue date on your license.)

\$150.00

XNR 1030

Real Estate Salesperson's Required Core

A description is not available for this course.

\$27.00

XNR 1040

How To Be A Good Transaction Broker

This course covers provisions governing the practice of transaction brokerage and spotlights its field application by focusing on concepts and techniques which will enable participants to legally and effectively perform their duties. The necessity of treating both parties with honesty and impartiality is stressed throughout this course. Home study courses afford you a convenient way to earn your continuing education credits.

\$36.00

XNR 1050

Real Estate Brokers Required Core

A description is not available for this course.

\$54.00

XNR 1060

Commercial Real Estate

This classroom seminar will cover current laws and regulations pertaining to

commercial real estate markets, land, office properties, and industrial properties. You will also learn about commercial underwriting, bank of investments, debt service coverage ration and mortgage equity methods. Brokers and agents will learn how banks and other lending institutions evaluate commercial properties for lending decisions.

\$30.00

XNR 1111

Principles of Real Estate: Prelicense and Broker Instruction

also Broker Instruction You must be a resident of Kansas to take this course, which prepares you to become a licensed real estate salesperson in the State of Kansas. After you pass the exam you may apply to Missouri for Reciprocity. To receive certification, which qualifies you for testing and licensing, you must attend 90% of this course. To enroll you must have a high school diploma or GED. Exams are given by Promissor. Please call 1-800-274-1257 to schedule an exam. Bring a calculator, highlighter, pencil, and paper to each class.

\$195.00

XNR 2000

Real Estate Trust Account and Recordkeeping

This seminar will cover proper recordkeeping to comply with the Kansas license act and regulations for trust accounts. You will learn about recordkeeping for trust fund accounts, such as earnest money, escrow agents for earnest money, closing transactions, all aspects of keeping accurate trust accounts and monthly reconciliation of trust account records, ie. deposit slips, check registers and ledgers for each transaction.

\$27.00

XNR 2001

Real Estate Ethics - 3 CEU's

This course provides an introduction to Ethics according to the National Association of REALTORS Code of Ethics. You will learn about the ethical issues surrounding real estate transactions and provides a blueprint for evaluating a situation and making the ethical decision for all involved parties.

\$30.00

XNR 2030

Professional Real Estate Management - 9 CEUs

Learn the basic principles of real estate management, beginning with the management plan, owner relations, record keeping, marketing, leasing, tenant administration, maintenance, staffing and employee relations, rental housing, office buildings, shopping centers and retail properties. This course has been approved for nine elective continuing education hours from the Kansas Real Estate Commission.

\$78.00

XNR 2040

Real Estate Contracts

This course gives participants the opportunity through lecture/conference and realistic exercises to work with the contractual requirements typical of those encountered in a real estate brokerage. This course has been approved for six elective continuing education hours.

\$0.00

XNR 2050

Foreclosure

More than one party may have an interest in the property during foreclosure. Learn the foreclosure process through a step-by-step analysis, from delinquency to seller ownership. This class has been approved for three elective continuing education hours from both the Kansas and the Missouri Real Estate Commissions.

\$26.00

XNR 2060

Making Money Through Income Property Investment

As a profit-motivated client, learn the steps necessary to create a growth investment. Objectives covered include investment in real estate, appraisal acquisition, financing, managing, disposition and tax regulations that can accelerate appreciation. This course has been approved for six elective hours toward certification requirements by the Kansas and Missouri Real Estate Commissions.

\$54.00

XNR 2070

Agency

This seminar, which satisfies the mandatory course requirement, will give you a better understanding of the role of the agent in a real estate agency. You will learn when an agency (buyer and seller) relationship is created, how to avoid dual agency, how dual agencies can result by accident, your obligation when representing the buyer and seller, how agency is addressed in Missouri and Kansas law and how to avoid misrepresentation. This course has been approved for six core continuing education hours by the Kansas Real Estate Commission and six elective hours by the Missouri Real Estate Commission.

\$54.00

XNR 2075

Brokerage Relationships

will give you the role of a real estate agency. You will learn when an agency (buyer and seller) relationship is created, how to avoid dual agency, how dual agencies can result by accident, your obligation when representing the buyer and seller, how agency is addressed in Missouri and Kansas law and how to avoid misrepresentation.

\$27.00

XNR 2080

Alternative Financing of Real Estate

In this three hours seminar you will learn alternative ways to finance real estate when either the property or the buyer does not qualify for a normal mortgage. You will learn what needs to be included in the sales contract for each method and how to make sure that the contract reflects the method chosen. CEUs pending for the Kansas and Missouri Real Estate Commission.

\$27.00

XNR 3010

Appraisal Principles - Course 110

Appraisal Principles, the introductory course in the Appraisal Institute curriculum, provides an overview of the valuation process and establishes the foundation needed to learn increasingly complex appraisal concepts and procedures. The course will introduce basic valuation principles that are consistent with current appraisal thought and the ethical rules and standards required of Appraisal Institute members and affiliates. In addition, the material covers the level of performance required in appraisal analysis and reports. This information is valuable to those beginning an appraisal career, as well as users of appraisal services. Participants with some real estate background can reinforce their

understanding of fundamentals and broaden their knowledge of the latest appraisal theory and procedures. This course is designed to establish an understanding of the basis for appraisal judgment and the context in which this judgment is applied. Required Textbook: The Appraisal of Real Estate, 12th edition. Recommended: The Dictionary of Real Estate Appraisal, 4th edition. Both books are available in the JCCC bookstore.

\$650.00

XNR 3020

Appraisal Procedures - Course 120

Appraisal Procedures is an intensive lecture and problem-solving course that covers the entire valuation process. Statistical concepts are reviewed, as are the subjects of compounding, discounting and using financial calculators. The sales comparison and cost approaches are covered in depth. In addition, the fundamentals of the income capitalization approach are introduced and direct income capitalization techniques are demonstrated. The reconciliation process is addressed, as is the valuation of partial interests. Participants in this course will have an opportunity to explore a full range of valuation techniques and procedures. Prerequisites: Successful completion of one of the following is strongly recommended: Appraisal Principles (Course 110); An Introduction to Appraising Real Property (Course 101); or an equivalent educational background. Required Textbook: The Appraisal of Real Estate, 12th edition. Recommended: The Dictionary of Real Estate Appraisal, 4th edition. Both books are available in the JCCC bookstore.

\$650.00

XNR 3030

Course 210 - Residential Case Study

In addition to reviewing residential appraisal techniques, this course uses a case study to demonstrate the skills needed by modern residential appraisers. The material takes the class through a residential appraisal from the time the assignment is received to the point that a value conclusion is reached and the appraiser is ready to complete the appraisal report. The case study provided is supplemented by drill problems that focus on individual valuation procedures. Market extraction of data is emphasized in this course. In addition, participants are required to consider the impact of the Uniform Standards of Professional Appraisal Practice and the Code of Professional Ethics of the Appraisal Institute. This practical course is designed to help participants apply the principles and procedures learned in earlier courses. Prerequisites: Appraisal Principles and Appraisal Procedures or Real Estate Appraisal Principles and Basic Valuation Procedures or An Introduction to Appraising Real Property or an equivalent background is strongly recommended. Required Textbooks Appraising Residential Properties, second edition; Dictionary of Real Estate Appraisal, third edition.

\$450.00

XNR 3040

Basic Income Capitalization - 310

W

\$650.00

XNR 3050

Course 320

A description is not available for this course.

\$475.00

XNR 3051

Business Practices and Ethics - 420

This is the second course in the Appraisal Institute's Standards of Professional Practice series. You'll learn how the organization's Code of Professional Ethics can empower you to practice your profession in accordance with the Appraisal Institute's guiding values and principles, and why this is important to you as a practicing appraiser. Participants will become familiar with the definitions and canons of the Code of Professional Ethics and how the code relates to the Uniform Standards of Professional Appraisal Practice and the Appraisal Institute's Certification Standard.

\$150.00

XNR 3090

Course 510 - Advanced Income Capitalization

Participants in this course are assumed to have a working knowledge of the income approach. Through lectures and homework assignments, you will receive an understanding of more advanced, contemporary applications of the income approach, as well as a thorough understanding of discounted cash flow analysis. At the conclusion of the course, you will also have an understanding of the relationship between value and real estate investment decisions. Risk analysis will be presented as it applies to the selection and support of yield rates.

Prerequisites: Successful completion of Appraisal Principles (Course 110), Appraisal Procedures (Course 120), Basic Income Capitalization (Course 310) and General Applications (Course 320), or an equivalent educational background and a working knowledge of the income approach is strongly recommended. Required Textbook: The Appraisal of Real Estate 10 edition. Optional Text: The Appraiser Workplace.

\$625.00

XNR 3100

Course 520 - Highest and Best Use and Market Analysis

This course is designed to help participants apply market analysis to appraisal procedures, with particular emphasis placed on estimating supply and demand. The course provides tools that appraisers can use to support these highest and best use determinations. Course participants will gain a deeper understanding of the markets in which buyers and sellers operate and learn how to measure the future performance of properties in those markets. Demand analysis for retail, office, and residential properties is emphasized. Step-by-step procedures for performing marketability studies are presented and data sources are identified. Absorption and capture rate analysis for use in discounted cash flows is also explored. Prerequisites Appraisal Principles, Appraisal Procedures, Basic Income Capitalization, General Applications, and Advanced Income Capitalization; or an equivalent background and a working knowledge of the three approaches to estimating value is strongly recommended. Optional Textbook Readings in Market Research for Real Estate You may purchase this textbook in the JCCC bookstore.

\$550.00

XNR 3110

Course 530-Advanced Sales Comparison and Cost Approaches

This course provides in-depth instruction in the sales comparison and cost approaches as they apply to income-producing properties. In this course, participants explore various methods of determining elements of comparison in the sales comparison approach. Methods used to select, measure, and support adjustments, including graphing, pairing, sorting, and regression analysis, in addition to non-numerical, subjective arguments, are presented. Participants will learn the importance of the cost approach when it is market driven and how this approach applies to everyday valuations. After reviewing the standard methods of calculation, the course explores alternative applications. In addition, participants will learn how to extract depreciation from the market and apply it to real-world problems. Also covered are how to use quantitative analysis, confirmation of data, and reconciliation in the appraisal process. Prerequisites Appraisal Principles, Appraisal Procedures, Basic Income Capitalization, General Applications and Advanced Income Capitalization, and Highest and Best Use and Market Analysis; or an equivalent background and a working knowledge of the three approaches to estimating value is strongly recommended. Required Textbooks The Appraisal of

Real Estate, tenth edition; The Dictionary of Real Estate Appraisal, third edition. You may purchase these books at the JCCC bookstore.

\$550.00

XNR 3150

Appraisal 550 Advanced Applications

Advanced applications synthesizes the three approaches to value, examines their applications and helps participants apply the basic and advanced valuation techniques they have learned in previous courses. Case studies on actual property will give first hand knowledge to choose appropriate tools to solve appraisal problems. This seminar will teach you to identify the demographic and economic data that are used to estimate an absorption period, prepare cash flow forecast, calculate replacement allowance and reversionary value and distinguish between fee simple, leased fee and leasehold estates. Required textbook: The Appraisal of Real Estate, 11th Edition.

\$700.00

XNR 3200

Mortgage Loan Officer Course - 6 CEUs

This course will give students a basic understanding of the mortgage industry from beginning to end. You will develop the professional standards of the mortgage industry, fair dealings and high integrity, resulting from adherence to the code of ethics and moral conduct in mortgage business relations. CEUs 6 hours, Kansas Real Estate Commission

\$65.00

XNR 3201

Residential Mortgage Lending

This 16- hour course is designed to teach you the basics of conforming residential mortgage loan origination. This course gives you an overview of the mortgage industry, types of mortgage loans, mortgage origination and regulations, pre-qualifying the borrower, the loan application, underwriting standards, loan documentation, appraisal and valuation process and loan servicing. The text Residential Mortgage School Participant Manual is included in the course fee.

\$125.00

XNR 3202

Shedding Light on Credit Scoring

You will gain a basic understanding of credit scores when you take this class. In addition it gives you information about the set of risk factors used in determining the score. It includes a discussion of FICO bureau scores and MDS bankruptcy scores, evaluating a score to industry guidelines, and compensating factors.

\$45.00

XNR 3203

Shut the Door on Fraud

Shut the Door on Fraud was developed to assist lenders in understanding the common inconsistencies found in fraudulent loans. The seminar identifies typical contributing factors and types of fraud while defining fraud-for-profit schemes. These issues are related to the Loan Application (1003) tax returns, as well as Full and Timesaver Documentation. The text includes a variety of investigative resources to help lenders combat fraud. Test is included in course fee.

\$45.00

XNR 3204

Real Estate Settlement Procedures Act - 4 CEUs

In this four hour course you will discuss RESPA and its Regulation X, and explore the Federal Reserve's Federal Register - reviewing comments and explanations. The following topics are discussed: good faith estimate requirements, information booklet "settlement guide", HUD-1 and HUD-1A settlement statement, prohibitions and kickbacks, affiliated business arrangements, aggregate accounting for escrows, and servicing disclosure. The required text RESPA Participant Manual is included in the cost of the course.

\$45.00

XNR 3205

Truth in Lending Act

You will learn about the truth in Lending Act, its Regulation Z and the Commentary to Regulation Z. Specific topics covered in the class are: open end credit-home equity lines; home equity disclosure; closed end credit; ARM; TIL disclosure; Rescission disclosure; home ownership equity protection act; reverse mortgage disclosures and HOEPA disclosures. The required text is included in the course fee.

\$45.00

XNR 3210

Standards of Professional Practice, USPAP

Learn how the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) affect your appraisal business. Developed by the sponsoring organizations of the Appraisal Foundation, this course covers basic rules for ethical behavior and competent performance and is designed to comply with USPAP requirements for state certified appraisers. The course highlights the role of the appraiser and the implied impartiality often associated with this role.

\$250.00

XNR 3300

Investment Real Estate for Residential Realtors - 3 CEUs

This course is designed to expose the residential realtor to the introductory tools for understanding and marketing income properties. You will learn to evaluate real estate investments through the use of different rates of returns, forecast future cash flows and basic marketing techniques. Begin to expand your income potential through investment brokerage.

\$35.00

XNR 3400

Structural Inspections for Wood Destroying Insects & Wood

Destroying Organisms The purpose of this class is to train new pest control operators, home inspectors, and structural inspectors how to perform the physical inspections for wood destroying insects and wood destroying organisms in residential properties. Missouri and Kansas termite and WDO pesticide laws do not include the inspection process. You will learn what to inspect in crawl spaces, basements living levels and attics - you will also learn how to complete the FHA/VA accepted inspection form.

\$125.00

XNR 3500

Broker's Prelicense Course

Approved by the Kansas Real Estate Commission, this course prepares you to sit for the Kansas Real Estate Broker's License examination. JCCC is an ASI test site for the state of Kansas; exams are given every Saturday except on holidays. After you pass the exam, you may apply to Missouri for reciprocity. To receive certification, which will qualify you for testing and licensing, you must attend 90 percent of the course. To be eligible for the broker's license, you must document your real estate activities as a licensed real estate salesperson for two out of the

past five years. You must also be at least 18 years old and have a high school diploma or GED to enroll. Bring a calculator, pen and paper to each class.

\$185.00

XNR 4000

Real Estate Trends&Investment

A description is not available for this course.

\$0.00

XNR 5000

Managing Risk in Today's Market - 9 CEUs

Home Study Recent surveys have shown that most lawsuits against real estate licensees are about misrepresentation. This course covers specific areas of risk reduction. Approximately 70% of the complaints allege misrepresentation of the condition of the property. Agency changes are often a by-product of these lawsuits. This course will help you and reduce your risk.

\$79.00

XNR 5001

Managing Risk in Today's Market - 3 CEUs

Recent surveys have shown that most lawsuits against real estate licensees are about misrepresentation. This course covers specific areas of risk reduction. Approximately 70% of the complaints allege misrepresentation of the condition of the property. Agency changes are often a by-product of these lawsuits. This course will help you reduce your risk.

\$40.00

XNR 5002

Required Broker Core-Management for Today's Broker

In this examination of the law, risk management and brokerage relationship guidelines for seller agency, buyer agency and transaction broker, you'll receive a manual so complete it has become a basic reference source for salespersons and brokers throughout the state. This course has been approved for 4 elective continuing education hours from the Kansas Real Estate Commission.

\$40.00

XNR 5004

How to be a Good Transaction Broker

Covering provisions governing the practice of transaction brokerage this course spotlights its field application by focusing on concepts and techniques that will enable participants to legally and effectively perform their duties. The necessity of treating both parties with honesty and impartiality is stressed.

\$40.00

XNR 5005

Salesperson's Required Core

Independent Study

\$36.00

XNR 5010

Antitrust and Real Estate - 3 CEUs

Home Study A basic knowledge of antitrust laws fits into the must know category of information for today's real estate professional. Awareness and understanding

of the types of conduct prohibited by antitrust laws are the keys to avoiding potential problems and possible litigation in this area.

\$45.00

XNR 5015

Understanding Home Inspections - 4 CEUs

Home Study This informative and interesting course prepares real estate salespersons to deal with home inspections and inspectors. Students will also learn how to spot "red flags" when listing property. The course manual is an excellent reference source.

\$45.00

XNR 5018

Salesperson Post License Course

Home Study All new Kansas Real Estate licensees are required to take this course within their first 6 months of licensure. You will learn the practical aspects of real estate financing, how to prepare contracts and other commonly used forms, how to prepare and present a CMA, risk management techniques, home inspections and tips for selecting home inspectors, how to deal with new construction, and agency disclosures.

\$150.00

XNR 5020

HUD Repossession Transactions - 4 CEUs

Home Study HUD acquired properties are offered for sale to the general public at prices that are at or below fair market value. HUD owned properties provide a source of affordable housing for many families and provide an additional source of business to real estate agents. This course will show you how to handle HUD repossession transactions and how to earn a generous commission for your efforts.

\$45.00

XNR 5025

Required Brokers Core Parts A & B

Independent Study

\$75.00

XNR 5030

Required Broker Core - Policy and Procedure

This new course focuses on the essential aspects of real estate brokerage for brokers. This course pays specific attention to policy and procedures as well as offering brokers the necessary tools they need to stay in compliance with both federal and state law relating to real estate transactions. Brokers will need a copy of their office policy manual.

\$36.00

XNR 5035

Required Salesperson & Broker Core

This classroom seminar will provide you with all information required by the Kansas Real Estate Commission mandatory 3 hour course requirements for agents and brokers. You will learn about the law, risk and brokerage relationship guidelines for seller agency, buyer agency and transaction broker.

\$40.00

XNR 5036

Required Salesperson & Broker Core - 4 CEUs

Home Study In this examination of the law, risk management and brokerage relationship guidelines for seller agency, buyer agency and transaction broker, you'll receive a manual so complete it has become a basic reference source for salespersons and brokers throughout the state. This course has been approved for four elective continuing education hours from the Kansas Real Estate Commission.

\$45.00

XNR 5037

Broker Core: Management for Today's Real Estate

Broker. 4 CEU You'll focus on the essential aspects of real estate brokerage for brokers, paying specific attention to policy and procedures and the necessary tools you need to comply with both federal and state law. This course has been approved for four elective continuing education hours from the Kansas Real Estate Commission.

\$45.00

XNR 5038

How To Be a Good Transaction Broker - 4 CEUs

Home Study Covering provisions governing the practice of transaction brokerage this course spotlights its field application by focusing on concepts and techniques that will enable participants to legally and effectively perform their duties. The necessity of treating both parties with honesty and impartiality is stressed.

\$45.00

XNR 5039

HUD 203(k)

Home Study Successful completion of this course will help you gain the knowledge necessary to offer this viable financing alternative to sellers and buyers. It will also support FHA's 203-k program objective, which is the restoration and preservation of the nation's existing housing stock. (4 CEUs)

\$45.00

XNR 5040

Appraisal Course:HUD Form 4150.2-VC Training

This course will cover the following information: Site hazards and nuisances, soil contamination, grading and drainage, wells and individual water supply & septic systems, wood destroying insects, private road access and maintenance, structural conditions, foundations, roofing, mechanical systems, electrical systems, plumbing systems, venting, fixtures, water heating equipment, and other health & safety deficiencies such as windows, staircases, lead based paints, and structure accessibility. This course is approved for 14 credits for appraisers.

\$275.00

XNR 5041

Course 540-Report Writing & Valuation

Report Writing and Valuation Analysis provides instruction and practice in communicating a narrative appraisal. Lectures focus on relevant questions in each step of the valuation process and on the integration of the various parts of an appraisal report. Participants consider relevant questions as they work through a case study, deriving conclusions and organizing them into a consistent, well-reasoned narrative. The examination consists of various parts of a self-contained appraisal report, which are prepared as homework assignments and submitted at the end of the course. By focusing on effective organization,

style, grammar, and the elimination of wordiness and ambiguity, this course helps develop good writing habits and promote effective communication in appraisal reports.

\$650.00

XNR 5042

Advanced Sales Comparison & Cost Approaches Course 530

This course provides in-depth instruction in the sales comparison and cost approaches as they are applied to the valuation of income-producing property. You will explore various ways of determining elements of comparison in the sales comparison approach and various methods to select, measure and support adjustments. You will learn to conduct quantitative analysis, confirm data and perform final reconciliation. Required textbook: The Appraisal of Real Estate, 12th edition. Recommended: The Dictionary of Real Estate Appraisal, 4th Edition. Both available for purchase in the JCCC bookstore.

\$595.00

XNR 5043

Required Broker Core

You'll focus on the essential aspects of real estate brokerage for brokers, paying specific attention to policy and procedures and the necessary tools you need to comply with both federal and state law. Bring a copy of your office policy manual to class. This course has been approved for four elective continuing education hours from the Kansas Real Estate Commission.

\$40.00

XNR 5050

Red Flags: Property Inspection Guide

This classroom seminar will cover recent legislation that has given you as a real estate agent a role to play in the inspection of property for potential defects or safety hazards. You will learn how to identify visual signs of "red flags" in the home as well as home inspection techniques to assist in the sale of the house.

\$40.00

XNR 5052

Reduce Risk: Real Estate Property Disclosure

You will learn about the legal liability issues facing you as a real estate professional. This includes misrepresentation, active and passive fraud, negligent misrepresentation, negligent nondisclosure and negligent advice. You will discuss property disclosures, which help you to reduce risk.

\$40.00

XNR 5100

Environmental Hazards and Selling Real Estate - 3 CEUs

The objective of this computer course is to teach real estate professionals to better understand and interact with environmental issues during their real estate transactions. This course has been approved for three elective continuing education hours.

\$40.00

XNR 5105

Fair Housing and Real Estate - 3 CEUs

The objective of this computer course is to teach real estate professionals the basics of Fair Housing Law and the 1998 changes in the Federal Fair Housing Act. This course has been approved for three elective continuing education hours.

\$40.00

XNR 5110

Agency: Buyer, Seller, or Both?

The objective of this computer course is to provide real estate professionals with a comprehensive overview of the concepts of agency law as they apply to the practice of residential real estate brokerage. This course has been approved for three elective continuing education hours.

\$30.00

XNR 5204

Tax Advantages of Home Ownership - 8 CEUs

ON-LINE COURSE The unique tax benefits available when buying and selling a home and during home ownership are covered in this on-line course. The provisions of the Taxpayers Fairness Act of 1997 that pertain to home ownership are covered in detail. A useful record keeping system is also included. To register visit our web site at <http://www.jccc.net/home/depts/1405> and under Related Links select "CompuTaught."

\$50.00

XNR 5208

Appraisal of Non-Conforming Uses

In this seminar you will focus on interim use and overimproved properties, analyzing specific case studies and exploring the problems encountered in appraising nonconforming uses. Properties that do not conform to current land use regulations can create controversies and lead to erroneous valuation conclusions.

\$125.00

XNR 5209

Standards Part C - 430

Standards of Professional Practice, part C is designed for members of the Appraisal Institute and appraisers who have successfully completed Courses 410 & 420. You will learn about the changes to the Uniform Standards of Professional Appraisal Practice (USPAP) and the Appraisal Institute's code of professional ethics and peer review system. You will select and work through a case study on a residential or commercial appraisal situation.

\$250.00

XNR 5210

Avoiding Liability as a Residential Appraiser

You will learn how appraisers can avoid becoming the subject of appraisal-related lawsuits in this practical and timely seminar. Gain invaluable insights on how to write appraisal reports and conduct inspections in a way that minimizes your chance of being sued. At the end of the seminar, participants will better appreciate the degree of liability that exists in the appraisal profession. Common residential appraisal situations are used to illustrate potential as well as possible preventative measures. You will also discuss errors and omissions insurance versus general liability insurance.

\$125.00

XNR 5211

Civil Law: Traps for Unwary Real Estate Agents/Brokers

This six hour seminar will cover all aspects of liability concepts such as breach of contract, negligence, breach of fiduciary duty, fraud through silence and licensing infractions under current laws. You will discuss case studies, which will illustrate all aspects of the current Kansas Real Estate Brokers and Salespersons License

Act and how to stay out of trouble.

\$69.00

XNR 5212

Supporting Capitalization Rate

Improve your appraisal reports with well supported capitalization rates by attending this new one day seminar! You will focus on practical ways to incorporate judgment and market experience into the rate selection process. In fact the theme of this seminar is that a well supported capitalization rate is logically impacted by market activity, tested for reasonableness & demonstrates consideration by the appraiser of the relevant factors that affect the property.

\$125.00

XNR 5213

Adv. Residential Form/Narrative Report Writing

Learn to write the results of your appraisal on standard report forms while writing the narrative comments clearly and succinctly. You will discuss and review residential valuation procedures and the current standards for appraisal reports. You'll examine the rule of effective writing and critique samples taken from the text to form your own work. Prerequisite: Course 110, 120 and 210. Required textbooks: The appraisal Writing Handbook and Uniform Standards of Professional Practice.

\$595.00

XNR 5214

Separating Real/Personal Property from Intangible

Business Assets You will learn the theoretical and analytical framework for separating the tangible and intangible assets of operating properties. Through discussion, lecture, role-playing and case studies you will apply the theory of the firm and the concept of economic profit to the solution of problems related to ad valorem taxation, eminent domain, loan underwriting and transaction price allocation. Bring a financial calculator to class. The required textbooks are: A Business Enterprise Value Anthology and Uniform Standards of Professional Appraisal Practice.

\$250.00

XNR 5215

National Uniform Standards of Professional Appraisal Practice (USPAP) Update

This one-day update course, copyrighted by The Appraisal Foundation, focuses on recent changes to USPAP requirements for ethical behavior and competent performance by appraisers. The course, which clarifies several commonly misunderstood aspects of USPAP, and aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups or employers. Note: The Appraiser Qualifications Board (AQD) of the Appraisal Foundation has issued a statement that indicates effective 1/1/2005 an appraiser must successfully complete the 7-hour USPAP update program every two years to meet the USPAP continuing education requirement. Prerequisites: Successful completion of National Uniform Standards of Professional Appraisal Practice Course (15-hr) or an equivalent. This one day update course focuses on the recent changes to the Uniform Standards of Professional Appraisal Practice. All sections of the course pertain to the USPAP requirements for ethical behavior and competent performance by appraisers. The material helps clarify concepts such as scope of work and when USPAP applies. You will learn about common misunderstood aspects of USPAP as well as errors and deficiencies found in appraisals. This course is for students who have successfully completed the 15-hour National USPAP Course (Course 410).

\$150.00

XNR 5216

Course 410-Professional Practice for New Appraiser

Certification Using the National USPAP course material this two day course covers basic rules for ethical behavior and competent performance. The course is designed to comply with Uniform Standards of Professional Appraisal Practice (USPAP) requirements for state certified appraisers and it highlights the role of the appraiser and the implied impartiality often associated with this role. Participants will learn how requirements of the Uniform Standards of Professional Appraisal Practice affect their appraisal business.

\$250.00

XNR 5217

Supporting Sales Grid Adjustments

Learn how to complete the sales comparison grids on residential appraisal forms quickly and accurately. Discover the advantages and disadvantages of various methods and techniques used to make adjustments. You will also be introduced to new ways of deriving adjustments. Topics will include estimating quantitative and qualitative adjustments, matched pair adjustments and market extraction. A calculator is required for this course. For residential appraisers at the basis and intermediate level.

\$150.00

XNR 5218

Appraisal Consulting: A Solutions Approach for

Professionals Clients are becoming increasingly sophisticated and demanding services that often go beyond traditional valuation. Are you equipped to provide this new level of professional counsel? Recent changes to USPAP give appraisers much greater flexibility in resolving client problems than any time in the past. Are you aware of the differences between appraisal consulting that includes a valuation component and consulting that does not come under USPAP? At this seminar you will learn how to develop new outlets for business. For general and residential appraisers, intermediate level.

\$150.00

XNR 5219

Appraisal 520 - Highest & Best Use and Market Analysis

In this course participants learn to apply market analysis to appraisal procedures, with particular emphasis on estimating supply and demand. The course presents market analysis techniques as tools to increase reliability of highest and best use analysis and evaluation models. Participants will gain a deeper understanding of the markets in which buyers and sellers interact and learn how to measure the future performance of properties. Other topics include demand analysis for retail, office, and residential properties and absorption and capture rate analysis for use in discounted cash flow analysis. Enrollment requirements: completion of Appraisal Principles 110, Appraisal Procedures 120, Basic Income Capitalization 310, General Applications 320, and Advanced Income Capitalization 510, or the equivalent educational background. A financial calculator is required for this class.

\$650.00

XNR 5220

Flood Insurance/Appraisal Prog

A description is not available for this course.

\$75.00

XNR 5512

Supporting Capitalization Rates

Improve your appraisal reports with well supported capitalization rates by attending this new one day seminar! You will focus on practical ways to incorporate judgment and market experience into the rate selection process. In fact the theme of this seminar is that a well supported capitalization rate is logically impacted by market activity, tested for reasonableness and demonstrates consideration by the appraiser of the relevant factors that affect the property.

\$125.00

XNR 6000

Home Inspection Training

This 48 hour course is designed to prepare you to become a home inspector and to prepare you to take the National Home Inspector's Exam and the American Society of Home Inspector's exam. Topics covered will include the history of the inspection industry; an overview of plumbing, electrical, air conditioning and heating systems; structure quality (including walls, windows, doors and framing); foundations and roofs, an overview of how to write a report and review and preparation for the exam. Classroom instruction will feature hands-on displays of electrical panels, furnaces, plumbing fixtures, roofing materials and more. Students will go to one home inspection with the instructor. Books may be purchased through Midwest Inspectors for approximately \$100.

\$1,500.00

XNR 6005

American Society of Home Inspectors National Test Prep

Get the basics, prepare in a weekend course to pass the ASHI National Test. All 11 categories in 2 days. Mechanical, Structural, Report Writing, Standards of Practice and Code of Ethics will be reviewed. 16 hours of review, class material included. Limited enrollment.

\$140.00

XNR 6008

Personal Lines Endorsements

A description is not available for this course.

\$45.00

Sign Language (XVS)

XVS 1000

ABC, 123 & Finger Spelling

This very basic sign language course, which teaches participants the manual alphabet, number signs and finger spelling, provides an excellent preparation for Sign Language I. In addition, it provides information and details about the deaf culture.

\$15.00

XVS 1005

Sign Language, Beginning for Youth - Ages 13 and up

This basic course in Sign Language is designed for youth, 13 years of age and older. Participants will learn the manual alphabet and the most commonly used signs necessary to develop conversational skills. The textbook, "Learning American Sign Language", can be purchased at the JCCC bookstore.

\$79.00

XVS 1100

Sign Language I

This basic course in sign language will acquaint beginners with the manual alphabet and the most commonly used signs, leading toward the development of conversational skills. The textbook, "Learning American Sign Language", can be purchased at the JCCC bookstore.

\$79.00

XVS 1200

Sign Language II

This course will offer continued development in the language of signs with emphasis on building vocabulary and developing expressive and receptive signing skills. The textbook, "Learning American Sign Language", can be purchased at the JCCC bookstore.

\$79.00

XVS 1201

Sign Language II

This course will offer continued development in the language of signs with emphasis on building vocabulary and developing expressive and receptive signing skills. The textbook, "Learning American Sign Language", can be purchased at the JCCC bookstore.

\$69.00

XVS 1300

Sign Language III

Continue the development of vocabulary building with emphasis on comprehension and expressive signing skills. The textbook, "Learning American Sign Language", can be purchased at the JCCC bookstore.

\$79.00

XVS 1400

Sign Language IV

This course is for you if you're interested in reviewing your sign language skills. Through practice, dialogue, ASL theory, finger spelling research and activities, participants will review Sign Language I, II and III and enhance their conversational signing skills. Bring the text, "Learning American Sign Language", from your previous classes. Prerequisite: Sign Language III or equivalent.

\$65.00

Small Business (XBE)

XBE 0101

Business Communications Using e-mail

Become an e-mail expert! Learn the basic parts of an e-mail and how to use them correctly. Learn the ins and outs of effective e-mail communication. Learn how to avoid common mistakes often made by newcomers to the information super-highway. Learn how to attach applications and documents to your e-mail messages. Learn how to put emphasis and intonation that we take for granted when talking on the telephone into your e-mail messages. Learn about privacy and what encryption techniques are available for use with e-mail. Learn how to find and guess e-mail addresses, and make yourself easy to find on the Internet. Learn about web-based e-mail services including how and when they are useful to

\$50.00

XBE 0212

How to Start and Manage a Home-Based Business

Thinking about starting your own business out of your home to save on start-up and overhead costs? Learn the marketing and management skills necessary to succeed and identify resources to assist you as you begin your business. You will learn how to address issues such as licenses, regulations, legal structure, taxes and insurance; how to set up a record-keeping system; and how to develop a business plan.

\$40.00

XBE 0214

Success Right from the Start

Thinking about starting your own business? This seminar provides an overview of useful business information covering government requirements, forms of business organization, record keeping and financial planning. You will learn how to objectively evaluate your business concept, products and services; define and analyze the market potential for your business; and begin work on a business plan for managing your business and obtaining financing.

\$30.00

XBE 0225

Introduction to QuickBooks Pro

Learn how to set up your business in this popular computerized accounting program - the right way. This beginning-level seminar is for people who have a working knowledge of Windows and are just starting with QuickBooks or QuickBooks Pro. You will learn to create your own chart of accounts; set up customers; vendors and employees; generate invoices; pay bills; process cash receipts and payroll; track credit cards; and produce customized financial statements. Bring your own chart of accounts and/or financial statements for review if time allows. Optional Learners Guide available at JCCC bookstore.

\$189.00

XBE 0226

Successful Selling for Entrepreneurs: Helping Customers Buy

Develop your skills in the three phases of the "helping customers buy" process: preparation, making a customer call, and follow-up. This is more than a sales technique; you will learn how to develop long-term customer relationships and increase your profitability. This seminar was developed by the Kauffman Foundation. Lunch is provided.

\$99.00

XBE 0248

Small Business Resource Conference

The conference will present private and government resources available to small business owners. Lunch will be provided. This conference is sponsored by the Small Business Development Center and the Kansas Women's Business Center and hosted by Congressman Dennis Moore.

\$15.00

XBE 0250

Opportunity Analysis

This workshop is designed to overcome the barrier that keeps many individuals from starting a business- the lack of a workable idea. Using a three-step approach for identifying and evaluating business ideas, participants will learn to identify a business opportunity that fits their own unique needs and goals. Textbook

available at JCCC Bookstore.

\$286.00

XBE 0252

FastTrac Business Plan

In this course you will learn to assess the strengths and weaknesses of a business concept and write a sound business plan. You will collect, analyze and organize market research data into a marketing plan; and prepare the financial projections for your business concept. Textbook available at JCCC bookstore.

\$429.00

XBE 0253

Write Your Own Press Release

Getting the word out about your business is easy and inexpensive. In this class you will learn the basic mechanics of distributing your press release. Participants will walk away with one press release they can immediately distribute to local publications to publicize their business.

\$30.00

XBE 0255

Creating an Effective Brochure

Learn how to make your sales more effective with a well-written marketing brochure. This course will cover how to write and organize the brochure for your target audience. You will leave the session with an 8 1/2 by 11 tri-fold marketing brochure for your business.

\$30.00

XBE 0256

HyperGrow! Your Business

Want your business, revenues and profits to grow? Most businesses do. In fact, it has been said a business is either growing or shrinking. Join us for this session on how to profitably increase customer revenues. Study the nine natural laws of growth that every business must address to ensure forward progress. See how strategic marketing principles combine with other business functions to form a comprehensive business development system. It's like MiracleGro (tm) for your business!

\$59.00

XBE 0257

Meet the Tax Man: Your Tax Responsibility to the State of Kansas

This presentation by the Kansas Department of Revenue focuses on withholding and sales tax; record keeping, filing requirements and preparing forms.

\$10.00

XBE 0258

Financial Management for Small Business

You will learn to identify and evaluate the various sources available for funding a small business, how to determine borrowing needs and how to work with financial statements. Additionally, you will learn about capital and cash management, how to establish credit policies and prepare sales forecasts. Textbook available at JCCC bookstore.

\$286.00

XBE 0259

Legal Issues for Small Business

You will learn about the forms of business ownership, contracts, business owner's liability, agency, bankruptcies, business crimes, intellectual property, labor and employment laws and the regulation of business, civil court procedures, alter.

\$286.00

XBE 0260

Sales and Use Tax Information for Construction Contractors

This presentation by the Kansas Department of Revenue focuses on estimated taxes, preparing forms, filing requirements, record keeping and withholding and sales taxes.

\$10.00

XBE 0262

Strategic Business Planning for Profitable Growth

Too often entrepreneurs get caught up in their own company's daily operations and do not take time to plan for the future, spending more time working IN the business than ON the business. Through this interactive workshop, entrepreneurs take time to develop a strategic direction for the future. First entrepreneurs create a three-year vision for their companies. Then by analyzing their current position, entrepreneurs create strategic action plans. Tools and resources are available to help entrepreneurs take the necessary steps toward achieving their visions.

\$79.00

XBE 0263

FastTrac 9/11

FastTrac program for laid-off workers.

\$50.00

XBE 0264

Marketing and Selling Your Products and/or Services to Governmental Entities

U.S. government agencies represent the world's largest market and contract to purchase a variety of products and services. Learn about and how to target local, state, and federal government contracting opportunities. Learn where to find these offices through the services of a procurement assistance center. Find out where to locate information about government contracting on the Internet, and find resources that can assist you throughout the contracting process.

\$25.00

XBE 0266

Introduction to Entrepreneurship

You will learn the role of entrepreneurial businesses in the United States and the impact on our national and global economy. You will analyze the skills, commitment, challenges and rewards necessary to successfully operate an entrepreneurial venture, as well as entrance strategies to accomplish such a choice.

\$286.00

XBE 0267

ENTREPRENEURIAL MARKETING

In this class you will gain insights essential for marketing your entrepreneurial venture utilizing innovative and financially responsible marketing strategies. You will analyze marketing philosophies and prepare a marketing plan to launch your

business venture and to implement during the first two years of business operation.

\$286.00

XBE 242

Tax Workshop for Small Business Owners

Presented by the IRS Taxpayer Education Office, this workshop is designed for small business owners or anyone thinking of opening a small business. Topics include record keeping, business use of the home, depreciation and federal tax requirements for small businesses.

\$15.00

XBE 243

Comprehensive Business and Employment Tax Workshop

Presented by the IRS Taxpayer Education Office, this workshop provides comprehensive tax information for small business bookkeepers and employers.

\$25.00

Special Interests (XPT)

XPT 1055

An Armchair Tourist's Guide to Italy

"Visit" the twenty geographical regions of Italy with instructor Marcella Foti. You'll learn about Italy's rich history, culture, traditions, and people, and explore the artistic contributions of DaVinci and Michaelangelo and the music of Vivaldi and others.

\$32.00

XPT 1060

Kansas Natural History

This series features five different aspects of Kansas natural history, taught by JCCC faculty. You can enroll for each class individually, or enroll in the series at a reduced fee. Note: Parking is available directly across the street from Claridge Court at the First Bank of Kansas, located on the southeast corner of Mission Road and Somerset. Enter the Claridge Court building from the south door, right by that intersection.

\$22.00

XPT 1061

Kansas from the Ground Up: Geology and Fossils

Take a trip through geologic time to understand how present day Kansas was formed, what fossils are found in the state and where important resources are located.

\$6.00

XPT 1062

Getting a Foothold in Kansas: Kansas Ecosystems

This class will introduce you to basic ecological concepts, followed by a look at the grasses and wild flowers which make up the Kansas ecosystems.

\$6.00

XPT 1063

Armadillos, Bison, Coyote, Deer. . .Voles: Kansas Mammals

Learn which major mammal groups make Kansas their home; how these groups have adapted to conditions in Kansas; and the best sites in the state for viewing them.

\$6.00

XPT 1064

A View from Above: Kansas Birds

Learn about the major bird groups in Kansas; how they adapt to conditions in the state; and favorite birding spots.

\$6.00

XPT 1065

Following the Yellow Brick Road: Human Geography

This class will look at human settlements, and how humans have used the natural resources of Kansas.

\$6.00

XPT 1069

The Civil War: A Human Perspective

This class offers an anecdotal look at the people involved in the Civil War; the tragedies they suffered, their reactions under stress, their love lives, their cuisine, humor and more. Share your own family anecdote, if you have one, and come ready to participate in a lively discussion.

\$5.00

XPT 1070

You Have Lived Before!

Why do I feel so helpless, why can't I have more joy, why do I have these health problems, why can't I find a satisfying relationship, why do the good suffer and the evil triumph? If you've ever pondered any of these questions, you may want to explore past lives. Knowing about your past lives can help us; understand and accept our present lives; give us insight into solving our problems; and have a life that is meaningful, satisfying and fulfilling. Come and experience a past life!

\$20.00

XPT 1071

An Introduction to Buddhism

Have you ever wondered what Buddhism is all about? This class will introduce you to the history and basic concepts of Buddhism, and will compare Buddhism with Judeo/Christian beliefs.

\$11.00

XPT 1075

Makeup Made Easy

Are you overwhelmed and confused at the variety of makeup products from which to choose? From veteran makeup artist/hairstylist David Fisher, learn to select the blush, lipstick/liner, eye make-up, hairstyle and colors for you. You'll be able to enter any business that sells cosmetics, and leave knowing you have purchased the right products. Please bring paper and pencil to class. An optional make-up handbook (\$5) will be available for purchase from the instructor.

\$7.00

XPT 1080

What's Happening in Greater Kansas City for Singles?

This class is for singles who want to know about singles groups, events and activities taking place in Kansas City. The course is presented by Don Davidson, publisher of Guide to Singles Groups in the Kansas City Area. Enrollees will receive a copy of the directory. The fee includes the cost of the directory and other materials.

\$12.00

XPT 1081

How to Meet Your Mate (In 90 Days or Less)

Learn a proven 3-step marketing method that will help you meet your perfect mate in as little as a month's time. You've heard about "The Rules." Now learn easy-to-follow tips (for both men and women) on preparing yourself to meet potential dates, how to avoid "scaring off" good prospects and how to make a positive connection. Fee includes course manual and materials.

\$12.00

XPT 1082

101 Fun & Clever Ways to Get Noticed. . .

The first step in starting a relationship with someone of the opposite sex is getting noticed. This workshop will discuss fun and clever ways to get the attention of those you wish to meet. The material is presented by Don Davidson, singles leader and author. Come and have fun meeting others and contributing your own clever ways of getting noticed. The fee includes handout materials.

\$12.00

XPT 1083

Retirement: The Beginning, Not the End!

Many classes and seminars explore the financial side of retirement - but what about the social, emotional, spiritual and other aspects of this period of your life? This workshop will explore the concept of retirement, with the goals of helping you to eliminate any fears you may have about retiring; adapt to the retirement 'way of life'; and map out a plan for your post-employment years.

\$18.00

XPT 1090

Families and Aging

Are you a part of the so-called "sandwich generation"? If so, this game-based workshop is intended to help develop strategies for dealing with the legal, social and financial dilemmas you face as you begin to manage the affairs of older family members. Creative solutions available in the community will be emphasized. Ina Kay Zimmerman, an elder law attorney, will facilitate the discussion.

\$12.00

XPT 1100

CASSINI: LAST OF THE GREAT EXPLORERS

This class will feature an introduction to the Cassini mission to Saturn and the questions the mission hopes to answer. Additionally, the following objects will be featured at the observing session: The Ring Nebula (M57), The Summer's Triangle, The Great Cluster in Hercules (M13), The Moon and the Andromeda Galaxy (M31).

\$0.00

XPT 1101

Backyard Astronomy

Discover the fun and excitement of amateur astronomy! Join us in using three large amateur telescopes to see the cloud belts of Jupiter, distant galaxies, and perhaps a comet. You will learn how to "star-hop" around the sky to find amazing sights; observe in the city or dark country skies; buy a telescope; and take simple star photos. You'll also learn about area astronomy resources, activities and clubs. Co-sponsored by the Astronomical Society of Kansas City. Fee includes handouts.

\$13.00

XPT 1102

How to Dig up Family Roots I

You always wanted to do it, but you never took the time to start. Now is your chance! Joan will teach you how to collect and record your genealogical information. You will learn how to use records, forms, charts, census research and how to find hidden clues. "I Dig My Roots Log Book" available, but not required. Field trip to National archives 9:00 am - Noon, January 31.

\$36.00

XPT 1103

How to Dig up Family Roots II

A continuation of "Roots I". You will learn more about the use of the courthouse, census and library records. Also a chance to explore seldom used sources. Prerequisite: "Roots I" or permission of instructor.

\$18.00

XPT 1125

Basic First Aid for Dogs and Cats

Have you ever wondered what to do when your favorite animal companion was hurt or sick? This class, taught by a veterinary student, will cover the basic principles of first aid for dogs and cats. Topics will include shock, bleeding, muzzling, bandaging, and transport. Some specific situations will also be addressed, including heat stroke, seizures, dehydration and abscesses.

\$6.00

XPT 1130

'Brain' Games for Children under Five

Boost your child's math, verbal and social abilities with songs and games that teach your children listening, language, cognitive and motor skills. You'll learn about the newest brain research that connects these activities with improved skill development. Please note: this is an adults-only class.

\$7.00

XPT 1135

No More Diapers!

Toilet teaching is a task which is often frustrating to parents. If you want to avoid a long ordeal, attend this class to learn the signs of readiness and get some answers, help and encouragement before you begin. Handouts and book suggestions included. Bring your questions!

\$6.00

XPT 1140

Creative Discipline with Young Children

Parenting young children is both challenging and rewarding. Discipline is a major issue about which parents often have questions and lack confidence. This class

will assist parents in defining discipline and will provide powerful options that work. Handouts and role-plays will give you answers and confidence.

\$6.00

XPT 1155

The History of Rock and Roll

Come experience an interactive, multi-media, FUN class on the history of that "wild" music we call Rock and Roll. There will be no boring lectures in music theory, just a musical journey through Rock's greatest moments, from the fan's perspective. Written materials are included.

\$29.00

XPT 1160

The Cultural History and Archaeology of Jesus

Extensive audiovisual resources will be used in this class to explore the first century world of Jesus. The class will focus on the archaeology and socio-cultural backgrounds for understanding the last week of Jesus' life. Fee includes an illustrated workbook.

\$25.00

XPT 1165

Introduction to Freethought

Learn the basic ideas and concepts of modern rationalism, skepticism, humanism and other related intellectual movements and trends in the context of its major historical figures: David Hume, Thomas Paine, Robert G. Ingersoll, Elizabeth Cady Stanton, and others. If you enjoy being exposed to different and varied ideas and philosophies, this class is for you!

\$10.00

XPT 1170

Parenting for a Happy Home

Simplify parenting with creative techniques that capture the interest of your child (whether toddler or teen or somewhere in-between). Delete stress from bedtime, mealtime, curfews and chores. You will learn fun and simple ways to create a strong, close family with responsible, happy children. This is not a 'feel-good, fluff' seminar; rather, it's a hands-on experience where we deal with the daily problems you confront as a parent. The instructors have 40 years' collective experience in parenting/Big Brothers/social work. Spouses are encouraged to attend together. Note: Participants will receive a questionnaire to complete prior to class.

\$18.00

XPT 1175

Intentional Dreaming

A simple relaxation exercise will open this class. You will then, in a supportive and warm environment, begin to explore your own heartfelt wishes for your life. Using tools such as writing, painting, collage, and many others, your destiny will take shape as you define your goals. No art experience is required, just a willingness to be flexible. A fee for art supplies (\$10) will be collected by the instructor at the beginning of class. Please bring a blanket for floor work and a sack lunch or lunch money.

\$16.00

XPT 1180

Astrology for Self Awareness

In this basic introduction to Astrology, you will explore how to find the depth and

rich dimension that one's personal Astrological chart can reveal. With a supportive instructor, come discover how working with Astrology can benefit your life and help you achieve your life's goals. Far beyond future predictions, Astrology is a valuable tool for self-definition. Each participant will have their personal chart cast by the instructor. Please call her in advance of first class (phone: 816-561-7506) with your birthdate information, and bring \$4 to class to cover the cost of your chart.

\$20.00

XPT 1185

Guided Imagery

Guided imagery is a valuable tool for accessing self-awareness and developing self-confidence. This class will support you in beginning the process of stilling the "ceaseless mind chatter", leaving more space for your own inner wisdom to emerge. You will leave the class with a working model for relaxation (to be expanded upon in your daily life), having experienced contact with the richness of your own interior wealth. Note: please bring a blanket and pillow to each class for floor work.

\$20.00

XPT 1190

Treasure in Your Cupboard: Depression Era Glassware

Do you have treasure in your kitchen cupboard? If your glassware dates from the Depression Era, you may! Find out how to identify Depression glass and its value from collector, dealer and author Ronica Stromberg (The Glass Inheritance). You will look at samples of Depression Era glass as the instructor discusses damage, repairs and markets. Participants are invited to bring a piece of glass from home (or a photo of it with measurements) to try to identify in the last half-hour of class.

\$7.00

XPT 1193

Defensive Driving

This course was developed to create better driving techniques through systematic, standardized training. The course consists of classroom training in driving skills that help prevent traffic accidents. The films/ videos used have been filmed throughout the country. New driving issues are addressed, including airbags, anti-lock brake systems, safety belts and more. Course assistance is provided by the Safety and Health Council of Kansas and fulfills the requirements for insurance discounts for the state of Kansas.

\$20.00

XPT 1195

Creating a Backyard Habitat for Wildlife

Join the Kansas Department of Wildlife and Parks, Kansas Wildlife Federation, and the National Wildlife Federation as we explore the creation and maintenance of backyard habitats for wildlife. The class will begin with tours of local gardens, to explore site development techniques. We will then meet with local experts to get their advice on developing our own sites, and learn ways to attract a variety of Kansas wildlife through beneficial plantings. The class will end with more tours of local gardens, information on how to certify your site through the Backyard Habitat Program, and how you can assist Kansas school children through volunteering. You'll be given local resource contacts, helpful take-home materials, and the opportunity to become a Habitat Steward site (a program funded by the National Wildlife Federation). Special support for this program is provided by the Western Resources Green Team.

\$0.00

XPT 1200

Brain Games for Infants Toddlers and Twos

Discover easy-to-learn educational games to develop your child's brain connections. "Miss Jackie" will show you how these games will improve your baby's cognitive, listening, language and motor skills. Note: this class is an adults-only class.

\$8.00

XPT 1205

Building Self-Esteem in Young Children

Parents and teachers hold the key for giving young children the power to develop their full potential. "Miss Jackie" will present skills, techniques and activities for developing self-esteem. Note: this is an adults only class.

\$7.00

XPT 1210

Travel Tips: Safety, Savvy and Success

Explore the world! From the first step of securing a passport or visa to what immunizations you'll need, we'll help you have a safe and successful experience. Even seasoned travelers will benefit from these strategies. At the second class session, we will focus upon countries where you would like to travel. The instructor has traveled to more than 40 countries and 30 islands.

\$12.00

XPT 1220

Design Your Ideal Wedding Reception

Are you planning or helping to plan a wedding reception? We will discuss a variety of reception styles and locations. Learn about what to look for in a reception site and how to select the right caterer, florist, photographer, musical accompaniment and all the other services so important to producing your perfect reception.

\$10.00

XPT 1225

PET BIRDS: PURCHASING, CARE, BEHAVIOURS

Birds can bring years of enjoyment, but they take no less responsibility than owning a dog or cat. This class provides the information you need to give your avian companion the life it deserves. Topics range from important buying considerations to problem behaviors.

\$15.00

XPT 1230

History of Coffee

Have your Saturday morning coffee with Danny O'Neill, owner of Kansas City's Roasterie and Sandy Hon, JCCC's lead Barista, while learning about the history of coffee, its origins, myths, mysteries and facts. Learn how to purchase, store and brew coffee as well as how to make all of your favorite drinks.

\$18.00

XPT 1235

Coffee Tasting

Come and taste the coffees of the world with Danny O'Neill, owner of Kansas City's Roasterie and Sandy Hon, JCCC's lead Barista. Learn to discern the flavor characteristics by tasting coffees from different countries, matching them to various foods and times of day, all while you enjoy a fresh cup of coffee.

\$18.00

XPT 1240

Introduction to Islam

Nearly one-fifth of the world's population is practicing Muslim. Learn more about the history of this fascinating religion. Go beyond the headlines and hear about the similarities and differences between three great religions, the role of Muhammad in the Muslim faith and other interesting information.

\$12.00

XPT 1245

The Roots of the Arab-Israeli Conflict

As with many regional conflicts, the Arab-Israeli conflict is more complicated than gross simplifications suggest. To understand today's events, we must first know the historical underpinnings of the conflict, the issues that continue to cause debate and why, and the prospects for peace in the region.

\$12.00

XPT 1250

Iraq Prospects and Democracy

What are the prospects for democracy in this war-torn country and how can Americans pass the mantle to a new Iraqi state, Iraqi experiments in democracy, Cold War rivalry and Iranian and Turkish influence on the Iraqi leadership and Saddam's rise and fall.

\$12.00

XPT 1255

Making Peace at Home

This program is based upon the understanding that peace occurs when people learn to live in "harmony" with one another. Harmony requires acceptance of the multitude of differences in people and the reconciliation of those differences in ways that bring understanding, respect, tolerance, and cooperation. You will learn to develop your skills in dealing with personal conflict.

\$11.00

XPT 5000

Genealogy Basics

You will learn how to develop a strategy to accomplish your research objectives and evaluate the results by recording new information, and sharing that information with others. If you are a newcomer to this hobby or just want to make a small family tree, this course will get you off to a good start. (12 sessions) \$74

\$74.00

XPT 5005

Criminal Procedure: From Arrest to Appeal

Take an in-depth and fascinating tour of criminal procedure, beginning with the investigation and arrest of a suspect through the trial and eventual appeal of a criminal case. This course will help you understand the intricacies of criminal law, from arrest warrants to appellate briefs.

\$79.00

XPT 5010

Criminal Law: Introduction

Step inside the world of prosecutors and defense attorneys and learn the criminal

justice system from the inside out. The instructor will take you behind the scenes into the real world of murder investigations and other crimes and shows you step-by-step how prosecutors, police officers, and defense attorneys prepare their cases.

\$79.00

Sports Clinics-Youth (XLC)

XLC 1000

Baseball Clinic, Boys, Ages 7 to 10

JCCC's coaching staff will emphasize the offensive and defensive fundamentals of baseball. The clinic includes fielding, throwing, hitting, and base running instruction, along with some game situations. Boys should bring their own bats and gloves.

\$95.00

XLC 1005

Baseball, Preseason Clinic, Boys, Ages 12 to 18

Spring training starts early this year. Start preparing for the upcoming baseball season at JCCC indoor training facility. JCCC coaches will emphasize the offensive and defensive fundamentals of baseball. Including fielding, throwing, hitting and base running instruction, that will help you prepare for the upcoming baseball season. Participants will need their own bats and fielding gloves.

\$75.00

XLC 1015

Advanced Baseball Hitting League, Boys, Ages 12 to 18

This hitting league will provide middle and high school players an opportunity to practice their skill in a competitive and fun environment during the off season. The objective is to score more points than the opposing team by hitting designated areas with the ball. A member of the JCCC coaching staff will supervise each session. Boys should bring their own bats and helmets.

\$85.00

XLC 1016

Baseball Hitters Clinic, Boys (Age 8-13)

JCCC's baseball staff will conduct this camp on all aspects of hitting. A special emphasis will be placed on the fundamentals. Videotapes will be taken of participants during select drills. These videos will be discussed in groups with the coaching staff. Skill development will be emphasized.

\$57.00

XLC 1030

Basketball Clinic, Boys

This clinic covers fundamental skills of the game (passing, dribbling, shooting, etc.) and team concepts using demonstrations, videos and competitive contests. Boys are divided into groups according to ability, size and age. JCCC coaching staff will direct this clinic. Lunch is included.

\$140.00

XLC 1031

Basketball Shooting Clinic, Boys

Each Sunday afternoon, JCCC assistant basketball coach, Zac Roman, will cover the fundamental skills of the game including, passing, dribbling, shooting and

team concepts using demonstrations and competitive contests. Boys are divided into groups according to age.

\$75.00

XLC 1034

Basketball Clinic, Girls, Ages 7 to 10

Each Sunday afternoon participants will be instructed on the strategies of play and execution of fundamentals. Ericka Bradford, JCCC assistant women's basketball coach, will direct this clinic.

\$75.00

XLC 1035

Basketball Clinic, Girls

Emphasis of this clinic will be on strategies of play and execution of fundamentals. Clinic participants will be divided into groups according to age. JCCC coaching staff will direct the clinic. Lunch is included.

\$140.00

XLC 1036

Basketball Clinic, Girls (A)

The following clinic is for those who have some proficiency in the fundamentals of basketball and experience with team play. Debbie Carrier, JCCC women's basketball coach, and the coaching staff will direct this clinic. (High school students only)

\$64.00

XLC 1040

All Sports Conditioning Clinic-Boys and Girls

Instruction will emphasize skill development to improve agility, speed and power. Sessions will include general physical preparation, sports fitness, plyometrics, agility drills and conditioning for specific sports. Mike Godbout, JCCC assistant coach, will direct the clinic. Lunch is included.

XLC 1041

Dance Team/Cheerleading Technique Clinic, Girls, Ages 8 to 11, Morning and Afternoon

Learn to improve flexibility, dance and cheer technique, and showmanship ability-everything you need to be a successful performer! Stretching techniques will be taught to improve splits, kicks, and leaps; turns and universal dance steps will be taught and practiced as well as cheer jumps, arm positions, and chants. Finally showmanship will be discussed as it relates to entertaining audiences. In addition, several short dance routines and cheers/chants will be taught. Participants should wear fitted dance pants or capris, fitted tank tops; dance sneakers or jazz shoes preferred or regular sneakers. All hair should be pulled back into a pony-tail or bun. Please bring a water bottle and light snack if necessary.

\$95.00

XLC 1044

Golf Beginning, Boys and Girls (Ages 7-10)

This clinic is designed for beginning golfers who want to learn about the fundamentals of golf. All areas of golf play will be covered, including putting, chipping, pitching, and driving. The clinic will consist of instruction and demonstrations, videos, practice, drills, and course play. Rules, scoring and etiquette will also be covered. (Participants will be transported in college vans driven by adult clinic staff). Participants need to bring their own clubs and golf

balls(minimum 1 doz.). Junior Clubs are highly recommended. All practice balls, green fees, and lunch are included in the fee.

\$205.00

XLC 1045

Golf Beginning/Intermediate Boys and Girls, Ages 11 to 18

Tyler Cundith, golf instructor, will teach the fundamentals necessary to play golf at the Beginning/ Intermediate level. All areas of golf will be covered, including putting, chipping, pitching, driving and etiquette. Emphasis will be placed on the following: select the correct club for distance and accuracy to the individual ability; gain the feeling and understanding of a balanced and fluid swing; improve finesse shots around green; align and stroke putts with greater accuracy; and demonstrate a working knowledge of the rules, terminology and strategies of the game. Participants will be transported in college vans driven by clinic staff. Participants should bring their own clubs and golf balls (minimum 1 dozen). All practice balls, green fees and lunch are included in the fee.

\$205.00

XLC 1046

Golf Beginning, Boys and Girls ages 9-14

This clinic is designed for beginning golfers who wish to learn about the fundamentals of golf. All areas of golf will be covered, including putting, chipping, pitching, and driving. Emphasis will be placed on instruction through demonstration, videos, practice, drills and course play. Rules, scoring and etiquette will also be covered. Participants will be transported in college vans by clinic staff to area golf courses. Participants should bring their own clubs and golf balls (minimum 1 dozen). All practice balls, green fees and lunch are included in the fee.

\$205.00

XLC 1050

Soccer, Boys and Girls, Ages 7 to 12

Fatai Ayoade, JCCC soccer coach, will teach the fundamentals of soccer. Participants will learn juggling, shooting, passing, trapping and a variety of fast foot- work drills, as well as game tactics and the responsibilities of specific positions. Team unity will be stressed. The clinic will include indoor and outdoor instructional tapes. Youth soccer coaches are welcome to participate and learn from the JCCC staff. Lunch is included.

\$140.00

XLC 1052

Soccer, Advanced Boys (Ages 12-16)

Participants will learn the progressions of juggling, shooting, passing, trapping and a variety of fast footwork drills, as well as game tactics and the responsibilities of specific positions. They will also learn pattern play, channel game, attacking and defending. Exercise will also include 1 on 1, 2 on 1, 2 on 2, 3 on 2, 3 on 3, 4 on 4. Team unity will be stressed. Lunch is included.

\$140.00

XLC 1055

Beginning/Intermediate Positional Throwing and Fielding

JCCC softball coach Ron Meinert will direct this clinic emphasizing the proper techniques for throwing and fielding. This clinic is for beginners and intermediate softball players. Girls should bring their own gloves.

XLC 1056

Softball, Preseason Clinic, Girls, Ages 12 to 18

Start preparing for the upcoming softball season indoors. JCCC coaches will emphasize the offensive and defensive fundamentals of softball. The clinic includes fielding, throwing, hitting and base running instruction. Participants should bring their own bats and gloves.

\$75.00

XLC 1061

Softball Clinic, Positional Players, Girls

Shelly Huber, JCCC girls assistant softball coach, will direct this clinic emphasizing the proper softball fundamentals. Each player will learn basic defensive skills of catching and throwing, and the basic fundamentals in various positions. Each player will also learn basic strategies in hitting. Breakdown drills will be used and games will be played. Players need to bring their own gloves and bats. Number of participants - 25. Lunch is included.

\$140.00

XLC 1062

Softball Basics for Pitchers

This clinic will focus on proper fundamentals of pitching. Proper fundamentals will be taught through several breakdown drills along with pitching to their own catchers. Pitchers will work on developing how to pitch, how to throw different pitches, and continued work on all pitches. Number of participants: 10 pitchers (Each pitcher needs to bring a catcher)

\$75.00

XLC 1063

Softball Hitting League, Girls, Ages 12 to 18

This hitting league will provide middle and high school players an opportunity to practice their skill in a competitive and fun environment during the off season. The objective is to score more points than the opposing team by hitting designated areas with the ball. Members of the JCCC coaching staff will supervise each session. Girls should bring their own bats and helmets.

\$85.00

XLC 1064

Softball Basics for Pitchers Clinic, Girls

This clinic will focus on proper fundamentals of pitching. Proper fundamentals will be taught through several breakdown drills along with pitching to their own catchers. Pitchers will work on developing how to pitch, how to throw different pitches, and continued work on all pitches. Meals not included. Number of Participants: 10 pitchers (Each pitcher needs to bring a catcher)

\$75.00

XLC 1065

Tennis Clinic-Boys and Girls (Ages 10-17)

Glen Moser and Susan Pozek, clinic directors, will teach tennis fundamentals to the beginning and the intermediate players. This clinic consists of instruction, drills, films and group competition. Lunch is included.

\$140.00

XLC 1066

Tennis Clinic - Boys and Girls

Come play tennis in JCCC's state of the art indoor facility. Clinic director Susan Pozek, will teach tennis fundamentals to the beginning and intermediate players.

This clinic consists of instruction, drills, films and group competition.

\$95.00

XLC 1075

Speed Development Clinic, Boys and Girls, Ages 11 to 13

Students will be taught fundamental drills, routines and workouts to help with improvement of proper sprint/running mechanics for the sports of track, football, softball, baseball, basketball, tennis and soccer. The clinic will provide classroom instruction on improving mechanics, weight-lifting fundamentals for speed development and actual participation in these drills routines and workouts.

\$95.00

XLC 1080

Pole Vaulting Clinic, Boys and Girls (Ages 12-17)

Clinic participants will be instructed in a low pressure, safe environment. The proper techniques of vaulting will be taught through demonstrations, lectures and practice. Lunch is included.

\$140.00

XLC 1081

Pole Vaulting Clinic, Boys & Girls, Ages 12 to 18,

This pole vaulting clinic will include intense training activities. The training activities include lectures, drill sessions, vault sessions, biomechanical analysis of each athlete and studying video of world class vaulters. Due to the structure of this clinic, enrollment is limited to participants who have previously participated in pole vaulting.

\$100.00

XLC 1090

Volleyball Clinic, Beginning, Girls, Ages 8 to 11

This clinic will review the serve, forearm pass, set, spike and block. It will include introductions to digging, defensive rolls, set variations and multiple offenses. JCCC coaches will lead participants in various drills and instruct on proper volleyball techniques.

\$95.00

XLC 1091

Volleyball Clinic, Intermediate and Advanced for Girls

This clinic will include instruction on the serve, forearm pass, set, spike and block. It will include introductions to digging, defensive rolls, set variations and multiple offenses. Lunch is included.

\$140.00

XLC 1092

Volleyball Pre-season clinic, Girls

This intensive pre-season clinic is for high school volleyball players with previous membership on the junior varsity teams at their respective high schools. This clinic will include vigorous training situations to refine volleyball skills and improve physical conditioning. Some scrimmage situations will be included. Meals are not included.

\$95.00

XLC 1999

Supervised Lunch

Supervision is available at no charge during the lunch hour for students enrolled in both morning and afternoon sports/youth clinics. Students are required to bring a sack lunch and drink. Please choose the course number below that corresponds to the week your child is participating in.

\$0.00

XLC 2000

After-Clinic Activities

\$23.00

XLC 2001

Advanced Pitching & Hitting Clinic - Private Lessons

Are you interested in "taking your game to the next level"? Coaches with over 18 years of playing, coaching and teaching experience will be leading these clinics. Proper mechanics and fundamentals of pitching and hitting will be implemented. Video analyzation and hands on instruction will be used to improve your mechanics into excellent form and to better prepare yourself for the upcoming season.

\$300.00

XLC 2002

Advanced Pitching & Hitting Clinic - Semi-Private Lessons

Are you interested in "taking your game to the next level"? Coaches with over 18 years of playing, coaching and teaching experience will be leading these clinics. Proper mechanics and fundamentals of pitching and hitting will be implemented. Video analyzation and hands on instruction will be used to improve your mechanics into excellent form and to better prepare yourself for the upcoming season.

\$200.00

XLC 2003

Advanced Pitching & Hitting Clinic - Group Lessons

Are you intertasted in "taking your game to the next level"? Coaches with over 18 years of playing, coaching and teaching experience will be leading these clinics. Proper mechanics and fundamentals of pitching and hitting will be implemented. Video analyzation and hands on instruction will be used to improve your mechanics into excellent form and to better prepare yourself for the upcoming season.

\$150.00

XLC 2005

Cross Country and Distance Clinic

Cross Country and Distance Clinic will provide elementary, middle school and high school age cross country and distance runners the opportunity to learn more about distance running. Each day sessions would include the following; stretching, running light weight lifting, plyometrics, lecture sessions, and distance running. Runners will take part in drills, attend lectures and demonstrations. All aspects of competition and training will be addressed including pychology, nutrition, rest, training philosophy's, racing strategies, injury prevention, how to choose a running shoe, dressing properly for outdoor running. Levels of runners may vary from beginner to advanced; instruction is individualized to accommodate that range. The clinic will provide participants with access to the cross country course, outdoor and indoor track facilities. Lunch is included.

\$140.00

XLC 2006

Cross Country and Distance Clinic, Ages 14-17 (Evening)

Cross Country and Distance Clinic that will provide elementary, middle school and high school age cross country and distance runners the opportunity to learn more about distance running. Each day sessions would include the following: stretching, running, light weight lifting, plyometrics, lecture sessions, and distance running. Runners will take part in drills, attend lectures and demonstrations. All aspects of competition and training will be addressed including psychology, nutrition, rest, training philosophies, racing strategies, injury prevention, how to choose a running shoe, dressing properly for outdoor running. Levels of runners may vary from beginner to advanced; instruction is individualized to accommodate that range. The clinic will provide participants with access to the cross country course, outdoor and indoor track facilities. Meals not included.

\$75.00

XLC 2007

Adv CC High School Distance

Running program for high school runners.

\$300.00

XLC 2010

Weight Training/Flexibility Clinic, Boys, Ages 10 to 15

This clinic will utilize free weights, body bars, and tubing with a strong emphasis on correct body alignment and good posture. Strength training benefits include stronger muscles, bones, tendons, ligaments; more muscle mass; less fat; increased metabolism; greater physical capacity; and increased self confidence. Flexibility training reduces stress, increases body awareness, improves mobility, and helps prevent injuries. JCCC physical education instructor Penny Brown, will lead participants in various training activities that will start you in the right direction for good health.

\$95.00

XLC 2015

Weight Training/Flexibility Clinic, Girls

This clinic will utilize free weights, body bars, and tubing with a strong emphasis on correct body alignment and good posture. Strength training benefits include stronger muscles, bones, tendons, ligaments; more muscle mass; less fat; increased metabolism; greater physical capacity; and increased self confidence. Flexibility training reduces stress, increases body awareness, improves mobility, and helps prevent injuries. JCCC physical education instructor Penny Brown, will lead participants in various training activities that will start you in the right direction for good health. Lunch is included.

\$140.00

XLC 2020

Flag/Touch Football Clinic

In this introductory Flag/Touch football clinic, JCCC Coach Dave Noteboom will teach the fundamental skills of playing the game of flag/touch football. Participants will learn the basics of the game and be coached in the skills of throwing, catching handing off and lining up in legal formation. In addition, running pass routes, game strategies and defensive play will be emphasized in action-oriented clinic. Meals not included.

\$95.00

XLC 2025

Adv Baseball Winter League

Games will be held in a cage with a live pitcher throwing to the hitters. Certain areas of the cage will be designated for singles and homeruns. Stats and scores will be recorded.

\$85.00

XLC 2026

Advanced Pitching Lessons

Participants will be taught proper mechanics and fundamentals through video analysis and hands on instruction.

\$200.00

XLC 2030

Advanced Boy's Basketball Hoops Academy, Grades 9-10

Enhancement and development of individual basketball skills. Develop an understanding of individual and team concepts. Develop an understanding of individual weight training (Complex I) and conditioning (super sets).

\$90.00

XLC 2031

Advanced Boys Preseason Basketball, Grades 4th thru 7th

Enhancement and development of individual basketball skills. Develop and understanding of individual and team concepts. Develop and understanding of individual weight training (Complex I) and conditioning (super sets).

\$90.00

XLC 2035

Advanced Girls Basketball Showcase

JCCC coaching staff will be working with girls ages 12 to 14 years of age. Offering both advanced offensive and defensive skills. Concepts of full-court pressure and actual game situations.

\$40.00

XLC 2036

Advanced Girls Basketball Clinic

4th through 12th grade girls split up into groups of guards and post positions. Will work on fundamentals in both positions. Will also have shooting camp with emphasis on intense fundamental shooting drills.

\$60.00

XLC 2037

Adv Girls/Boys Basketball

4th grade through 12th grade girls working in groups on positional and shooting techniques.

\$60.00

XLC 2060

Softball Pitching Instruction

This advanced softball clinic will focus on the fundamentals of pitching. The fundamentals will be taught through a series of drills and breakdowns. Each participant will need to provide their own catcher.

\$100.00

XLC 2080

Advanced Beginning Competitive Volleyball Clinic

Each session consists of a warm-up, specific skill improvement drills, 6-on-6 scrimmages, and conditioning. This clinic helps to improve beginning fundamental skills learning competitive strategies, and increasing conditioning levels. The limited number of players (students) will allow for coaches to instruct players in a small group setting.

\$135.00

XLC 2085

Advancement of Fundamental Volleyball Skills

Improve your basic volleyball fundamentals skills to be able to play at advanced competition levels. Limited to small number of participants for more personalized instruction.

\$100.00

XLC 2086

Advancement of Fundamental Volleyball Skills II

Improving the basic volleyball fundamental skills to be able to play at advanced competition levels. Limit to small number of attendees for more personalized instruction.

\$300.00

XLC 2087

Advanced Fundamental Volleyball Skills, Self-Paced

This course allows the student to meet with the coach at times that are arranged week by week.

\$150.00

Sports and Recreation (XYS)

XYS 1000

BRIDGE WORKSHOP: Watching for Entries

Do you need to be in dummy's hand or should you be in declarer's hand?? This workshop will teach you the transportation of how to be in the right hand at the right time.

\$12.00

XYS 1003

Fly Fishing Strategies for Trout

This class is for those who have attended "Introduction to Fly Fishing" or who have some experience in this sport. Enhance your knowledge (and potentially, your fishing success!) with information on trout's senses and needs, "stalking" trout, selecting the right fly, and reading the water.

\$12.00

XYS 1008

Fly Fishing, Introduction to

Discover a sport that's loved by many! Come and learn from veteran trout fishermen Norm Crisp and Georgiana Baer the fundamentals of fly fishing: equipment selection and assembly, rigging and basic knots, casting, fly selection, and simple stream fishing tactics. Please bring \$5 for practice materials to the first

class. Class enrollment is limited to 10.

\$51.00

XYS 1009

Fly Tying Basics

Of all the ways to catch a fish, few are more rewarding than catching one on a fly you tied yourself. This class, intended for those who with no previous experience, will provide step by step instructions of basic fly tying techniques and the opportunity to learn to tie some basic fly types and patterns. All materials are furnished Note: Enrollment is limited to 10. There is a \$20 material fee payable to the instructors at the first class.

\$51.00

XYS 1010

Bass Master University

Area anglers, attend this highly-acclaimed accelerated course on bass fishing strategy. Bassmaster University participants have unique opportunity to get eyeball with America's top professional anglers to help them improve their versatility and to learn to catch bigger and more bass. Not only will each pro teach his favorite technique, but time is also allotted for questions and answers in an open-forum type setting at the end of each day. For more information about this event, call 913-469-3836. Note: Spouses and children under age 16 may attend for \$55 (CRN 21643) with full-paying spouse or parent who registers under (CRN 21190).

\$109.00

XYS 1013

Fly Fishing at the Missouri Trout Parks

A class to help you improve your success at each of Missouri's four Trout Parks! New techniques, choosing the right flies to use and identifying the best fishing locations.

\$6.00

XYS 1014

Fly Fishing, Winter Catch-and-Release

Learn the techniques and special locations which will help you catch trout all winter long during the "catch and release" season at Missouri's Trout Parks. Georgiana Bear and Norm Crisp will share with you the information they have gathered from many winters at the parks.

\$10.00

XYS 1016

Kenpo Karate, Introduction to

This course is designed for the student who has always wanted to try karate. The course focuses on basic karate skills including punches, blocks, kicks and self-defense techniques. In addition to gaining a solid foundation in martial arts, you can expect to see an improvement in your physical conditioning, balance and flexibility. The class's atmosphere is informal and relaxed. Comfortable, loose-fitting clothing is suggested for the first session

\$29.00

XYS 1017

Kenpo Karate II

This class is recommended for those who have completed the "Introduction to Kenpo Karate" class or for individuals who already have some martial arts

background. You will learn advanced kicks and punches and several self-defense techniques. The class atmosphere is informal and relaxed. A martial arts GHI or comfortable, loose-fitting clothing is recommended.

\$33.00

XYS 1020

Boating Safety Seminar

This nationally-approved boating safety course is offered by the Kansas Department of Wildlife and Parks boating staff. Learn about boat types, equipment requirements, navigation aids, boating rules and safety guidelines. This course satisfies the requirements for 12-15 year old personal watercraft operators; adults also can enroll, and may qualify for insurance discounts. Participants will receive a textbook, and those who successfully complete a set of test questions will receive a certification card. Note: there will be a break for lunch (on your own).

\$15.00

XYS 1021

Kansas Boater Safety

This course is recognized by the US Coast Guard and meets the educational requirements for Kansas boaters. The course is family oriented, covering basic safety information. Topics taught include: equipment requirements, navigation rules, aids to navigations, safety equipment, trailering, weather, self rescue tips and boat types.

\$0.00

XYS 1022

BRIDGE: Improving Your Judgement - Opening the Bidding

Each week of this workshop will cover an aspect of bidding. Week 1 is the Rule of 20. Week 2 is the Rule 15 (Pearson's Point count). Week 3 is Preemptive bidding and opening weak two and three bids. Week 4 is Strong hands of 22 or more points. Audrey Grant's book, Improving your Judgement Opening the Bidding will be available from the instructor for about \$10.00. This class is designed for the experienced bridge player.

\$35.00

XYS 1025

Aikido, Beginning

Aikido is a form of Japanese Budo, a way of study that traces its roots to the Samurai society in Japan. Aikido includes both physical and mental training as well as self-control. It is a study in moving in harmony with others to eventually create harmony with nature. This class is suited to all persons, regardless of physical fitness level. Please wear loose-fitting sweat-clothes to class.

\$24.00

XYS 1027

Aikido, Intermediate

This class is a continuation of Beginning Aikido. Students should already be familiar with basic Aikido movements and acquainted with rolls, as well as with the idea of 'Harmony'. Yoshokai Aikido enables students to create harmony and enjoy class beyond the study of techniques. It is deep and artful study which involves no competition.

\$24.00

XYS 1030

Fencing, Beginning

Learn the basic techniques and knowledge for fencing. Topics include physical skills, basic foil technique, conditioning, terminology and rules. Equipment is provided.

\$69.00

XYS 1040

Fencing, Intermediate I

You'll need basic experience in foil fencing for this course, which includes review and practice of the basic skills and fundamental techniques of foil fencing in order to develop greater skill as well as bouts in class tournaments. Equipment is provided.

\$69.00

XYS 1045

Fencing, Intermediate II

This class is a continuation and expansion for Fencing, Intermediate I to include the basic skills and techniques in Saber and/or Epee as well as Foil, depending on interest within the class. Practice exercises and bouts are emphasized. Additional topics addressed include fencing strategies and tactics.

\$69.00

XYS 1046

Fencing, Intermediate III

This class is a continuation of Fencing, Intermediate II with a focus on building fencing skills in Foil, Saber or Epee beyond the basics through a combination of practice exercises, bouts and officiating. Additional topics addressed include fencing instruction methodology and fencing tournament management.

\$60.00

XYS 1047

Kansas Boater Safety (Instructor Training Course)

Kansas Wildlife and Parks is recruiting instructors to teach boating safety classes to the public in their community. Education in boating safety becomes mandatory by state law January 1, 2001. Persons born after January 1, 1989 who operate any type of motorboat or sailboat will be required to complete a boater safety course. If you are a safe boater with a little extra time to help make recreational boating safer, this volunteer project is for you. This instructor training course will provide you with the national teaching standard, teaching skills, lesson planning, resources and policies for setting up and teaching boating safety courses. Instructors who meet all the requirements are asked to maintain their certification and teach a least one class every three years. There is no fee, but registration is required. For further information, please call 785-296-2281.

\$0.00

XYS 1050

Kansas Hunter Education

This is the state-approved course for hunter education certification. You will learn safe hunting practices, responsible & ethical hunting behavior and basic wildlife conservation principles. You will also discover the vast hunting opportunities available within Kansas! Participants younger than 12 must be accompanied by an adult. Children younger than 11 are not encouraged to register for this course. Participants must attend all three sessions and score at least 84% on the examination to become certified. On the following Saturday morning there is an optional, but highly recommended, field day which includes professional shotgun shooting instruction for certified students. Details regarding the field day will be announced during the first day of class. No fee for the class or field day. Registration is required.

\$0.00

XYS 1051

Bowhunter Education

This National Bowhunter Education Foundation course consists of three required sessions, two classroom sessions and a Saturday morning field day session. Saturday Field day location will be announced during first day of the class. All sessions must be attended to receive certification. This course meets the requirements for bowhunter education mandated by Kansas state law; allowing 12 and 13 year old archers to bowhunt for deer in Kansas, provided they have achieved both hunter education and bowhunter education certification. This course also meets the requirements of those US states and Canadian provinces mandating bowhunter education certification for bowhunters of any age. Students 11 years of age must be accompanied by an adult, and children 10 and younger are not encouraged to register for this course. There is no fee for this course.

\$0.00

XYS 1052

Kansas Hunter Education for Women

This course will follow the same format as the standard Kansas Hunter Education class and will provide the opportunity to obtain Kansas hunter education certification. However, enrollment is restricted to female participants, as the goal of the course is to provide an environment in which women will have maximum opportunity to participate and learn. It will provide a solid foundation for those women who may, in the future, wish to participate in the "Kansas Women of the Outdoors Program". Women of all ages who have an interest in the outdoors should consider this class. Girls less than 12 years of age must be accompanied by their mother or a female guardian; those under the age of 10 should not register for the course. There is no fee, but registration is required. (There must be a minimum of 20 enrolled for the class to be held.) Note: there will be an optional field day on Saturday morning (to be discussed in class).

\$0.00

XYS 1055

Ice Skating, Beginning

Figure skating is a combination of athletics and artistry. It can improve your coordination and balance, relieve stress and build muscles. In this structured class, you will learn the fundamentals of recreational ice skating from gliding to backward skating. Fee includes 30-minute weekly group lesson and 90 minutes of practice time, skate rental for class and a pass to public sessions for practice. Note: skate rental not included for public session.

\$72.00

XYS 1060

Western Horsemanship I (ages 18 and older)

You will receive individualized instruction in the basic skills of horsemanship as a recreational pastime. Safety, fundamental horse care and behavior, proper equipment usage and beginning horseback riding skills will be taught. Wear comfortable and appropriate clothes for riding and hard soled footwear with low heel. The class is limited to six students.

\$150.00

XYS 1070

Golf, Beginning

Learn basic swing fundamentals and develop a general knowledge of the game. Clubs will be furnished for those who do not have them. The cost includes driving range and green fees. This class is for those who have never played golf as well as for those who still consider themselves beginners. Limited to 15 students.

\$99.00

XYS 1075

Golf, Intermediate

This class is for those who have successfully completed the beginning golf class. You will receive more in-depth instruction on your golfing technique, including a video analysis of your golf swing.

\$95.00

XYS 1076

Back Pain in Golfers: Causes, Prevention and Treatment

Golf doesn't have to be hazardous to your health. Learn why the golf swing causes back pain and what you can do to prevent it. You'll learn about the specific muscles involved in the mechanics of your swing, and how to properly prepare your body for the game of golf.

\$7.00

XYS 1080

Tennis, Beginning

Learn the basics of tennis: forehand, backhand, serve and scoring. Class participation will be in singles and doubles. Bring your own racquet and tennis shoes (no jogging or running shoes).

\$27.00

XYS 1085

Tennis, Intermediate

More than basic knowledge of tennis is required for this class. You should know how to score tennis matches. Basic strokes, court strategy and finer points of the game will be reviewed. Bring a racquet and tennis shoes (no jogging or running shoes).

\$27.00

XYS 1090

Tennis Adv

A continuation of Intermediate Tennis, this course will help you refine and polish your individual skills.

\$27.00

XYS 1095

Tennis, Doubles

This class is for those with intermediate or advanced proficiency in tennis. Class will consist of 70% play and 30% instruction. Bring your own racquet and tennis shoes (no jogging or running shoes)

\$27.00

XYS 1100

Modern Bridge Conventions

Modern Bridge conventions is a course intended to show that bridge can be both serious and fun at the same time. There will lots of sample playing hands designed to make use of the conventions. Areas covered will be review of basic bridge, balanced notrump openings, structured reverses, interference after one suit, cue bidding and so much more.

\$55.00

XYS 1110

Contract Bridge, Basic I

In this introductory class, you will learn bidding and play of the hand in eight short weeks. Come join a friendly and non-intimidating group of other bridge novices. The textbook and supplies will be available from the instructor at the first session and will cost \$12.

\$51.00

XYS 1111

Bridge Workshop: Making a Plan for Playing the Cards

Scenario: You and your partner have won the contract. You are the declarer and all eyes are on you. Which cards do you play first? In this workshop, you'll learn how to plan the strategy of playing the hand.

\$12.00

XYS 1112

Bridge Workshop: Negative Doubles

You have heard of penalty doubles and take out doubles. Now learn about negative doubles. These bids can keep you from bidding too high, too fast. Finding an eight card fit is easier too. Prerequisite: a basic bridge class and some playing experience.

\$7.00

XYS 1113

Bridge Workshop: Weak Two Bids

What's the difference between a weak two bid and a strong two bid? What do I bid after I bid a weak two? If I'm vulnerable, do I bid differently than if I'm not vulnerable? The answers to these questions and more will be discussed during this workshop. Prerequisite: a basic bridge class and some playing experience.

\$12.00

XYS 1114

Bridge Workshop: The Law of Total Tricks

All the players at the table are bidding. How do I know how high to bid? Should I bid again hoping the opponents will bid too high? Should I sacrifice because I know they can make their bid? The Law will guide you through these problems and more. Prerequisite: a basic bridge class and some playing experience.

\$7.00

XYS 1115

Bridge Workshop: Stayman Convention

The Stayman Convention asks a partner if they have a four-card major suit. This information could be critical in deciding whether to play a major suit or no-trump game. In this workshop, you'll learn how to use this conventional bid.

\$7.00

XYS 1116

Bridge Workshop: Defensive Signals

You want to tell your bridge partner to continue leading that suit or to shift to another suit. How do you do that, since you cannot talk across the table? During this one-hour workshop, you will learn the basic signals you can give your partner. Note: for intermediate or experienced players only.

\$12.00

XYS 1117

Bridge Workshop: Opening Leads

Do you lead differently if defending a no-trump contract or a suit contract? Do you lead your partner's suit? Do you lead top of a sequence or fourth from your longest and strongest? Do you make a passive lead or an aggressive one? All these questions and more will be addressed. Note: this workshop is for intermediate or experienced players. (1 session) \$12 (B&G \$10)

\$12.00

XYS 1118

Bridge Workshop: The Rules of 7, 11 and 15

What do all these numbers mean? If I am playing the hand, I can use the rules of 7 and 11. If I am bidding the hand and need to know if I should open the hand or not, I use the rule of 15. Come learn about these rules in this one-hour workshop for intermediate or experienced players.

\$12.00

XYS 1119

Bridge Workshop: Double Trouble

Scenario: Your bridge partner has bid double. Is it for take out and do you bid? Or, is it for penalty and do you pass? These questions and more will be answered in this fun workshop.

\$12.00

XYS 1120

Contract Bridge, Basic II

This is a continuation of Basic Contract Bridge I. All remaining basic principles of play will be covered in this course, as will a thorough overview of competitive bidding.

\$48.00

XYS 1121

Bridge Workshop: Pre-empts for Fun and Profit

Scenario: The opponents have opened the bidding at the 'three' level. How can they do that? How do you combat this strategy? How do you use this strategy to bother the opponents before they get to you? In this workshop, you'll learn how to respond to this situation.

\$12.00

XYS 1122

Bridge: Plan the Play

Scenario: You and your partner have won the contract. You are the declarer and all eyes are on you. Which cards do you play first? In this workshop, you'll learn how to plan the strategy of playing the hand.

\$12.00

XYS 1123

Mostly Un-convention-al Bridge

Intermediate principals of bridge will be introduced to the player familiar with Goren's basic point count system and general play of the game. Further bidding information, as well as play and defense strategies, will be presented. Other topics will include overcalls, take out doubles, and no-trump to no-trump bidding.

Sample hands will be looked at and discussed to help you evaluate and play your hands more effectively as well as having fun while you play.

\$55.00

XYS 1125

Basic First Aid for Dogs and Cats

Have you ever wondered what to do when your favorite animal companion was hurt or sick? This class, taught by a veterinary student, will cover the basic principles of first aid for dogs and cats. Topics will include shock, bleeding, muzzling, bandaging, and transport. Some specific situations will also be addressed, including heat stroke, seizures, dehydration and abscesses.

\$6.00

XYS 1130

Contract Bridge, Intermediate

Intermediate principles of bridge will be introduced to the player familiar with Goren's basic point count system and general play of the game. Further bidding information, as well as play and defense strategies, will be presented. Other topics will include overcalls, take out doubles, and no-trump to no-trump bidding. Sample hands will be looked at and discussed to help you evaluate and play your hands more effectively. You'll also learn how to be a good bridge partner.

\$65.00

XYS 1131

Contract Bridge, Intermediate II

You will be surprised how many bidding situations were not covered in Contract Bridge Intermediate I. In this course, the emphasis is on more advanced bidding and play techniques, including deception, table judgment, border-line situations, psychological strategy and when to break rules.

\$48.00

XYS 1132

Bridge: Duplicate 'Lite'

Duplicate bridge does not have to be cutthroat and antisocial! This is a low-key, casual, non-threatening introduction to duplicate bridge. This class reaffirms that the primary purpose of bridge is to have fun. The textbook (\$5) is available from the instructor at the first session. Note: participants are expected to know basic bridge.

\$55.00

XYS 1133

Bridge: Play of the Hand I

This class is designed for intermediate players whose bidding is pretty good, but whose play of the hand and defense need some improving. Displayed hands will be analyzed, and alternative strategies for their play will be discussed and then demonstrated. Various advanced techniques will be presented to strengthen your game.

\$54.00

XYS 1134

Bridge: How to Play the Hand

So you've taken a beginning bridge class and you know how to bid, but once your partnership wins the auction, you don't know how to play the cards. This class will teach the various techniques to bring home the winning contract. Prerequisite: a basic bridge course or some bridge bidding experience. The textbook (\$10-12) will

be available from the instructor at the first session. Directions to Staff Lounge: Enter the Student Center from the South (courtyard) side. Enter door to the east (right) side of the main doors. Take stairs on right down to the lower level. Turn left at bottom of stairs - the lounge is the second door on the left.

\$48.00

XYS 1135

Defensive Bridge

Bridge is a card game that has three phases: bidding, declarer play, and defense. Most declarers can be set with good defense. On average, you and your partner will only play half of the hands. Your partnership will be on defense the other half of the time, so you might as well make every hand count for your side! Note: this class is for the experienced player. Discussion topics will include opening leads, second hand and third hand play, signals and more. The textbook, available from the instructor at the first sessions, will cost approximately \$13.

\$48.00

XYS 1136

Basic Bridge Defense Review

This class is for those who have a basic knowledge of defense but would like to practice their skill. During each session, we will review by playing eight hands that illustrate defensive fundamentals. Hand records and defensive tactics will be available during each class.

\$26.00

XYS 1145

Basic Bridge Bidding Review

This class is for those who have a basic knowledge of bidding but would like to practice their skill. During each session, we will review by playing eight hands that illustrate bidding fundamentals. Hand records and bidding tips will be available during each class. (4 sessions) \$35 (B&G \$

\$35.00

XYS 1162

Bridge Workshops: Introduction to Duplicate Bridge

What is duplicate bridge? Why do people play that instead of party bridge? What is the master point? Why are points important? These three one-hour workshops will answer questions about duplicate bridge. If you are an experienced bridge player and would like to know what duplicate is all about, these workshops are for you. The textbook can be purchased at the first session for \$2. Workshop 1: The mechanics of boards, bidding boxes and scoring. Workshop 2: How to fill out a convention card Workshop 3: Masterpoints and the Director Bridge Manners

\$12.00

XYS 1165

How to be a Desirable Bridge Partner

This class will involve plenty of bidding and playing with real-situation suggestions, for those with a basic knowledge of bridge. However, the emphasis will be less on technical skill and more on learning to be the kind of player others enjoy having around.

\$49.00

XYS 1175

Baseball: A History of the American Game

Baseball "buff" and researcher Patric Doyle will provide this overview of the

history of professional baseball in America. Learn about the people and events that marked the growth of the "National Pastime" from 19th century "Town Ball" to the game as it is today. Discussion topics will include dominant teams and personalities, the World Series, the All-American Women's and Negro Leagues as well as the minor leagues. If you are an avid baseball fan, you won't want to miss this one!

\$49.00

XYS 1180

Bridge Workshop: When to pull trump and when to delay

Most of the time declarer will trump right away. But sometimes declarer needs to hold up pulling trump. Other times he/she may never pull trump at all. This workshop will discuss the situations of when to do which. 1 session

\$12.00

XYS 1181

Bridge: Stayman and Jacoby Transfer

This workshop is for the experienced player. It teaches you to use both the Stayman convention and Jacoby Transfer conventions. Learn how to ask your partner if they have a four-card major suit and how to communicate your long suit to your partner.

\$12.00

XYS 1185

Fly Fishing, Intermediate

If you already have some fly fishing experience, this class will refine your skills. Georgiana Baer and Norm Crisp, professional instructors and guides will analyze and critique of your casting as well as discuss fly fishing strategies and techniques for nymph and dry fly fishing. The class includes a day trip to one of Missouri's special trout management areas to practice your new skills. Students will have to reserve either October 9th or 10th for the on stream class.

\$111.00

Technical Trades (XND)

XND 1000

Cross Connection Control and Backflow Prevention Certification

This course and exam comply with Kansas, Missouri, OSHA/USEPA and ASSE requirements. Topics include cross connection, backflow accidents and preventers, contamination, thermal expansion, pollution, and fire protection systems. A study guide is included in the course fee. Written and hands-on exams will be administered at the end of the course.

\$475.00

XND 1009

Backflow Testing

A description is not available for this course.

\$100.00

XND 1010

Cross Connection Control and Backflow Prevention Recertification

Kansas and Missouri require recertification every three years and this course and exam comply with Kansas, Missouri, OSHA/USEPA and ASSE requirements. A study guide is included. Written and hands-on exams will be administered at the

end of the course. Participants must bring a copy of their certification card to submit to ASSE upon completion of the test.

\$275.00

XND 2000

Trenching and Shoring

A description is not available for this course.

\$99.00

XND 2001

Confined Space

A description is not available for this course.

\$99.00

XND 2002

Lock-out / Tag-out

A description is not available for this course.

\$99.00

XND 2003

Belt Presses

A description is not available for this course.

\$99.00

XND 2004

Incinerators

A description is not available for this course.

\$99.00

XND 2005

Safety Awareness

A description is not available for this course.

\$99.00

XND 2006

Wastewater Sludge Incineration

A description is not available for this course.

\$99.00

XND 2007

Chlorinating

A description is not available for this course.

\$99.00

XND 2008

Pump Maintenance

A description is not available for this course.

\$49.00

XND 2009

Electrical Safety

A description is not available for this course.

\$99.00

XND 3000

Effective Supervisor Skills

A description is not available for this course.

\$99.00

XND 4000

Woodframe Construction and IRC

This course covers all of the wood framing requirements in the International Residence Code. The program utilizes photos of actual construction details that relate to code sections being discussed. (2 sessions)

\$89.00

XND 5008

REFRIGERATION SYSTEMS & ACCESSORIES

to stand out as a top performer - the kind of technician who can raise a building's efficiency while reducing operating costs. Covering every major building operating system from HVAC to plumbing to electrical to overall control systems, the SMT designation gives you a solid base of knowledge to advance your career. (8 sessions)

\$549.00

XND 5009

Refrigerant Retest

Bring a copy of your current card to qualify to retest any sections. Bring the EPA Certification Exam Preparatory Manual, available at the JCCC Bookstore, to participate in a pre-test review.

\$85.00

XND 5010

Refrigerant Transition and Recovery Review and Test

JCCC offers this Environmental Protection Agency-approved test for HVACR technicians and contractors. Participants can be certified in the following: Type I - Small Appliance; Type II - High Pressure and Very High Pressure; Type III - Low Pressure (Universal). Bring the EPA Certification Exam Preparatory Manual, available at the JCCC Bookstore, to participate in a pre-test review.

\$139.00

XND 5011

Plumbing Exam Review

This course prepares you for the journeyman or master plumbers exam. Contact your local city or county codes office to register for the exam. The loose-leaf, 2003 editions of both the Uniform Plumbing Code and the International Plumbing Code are required and are available at the JCCC Bookstore. Bring the books, a calculator, a 1" 3-ring binder, and two different colored highlighter markers to class. A study guide is included in the class fee.

\$249.00

XND 5012

Mechanical/HVAC Prep

This course prepares you for the masters and/or journeyman licensing exam. Contact your local city or county codes department to apply for the exam. Bring all of the following books to class: Uniform Mechanical Code, 2003 loose-leaf edition; International Mechanical Code, 2003 loose-leaf edition; Manual N Commercial Load Calculation, 1988 4th edition (printed in 2002); Manual J Residential Load Calculation, 2004; Refrigeration and Air Conditioning (ARI) 3rd edition; Trane Ductulator or ACCA Ductulator; Low Pressure Boilers, 2001 edition; High Pressure Boilers, 2nd edition, 1994. The following books are optional: Code of Federal Regulations; OSHA Excerpts for Contractors; NFPA 54 - 2002 National Fuel Gas Code; NFPA 58 - 2001; Pipe Fitters Handbook, 3rd edition, 1967; System Design Manual Part III; Fibrous Glass Duct Construction Standards; Carrier System Design Manual Part III: Piping Design Carrier, 1960 edition. All books may be purchased at the JCCC Bookstore.

\$349.00

XND 5013

Electrical Exam Prep

This course prepares electricians to sit for professional journeyman, master, and electrical inspector exams including Experi (Block), IAEL, ICBO, NAI, SBCCI, as well as regional state exams. Contact your city or county codes department to learn which code book(s) are required for your specific test. Loose-leaf editions of the books are available at the JCCC Bookstore. Bring your appropriate code book(s), a calculator, and 2 different colored highlighter markers to class.

\$249.00

XND 5014

Electrical Code Review - Journeyman

Designed to assist journeyman electricians preparing to take the National Block Licensing exam. Contact your city or county to apply for the exam. The National Electrical Code, 1999 loose-leaf edition, is required and is available at the JCCC Bookstore. In addition to the textbook, bring the following to class: calculator, red pen, and highlighter pen.

\$150.00

XND 5015

Fundamentals of Electrical Theory

This course provides an overview of DC and AC electrical theory and introduces the student to how voltage, current, and resistance behave in series, parallel, and a series-parallel circuit. You will learn the procedures for using Ohm's Law to calculate voltage, current, and resistance in any kind of circuit.

\$129.00

XND 5016

Electrical Blueprint Reading

In this course students will learn to read and interpret electrical blueprints commonly found in residential and commercial settings. Topics include layout, symbols, dimensions, and material estimates.

\$99.00

XND 5017

Motor Calculation

Students in this course will learn how to properly size motor-conductors, overcurrent protection, and short-circuit ground-fault protection. Both Feeders and branch circuits are addressed as well as both single- and three- phase systems.

\$99.00

XND 5018

Single and Three Phase Systems

This course is designed to increase understanding of single phase and three phase voltage systems (120-240, balancing, transformer sizing, panel balancing, and conductor sizing. Students will also study how to size primary and secondary transformer protection.

\$129.00

XND 5050

Structural Pest Management Recertification

This recertification is for industrial, institutional, health related and structural commercial pesticide applicators. Inspectors of termite and other wood destroying organisms may attend. The specific KS sub-categories are 7A and 7E and MO categories are 7A and 7B. KS and MO state staff will be available to explain regulations, answer questions, and approve recertification.

\$75.00

XND 5051

Structural Pest Management Certification

This is your chance to become state certified in structural and wood destroying pest control. We want you to become knowledgeable regarding 7A and E in Kansas and 7A and B in Missouri. This workshop is designed to help prepare you for the state administered tests. Test will be given at the last class. Manuals are provided in the classroom. Kansas and Missouri exam and certification fees are not included in the course fee.

\$300.00

XND 5075

Lubricants and Lubrication I

This basic course includes theory and practice for the following topics: understanding of lubricants and their application; vital importance of lubricants; lubricant selection for various applications; terminology; specifications; documentation; and report findings.

\$165.00

XND 5076

Lubricants and Lubrication II

Upon completion of Lubricants and Lubrication I, you may take course II. It can be taken alone or with Certification. The components of lubricants, such as mineral oil base or synthetic base stocks will be explained. Additives, manufacturing methods, terminology, specifications, maintenance, oil analysis and troubleshooting will also be discussed.

\$165.00

XND 5077

Lubricants/Lubrication Certification

Attend both Lubricants and Lubrication II and this Certification for one fee. Topics discussed are mineral oil lubricant base stock, synthetic base stocks, additives, manufacturing methods, terminology, specifications, troubleshooting and analysis. Certification test will be given.

\$325.00

XND 5100

Aquatic Facility Operator Certification Course

Specifically designed for supervisors and operations personnel to meet the needs of those working in public and semi-public recreational pool facilities. National Recreation & Park Assn. (NRPA) provides instruction on filtration, disinfection, water testing and treatment, design considerations, facility management, facility trouble shooting, and much more! Text is mailed when you register. Call FastFax, 541-6060, for more details and registration form. Registration is with Kansas Recreation & Park Assn. Call 469-3811 for more details on this new certification program. \$195 if registered by 4/25; \$225 after 4/25.

\$195.00

XND 5101

Pool and Spa Troubleshooting

Do you have what it takes to maintain a safe pool or spa within city or county codes? Do you maintain or manage a motel/hotel, apartment complex, homes associations, school, or public pool or spa? This class discusses basic water chemistry, cleaning to prevent infection, seasonal start-up and closing, filtration, chemical automation, sanitation outside of pool, and basic operation and maintenance. Troubleshooting details will be taught by a commercial service owner. A City of Overland Park Sanitarian will explain the new 1997 commercial codes. Water balance cards will be available for purchase from instructor.

\$25.00

XND 5113

Electrical Exam Prep - Advanced

This ac same comprehensive study material is included in this shortened version of the Electrical Exam Prep course. Bring the appropriate code book(s), a calculator, and 2 different colored highlighter markers to class.

\$249.00

XND 5114

Advanced Electrical Journeyman Review

This weekend Electrical Code Review class is designed to assist journeyman electricians prepare to take the city or county to apply for the examination. The following book, which is available at the JCCC Bookstore, is required: National Electrical Code, 1999, loose-leaf edition.

\$125.00

XND 5211

Gas Sizing

This four-hour class teaches sizing natural gas systems using International and National Fuel Gas Code and Uniform Plumbing Code to size and install natural gas in both residential and commercial properties. Safety and testing of systems will also be reviewed. Bring any one of the code books to class. Handouts will be provided.

\$99.00

XND 5212

Mechanical/HVAC Journeyman Review

This course prepares you for the Journeyman licensing exam. Contact your local city or county codes department to apply for the exam. Bring all of the following books to class: International Mechanical Code, 2000 edition; Low Pressure Boilers, 2001 Edition; Refrigeration and Air Conditioning, Third Edition, 1998; Pipefitters Handbook, Third Edition, 1967; Carrier System Design Manual - Part III: Piping Design, Carrier, 1960 Edition. All books may be purchased at the JCCC Bookstore.

\$295.00

XND 5311

Water Sizing

This four-hour class teaches sizing potable water using both the Uniform (UPC) and International Plumbing Code (IPC). Bring one of the following code books to class, which can be purchased at the JCCC Bookstore: International Plumbing Code, 2000, loose-leaf, or Uniform Plumbing Code, 2000, loose-leaf.

\$99.00

XND 5411

Drains and Vents

A description is not available for this course.

\$129.00

XND 6011

Plumbing Exam Review Advanced

This shortened version of Plumbing Exam Review covers the same material and includes the same study guide. The required textbooks, International Plumbing Code Commentary, 2000 edition, and the 2003 loose-leaf editions of both the Uniform Plumbing Code and the International Plumbing Code are required, and may be purchased at the JCCC Bookstore. Bring the books, a calculator, a 1" 3-ring binder, and two different colored highlighter markers to class. (2 sessions)

\$249.00

XND 6013

Advanced Electrical Exam Prep

The same comprehensive study material is included in this shortened version of the Electrical Exam Prep course.

\$125.00

XND 7000

INDUSTRIAL MAINTENANCE TECHNICIAN TRAINING

This is an industrial skills training program designed to teach maintenance technicians practical skills--not just theory. In addition to knowledge assessments and a comprehensive curriculum, hands-on labs with performance evaluations, ensuring employees can immediately apply new skills, is an added component. Subjects included are: bearings; circuit breakers; compressors; diagrams; electrical maintenance, motors, wiring, and theory; forklifts; gears; hydraulics; lubrication, pipes and valves; pumps; rigging; safety; seals; shaft alignment; tools; vibration analysis; water treatment; and welding.

\$795.00

XND 7200

KACE

A description is not available for this course.

\$98.00

XND 7201

Kace - One Day Only

A description is not available for this course.

XND 8000

Automotive Diagnostic Technology Series

Series of 8 courses: Advanced Digital Volt Ohm Meter, Lab Scope, Automotive Computer Technology, OSHA Training, Five Gas Diagnostics, Scan Tool Data, Mystery of Ignition System Testing, and Automotive Service Excellence Seminar.

\$1,249.00

XND 8001

Advanced Digital Volt Ohm Meter

This class will improve your ability to diagnose any electrical component. Included is a brief overview of electricity, a review of circuit types, sensor testing procedures, and starting and charging system testing. After completing this class you'll be able to analyze test results and diagnose electrical circuits, computer sensors, computer actuators, starter motor systems, and charging systems.

\$179.00

XND 8002

Lab Scope

In this class you'll be introduced to the set-up and practical use of a lab scope for automotive computer sensor and actuator testing. Upon completing the class you'll be able to set proper voltage and time settings, set triggering of patterns, check sensor for proper patterns, check injectors for pulse width, peak voltage and ground, and dial in patterns when presets don't work.

\$179.00

XND 8003

Automotive Computer Technology

Improve your ability to diagnose the automotive on-board computer system. This class covers sensor testing and computer functions and output controls. After completing this class you'll be able to analyze the results when testing computer sensor inputs, actuators, solenoids, computer built-in procedures/memory, and scan tool readings.

\$179.00

XND 8004

OSHA Training

OSHA requires all automotive employees to receive safety training each year. This class will help you meet that requirement. The emphasis is on overall shop safety, personal protective equipment, and safe work habits.

\$99.00

XND 8005

Five Gas Diagnostics

Develop the knowledge you need for testing exhaust gases to determine engine conditions, with an emphasis on performing diagnostic testing instead of emission-only function testing. You'll receive a basic understanding of how the gases are formed as well as testing procedures.

\$179.00

XND 8006

Scan Tool Data

You have a scan tool displaying all this data. What does it mean and how do you use it? This class will cover fuel trim, O2 sensor, injection pulse width, MAP sensors, MAF sensors and more, allowing you to diagnose a vehicle quickly and accurately. You'll learn to analyze the data, with the specifications referenced, to help you understand all the information that a scan tool shows.

\$179.00

XND 8007

Mystery of Ignition System Testing

Ignition patterns can be confusing. In this class you'll uncover the lost art of analyzing an ignition pattern, highlighting testing procedures along with testing guidelines. You'll examine the use of amp probes, digital data readings, ignition analyzers, and the use of a lab scope for testing ignition components.

\$179.00

XND 8008

Automotive Service Excellence Seminar

This course will prepare you to take any of the eight basic National Institute for Automotive Service Excellence (ASE) certification tests, the Advanced Engine Performance Specialist (L1) test, or the three ASE engine machinist tests. The focus is on how to take the test successfully, not on specific content areas.

\$99.00

Testing (XVT)

XVT 1050

Changing Lives Literature

A description is not available for this course.

XVT 5001

GRE Preparation - Part 1

This course reviews all question types on the verbal and analytical sections of the GRE. How to do your best on reading comprehension, analogies, sentence completions, antonyms, logical and analytical reasoning questions will be emphasized and time-saving techniques for both the paper-based and computer administrations of the test.

\$98.00

XVT 5002

GRE Preparation - Part 2

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time-saving techniques for both the paper-based and computer administrations of the test.

\$98.00

XVT 5005

ACT/SAT Preparation - Part 1

This course includes verbal refreshers and discusses techniques aimed at reducing test-taking anxiety. Topics include effective word usage and grammar for the ACT; sentence completions and analogies for the SAT; and reading comprehension for both tests. Taking both parts 1 and 2 in this two-part series prepares you for question types on each test using test-taking techniques.

\$98.00

XVT 5006

ACT/SAT Preparation - Part 2

Continue preparation for the ACT and SAT by learning test-taking techniques and

practicing on previously administered ACT and SAT tests. Math and verbal areas will be reviewed and stress-reducing techniques will be taught.

\$98.00

XVT 5008

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government, and more.

\$98.00

XVT 5011

LSAT Preparation - Part 1

Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and learn proven test-taking techniques.

\$98.00

XVT 5012

LSAT Preparation - Part 2

Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and learn test-taking techniques.

\$98.00

XVT 5021

GMAT Preparation

Learn test-taking techniques and methods for improving your score while saving time on all GMAT questions. Review familiar and new types of questions like critical reasoning and data sufficiency for verbal and quantitative sections. You will practice on actual GMAT tests from previous years.

\$98.00

XVT 5031

GED Preparation

Refine your reading and thinking skills necessary to be successful in the five areas tested on the GED exam: Language Arts/Reading, Language Arts/Writing, Social Studies, Science, and Mathematics. After completion of this course, you should be well-equipped to pass the GED practice test followed by the GED examination.

\$98.00

XVT 5032

Prepare for the GED Language Arts, Writing Test

This in-depth course will give you the skills and knowledge you need to successfully prepare for the GED Language Arts, Writing test. Learn the basics of usage and mechanics so you can edit the passages on the multiple-choice part of the exam. Then, you'll learn a step-by-step approach to writing that will give you the confidence you need to write a winning GED essay!

\$98.00

Writing Center (XGW)

XGW 1103

Practical Writing Skills

(B&G \$30)

\$62.00

XGW 1107

Sentence Pattern Skills

(B&G \$30)

\$62.00

XGW 1108

Composing Skills

(B&G \$30)

\$62.00

XGW 1109

Proofreading Skills

(B&G \$30)

\$62.00

XGW 1110

English Grammar Review

(B&G \$30)

\$62.00

XGW 1112

Research Skills

(B&G \$30)

\$62.00

XGW 1115

Revising Skills

(B&G \$30)

\$62.00

XGW 1120

Writing in the Disciplines

(B&G \$30)

\$62.00

Youth and Talents (XLY)

XLY 1001

Etiquette for Children

The course is designed to model and teach appropriate behavior in different social

settings and situations. Students will learn and practice courtesy at home and in school and public places, table and telephone manners, hostess and guest courtesy and conversation etiquette and artful interruptions.

\$33.00

XLY 1002

Math Quest

Join us on a math adventure. Using math problem solving strategies travel through dangerous lands, meet interesting creatures, and try to reach the treasure chest. Continue your adventure by solving mathematical mysteries and finally design your own math game to challenge your parents and friends.

\$37.00

XLY 1003

Art Basics Grades 1-6

This course will give students the opportunity to explore as an artist using a variety of art media. They will get to express their unique self through printmaking, sculpture, painting, drawing, clay modeling, and much more.

\$55.00

XLY 1004

Destination Mars (grades 5-7)

50 million miles away from earth, across light years of icy black space, Voyagers will land in a plume of red dust...the first earthlings to walk on the surface of Mars. Data from the Pathfinder Mars mission will bring the experience to life and will open students minds to the future exploration of space. Students will do introductory work in astronomy and physics and use reading, math, science and writing skills while having "a blast" in this program.

\$320.00

XLY 1005

WEB Pages for Kids

Join Eric Flescher, voted "most computer using teacher in Kansas" and teacher of the gifted in the Kansas metro area, for a fun, fascinating class that will teach you, "hands-on" to develop and design your very own WEB PAGE. You'll deal with jazzy graphics and learn linking capabilities.

\$35.00

XLY 1006

Voyager Extended Day Grades 2-7

Extended Day Class offers parents the opportunity to enroll their child in an additional program. Individual and small group activities, such as computer, board games and drawing, etc. will be offered. Supplies are included.

\$24.00

XLY 1007

Destination Mars grades 2-4

50 million miles away from earth, across light years of icy black space, Voyagers will land in a plume of red dust...the first earthlings to walk on the surface of Mars. Data from the Pathfinder Mars mission will bring the experience to life and will open students minds to the future exploration of space. Students will do introductory work in astronomy and physics and use reading, math, science and writing skills while having "a blast" in this program.

\$175.00

XLY 1009

The Mystery of the Black Hole grades 5-7

Students blast off from Mars and streak toward the center of our Milky Way galaxy in search of a black hole. As hyperspace travelers, they will encounter strange objects in the universe as they use problem solving and math skills to address the challenges of space technology. They will take a closer look at red giants, white dwarfs, comets, supernova and quasars. This journey is unsurpassed in elementary education and will stretch the limits of childrens imaginations to where reality and time blur into an unforgettable experience that will intrigue them for a lifetime.

\$320.00

XLY 1011

Ceramics and Clay

Jeanne Baldwin, former coordinator of education at the Nelson-Atkins Museum of Art and long-time scout leader, will conduct a three-series workshop in ceramics and clay that will fulfill the requirements for a Girl Scout badge in ceramics and clay. Scouts will learn the properties of clay from pot-building and glazing to firing. A maximum of 13 scouts may register in this workshop. When registering for this workshop, names and social security numbers of each scout must be provided. Course fee includes all supplies.

\$25.00

XLY 1013

Prints and Graphics GD 4-8

Jeanne Baldwin, former coordinator creative arts and assistant director of education at the Nelson-Atkings Museum of Art will conduct a three session workshop in prints and graphics. In this hands-on workshop participants will experiment with different forms of print making including silkscreen, block printing and monotypes. This workshop would also fulfill the requirements for a prints and graphics Girl Scout badge. This workshop has an enrollment limit of 13. Names and social security numbers are required for each workshop participant.

\$25.00

XLY 1014

Spring Break Art Grades 4-6

Spend five days in the art studio at JCCC. Draw, paint and sculpt from subjects in nature. Develop your own sense of artistic style and have a fun time with our professional art teacher.

\$55.00

XLY 1016

Mind Mapping (Ages 9-14)

Teacher of the Gifted, Kathy Ray will take you on a "Mind Mapping" odyssey. Conceptual mapping is a visual-spatial technique for note-taking and comprehension. Mapping integrates the processes of the whole brain to make note taking, planning and learning easier. You'll use software which facilitates writing and thinking skills using concept mapping, webbing, semantic mapping, bubble diagrams graphical organizing and outlining, all skills that make studying easier. Student workbook included.

\$40.00

XLY 1017

Sculpture Casting Workshop for Kids

Learn the fine art of casting in this sculpture workshop for kids ages 9-13. Using alginate and plaster, you'll learn how to manipulate casting materials in the

sculpture studio. Students will cast their hands or feet in this project. Class fee includes materials.

\$25.00

XLY 1018

Fetch Fido

Hey kids...start on the right paw (foot)..well trained puppies will make you and the grownups in your life happy. Professional dog trainers, Debra Bertstein and Pat Rawitch will work with you and your puppy so you'll learn how to communicate simple commands to your new pet. This four session class will help you and your puppy start your new friendship out right. You must bring a grownup with you to all sessions: leave pup at home first session; you must be a least 10 years old; your pup must be no older than six months old.

\$40.00

XLY 1020

Draw, Paint and Sculpt from Nature (Grades 1-6)

This series of classes will focus on flowers, plants, and trees as well as animal, bird, sea life and conservation. The series of art classes will stress line, color and shapes found in nature. Students will use a variety of art media: craypas, charcoal, tempera paint, watercolors, clay as well as printmaking and more. Fee includes supplies.

\$65.00

XLY 1021

Drawing, Painting, Sculpture & Creative Arts (Grades 1-6)

In this series of Saturday art classes, the instructor use of a variety of art media. They will work with craypas (oil pastels), conte, charcoal, pen and ink, tempera paint, watercolors, clay, wood & wire, as well as printmaking, tools, brayers and more. The college art studios provide the environment for students to create works in the style of great artists as they learn the basic elements of art (line, shape, color, space, texture, etc.) Original works and some reproductions of mature fine artists will serve as inspiration and motivation as they create their own original works of art. Still life set-ups and outdoor drawing sessions are included.

\$70.00

XLY 1022

Drawing, Painting and Creative Arts (Gr. 1-6)

Learn drawing, painting, design, sculpture and print- making to help you experiment, invent, discover and increase your visual awareness. The class is held in the college's art studios. Supplies are included in the course fee.

\$75.00

XLY 1023

Be a Cartoonist

Want to be able to draw and create your own cartoon animals? After a few lessons you will understand the basics of how a cartoonist develops drawing skills and you'll be ready to start creating your own unique characters.

\$34.00

XLY 1024

Study Your Favorite Women Artists Grades 4-7

Draw, paint, sculpt, construct your own work of art while learning about such great women artists as Georgia O'Keefe, Helen Frakenthaler, Maresol, Maria Martinez, Elaine deKooning and Mary Cassat and more.

\$55.00

XLY 1025

Age 0-3 Music and Ability Development

By experiencing music, this age group can expand brain functions, enhance I.Q. and develop music ability. This course will demonstrate how parents and other caregivers can use music for brain development in children, birth to 3 years. Music helps develop spatial awareness and encourages increased synaptic and cell connections. Call the instructor with any questions, 856-5540 Note: this is an adults only class.

\$5.00

XLY 1026

Plan Your Way to Success (A Must Do Seminar for 16-20 Year Olds)

Want to think BIG about the multiple and diverse careers you may pursue? Are you lacking the tools for effective, efficient long-term planning? Join "Planning Your Way to Success" and discover the best way to make realistic and effective decisions that will impact your adult life. Richard Muther, author of High Performance Planning and international business consultant will help you hone your decision making skills and build your self confidence. Class includes a Full Careers Plan Kit and Planning Personal Success booklet.

\$160.00

XLY 1027

Youth Art Ages 6-9

Have your child get "art smart!" This class is designed to allow students to work as artists in real art studios and to experience a variety of art processes and techniques. These techniques range from clay/sculpture, drawing, painting, printmaking and collage. Integrated into the classes will be works of art from various cultures by a wide range of artists. At the end of the class you'll celebrate your art successes with an art exhibit open to guests.

\$70.00

XLY 1028

The Mystery of the Black Hole Grades 2-4

Students blast off from Mars and streak toward the center of our Milky Way galaxy in search of a black hole. As hyperspace travelers, they will encounter strange objects in the universe as they use problem solving and math skills to address the challenges of space technology. They will take a closer look at red giants, white dwarfs, comets, supernova and quasars. This journey is unsurpassed in elementary education and will stretch the limits of childrens imaginations to where reality and time blur into an unforgettable experience that will intrigue them for a lifetime.

\$175.00

XLY 1029

Youth Art Ages 10-12

This course will allow students to work as artists in real art studios and to experience a variety of art processes and techniques. These techniques range from clay/sculpture, drawing, painting, printmaking and collage. Students will also work with video clamation. Integrated into the classes will be works of art from various cultures by a wide range of artists. At the end of the class you'll celebrate your art successes with an art exhibit open to guests.

\$70.00

XLY 1032

Fundamentals of Visual Basic (grades 8-12)

This course covers the fundamentals for building programs in Visual Basic. You will create and debug small programs using objects, events, methods, properties and basic programming structures. A fun class!! Prerequisites include experience with Windows and some knowledge of programming. Fee includes all course materials.

\$150.00

XLV 1034

Computer Keyboarding for Kids (grades 4-8)

This one-week keyboarding class will meet daily for (M-F) for two hours each day. Students will learn the alphabet, numbers and symbols on the computer keyboard. Once students have mastered the keyboard, they will proceed at their own pace, learning how to format letters, tables, memos and short reports. This practical course is a fun way for youth to master computer keyboarding.

\$45.00

XLV 1044

Kids Clowning 101 (ages 7-14)

Step right up and learn how to be a clown...a real one. In this fun, hands-on two session course, you'll learn how to make balloon animals and figures (you'll get your own pump and balloons), you'll learn how to paint faces, develop skits and do tricks, like only a clown can. A fun confidence booster for kids. Graduation will be held on Oct. 24

\$42.00

XLV 1048

Smithsonian T Rex Session I grades 5-7

Journey across millions of years to a world that shook with the tread of giants. Study the latest findings about these monster-like creatures through hands-on, student facilitated learning. Learn the concept of time, extinction, adaptation, life cycles and ecosystems. Create a leap in evolution and connect to the resources of the Smithsonian in this earth shaking adventure in learning. Age appropriate Paleontology, Geology, Biology History and Environmental Science are integrated into the curriculum.

\$175.00

XLV 1049

Video Camp For Kids

Want to get into the motion picture someday...or just learn how to handle the family camcorder? Join us at the JCCC/Blue Valley District Kids Video Camp to learn basic recording techniques. In just eight days, you'll learn how to create a story board, shoot your video, and edit your video. You'll take a field trip to a real television station. At the end of camp...take home your own finished video product.

\$125.00

XLV 1052

Surfin' the Net With Your Friends ages 8-14

Don't be a couch potato...learn to surf the net using "Scavenger Hunt", a game specially designed by instructor for her personal Web Site. The instructor will guide kids into the wonderful world of Web information using special games to find fun links for kids, URLs, bookmarks and search engines. Beef up your school reports, astound your parents and friends with your new found net expertise knowledge, master computer keyboarding.

\$46.00

XLV 1053

Smithsonian T-Rex I

Journey across millions of years to a world that shook with the tread of giants. Study the latest findings about these monster-like creatures through hands-on, student facilitated learning. Learn the concept of time, extinction, adaptation, life cycles and ecosystems. Create a leap in evolution and connect to the resources of the Smithsonian in this earth shaking adventure in learning. Age appropriate Paleontology, Geology, Biology History and Environmental Science are integrated into the curriculum.

\$175.00

XLV 1054

Smithsonian T Rex Session II Grades 5-7

Expand your knowledge of dinosaurs in this session II class. History is dramatized as Voyagers study the bone wars and explore the recent shift between finding and classifying dinosaurs to analyzing and reconstructing their lives and habits. From cladistic to ecosystems, from animals to plants, and fossils to footprints, this is a massive adventure, rich in excitement that connects the ancient Mesozoic Era to the young minds of today. Age appropriate Paleontology, Geology, Biology, History and Environmental Science are integrated into the curriculum.

\$175.00

XLV 1055

Motivating your Underachiever

The causes of underachievement are many and complex. If you have a child who is "wasting" his/her potential, you know the frustration of trying to motivate them. This course will help you understand what to do and what not to do.

\$6.00

XLV 1056

Smithsonian T-Rex II grades 2-4

Expand your knowledge of dinosaurs in this session II class. History is dramatized as Voyagers study the bone wars and explore the recent shift between finding and classifying dinosaurs to analyzing reconstructing their lives and habits. From cladistic to ecosystems, from animals to plants, and fossils to footprints, this is a massive adventure, rich in excitement that connects the ancient Mesozoic Era to the young minds of today. Age appropriate Paleontology, Geology, Biology, History and Environmental Science are integrated into the curriculum.

\$175.00

XLV 1057

Web Pages for Kids

Design your own web page using Netscape on a PC. Learn the basics of creating text and hyperlinks and importing pictures, backgrounds and graphics to your web site.

\$15.00

XLV 1058

Surfing the Net with Your Kids ages 8-12

Hey kids, bring your mom or dad to this exciting class and learn to explore the net in a safe, informed and fun manner. Nancy Bosch, teacher of the gifted in the Shawnee Mission district, will guide you to wonderful web sites that will pump up your educational achievement and stimulate your imagination. Registration will be in your child's name and fee covers both parent and child.

\$30.00

XLY 1059

Game Factory for 4th and 5th Graders

"Play Fair." But are games always fair? In this class you'll use all of your math skills to study probability and determine the "fairness" in games. Working in pairs, you'll explore the fairness of games, modify them when needed, and design your own game to share with the class. All this while reinforcing your skills in addition, subtraction, multiplication and division.

\$38.00

XLY 1063

Supervised lunch

Bring your sack lunch. Fee is for supervision of lunch room.

\$12.00

XLY 1064

Massage for Infants

Physical therapist, Joyce Householder and massage therapist, Jill Wiggington will teach you the many benefits of infant massage. Enhance the parent/ infant bonding process and decrease your baby's irritability and stress. Massage promotes healthy infant development while relieving the stress a baby may experience adjusting to a new environment. Bring a blanket for you and baby to sit on. This course is designed for infants 6 weeks to 10 months.

\$17.00

XLY 1065

Santas and Snowmen

Come spend two mornings with folk artist, Betty Erhard, and learn the magic techniques of creating wooden holiday decorations in the style of yesteryear. You'll learn how to turn wood cutouts into works of art with the use of acrylic paints and textured snow. Supplies are included in the course fee.

\$30.00

XLY 1066

Extended care Voyager

one week care

\$12.00

XLY 1067

Learning the Legends and the Art of Sand Painting

Come learn an age-old art form. You'll explore the cultures of contemporary Tibet and the North American Navajos and how they employ sand painting in their history and legends. Using sand and art supplies, students will create their own sand painting in the Navajo style. Instructor is Kathy Ray, JCCC summer Talents instructor and teacher of the gifted in Leavenworth.

\$30.00

XLY 1068

Creative Dramatics for Kids ages 8-12

This class will provide a variety of Creative Experiences, including pantomime, improvisational comedy, use of props to create a scene and makeup techniques to create a character. This course will be ideal for students wanting to tap into their creative and dramatic potentials. Instructor studied at the American Academy of Dramatic Arts and has a performance history on the stage and in television.

\$50.00

XYL 1069

Math Games (grades 2,3,4)

Do you like math? Discover many fun games and activities that are based on mathematical and logical thinking. Polish your addition, multiplication, and logical thinking while engaging in riddles, puzzles and calculator tricks. Bring a pocket calculator to class.

\$50.00

XYL 1071

Smithsonian National Space Command

Students thunder into the sky from Cape Canaveral through fire and bellowing plumes of white smoke for a trip to the International Space Station in low earth orbit. They perform experiments and discover the thrill of weightlessness before traveling on to the moon. Students establish a lunar base to explore the surrounding craters and often pause to look back and consider our fragile blue planet. This adventure will stretch the limits of children's imaginations focusing on fun and excitement while building skills in mathematics, astronomy, history reading and writing. Space Command is a collaboration between NASA, the Smithsonian and Voyager.

\$175.00

XYL 1072

Digital Imaging for Teens

Do you groove on photography and computers too? Then this is the program for you. You'll be introduced to the concepts, tools, and technology of digital imaging for photographers. Emphasis will be on developing competence in the use of digital photographic equipment.

\$70.00

XYL 1073

Geometric Art

In this class you'll discover basic geometric shapes and designs in historical artifacts. "Draw" from ideas of the past to create unique art works of your own. Experience print-making, stamp-making and discover how combining art with math enhances your skill in creativity in both areas.

\$32.00

XYL 1074

Teen Web Wizards (grades 8-12)

Want to become a Web Wizard? No abracadabras needed ... hook up with our Web Authoring program and get a thorough introduction to Web Page design. Using Front Page software you'll learn in this great workshop. Learn about HTML, text formatting, adding Hypertext links, adding images and backgrounds, adding lists and tables, copying and pasting into an HTML document, Web Page publishing, scanning text graphics and slides and editing and exporting images for Web use.

\$90.00

XYL 1075

Car Care for Teens, Ages 14 - 18

You finally have your own car or are about to get one, but do you know how to take care of it? You'll discuss, observe and get some hands-on experience in observing proper maintenance such as changing tires, oil, filters, belts and plugs. Get familiar with car brakes, electrical, cooling and exhaust systems. This class will be taught in the JCCC Automotive Technology labs by Automotive

Technology staff.

\$45.00

XLY 1076

Kids Art (Grades 5-6)

History and culture come together in this studio art class for children. Emphasizing cultures from around the globe, students will create art projects using a variety of media such as paint, collage, oil pastels, printing and sculpture.

\$65.00

XLY 1077

Art of Giving

Come to this class ready to sit on the floor with your little one. You will hear a story, play a game, eat treats you've made and made gifts to give to others. The experience will be most appropriate for 4, 5 and 6 year olds, accompanied by an adult. Children will learn the joy of making and giving gifts to others via the games, stories and activities introduced during this class.

\$20.00

XLY 1078

Visual Basic for Teens

Upgrade your computer skills. VB Fundamentals will include an introduction to Visual Basic programming, building an application, using the code, editing tools, developing multiple-form applications, declaring variables and constraints, creating and customizing menus, error handling and using the VB Application Wizard.

\$459.00

XLY 1079

Tesselations, Flexagons and Other Geometrical Curiosities

Grades 4-8 Explore geometry through construction of tessellations, flexagons, geodesic domes, mobius strips, and more. Students will gain an understanding of some basic geometric ideas by learning about each of these geometric figures. Class will use a computer program to understand and develop model building.

\$22.00

XLY 1080

Emergency Room

Students enrolled in this session will explore the inner working of a hospital emergency room. Students will begin by performing tasks in a fast-paced, intentionally stressful role-play. Debriefing will follow to help students understand the importance of being able to handle multiple situations in a productive way. Students will study the sterile procedure and learn to take vital signs within their own emergency room as they practice on each other. A study of viruses and bacteria, how they have affected the world, and their influence on modern medicine will be a big part of this session.

\$60.00

XLY 1082

City Hospital

Children enrolled in this session will have the opportunity to explore the exciting environment of a community hospital. We will begin by exploring why people go to the hospital and we will practice admitting our own patients. We will then discuss the importance of a sterile environment as we don our hospital garb and learn to take each other's vital signs. We will finish our journey by looking at how our

skeletal and muscular systems work together as we practice "surgical skills!"

\$60.00

XLV 1083

Keyboarding for Kids ages 8-12

Make everything you do on the computer faster and more fun. Learn the alphabet, numbers and all the symbols on the keyboard. Once you've got a handle on this, work at your own pace learning how to format letters and reports. This practical course is a fun way for youth to master computer keyboarding.

\$46.00

XLV 1084

Computer Savvy for Teens

Get up to speed on the computer...learn some basics in Word that can be used in school and at home for fun and good grades. Learn how to download pictures from the Internet as well as scan pictures, learn how to pull pictures into PAINT and learn image manipulation. Once you master individual steps, you'll learn how to integrate all these actions into one package.

\$25.00

XLV 1085

Create Your Personal Power Point Portfolio (ages 9-14)

Personal Portfolios are a great way to showcase your accomplishments, personal interests and the "real you." In this class you will learn the basics of PowerPoint and use these skills to create your own Personal Portfolio. Once you learn the basics of the program you can use your creativity to produce your own unique presentations on the computer.

\$46.00

XLV 1086

Med School Student

Students enrolled in this session will begin with a look at the emergency room. They will identify medical body systems, learn how diseases are transmitted, understand the qualities that define a good doctor, and look at the historical significance of the Hippocrates' contributions to modern medicine. A discussion of medical ethics will certainly make for lively dinner conversation when your child completes this session.

\$60.00

XLV 1087

Kindergarten Roundup

This class is designed to provide mothers of firstborn children, entering kindergarten fall of 2000 with strategies and techniques to effectively communicate and collaborate with their child's teacher to help insure a successful home-school experience during their child's career. Each participant will fill out pre and post-test questionnaires and will receive training to enhance their "teacher collaboration" techniques. This project is part of a KU doctoral dissertation. Each participant will receive a training manual and access to the educational professional conducting this research throughout your child's first year in school.

\$0.00

XLV 1088

Financially Alert Kids 6-12 yrs

Learn about finances in a fun and creative environment. Former bank executive, Sharon Hammer, will use her experience to teach your children how to manage

their money, how to make wise and careful purchases with their money and how banks work (in kids terms.) Your child will gain an increased awareness about finances and will begin to prepare for a lifetime of money management. Children will receive a workbook and snack!

\$10.00

XYL 1089

Etiquette for Teens

In this class your teenager (13-17) will learn about manners in a creative environment using role playing, handouts, and discussion to reinforce social skills. Learn about proper introductions, dating manners, party and formal dinner manners, phone etiquette, interviewing tips and general social interaction skills. The workshop will include a notebook, treats and certificate of completion.

\$11.00

XYL 1093

Create Your Personal Power Point Portfolio grades 4-8

Personal portfolios are a great way to showcase your accomplishments, personal interests and the "real you." In this class you will learn the basics of PowerPoint and use these skills to create your own Personal Portfolio. Once you learn the basics of the program you can use your creativity to produce your own unique presentations on the computer.

\$46.00

XYL 1094

Young Planners Camp Gd. 9-12

This High Performance Planning experience will train you in the all-important competence of PLANNING. Competent planners make better decisions faster, achieve optimum career plans and cope with a changing future with confidence. High Performance Planning campers will work directly with Richard Muther planning consultant for multinational corporations.

\$285.00

XYL 1095

Bard Camp IV Summer Youth Theatre (Ages 12-18)

Join us for a fourth year of fun! William Shakespeare's play the Comedy of Errors is one of his early works, and involves two sets of twins and the mistaken identities and mixed-up relationships that ensue! As we work on selected scenes from the play, you will learn to use basic props and costume pieces while developing your acting skills and preparing for public performances. The camp lasts for four weeks, from June 30 through July 24, and meets from 1:00-4:00 p.m. on Monday through Thursday afternoons. There will be two performances on July 24. The course is offered through Community Services at JCCC. The course fee, which includes a camp T-shirt and all props and costumes, is \$170.00. To enroll by phone, call (913) 469-2323. Or, for more information, call 469-8500, ext. 3132.

\$170.00

XYL 1096

Children's Drama Workshop

Springboard to Broadway? Well maybe not, but you'll have a lot of fun and learn creative dramatics from a young actress who performed regularly in the West Coast's, wildly popular "Beach Blanket Babylon." You'll use a variety of dramatic vehicles and exercises to bring characters to life. You'll also learn stage makeup and auditioning techniques. Students should bring makeup kit second session of class.

\$45.00

XLY 1097**Old McDonald Had a Farm 6-8 yr olds**

Based on the book, Barn Dance, this class will be filled with fun and discovery! Learn about life on the farm through science activities, art, music and dancing. We'll even make our own musical instruments. If you'd like, come dressed as Old McDonald's child.

\$47.00

XLY 1098**So You Want to be a Vet**

Learn what it takes to be a vet through guest speakers and/or a trip to a vet office. You'll discover what a vet does on a daily basis. You'll learn what type of pet would work best in your house and the start-up costs and expenses of owning a pet. Finally you'll analyze pet food samples and find out what is best for your pet.

\$60.00

XLY 1099**College Prep for Parents**

Are you sending your first off to college? Do you want to make the most efficient use of your's and your child's time? Dr. Lowell Ghosey, a former HS principal and parent of a college student will guide you through the sometimes puzzling choices you'll have to make. You'll learn about choosing colleges, credit options, admissions and testing, scholarship and financial aid, savings plans, campus visits and more. The class is especially useful for parents of HS freshmen and above. Parents will receive an informative booklet.

\$18.00

XLY 1101**Zoo Society GD 2-3**

Apply your creative talents as you design your own zoo. Develop an understanding of wild animals and their needs. Choose the most interesting animals as you develop a map of the perfect zoo.

\$175.00

XLY 1102**Time Warp: China GD 6-7**

The lure of the Orient draws sixth graders to ancient China as they follow three students into a TIMEWARP. You'll be transfixed by the artistry, philosophies and technology of past dynastys. Through emersion in content rich literature become part of one of the oldest and most influential civilizations on earth.

\$325.00

XLY 1103**Time Warp: Greece GD 4-5**

You'll explore the ancient history and archeology of Greece in this exciting hands-on adventure format. This activity packed adventure, utilizing literacy activities will boost your reading abilities to grade level and beyond. The curriculum motivates learning excitement and develops critical reading, writing and comprehension skills. You'll study archeology and museums, constellations, sailing the seas, Greek literature, myths and fables and the great thinkers, theater, farming and celebrations. Conclude your Greek adventure with a special Grecian celebration.

\$325.00

XLY 1104

Musical Theatre is Kids Stuff GD 6-7

Are you in a constant state of "song and dance" then join our group and hone your skills in music, drama and performance. This fun, creative outlet will provide opportunities for team work and confidence building while brushing up on routines for some of your favorite songs and musicals. Bring your camera for the final performance.

\$175.00

XLV 1105

Dinosaur Digs GD 2-3

Put on your pith helmets and join Captain Chris in an exploration of the lives of dinosaurs. Working in learning teams at experiment/work stations you'll decipher the mystery of these ancient beasts through fun hands-on projects and experiments. You'll use and upgrade your science, math and reading skills. Class will include a field trip to the University of Kansas Museum o Natural History.

\$175.00

XLV 1106

Mini Society I GD 4-5

Kids, you get to design your idea of a perfect society. During this two week period, you'll learn what components are necessary to make a society run smoothly. Design a flag and currency to make your society really unique. You'll also learn what is needed to develop your own business, from business plan to final sale, as you set up various companies. A field trip and guest speakers are scheduled. You'll design your own company. You'll name the company, design and advertise your product, sell your product at market day and finally reevaluate your product. The laws of economics will become crystal clear in this session. A field trip and guest speaker are scheduled. Students I and II are different. Students may take I or II or both.

\$144.00

XLV 1107

Space Command

Apply for the space program and join your fellow astronauts-in-training as you explore the history of flight and the subsequent travels of humans in space. In hands-on learning activities you'll conduct experiments, record and interpret data in preparation for a lunar landing. In addition to having a 'real blast' you'll work with math skill builders that strengthen math concepts that directly relate to the intricacies of space. Each week is a different curriculum. Students may take one or any combination of the three offerings.

\$60.00

XLV 1108

Lunar Landing/Mission Accomplished GD 4-5

As a member of the mission crew you'll prepare to establish a satellite colony on the moon. You'll conduct hands-on science experiments that will invite you to stretch the limits of your imagination. Once 'on the moon' you'll explore the stars, galaxies, comets and meteors as you expand your exploration into space. Finally, you'll participate in a simulation based on Apollo 13's "Houston, we have a problem," you'll utilize math skills builders and problem solving concepts throughout this exciting adventure.

\$175.00

XLV 1109

Vocabulary for the ACT/SAT

This course will cover basic information about the exams, along with tips for taking the exams. We'll focus on verbal preparation that will address a variety fo learnin

styles. This course will provide valuable information and a confidence boost for students taking the test in the coming months.

\$105.00

XLY 1110

Swimming Lessons

Why wait until next summer to insure your child's water safety. Enroll your child in age individualized small classes where the water temperature is 90-92 degrees. Classes are conducted in special pools with ideal depths for your young child. Classes are designed for specific ages (2-7) and for infants 6-23 months.

\$46.00

XLY 1111

Mini Society II GD 4-5

Discover the true spirit of entrepreneurship. During this session you'll design your own company. You'll name the company, design and advertise your product, sell your product at market day and finally reevaluate your product. The laws of economics will become crystal clear in this session. A field trip and guest speaker are scheduled.

\$175.00

XLY 1112

Integrated Algebra/Geometry Review Gd 9-12

If you are a rising Algebra II, Geometry or second-year Algebra I student, this is the chance to cover fundamental concepts in readiness for more difficult applications. JCCC math professor, Larry Mills will include the topics of operations with positive and negative numbers, equations, polynomials and systems of equations, inequalities, graphing and radicals. Bring a notebook and calculator to class.

\$80.00

XLY 1113

Rhymes, Songs and Fingerplays for Young Children Birth-5 yrs.

Join "Miss Jackie" Silberg and boost your child's math, language, reading and social skills with rhymes and songs that teach your children listening, language, cognitive and motor skills. Learn many new rhymes and songs and how the new research into early childhood brain development can be applied to your child. This class is for parents and grandparents only...no children.

\$12.00

XLY 1114

Art Interlude GD 2-4

Put on your painting smocks, grab a brush and let your creative juices flow. Janet Wardlaw will introduce four art projects for you to complete in this fantastic art interlude.

\$60.00

XLY 1115

Arts and Science Adventure Gd 2-4

Do you love dinosaurs...do you want to find out more about these giant beasts that roamed the earth millions of years ago. Through art and science projects, hands-on activities and reading assignments you'll know dinosaurs as well as your family pet.

\$55.00

XLY 1116**Basic Photography for Teens**

Join this 8 session class and learn the fine art of composing, framing and printing photographs. Bring your camera and join this beginning class. 35mm single-lens reflex cameras are preferable, however, point and shoot cameras are acceptable. You'll work primarily in black and white, however, the use and development of color film will be introduced. This class meets only on Mondays and Fridays.

\$110.00

XLY 1117**Get Smart Using Microsoft Office For Teens**

Get comfortable using the basics of Microsoft Office. Learn and work with a variety of tools in Word, Publisher and Power Point. You'll find that the skills learned in this class will give a leg up in school reports and presentations as well as making daily computer use more fun.

\$38.00

XLY 1118**Cartooning and Animation**

Get ready to sharpen your cartooning skills while adding a whole new dimension to your artwork...animation. Using paper, pencils, markers, string, glue and cardboard, you'll discover the art of animation through the use of early animation toys like zoetropes, thaumatropes, phenakistoscopes and harlequins.

\$55.00

XLY 1119**Studio Art for Kids Gd. 3-6**

Grab your paint shirt and come ready to draw, paint, print and sculpt in this hands-on studio art class for the young artist. Each week, students will experiment with a new medium. The instructor has taught elementary art in the public schools, for Johnson County Community College and for the Nelson Atkins Museum of Art.

\$77.00

XLY 1121**Voyager Transportation Transportation from Heartland Elem to JCCC.**

A description is not available for this course.

\$25.00

XLY 1122**Sign With Your Baby**

Babies have expressive abilities with their hands long before their vocal cords are ready for speech. Infants can begin to sign at about seven to eight months. By using signs in tandem with spoken language, hearing parents can start the process of two-way communication with their babies before babies become verbal. This training accelerates verbal language development and enhances cognitive development. Fee is for two people and includes a training video, instructional book and reference guide.

\$99.00

XLY 1123**Book Bug Bunch ages 6-8**

Sign your beginning reader up for the Book Bug Bunch... love of reading and good reading habits will lead to a joyous lifetime hobby and help pave the way for

school achievement. The young reader will become acquainted with many selections of picture books through reading, listening and sharing. Each young reader will receive a picture book at the conclusion of the class.

\$18.00

XLY 1124

Creating Optical Illusions

I bet you've all heard of optical illusions. But did you know that you can learn to create optical illusions using dot matrix paper, markers and pencils? Join Kathy Ray, one of JCCC's Talents instructors for this exploration of the world of optical illusions.

\$22.00

XLY 1125

Voyager transportation

for week July 9-12

\$12.50

XLY 1126

Halloween Treat Bowls

Design and glaze your own Halloween candy dish at Paint Glaze and Fire. You'll use special Halloween stencils and stamps to create a ceramic masterpiece for ghosts and goblins night. You'll learn how to use special ceramic design tools and receive an explanation of the firing process. Your bowl will be ready to pick up five days after class and it will be filled with halloween treats.

\$16.00

XLY 1127

Thanksgiving Plates

Design and glaze your own Thanksgiving dinner plate at Paint Glaze and Fire. You'll use stencils and stamps to create a holiday masterpiece that will be the talk of the Thanksgiving Day table. Your plate will be food and dishwasher safe. Students will learn to use design tools and will receive an explanation of the firing process. Your plate will be ready to pick up five days after class.

\$16.00

XLY 1128

Christmas Ornaments and Holiday Menorahs

Design and glaze three Christmas ornaments or one Hanukkah Menorah. Use special holiday stencils and stamps to personalize your ceramic masterpieces! These keepsakes make unique and memorable gifts for teachers, grandparents and friends. Students will learn to use design tools and will receive an explanation of the firing process. Your project will be ready to pick up five days after class.

\$24.00

XLY 1129

Math for the SAT, ACT, PSAT

This course will cover basic information about the ACT, SAT, PSAT along with tips for taking the exams. We will focus on various types of math problems, learn how to read word problems and practice translating English into math terms. The last session will be a "real" ACT test complete with answers. We'll also discuss final thoughts about taking these tests.

\$70.00

XLY 1130

Western Youth Horsemanship I (Ages 8 to 14)

Discover the enjoyment of horseback riding. Learn the basic methods of handling a horse in a controlled and fun indoor environment. You will need hard-soled shoes with heels.

\$195.00

XLY 1131

Valentine Vases For Mom/Dad

Design and glaze a beautiful ceramic vase with all of your favorite colors and patterns. You can use special Valentine stencils and stamps to create a ceramic masterpiece. Show that special person how much they are loved with a Valentine treasure made by you.

\$21.00

XLY 1132

Easter Eggs and Passover Treasures

Design and glaze three Easter Eggs or one Passover plate. Use special holiday stencils and stamps to personalize your ceramic masterpieces. Helpful and creative instructors will assist you in glazing your pieces. These keepsakes make unique and memorable additions to your holiday celebration.

\$20.00

XLY 1133

Mothers' Day Flower Pots

Create a beautiful flowerpot to make Mothers' Day special! You can decorate your flowerpot with floral stencils, rubber stamps, decorative sponges or any design you choose. Helpful and creative instructors will help you glaze your piece. Children under seven must be accompanied by an adult.

\$19.00

XLY 1134

Clock Creations

Create your very own clock by designing and decorating a dinner plate. We will drill a hole and add the timepiece. Brighten up your bedroom, personalize the clock with your name, or give your kitchen a new look. You can use stencils, rubber stamps, or any design you choose.

\$25.00

XLY 1135

Mother's Day Frames

Create a special picture frame to let mom know that she is very special. The frame can be decorated with stencils, rubber stamps, or any design you choose. Helpful and creative instructors will assist you in glazing your piece.

\$20.00

XLY 1136

City Hospital

Children enrolled in this session will explore the magic of the human body. We start by creating maps to guide us through the circulatory and digestive systems. We then move onto our five senses as we conduct laboratory experiments to discover how the brain controls all that we see, hear, taste, touch, and smell. We will conclude with a life-size body outline showing off all that we have learned.

\$60.00

XLY 1137

City Hospital

Children enrolled in this session will create their own community hospital. We will begin by exploring basic first-aid and how to handle making a 911 call. We will then create and set up the various areas of our hospital as we prepare to handle our own medial emergencies. Then mayhem will break loose as everyone takes turns being the patients and the doctors. Be prepared to take x-rays, cast broken bones, and stitch up wounds!!!

\$60.00

XLY 1138

Emergency Room

Students enrolled in this session will study bones and muscles and how the body heals injury. Students will learn the concept of opposing muscle groups and identify muscles and how they work within their own bodies. Students will practice splinting and casting on one another in order to understand how stabilizing injuries can promote healing.

\$60.00

XLY 1139

Emergency Room

Students enrolled in this session will examine several of the bodies exciting complexities. The students will begin by journeying through the anatomy of the eye and ear. Students will then move on to the workings of the respiratory system and how it supplies our body with oxygen.

\$60.00

XLY 1140

Music, Mom, Dad and Me (Ages Birth-5)

"Miss Jackie" Silberg will lead you and your child in songs and musical games that develop readiness skills and enhance self-concept. The fee covers one parent and one child.

\$16.00

XLY 1141

Teaching Children Values

Can there be any more important parenting role than instilling a sense of values in your child? This class will acquaint you with Eyre's book on Teaching Your Children Values and give you appropriate activities to encourage the development of universal human values. The instructor has used and adapted these techniques with her own children.

\$16.00

XLY 1142

Dinosaur Digs Grades 2/3

Travel back through time to the Mesozoic Era. We will begin by finding out what made a dinosaur a dinosaur. We will look at how the dinosaurs evolved as time passed through the Cretaceous, Triassic, and Jurassic periods. Finally, we will explore the different kinds of fossils and how Paleontologists study them, ending with the creation of our very own mold fossil of a dinosaur tooth..

\$60.00

XLY 1143

Architecture through the Ages

This course will develop an understanding of architectural concepts and the possibilities within the architectural profession. This course will integrate the disciplines of science, art history, math and design while exploring the role an architect plays in the development of his/her community. You'll focus primarily on Kansas City and explore topics such as urban versus suburban characteristics, influential architects and varied designs and how urban planning impacts the built environment. Students will design personal structures, visit residential construction sites and observe a working architects studio during field trips.

\$195.00

XYL 1144

Ecology and Environmental Science

Ecology and Environmental Science is a lab science course designed for 8th-10 graders who love science and intend on studying AP environmental science, biology or chemistry in high school and college. Topics included in the course include measurement of environmental factors, sampling animal and plant populations and the investigation of basic ecological principles through a series of guided experimental exercises. A sizeable component of this class will be lab and field work carried out at various local sites. These exercises are designed to develop basic scientific and research skills.

\$218.00

XYL 1145

Music and Ability Development Ages Zero to Three

By experiencing music, this age group can expand brain functions, enhance I.Q. and develop music ability. This one hour class will demonstrate how parents and other caring persons can use music for brain development. This activity, develops spacial awareness, makes synaptic and cell connections that would otherwise remain dormant. No instrument in the home or music ability is required.

\$65.00

XYL 1146

Dueling Guitars ages 13-17

Have noted Kansas City guitarist, Cynthia Eggers, start you on your musical blues, rock for folk journey. This course is designed for the beginning guitar student. No previous knowledge of music is required to participate in the class. You'll be introduced to various aspects of playing the guitar: including note reading, chords and accompaniment, improvisation and ensemble playing. You'll explore fingerstyle techniques. You will need to furnish your own guitar, guitar pick and amp (if using an electric guitar).

\$90.00

XYL 1147

Dinosaur Digs II

Children enrolled in this session will become full-fledge paleontologists. First we will learn the most common dinosaur myths and why they are untrue. We will then reconstruct a skeleton with actual bones just like paleontologists do with dinosaur bones. We will create a mold of our very own T-Rex tooth. We will then find out about the behavior of dinosaurs. We will learn about how they communicated and which dinosaurs were social and which were loners.

\$60.00

XYL 1148

Mask and Clowning Workshop ages 8-11

This is a new twist on drama classes. Kids, design and make your very own masks on pre-formed bases. You'll use these masks as you learn the techniques

of commedia dell' arte (broad, slapstick comedy of the Italian Renaissance) and clowning skills such as simple juggling and tumbling. Parents, please join us the last session and watch us work on our skills.

\$110.00

XLY 1149

Dinosaur Digs

Children enrolled in this session will find out where all the dinosaurs have gone. We will begin by each creating our own new species of dinosaurs. Then we will choose how our species died after learning about all of the different extinction theories. Students will conclude the session by looking at all of the ways we can see dinosaurs in the world today. Yes, today!

\$60.00

XLY 1150

Piano/Keyboard for Beginners (ages 5-13)

By combining the ear and eye, this early childhood education method allows children of reading and nonreading ages to experience the joy of music. A growing body of substantial evidence proves that playing the piano and keyboard enhances the I.Q., increases mental abilities and connects brain cells. It is suggested that parents remain in class while children take lessons in order to learn how to help children during home practice. Class will meet each week for 30 minutes. Orientation will be on Jan. 6, 1-1:30 p.m. For questions call instructor at 913-661-9304.

\$70.00

XLY 1151

Handling Sibling Rivalry

Discover 10 easy ways to create a cooperative atmosphere where everyone is a willing participant on your team. also learn what to do when there is a lack of communication.

\$6.00

XLY 1152

Balancing Work and Family

Discover how to nurture yourself and change aspects of your life to create more closeness with your family, to reduce stress, and to find the best balance in your life.

\$6.00

XLY 1153

Effective Parent-Child Communication

Learn four basic communication skills that will establish open communication, improve listening, acknowledge feelings and reduce conflicts.

\$6.00

XLY 1154

Enhancing Children's Self-esteem

Find out how you can instill high self-esteem in your children. Discover nine methods that will improve communication, enhance self-esteem, encourage responsibility and create peaceful, caring relationships.

\$6.00

XLY 1155

No I Won't and You Can't Make Me!

Learn how to recognize and disengage from power struggles and discover 11 ways to prevent them from happening in the future.

\$6.00

XYL 1156

Redirecting Children's Behavior

Would you like to discipline without yelling and resolve conflicts peacefully? This fun, interactive course teaches hands-on techniques that build mutual respect, responsibility, self-esteem, communication and conflict resolution skills to create cooperative families. Designed for parents with children ages 4-12. Class fee includes textbook and workbook.

\$75.00

XYL 1157

March of the Teddy Bears

Join the citywide march of the teddy bears by designing and painting your own ceramic bear! Choose from over 50 paint colors and hundreds of stencils, rubber stamps and other creative tools to create your own unique keepsake bear.

\$19.00

XYL 1158

Med School Student

Students enrolled in this session will start with a quick overview of the prior session. We will then move on to learning how to take vital signs and understanding the relationship of this information to their own health and the health of others. Students will learn the five major steps of patient care and apply them within their own "group practice." Analysis of disease and disease prevention will conclude the session.

\$60.00

XYL 1159

Med School Student

Students enrolled in this session will investigate the aging process and look at life expectancy and its effect on society. Students will examine the brain and its role in learning and memory as well as have an opportunity to learn some strategies for improving their own memory skills. Time permitting, we will finish the session with a look at alternative medicine practices.

\$60.00

XYL 1160

Suzuki Violin (Ages 3-13)

Suzuki-method lessons will be offered by experienced instructor Kathryn Carter. Please bring your own (or rented) violin to the first class. The registration fee will be collected from those who elect to enroll, and class times will be assigned by age groups in 30-minute segments. Note: orientation for parents and children will be held at 9 a.m. on Saturday, Sept. 13 in OCB 192.

\$65.00

XYL 1161

Ceramics Gd 4-6

Put on your apron and join Nancy Craven as you slab and coil your way through ceramic projects that are functional as well as pleasing to the eye. Please note that glaze will not be used in this studio art class for young artists.

\$90.00

XYL 1162

Winning Attitudes for Children Grades 1-3

A fun and educational program designed to help children in grades 1-3 improve their mental images and develop self-esteem. Classes will cover friendship, feelings, decision-making and the importance of goal setting. Discussions, games, stories and activities will be the teaching tools for this class.

\$45.00

XYL 1163

Printing, Watercolor and Clay Gd 1-3

Young artists can take this time to become acquainted with three different artistic mediums: clay, printing and watercolor. Students will spend two weeks practicing and creating with each medium. Students will produce three projects to take home.

\$90.00

XYL 1164

Winning Attitudes for Children Grades 4-6

A fun and educational program designed to help children in grades 4-6 improve their mental images and develop self-esteem. Classes will cover friendship, feelings, decision-making and the importance of goal setting. Discussions, games, stories and activities will be the teaching tools for this class. The instructor has taught elementary and middle school and is a school counselor.

\$45.00

XYL 1171

Girl Scout Badges

Baldwin, who has won national Girl Scout awards for her In this ongoing program, Girl Scout badge activities in the arts will be offered by art instructor, Jeanne required, as well as your name, phone number and address. work with Girl Scouts in the arts. If you are registering your troop, a Social Security number for each girl is

\$18.00

XYL 1175

Parents Coaching Kids for Everyday Life

Kids of all ages (preschool through high school) face difficult challenges in life-societal pressures, school work, home life, athletic opportunities, peer pressure and more. A parent can influence the path a child takes, however, sometimes it is hard to encourage and give advice without being tuned out. Join us and gather some fresh ideas about how to "coach" your child into making good decisions, developing strong social skills, and setting goals for themselves.

\$8.00

XYL 1181

Guiding Good Choices: How to Prevent Drug Use in Your Family

This class uses research by Dr. Hawkins, Catalano and others to focus on the extent of drug use by adolescents and the conditions that contribute to or prevent drug use in adolescents. Other topics cover social development, risk factors and family meetings. Class fee includes book.

\$16.00

XYL 1182

Guiding Good Choices: How to Develop Healthy Beliefs & Clear Standards

This class will cover developing expectations, consequences and guidelines for our children through family meetings. Participants will increase their ability to develop expectations, consequences and guidelines in parenting.

\$16.00

XLY 1183

Guiding Good Choices: Handling Conflict & Expressing Emotions

This session will cover handling conflict and emotions with children through discussion, handouts and role-plays. Parents will develop skills for demonstrating our feelings and resolving conflicts.

\$16.00

XLY 1184

Guiding Good Choices: Involving Everyone & Strengthening Family Bonds

This class will cover ways to involve both children and parents in doing the necessary work of caring for the home and each other through discussion and handouts.

\$16.00

XLY 1185

Guiding Good Choices: Mindful Parenting

This class will examine methods for increasing awareness, observing times of connection and to engage in one or more periods of meditation practice.

\$16.00

XLY 1202

Mindful Parenting

Drawing from *Everyday Blessings: the inner Work of Mindful Parenting* by Myla and Jon Kabat-Zinn, you'll examine methods for increasing awareness of every moment, observing special times of connection, and engage in one or more periods of meditation practice.

\$6.00

XLY 1211

Reading Like Bill Nye the Science City Guy

Motivate and inspire your child to read by using simple science experiments before and after specific children's literature experiences. You'll actually learn and perform several science experiments that you can in turn share with your K-6th grader that relate directly to stories he/she is reading.

\$18.00

XLY 1213

Mommy, Daddy and Me (Musical Theatre)

Take the stage with your 3 to 4 year old. This will be a bonding experience you'll never forget. Jenny will have you and your tyke singing and dancing to songs from popular Broadway shows and bedtime stories. Easy-to-learn movements will make dancing fun for everyone.

\$30.00

XLY 1215

Study Skills

Learn the basic skills of effective studying and improve your English language skills. Students, teachers and parents will appreciate the improved work quality and the effective use of study time. Parents are welcome to visit the class.

\$60.00

XLV 1218

Feeding Kids So They Know How to Slim Down

Learn what and how to feed children who are prone to obesity. This class brings warmth and humor to the subject for parents of overweight children. Your instructor is a private practice psychologist with many years of treating severe obesity.

\$8.00

XLV 1220

School Is Serious Business-A Study Systemizer Study

Skills Opportunity Begin now to prepare for school the way you will prepare for your career! Practice organizational skills, time budgeting, and memorization skills using your own school work and English language lessons. Improve your grades as you learn! Parents are encouraged to visit the class. Course fee includes textbooks.

\$74.00

XLV 1240

Reading Improvement

Reading can be fun and exciting. You will learn through a pleasurable and fun process on how to organize reading assignments using color codes. Other tricks of the trade will help you identify key story concepts, improve your vocabulary, identify sequences of stories, improve comprehension skills, read faster and generally improve your reading skill level.

\$30.00

XLV 1243

Mobile and Connected Mommies

You're a Mom and you're stretched to the limit. Learn how to effectively organize your busy family/work life. The Palm Top Personal handheld computer will enable you to become more organized and increase your over-all efficiency- leaving more time for the important things - your family. You'll learn appropriate terminology and vocabulary.

\$20.00

XLV 1244

Tech Mommies 101

Technology revolution pass you by? Well you're not alone. Join this class and learn the basics of using modern technology within your home to enhance family life. Emphasis will be on the personal computer (PC) its use for home applications and the uses of the internet. You'll become a better user, consumer and shopper of technology as it applies to your family.

\$25.00

XLV 1245

Parent and Me Sign Language Classes

This is a great chance to explore beginning conversational American Sign Language with your child. You'll learn vocabulary and useful phrases. You'll learn basic fingerspelling using the manual alphabet and variety of conversational phrases. This exploration of ALS will utilize games in the learning process.

\$40.00

XY 1246

Calming the Chaos of an ADHD Household

ADHD can cause chaos in any household but it can also bring along many wonderful attributes when the energy is funneled in a positive direction. Meet with an ADHD Parent Coach for ideas of how to teach your ADHD child social skills, getting homework accomplished, getting the day organized, raising your child's self esteem and dealing with day to day issues that occur in an ADHD household. While every household is different, this class will explore options that can refuel all parents' ideas toward making a calmer household and raising a more responsible child.

\$12.00

XY 1247

Parenting Your Teenager

Replenish your "bag of tricks" as your child grows, add hormones to the mix, and your family dynamics change. Look at options for discipline, building self esteem, daily chores, school expectations, choices of music and movies, friends and peer pressure and much more while at the same time building a relationship with your adolescent. It is never too late to make changes in your parenting style that can benefit both you and your child!

\$12.00

XY 1251

Creating a Map for Parenting Your Teen

Discover how to parent your teenagers to become independent, self-sufficient, responsible adults who make meaningful contributions to society. The class will ask participants to examine previously held expectations of their teens, and ponder some soul searching questions with the end result being a map to guide you and your teen into college or early adulthood. You'll learn how to teach money management skills, examine your own and your teens values, set healthy boundaries and healthy limits using empathy as a tool. This class is designed to provide support to parents of teens and to empower them in their parenting decisions.

\$48.00

XY 1252

Teaching Your Teen Money Management

Teaching money management to teens needn't be overwhelming or tedious. There are many reasons we neglect to teach money management to our kids; maybe money is an emotionally charged topic or maybe we're not sure we are good money managers. However, to survive, our children must achieve financial responsibility. In this class we'll discuss techniques that are simple to put in place and are sure to start your teen on the road to responsible money management.

\$8.00

XY 1261

Overview of Becoming a "Love and Logic" Parent

Take a look at the parenting philosophy that so many parents and teachers are finding success using in Johnson County and across the nation. This approach teaches parents to replace anger with empathy, guide children toward becoming responsible individuals, and puts the fun back into parenting. Whether your child is strong willed or compliant, a toddler or a teen, this program can help create a better home life for everyone involved.

\$8.00

XY 1262

Becoming a "Love and Logic" Parent

Spend six weeks building a parenting program that will lay a foundation that will raise the odds of raising more responsible children. The class will help parents replace threats with choices, anger with empathy and fighting words with thinking words. Parents can leave the program feeling more confident in their parenting skills while seeing how positive changes in parenting style can raise a child's self-esteem and enhance the parent-child relationship. Participants will purchase book from the instructor.

\$53.00

XLV 1263

Building Financial Knowledge Through the Use of Allowance

Join "Love and Logic" instructor, Laura Murphy, help you discover the ins and outs of ALLOWANCES. When is the right age to start allowance? How much should I give my Child? Should allowances be tied to chores? How much should they be saving and should I put a limit on spending? How can I help my child make good spending choices? These questions and many more are answered as each participant maps out a plan toward helping their children build financial knowledge.

\$8.00

XLV 1264

Calming the Chaos of an ADD/ADHD in the Household

Kids with ADD/ADHD have a way of turning a household upside down--physically and emotionally. Meet with other parents in the same boat and discuss practical solutions to creating calmer mealtimes, getting the day organized, talking back, staying on task, self-esteem, and building relationships within the family. There are no perfect solutions to ADD/ADHD but participants can refuel their list of ideas toward making a calmer household and raising a responsible child.

\$8.00

XLV 1266

Sibling Rivalry

How do you achieve peace in a household with multiple children? Discover how to help children to solve their own problems, and set their own boundaries when the tides of sibling rivalry are running high. Discover the real reason the kids are bickering - no matter what their age! This class will provide practical solutions that parents can start using immediately as they work toward creating better relationships with their children helping their children achieve better communication with one another.

\$8.00

XLV 1267

Chores, Chores, Chores

Nobody likes chores. So how do you get your child to do chores when you don't like doing your own? Parents with children of any age can learn how to guide their child toward taking on some of life's tough work and how it can truly help form your child's character. Once you solve the "chore" problem, you'll sense better family relationships in addition to a cleaner and more peaceful home.

\$8.00

XLV 1270

Debate grades 6-7

Students will learn the steps of group discussion, problem-solving and good debate techniques to develop the skills to construct an argument and be conscious of both sides of an issue. Students will work in teams to debate fun topics.

\$60.00

XLY 1271

Debate Grades 4-5

Students will learn the steps of group discussion, problem-solving and good debate techniques to develop the skills to construct an argument and be conscious of both sides. Students will work in teams to debate fun topics.

\$60.00

XLY 2000

Science Investigators

Curious thinkers will explore physical sciences in hands-on discovery sessions using bubbles, batteries & bulbs, clay boats, light and color boxes, and balances. Predict, experiment and brainstorm solutions. Analyze and record results in your lab book.

\$90.00

XLY 2001

Mysteries of Chemistry

Chemical changes happen every day in our lives: fire burns, iron rusts, milk sours and plants make food. Chemistry even takes place in our bodies! Come join us in the lab and learn from experiments in this hands-on science class. Experiments will utilize household materials and supplies.

\$100.00

XLY 2002

Science Without Answers

Do you love science? Would you rather be in a science lab than in front of a TV? If so, we'll take you to a college lab and give you a challenge. You'll get to experiment with perplexing problems by setting up and completing experiments and gathering data.

\$90.00

XLY 2003

Writing Wrinkles

If you really like to write, join us and try a new "wrinkle" of written expression. Choose a writing form (poetry, short fiction, essay, etc.) and practice improving your grasp of that form. You'll participate in group activities and produce an individual project.

\$105.00

XLY 2004

Write! Publish! Advertise!

Wear the hat of author, editor, publisher and advertiser as we write and publish an anthology of creative writing pieces. Strengthen your writing skills as you create a story and direct its advertising campaign.

\$90.00

XLY 2005

Wordsmithing

Join us and select a type of creative writing to pursue. try fantasy, mystery, fables, poetry or personal essay. You'll connect your "opus" to a drama, art, or music component and develop it into a group activity for class participation. Besides polishing your writing skills this class will foster logical/critical thinking

skills.

\$105.00

XLV 2006

Literature Circles GD 2-3

Make literature come alive in this fast-paced, fun course that will increase young readers comprehension skills while building group and leadership skills. The young readers will practice six different roles from discussion director to the artful artist. Each student will complete an independent final book project.

\$100.00

XLV 2007

Bubble-ology GD 4-5

What do bubble gum and volcanoes have in common? Find out in this challenging science course that uses the concepts of variables in an experiment. Students are challenged to compare results, investigate experiments and utilize prediction skills.

\$100.00

XLV 2008

Game Factory

"Play Fair!" But are games always fair? In this class, you, will use all of your math skills to study probability and determine "fairness" in games. Working in pairs, you will explore whether games are fair, modify them when needed, and design your own fair game to share with the class. All this, while reinforcing your skills in addition, subtraction, multiplication, division, and fractions.

\$105.00

XLV 2009

Be An Architect GD 4-5

Come try your hand at architecture. You'll learn basic building concept through a series of experiments and demonstrations. You'll explore the time-line of architectural styles and time periods and create your own models of several design concepts.

\$105.00

XLV 2010

Spanish I

Students will learn vocabulary such as days, months, colors, numbers, animals and foods. Perform dialogues! Read familiar stories translated to Spanish. Watch Spanish cartoons. Class will be taught in Spanish.

\$90.00

XLV 2011

Spanish II

This class is designed for graduates of Spanish I. Learn more about vocab, verbs and have more dialog. See videos, read books, sing songs and converse. Take a field trip to the Hispanic section of KC.

\$90.00

XLV 2012

Catch a Glimpse of Russia

Learn greetings, expressions, easy vocabulary and the Russian alphabet. Taste

Russian foods and learn the importance of food and fairytales in the Russian culture. Study the geographic influences of the country and its development from beginning to present time.

\$90.00

XLY 2013

Starship Satori

Be part of a team that will use computers to design, planets, life forms, space colonies and cities. Polish your computer skills while exploring, thinking, creating and improving your problem solving skills.

\$90.00

XLY 2014

Cartoon Animation

Learn how to make your cartoon characters move! You'll be creating your own characters using zoetropes, thasionbatropes, phenakistoscopes, flick books, and filmstrips to create your own individualized animation. You'll also experiment with computer animation techniques.

\$90.00

XLY 2016

Math is My Hobby GD 2-3

Join us in this unusual approach to math. By playing games, dominoes; Tangrams, Mancala, Uno, to name a few, you'll explore visual puzzles and work out math puzzles. This is a fun way to expand your math horizons.

\$105.00

XLY 2017

Oh, I See What You Mean

In this fascinating class you'll receive basic instruction in American Sign Language using writing and acting. You'll learn the manual alphabet and simple ASL phrases. You'll employ your new language skills to create a short skit that will be written and performed by your class. The skit will be performed bilingually with a bi-cultural theme.

\$100.00

XLY 2018

What's Your Story

What's your story? Is a course designed for students to write about whom they know best, themselves! This course will introduce students to strategies for writing their own mini autobiography. We will examine well known autobiographies and use a variety of writing activities to develop a personal story they can be proud of and use as a stepping stone in creating their very own autobiography.

\$55.00

XLY 2019

Project S.I.M.

Project S.I.M. (Simulations, Interdisciplinary Internet and Meta-Cognitive Thinking) will introduce you to research projects and internet activities in astronomy and other sciences by using a variety of computer simulations. This course is designed for students who really want to learn on the computer.

\$100.00

XLY 2020

Mystery of the Unknown

Throughout history, people have been both fearful and fascinated by the unknown. Modern times have brought many unexplained phenomena like UFO's, The Bermuda Triangle, Bigfoot, The Loch Ness Monster to name just a few. Are you curious about these things? You will examine the evidence and decide for yourself whether these things are real or not. Session I and II will explore different "mysteries." Students may take these back to back for a more complete "mystery" experience.

\$90.00

XLY 2021

Mysteries Unknown

A description is not available for this course.

\$90.00

XLY 2022

Mystery and the Detective's Tool

Learn about crime spotting, equipment clues, investigating and deduction from the experts and then sharpen your skills through a variety of activities guaranteed to make you a first rate sleuth!

\$90.00

XLY 2023

Creative Problem Solving

Have a blast thinking outside the box. You'll learn and put into practice brainstorming techniques that will spark spontaneous thinking and lead to higher level problem solving. You'll build structures, use weight testing, perform skits and engage in multiple team building activities.

\$105.00

XLY 2024

Adventure in Writing GD 8-9

In this "writers workshop" you'll examine the tools of writing including the six analytical traits. In addition to studying narrative writing in different genres, you'll generate a rough draft, revised draft and finished piece. Last but not least you'll explore different poetic devices. A collection of class writings will be bound in book form as a final project.

\$55.00

XLY 2025

Cooking Up Science

Experiment with recipes using measurements, trial and error and science. Discover chemistry stuff like reactions, mixtures and heat. Create a recipe book! Best of all, eat your work!

\$90.00

XLY 2026

Kitchen Chemistry

Discover properties of gases, liquids, colloids and solids using items found in your own home. Join other chemists for fun in the lab if you would like a good excuse to play with your food!

\$100.00

XLY 2027

Author!Author!

Do you love to write? Do you love to draw? Have you ever wanted to write and illustrate a children's book? Join us for a fun filled session using your unique creativity to develop, write and illustrate your own book. Share your finished book with friends and family at our publishing party.

\$90.00

XLY 2029

Music and Technology and You

Do you love music...and computers too? Spend two weeks at a MIDI computerized work station learning the hardware and software currently used to produce music. You'll learn to operate a workstation capable of digitally recording 32 tracks of music utilizing over 1500 present instruments via the synthesizer. Course conclusion will feature a concert of student compositions.

\$105.00

XLY 2031

Dramatizing Favorite Stories

Students will select favorite stories from literature to create a script to perform for an audience on the last day of class. Students who love acting as well as literature will enjoy using their creative talents and energy to develop scripts, create props, costumes and scenery. Basic acting principles will be used as part of this process.

\$90.00

XLY 2032

Books and Boxes

Are you a Harry Potter fan or do you prefer The Hobbit or Long Way From Chicago...whatever your literary taste, bring your favorite book or collection of stories and develop word puzzles, mazes, stories and games...all based on your favorite book.

\$105.00

XLY 2033

Archeology

Remember Indiana Jones...well here is your chance to get educated and excited about history. Working with 6,000 archeological artifacts collected at old railroad and mine sites in the Arapaho National Forest, you'll learn the 10 steps of the archeological process. All artifacts will be sorted, cleaned and restored using standard archeological procedures, brushes and black lights. Students should bring work gloves, 5-10 old towels and 2-5 old brushes (toothbrushes are great.) Part II will continue with additional projects.

\$105.00

XLY 2034

Archeology Part II: A Restoration and Reconstruction Project

Remember Indiana Jones...well here is your chance to get educated and excited about history. Working with 6,000 archeological artifacts collected at old railroad and mine sites in the Arapaho National forest, you'll learn the 10 steps of the archeological process. All artifacts will be sorted, cleaned and restored using standard archeological procedures. All artifacts will be sorted, cleaned and restored using standard archeological procedures, brushes and black lights. Students should bring work gloves, 5-10 old towels and 2-5 old brushes (toothbrushes are great.) This class continues from part I but new students may also enroll.

\$90.00

XLY 2035

Art Activities in Math and Science

Investigate math and science concepts in art projects. Make kites, draw 3-d cartoons, create optical illusions, and learn how to create tessellations, aestheometrics and kaleidoscopes.

\$90.00

XLY 2036

Crime Lab

Become a "real-life crime fighter". You'll use chemistry, fingerprinting techniques and logical thinking exercises to figure "who dunnit."

\$105.00

XLY 2037

Word-A-Roni

Have fun with words and expand your vocabulary at the same time. You'll design an original game, create word pictures, play spelling games and dabble in authority while rearranging letters and modifying word roots.

\$100.00

XLY 2038

Great Artists GD 2-3

Put on your painting smocks, jump in a time machine and travel through the history of art as you meet the great masters. Join us as we explore the styles and techniques of the world's greatest artists with a multitude of hands on art activities.

\$105.00

XLY 2039

Poet's Corner

Poetry for real kids. In this class you will read poems, and write poems. Learn all about poetry in music and songs, exploring the art form from beginning to end. Write lots of poems and share your thoughts.

\$90.00

XLY 2043

Be a Cartoonist GD 6-7

Let your imagination run wild as you create your own cartoons and comic strips. Have fun learning cartoon techniques. You will create characters using the basic shape techniques and free-hand drawing. Practice generating cartoons on a computer.

\$100.00

XLY 2044

You're the Author

Learn the process of publishing your own writing. Become an author by using a step-by-step approach that includes pre-writing activities, drafting, revising, editing and finish with publishing your work using a wordprocessing program.

\$90.00

XLY 2045

Holocaust: Learning from the Past

You may have heard of "Schindler's List", Nazi Germany and Adolf Hitler. You may be wondering what the holocaust was all about and how it could have happened. Explore history through video, readings and survivor testimony.

\$90.00

XYL 2046

Logic in the Round

Around we go!...using logical thinking techniques to solve different kinds of problems. We'll use analogies, syllogisms, deductive reasoning, matrices and sequences to examine different types of logical thinking. The second half of the course students will focus on the use of these strategies to create their own problem solving games.

\$90.00

XYL 2047

Drawing/Printmaking

You'll use a variety of drawing media to produce a selected number of focused art products. Printmaking will be introduced during this session and students will use traditional printmaking materials to create an edition of linoleum block prints. Students should have some prior drawing experience prior to enrolling in this course.

\$55.00

XYL 2048

Book Publishing

Are you proud of a story you've written? Would you like to see it go further than the refrigerator door? Then join this class and go through the steps of the writing process, including pre-writing, drafting, revising proofreading, and publishing. You'll type your stories on a computer, illustrated by the student and printed on book publishing paper. Books will be published by a Topeka firm and a book signing party will be scheduled in August.

\$100.00

XYL 2049

Archeology Advanced

This class is open to students who have completed Archeology I. This class will primarily focus on the reconstruction and gluing of glass and pottery pieces sorted by Archeology I classes. During this process, you'll get to see 100 year old artifacts come together in your hands. If you're ready for a challenging series of puzzles, join us for the fun.

\$105.00

XYL 2050

Mock Trial Experience

Be part of a courtroom drama. Learn the criminal justice system's procedures, processes, and roles so you can actively participate in a mock trial, playing judge, lawyer or witness. Speakers from related professions and a field trip, too!

\$105.00

XYL 2051

Clayworks

This course will explore the many possibilities of earthenware clay. Basic clay techniques such as slab, coil, and modeling will be used to express ourselves in our own unique way. Each clay project will be planned out by using sketches on

paper and be finished with a variety of design techniques.

\$90.00

XLY 2052

Sculpture Mixed Media

In this course, students will have the opportunity to learn about and create different forms of sculpture using a variety of media ranging from plaster to clay. Before creating our sculptures, we will be planning and sketching our ideas on paper like a real sculpture artist would. This class will also feature a fieldtrip to the Nelson-Atkins Museum of Art Sculpture Garden!

\$90.00

XLY 2053

Clay Beginning

This course is designed to work on fundamental techniques in working with earthenware clay such as slab, coil, and modeling. Before creating our masterpieces out of clay, we will be planning out our designs on paper. Therefore, students will also be learning basic sketching techniques.

\$90.00

XLY 2054

Put the Power in Power Point

Want to sharpen your research, expository writing, and technology skills all at once? Students will choose a research topic, conduct research, compose a report, edit, and produce a final product using PowerPoint software.

\$105.00

XLY 2055

Butterflies and Moths

explore the world of "lepidoptera" through hands-on science activities. During the two week course, you'll chart and study the life cycle of the monarch from larva to winged flyer. You'll also expand your knowledge of these beautiful creatures through projects in art, science and literature. A special focus will be given to the migrating monarch. Several field trips are planned.

\$105.00

XLY 2056

Math Quest

You and fellow explorers will travel a recently discovered land in search of great treasure. You will encounter many obstacles and opportunities in your journey. Brave and successful problem solvers earn "gold pieces" and travel points while progressing to the highest power level - Einsteinians.

\$90.00

XLY 2057

Model Rockets-Physics and Fun

Want to work for NASA...then get some experience in this class building and launching rockets. Each day, while in the construction process, you'll explore the physical principles that allow rockets to fly. (Thrust, Drag, Lift, Friction, Gas, expansion...etc.) We'll launch every day, weather permitting. In the interest of safety, only one rocket will be launched at a time. Non-launchers will explore the wonder of flight with frisbees, model airplanes, etc. For this class, students will bring their own rocket to class.

\$100.00

XLV 2058

Geometric Art

Discover basic geometric shapes and designs in historical artifacts! "Draw" from ideas of the past to create unique art works of your own. Experience print making, stamp making, and develop your own hand made colored slide and circular tessellation. You'll find combining art with math enhances your skill and creativity in both areas.

\$100.00

XLV 2059

Space Quest 2001 GD 4-5

Junior astronauts, you'll use your creative problem solving skills to investigate the mysteries of space. You'll use the internet to consult with astronauts, and you'll design your own space colony. You'll gain access to the latest information about space travel as well as research space from a historical perspective. Students who are intrigued with space and enjoy using their creativity will love this class.

\$100.00

XLV 2063

Polyhedrville Grades 4-5

Build, measure and compute a colony from the future. Design and construct the buildings you deem necessary for survival by planning the layout of the colony using real-life constraints of a monetary budget. Develop geometric insights and spatial reasoning while having fun.

\$90.00

XLV 2064

Young Writers Workshop Grades 4-5

What do you have to say to the world? What's the most powerful, creative, and memorable way to say it? This workshop helps children answer these and other creative questions while reinforcing writing skills. Games, brainstorming, critiques and publication make this fun and rewarding for kids!

\$90.00

XLV 2065

Vocabulary preparation for the ACT, SAT and PSAT

This course will cover basic information about the exams, along with tips for taking the exams. We'll focus on verbal preparation and will keep in mind a variety of learning styles. Who ever heard of a fun English course? Come and find out for yourself!

\$100.00

XLV 2066

That's News to Me

Explore the world around you through the eyes of a journalist. Learn how news is written and how newspapers are put together.

\$90.00

XLV 2067

Drawing and Painting gd. 4/5

Begin by drawing, shading and painting basic shapes..then turn your two-dimensional shapes into 3-D wonders. We'll build on the basics to create a

facial study, a self portrait, an action painting and a large still life using the elements and principles of art and a few secrets off the artistic trade.

\$100.00

XLY 2068

Comedy Improv!

Thinking on your feet creatively is the hallmark of improvisation...fine tune your creative skills and practice tickling funny bones in this fast paced, fun adventure. Class finale will feature an improv performance.

\$105.00

XLY 2069

All About Money and Investing GD 8-9

Will the stock market produce bulls or bears this season? Come learn the basics of financial planning including everything from budgeting to investing. Learn about risk management in investing and how to use investing tools to build wealth.

\$55.00

XLY 2071

Mastering Vocabulary for the SAT/ACT GD 6-7

Though its never too early to start preparing for college entrance exams, this class will enhance your class participation next year also. You'll learn common root words, suffixes, prefixes and meanings of words commonly used on the SAT/ACT tests. You'll use flashcards, employ dictionary discovery, small group study and puzzles.

\$100.00

XLY 2072

E.O.A.S. Earth, Oceans, Atmosphere, Space

Use the internet, interactive simulations and vide

\$105.00

XLY 2073

It's So Surreal!

Can hamburgers fly or a baby carry a Greyhound bus? In the world of surrealism they can and do. Discover the imaginary worlds of Hieronymous Bosch, Ray Bradbury and Rene Magritte from the "fun side." Enhance your number sense by creating billions of imaginary creatures in less than five minutes using geometric expansion. Using surrealistic techniques, create collages, drawings and paintings...and remember Art+Math=Creativity.

\$100.00

XLY 2074

Who Done It GD 4-5

Have you ever wanted to be a detective? Use your inductive and deductive reasoning skills to solve a variety of mysteries. Integrate your creative thinking and writing skills to produce and perform an original melodrama.

\$105.00

XLY 2076

Endangered Animals/Hands-On Science

Interact with computer simulation, "Darwin's Island" to create a creature that will survive in different habitats. Experience an overview of endangered animals using

research, poetry and a scavenger hunt.

\$90.00

XLY 2077

Art from Many Countries

Join us in our artistic travels of the world. Your travels begin in the United States creating artwork in the style of the Native Americans. Then travel the globe to Japan where you'll make sumi paintings and fish kites. . then on to Australia where you'll make Aborginal bark paintings and much more.

\$90.00

XLY 2078

Art and Animals

You and fellow animal and insect lovers will be learning all about animals and creating wonderful drawings, paintings and sculptures. We will explore different insect habitats and life through your artwork.

\$90.00

XLY 2079

Ukrainian Dyed Eggs

Learn this treasured art form. You'll use a kitska, the traditional tool for creating Pysanki. In the Ukraine, the art of Pysanki is passed from generation to generation. You'll be creating your own Ukrainian dyed eggs (Pysanki) using hollow egg shells and a wax resist dying method. Design and complete your own heirloom.

\$90.00

XLY 2080

The Chocolate Factory GD 2-3

Savor every delicious minute of this creative class. Explore chocolate with literature and cooking. Use scientific discovery and math skills as we investigate chocolate finger painting, m&m math, chocolate haystacks and more. Yum!

\$105.00

XLY 2081

Act/Sat/Psat Prep GD 6-7

Students will be introduced to, and have time to practice each type of question found on the ACT, SAT and PSAT. This class will have an emphasis on vocabulary development. Students should bring two packs of 3x5 ruled index cards to class.

\$105.00

XLY 2082

What is your Pen Name?

Each participant will create their own pen name. Students will write several different short creative writing pieces. Using a variety of techniques they will create and write short stories and essays. Please bring notebook paper, pencil, and a pocket folder that becomes their writing portfolio! During the last class parents will be invited to come and listen to us as we share our writings!

\$55.00

XLY 2083

Exploring Veterinary Medicine

Do you love dogs, cats and other animals? Are you thinking about becoming a veterinary doctor? Join us as we explore the care of animals and the field of veterinary medicine. The course will include projects, field trips and guest speakers.

\$105.00

XLY 2084

To Be or Not To Be

Join us and learn some techniques that could launch you on a stage career. Through improvisation, charades, scene work and acting games you'll become comfortable stepping into fictional roles. You'll also learn the basics of stage make-up application...this could be a real plus next Halloween.

\$105.00

XLY 2085

Whodunit!

Using various mysterious paraphernalia, explore the exciting genre of mysteries. Write a whodunit, take a field trip for clues, create ideas, present your whodunit and solve other's mysteries!

\$90.00

XLY 2086

Just Bearly

What do Teddy Roosevelt, Goldilocks and Christopher Robin have in common? Encounters with bears, of course! Explore bear research through children's literature, problem-solving and arts and crafts while sampling "beary" good Snacks!

\$105.00

XLY 2087

Space Adventure

Blast off into an exploration of our solar system. You'll research a specific planet or star using hands-on activities that incorporate math and science concepts. You'll get to share with the class your special research findings.

\$105.00

XLY 2088

Visual Problem Solving

You use visual problem solving daily. Join us and challenge and improve your visual problem solving skills! We'll use a variety of fun puzzles, mazes and activities to interest your eyes and your brain. You'll work on two and three dimensional activities and be encouraged to solve challenges and create your own puzzles.

\$55.00

XLY 2089

Beginning Black and White Photography

Explore the artistic and technical aspects of making photographs. With the construction of a pin-hole camera you'll learn the ground-floor techniques of photography. You'll polish your composition skills utilizing focus, depth of field and contrast to compose complete photographs. Darkroom instruction will be limited to the end of the course.

\$100.00

XLV 2090

Math Counts

Learn skills needed to succeed in Math Counts, a national math competition. Practice with typical problems and prepare for a class competition at the conclusion of the course. Good for PSAT/ACT prep.

\$90.00

XLV 2091

Creative Problem Solving in Mathematics GD 6-7

This course teaches students to use creative problem-solving techniques that apply to mathematics. Participants will work individually and groups.

\$100.00

XLV 2092

It's A-Maze-ing!

Be a detective! Apply problem solving techniques to discover solutions for MAZES, CODES and PUZZLES using numbers, words or symbols. PLUS...study their construction and create original ones for class members to figure out.

\$90.00

XLV 2093

Fun with Math and Science

Explore and create with great activities in math and science, including hexaflexagons, putting on a magic show, marshmallow towers, decorating Ukrainian style eggs and more! (Girls are encouraged to participate)

\$90.00

XLV 2094

Making Masks Creating Myths

Learn how people of other cultures evolved myths/stories to explain occurrences in nature. Examine middens (archeological term for ancient artifacts) to learn more about early/prehistoric peoples. Create your own masks and myths to help explain these early people.

\$90.00

XLV 2095

Optical Illusions

Explore the world of optical illusions using posters, slides and artwork. Discover optical illusions, such as irradiation, perspective, oscillation and others. Create your own illusions to place in our "Optical Illusion Gallery".

\$90.00

XLV 2096

Video Magic

Learn video techniques while working in small groups to create your own movies. You'll learn special techniques, making clay creatures come to life (claymation), transforming someone into a creature, growing, shrinking yourself and disappearing without a trace!

\$90.00

XLV 2097

Pinhole (Hand Made) Photography

Projects range from actual camera construction to production of finished photographic prints. Students will construct their own pinhole cameras, use them to create original images and ultimately develop the images in the dark room. The study of photographic history will be emphasized throughout the residency.

\$90.00

XLY 2098

Advanced Black and White Photography

This course is an extension of Int. Black and White Photography. You'll enrich your knowledge of photography by learning special processes and techniques. In as much depth as two weeks will allow, students will explore the creation of fine art photography. You'll expand your comfort level behind the camera and in the darkroom.

\$90.00

XLY 2099

Intermediate Black and White Photography

This course explores the artistic and technical aspects of making photographs. Using a 35 mm camera you will explore aesthetic issues such as composition, light and texture. Basic darkroom techniques will be taught along with the study of work of photographic master artists.

\$100.00

XLY 2100

Space Command - Space Travel

Take a trip into outer space. Learn about the solar system and the vehicles that are used to explore it. Design a lunar lander and a moon colony as we travel to the moon.

\$65.00

XLY 2101

Alien

You are a scientist who has landed on an undiscovered planet. Analyze the surface, design a colony, space ship and the creatures that live on the planet. Use your creativity and writing skills to share your adventure with others.

\$55.00

XLY 2102

Archeology and Art

Students will mount unusual metal pieces from an archeological dig on 100 year-old boards from a Colorado log cabin to create works of "arteology". Wear work clothes and bring work gloves to this unique class. Finished works will be used in Archeology I and 2. However, students will take home a handsome photo of themselves with their project.

\$55.00

XLY 2103

Challenge Math

If you enjoy math and problem solving, this is the class for you. Each day we'll tackle a variety of problems from Astronomy to Probability. Bring a calculator for solving some real brain-bogglers!

\$55.00

XLY 2104

ACT/SAT Emphasizing Analogies

Jump start your vocabulary by getting a handle on analogies. In addition to learning "higher level" vocabulary you'll interact in fun and creative ways. You'll take home hand-outs to reinforce what you've learned plus get recommendations for further study.

\$55.00

XLY 2106

Chocolate Factory

Chocolate will be the theme for this week of exploration. Logic and deductive reasoning will be used to solve a tasty chocolate mystery. You'll have opportunities for writing your own mystery or constructing a game based on the chocolate theme.

\$55.00

XLY 2107

Explorations in Algebra grades 8-10

Explorations in Algebra is designed to enrich students understanding of algebra and geometry and introduce them to advanced algebra providing a bridge between two demanding courses. Students gather and analyze information on such topics as functions, trigonometry and logarithms, and use their intuition and knowledge to build theoretical models, analyze data test hypotheses and solve problems. A substantial portion of class time is spent using computer spreadsheets, algebraic manipulators, graphics utilities and other technologies. This class is ideal for students who wish to prepare for an Honors Algebra or Advanced Algebra in the following school year. Students are encouraged to bring a graphing calculator. Prerequisite: First year Algebra. Geometry course highly recommended.

\$195.00

XLY 2108

Explorations in Geometry gd.8-10

"Explorations" is designed as a supplement to traditional high school geometry for students who like and do well in math. You'll use an inductive approach to learning geometric principles that often eases the transition from algebraic to geometric ways of thinking. You'll investigate mathematical concepts through cooperative learning, computer simulations and hands-on learning. About 20% of class time is spent on the computer using Geometer's Sketchpad. This course provides excellent preparation for an honors-level geometry course in the fall. A graphing calculator is strongly recommend for this class. Prerequisite: at least one year of Algebra and no previous geometry class.

\$195.00

XLY 2109

Maz-zles

You'll develop and experiment with age-appropriate puzzles and mazes. Using your own designs, you'll join Jan Miller, a nationally recognized teacher, for a foray into fun with critical thinking.

\$105.00

XLY 2110

A Whole New World

This is your chance to design your own world, country or planet! Starting with the land, you create it all, including life forms, history, geography, laws, food and fun. Plan a travel brochure and invent a celebration for your world.

\$90.00

XLY 2111

Art From Many Hands

Grab your passports and paint brushes! We're off on a from different cultures. Join us as we use the knowledge we've learned to create a multitude of multicultural art projects.

\$55.00

XLY 2112

Wax On, Wax Off

Join us as we explore different techniques for designing the surface of fabric. As an artist you'll use batik, direct printing, tie dye and sgraffito in a variety of projects. A paint shirt is a must.

\$55.00

XLY 2113

Gizmos, Gadgets and Toys

Do you like toys...are you creative and full of great ideas? Take this opportunity to design and build a toy, create a nifty toy name for your toy, develop an ad campaign for your toy and finally prepare for a toy fair.

\$55.00

XLY 2114

Mysterious People and Places

Discover the mysteries behind the ancient civilizations of Easter Island, Cahokia, the Incas, the Anasazis and the Mayans by participating in an Internet Webquest. Create a Power Point presentation to share your findings.

\$55.00

XLY 2115

Construct!

Use math and science principles to construct 2-d and 3-d projects. Tessellations, weight-bearing balsa wood structures, beading and 3-d string design activities, too!

\$90.00

XLY 2116

Sculpture Exploration

Discover and explore the transition from 2 Dimensional to 3 Dimensional by working with materials such as paper, clay, foil/paper mache, foam, etc. Students will create free form, face and figure sculptures in styles of the masters as well as contemporary artists. We will carve, build, construct and paint all of our sculptures.

\$90.00

XLY 2117

Basic Photography

Explore photography fundamentals in this introductory class. Students will work with black and white film, Polaroid, photograms and even build a pin hole camera. All materials will be provided.

\$84.00

XLY 2118

Explore Origami, Experience Japan

This fun class will stress creativity and critical thinking skills. Each day you'll complete one Origami figure while learning about Japanese geography and culture. You'll learn some Japanese phrases and practice eating with chopsticks. Take home paper boats, hats and animals.

\$55.00

XLY 2119

Creative Problem Solving in Mathematics

This class is for students who love a math challenge and math competition. You will learn fundamental problem solving techniques as applied to mathematics. Through a variety of whole-class lessons, individual projects and team competition, students will learn to apply the techniques to a wide variety of math problems.

\$105.00

XLY 2120

Simulations: Time Machines

Invent, create and explore while catching criminals, building machines, creating planets, life forms and cities, plus operating businesses while working in the past, present and future.

\$90.00

XLY 2121

Deserts of the World

Students will take a walk through the desert ecosystem in in this class! Combining science, research, and geography skills, students will explore animal and plant life in the many marvelous deserts of the world. This knowledge will be used to discover how deserts are formed and create a meaningful and engaging final project.

\$75.00

XLY 2122

Bugs, Bugs, Bugs

Come explore the exciting world of bugs. Children will learn all about insects and other creepy crawlies as they get involved in reading, writing, math, art and science activities. We will learn about interesting bugs from around the world as well as explore our own backyards.

\$75.00

XLY 2123

I AM AN AUTHOR

The exploration of the student as an author will be the focus of this creative writing course. Students will gain knowledge of how authors use the six traits of writing. They will explore the writing process and various skills involved, such as prewriting, rough draft, editing, and publishing. Students will find ownership in their published work while learning how to use their creativity in writing.

\$75.00

XLY 2124

Flowers and Plants

We'll explore the world of growing things. Using hands-on activities we'll research specific types of flowers and plants integrating mathematical concepts such as computation and problem solving.

\$75.00

XLY 2125

Once Upon A Time

Turn on your imagination as you write fairy tales, make puppets and act as a character from your favorite tale.

\$90.00

XLY 2126

Create a City

If you could live in a perfect city, what would it look like? What kind of laws would it have, what would it be named? What kind of stores would you shop in, how many parks would there be, what kinds of sports facilities would be available? In this class you'll design your own city and build a 3D model of the perfect place to live.

\$105.00

XLY 2127

Art From Many Hands

Grab your passports and paint brushes! We're off on a journey around the world to discover, learn and practice art from the different cultures. We'll examine different cultures and why/how they're art evolved. Finally, we'll create a variety of multicultural art projects.

\$105.00

XLY 2128

Caravans

Travel around the world with "Caravans". Use your imagination, research skills, and creative talents to learn about different countries of the world. Using Interactive methods, you'll select countries to research, design and develop and participate in projects that demonstrate learning and participate in the Interact simulation of "Caravans".

\$105.00

XLY 2129

Modern Masters of Art

Put on your painting smocks and create art in the style Picasso, Calder, Kahlo, Bearden and Matisse. You'll learn about these artists' impact on the world of art as well as creating your own masterpiece.

\$55.00

XLY 2130

Ancient Egypt

Come learn about the fascinating world of ancient Egypt. By using the simulation game "Mummy's Message" with class activities, you will learn all about pyramids, pharaohs, ancient lives and customs, and other exciting historical curiosities. You'll study hieroglyphics and Egyptian numbers, create models of ancient artifacts. Class will include a visit to the Nelson-Atkins Egyptian collection.

\$90.00

XLY 2131

Claymation

In Claymation we will take the 3-dimensional clay figure to a new level. Students will create their own animated cartoons using state-of-the-art technology and

video equipment. Join us to create your own video animation.

\$100.00

XLV 2132

Russia, Still a Bear

This course is an extension of Glimpse of Russia. The emphasis in this course will be more vocabulary, etiquette, writing simple sentences, exploring the Hermitage, examining Fabrege Eggs, space achievements, music, architecture, the tsars, the dictators and the gulags.

\$90.00

XLV 2133

Multicultural Mask Making

Travel with us around the world to learn the myths of the various countries we visit and how masks are used in that culture. You'll create your own masks based on originals out of a variety of mediums with the final mask cast in plaster.

\$55.00

XLV 2134

Math Quest

Join us on a math adventure. Using math problem solving strategies travel through dangerous lands, meet interesting creatures, and try to reach the treasure chest. Continue your adventure by solving mathematical mysteries and finally design your own math game to challenge your parents and friends.

\$55.00

XLV 2135

Mystery Festival

This class is for anyone who loves mysteries and investigation. We will be using scientific tests and methods to help solve crimes. Learn about fingerprinting, chromatography and other forensic science techniques as we find out "whodunnit."

\$90.00

XLV 2136

Cashflow 101

You'll explore the concepts of kids and money guru, Robert Kiyosaki, and through hands-on activities learn to become financially intelligent. You'll learn a glossary of financial terms, and how to figure your assets and liabilities, income and expenses. You'll calculate your cost of living and be able to draw some conclusions about earning needs, how much to invest and how much to spend. Begin your own personal financial plan of saving and investing for the next five years. Finally you'll learn how to play the game "Cashflow" which makes getting out of debt fun.

\$105.00

XLV 2137

Modern Masters of Art

Put on your painting smocks and create art in the style of Picasso, Nevelson, Bearden, Calder, Schapiro, Kahlo, O'Keefe, Wood and Matisse. In addition to studying the life and style of these artists, you'll create your own art work.

\$105.00

XLV 2138

Archeological Restorations

Students will be cleaning, polishing and restoring a myriad of antique brass, copper, and silver projects used in the archeology classes. Some of the objects you'll be working with are a brass/copper fire extinguisher and brass electric fan from the 1930's, silver dishes, brass buttons, etc. A before and after picture will be taken to show the progress made during the session. Students should bring work gloves, a cover-up shirt and polishing rags.

\$105.00

XLY 2139

Advanced Mock Trial Experience

Continue your study of the judicial system. Take part in courtroom drama and further examine the rules, procedures and roles of the judicial system. This course is designed for students who have taken Mock Trial Experience.

\$55.00

XLY 2140

Cashflow 101

Get ready to explore the concepts of money by using hands-on activities to learn how to be financially intelligent. You'll learn a glossary of financial terms, and how to figure your assets and liabilities, income and expenses. Use all your new found knowledge to play the game Cashflow 101, which makes getting out of debt fun!

\$105.00

XLY 2141

Exploring Veterinary Medicine II

Continuing your exploration into the world of veterinarians and other people who work with animals. Explore large animal medicine and other career opportunities. Field trips and guest speakers will be included. Prerequisite: Exploring Vet Medicine I.

\$55.00

XLY 2142

Exploring the Plant World

Grab your garden trowel and come explore the plant world. You'll use reading, writing, art, research, and math skills as you explore parts of plants, needs of plants and uses for plants. Some of the activities include sample collecting and drying, cooking with plants and plant identification. You'll work together using your new knowledge of plants to create a plant museum.

\$75.00

XLY 2143

Number Play

One, two, three...Number Play is a course for experimenting and playing with numbers through games and manipulatives. You'll sort, pattern, count, and explore various numbers and shapes.

\$75.00

XLY 2144

Alien Adventure

Use your creative writing and science skills to create an undiscovered planet. You'll design a spacecraft to get you to your mythical planet. Upon landing, you'll study it's surface, it's plant and animal life.

\$55.00

XLY 2145

Power on...Power Point

You'll learn the many facets of Power Point including layouts, transitions, sound and animation to create your own Power Point presentation.

\$55.00

XLY 2146

It's Showtime

In this class you'll participate in fun games as a way of practicing and enhancing your performance skills. Further you'll participate in a musical production, design your own set and costumes. Dance and sing away while you pre- pare for a performance on the last day of class.

\$55.00

XLY 2147

Life as a Marionette

Join us as we create an "artful" story. You'll use your creativity and imagination to create a plot, scenes and yes, the marionettes to complete the story. You'll fashion wire, paint and papier-mache into your own fantastic story.

\$105.00

XLY 2148

Creative Cartooning

Use your noodle to change your doodles into colorful comics. Come explore the basics of character design using specific principles of drawing to create characters from simple shapes that capture your own personality. You'll make comical pop-up cards, comic strip layout boards and depart this session with an original comic book.

\$105.00

XLY 2149

Egyptology

Explore the world of Egypt. Discover the secrets of mummification and take an archeological expedition into a pyramid. Learn to add using Egyptian symbols for numbers and send a letter to a friend inviting them to share an Egyptian meal. This wonderful hands-on history/archeology class will include some time on computers.

\$105.00

XLY 2150

After Class Activities

Extended Day Class offers parents the opportunity to to enroll their child in additional program. There are two options available: 1)supervised gym activities, e.g., basketball, soccer and other games; and 2)individual and small group activities, e.g., computer and board games, drawing, etc. The cost of supplies is included in the latter option. Note: only one option may be selected per week. Extended day class will begin at the conclusion of your child's sports clinic, TALENTS! class or youth program (4 sessions) \$23. Summer Academy Extended Day class \$25.

\$23.00

XLY 2151

Integrating Art and Science

Art and science, what a great combination for fun! Only those students interested in playing games, watching Bill Nye, and creating fun science-related art projects need attend. Put your love of science on display for everyone to see!

\$55.00

XLY 2152

Archeology/Advanced Archeology

This class is for first time Archeology students and returning Archeology veterans. Working with our collection of 8,000 archeological artifacts from railroad and mine sites in the Arapaho National Forest, we will learn and review the 10 steps of the archeological process. This class will focus on the sorting and cleaning of newly recovered artifacts, the reconstruction of glass and pottery pieces and the reorganization of the Archeology Treasure Chest which includes our most valuable and rare artifacts. Bring work gloves, 5-10 old towels and 2-5 old brushes (toothbrushes are great).

\$105.00

XLY 2153

Math Safari

Come practice your math skills while counting crocodiles and sorting bears. Every day will be an exciting math adventure when we explore math and reading with fun activities.

\$75.00

XLY 2154

Sensational Science

Students will use their five senses to explore daily science activities. Students will gain insight through hands on activities such as mystery boxes, observations, literature and games.

\$75.00

XLY 2155

Splish, Splash

Come explore the water world with us! We will explore the ocean and ocean animals, learn about our earth's water cycle, experiment with soap and bubbles, and construct race boats. The activities will build reading, science and research skills.

\$75.00

XLY 2156

Collage Art

In this class you will express ideas in the full range of this creative medium. We will focus on masters of art that created collage along with some new ideas in collage.

\$105.00

XLY 2157

It's All Greek To Me

Why do flowers bloom in spring? What was Hercules' sixth labor? Find out the answers to these questions and more as you travel through the world of Greek Mythology. Use your creativity to create your own monster or devise a plan to kill Medusa while on your very own odyssey.

\$105.00

XLY 2158**Choc-a-lot**

Using this favorite sweet as a springboard for a variety of activities, students will study the history of chocolate and design original puzzles, stories, and games.

\$105.00

XLY 2159**Amazing Planet**

Join us as we explore the many wonders of our amazing planet. You'll take a journey on the rock cycle, experience cupcake geology, research the biodiversity and the need for conservation while taking part in games, creative writing, craft activities and tasty snacks.

\$105.00

XLY 2160**Architecture**

Come and explore the field of architecture. You'll enjoy lots of hands-on, creative activities as you investigate what makes buildings strong and interesting to look at. Your creativity will get a workout as you design like a real architect.

\$105.00

XLY 2161**Mars City**

Join a team of scientists to develop the first human habitation on Mars! You will learn all about the red planet and apply your critical and creative thinking skills to create plans for a functioning colony.

\$105.00

XLY 2162**ACT/SAT Vocabulary & Essay Writing**

Students will complete a variety of activities and challenges which help them inn learning vocabulary words, pronunciations, and sentence writing. They will learn common kinds of analogies and will be able to put the advanced vocabulary in analogy form.

\$105.00

XLY 2163**Science Fair**

Students will create their own mini science experience. You will decide what you would like your experiment to test, learn about controlling the variables and collecting data as you test your hypothesis.

\$105.00

XLY 2164**Comedy Improv II**

A description is not available for this course.

XLY 2165**Algebra I**

This course has been designed for the review and advancement of basic algebra concepts. Topics include simplifying expressions, evaluating and solving equations and inequalities, and graphing linear equations.

\$105.00

XYL 2166

Enchanted Castle

Visit your favorite fairy tale characters and you enter the world of enchantment. Develop critical thinking skills as you decide if the Big Bad Wolf was really bad or if Snow White should have taken the apple from a stranger. Apply your own creative writing skills as you develop your own fractured fairy tale.

\$105.00

XYL 2167

Be An Inventor

Students will be using recyclable material and creating wonderful inventions. Come put your great thinking into practice and make a new product. Learn how to think like an inventor.

\$105.00

XYL 2168

Discover Science Olympiad

If you've ever wondered what Science Olympiad is all about, now is your chance to find out. We will work with as many events as possible. Mystery architecture and science crime busters are just a couple of the possibilities.

\$105.00

XYL 3001

Summer Academy

A description is not available for this course.

\$185.00

XYL 3002

Summer Academy

A description is not available for this course.

\$185.00

XYL 3006

Exploring Engineering & Industrial Tech 2001 Gd 8/9

A description is not available for this course.

\$40.00

XYL 3150

Extended Care Spring Break Academy

Extended day class offers parents the opportunity to enroll their child in an additional program. There are small group activities, such as, computer and board games, drawing, etc. The cost of supplies is included. Extended day class will begin at the conclusion of your child's academy class.

\$25.00

XYL 5002

Guiding Kids on the Internet

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from the Internet. Step-by-step instructions will lead you in discovering various

kid-friendly Internet features.

\$65.00

XLY 5004

Solving Discipline Problems at Home

Develop your own home discipline plan. You will learn not only what you need to do when your children misbehave, but you will also learn how to teach your children the rewards of behaving responsibly.

\$75.00

Student Handbook

Student Handbook

Staff

Larry Able

Prog. Dir. Special Events
B.A., Univ of Texas/Arlington
M.S., Baker University

Margaret Ackelson

Prof. Learning Strat.
B.A., MidAmerica Nazarene Univ
M.A., Univ of Missouri - Kansas City

Mazen Akkam

Professor/CPF Info.Tech.
B.S.,M.S., Kansas State University

Ateegh Al-Arabi

Assoc. Prof. Science
M.S., University of Dayton
Foreign , B.S. - University of El-Fathe, Libya
Ph.D., University of Dublin, Ireland

Daniel Alexander

Professor English
B.A.,M.A., Oklahoma State University

Michael Alley

Prog. Dir. Carlsen Ctr Sls/Mkt
A.A., Johnson County Comm College
B.A., Univ of Missouri - Kansas City

Luz Alvarez

Assoc. Prof. Foreign Language
M.A.,M.A., University of Kansas
Foreign , BA Universidad Cuauhtemoc, Mexico

Betty Anastasio

Prog. Dir. Cont. Trng/Econ Dev
B.S., Fairleigh Dickinson University

Jeffrey Anderson

Counselor
B.A.,M.A., University of Northern Iowa

Rebecca Anderson

Assoc. Prof. Speech
B.S.,M.A., Southwest Missouri State Univ

Lowry Anderson Jr
Professor English
B.A., Baker University
M.S., University of Kansas

Susan Annen
Professor Hospitality Mgmt.
B.S., University of Wisconsin - Stout

James Antle
Assoc. Prof. History
A.A., Lee College
B.A., Angelo State University
M.A., Arizona State Univ
Ph.D., University of Kansas

Dennis Arjo
Assoc. Prof. Philosophy
B.A., University of California - Santa Cruz
M.A., University of Colorado - Boulder
Ph.D., University of California - Santa Barbara

Renee Arnett
Counselor
B.S., Loyola University of Chicago
M.S., Emporia State University
M.S., Univ of Missouri - Kansas City

Susan Arreguin
Articulation Dev/Trans. Coord.
B.S.E.E., Kansas State University

Ona Ashley
Assoc. Prof. Hospitality Mgmt.
B.S., Pittsburgh State University

Jonathan Bacon
Acad. Dir. Ed. Tech. Ctr.
B.A.,M.A., Michigan State University

Brian Badger
Assoc. Prof. Info. Technology
B.S., Central Missouri State Univ

Gerald Baird
Exec. VP Admin. Services
B.S.,M.Ed.,Ph.D., Univ of Nebraska - Lincoln

Lillianna Bajich-Bock
Counselor
B.S.,M.S., Kansas State University

Brian Balman
Professor Mathematics
B.S., Calvary Bible College
M.A., Fort Hays State University

Rhonda Barlow
Asst. Prof. Info. Technology

B.S.,M.S., Univ of Central Oklahoma

John Barnes

Professor Metal Fab
B.S., Metropolitan State College

Charles Barnett

Sr. Support Analyst
B.A.,M.B.A., MidAmerica Nazarene Univ

Barry Bauer

Dir. Center for Bus. & Tech.
B.A., St Cloud State University
M.A.,M.Ed.,Ph.D., Univ of Minnesota - Twin Cities

Brian Baumgardner

Professor Science
A.A., Johnson County Comm College
B.S., Pittsburg State University
D.D.S., Univ of Missouri - Kansas City

Stuart Beals

Professor Interactive Media
B.A.,M.A., University of Kansas

Lawrence Beardslee

Professor Info. Sys.
A.A., Highland Community College
B.S., Missouri Western State College
M.L.A., Baker University

Robert Beasley

TV Producer/Director
B.A., Oklahoma State University - Stillwater

Lynne Beatty

Assoc. Prof. Science
B.S., Murray State University
M.S., Southern Illinois University - Carbondale

Joni Becker

Development Coordinator
A.A., Johnson County Comm College
B.G.S., University of Kansas

Michael Beene

Faculty Dev. Coord.
A.S., Fort Scott Community College
B.S.,M.S., Kansas State University

Zohreh Behbehani

Professor Business Admin.
L.L.M., Univ of Missouri - Kansas City
L.L.B., University of Tehran

Kenneth Behrmann

Box Office Manager
B.A.,M.A., Univ of Missouri - Kansas City

Peter Belk

Prog. Dir. Admissions
B.B.A., Missouri Southern State Univ

M.A., Univ of Missouri - Kansas City

William Benjamin

Professor/CPF Fire Science
B.S.,M.S., Central Missouri State Univ

James Bennett

Assoc. Prof. HVAC
B.S., University of Kansas

Sean Bergman

Asst. Technical Director
B.A., University of Kansas

Roslyn Bethke

Professor Reading/Acad Ach Ctr
B.A., Fort Hays State University
M.S., University of Kansas

Mary Jean Billingsley

Prog. Dir. Career Services Ctr
B.S.,M.Ed., Univ of Missouri - Columbia

Charles Bishop Jr

Professor History
B.A., Midland College
M.A.,Ph.D., University of Kansas

Jeffrey Blodig

Asst. Prof. Science
B.S., University of Kansas
M.S., Fort Hays State University

Mary Bloom

Counselor
B.A., Ottawa University
M.A., Univ of Missouri - Kansas City

Robin Boley

Campus Svcs. Info. Coord.
B.A., MidAmerica Nazarene Univ

Stacy Boline

College Info Writer/Editor
B.S., Kansas State University

Amy Bonham

Counselor
B.S., Kansas State University
M.S., Emporia State University

Mitchell Borchers

Dir. Purchasing
B.B.A., Iowa State University

Marilyn Bottrell

Sr. Buyer
B.S., Univ of Nebraska - Kearney

Roger Box

Professor Electronics
B.S.,M.S., Pittsburg State University

Brenda Boyd

Dir. Student Development
B.S.E., University of Kansas
M.S., Southwest Missouri State Univ

Gary Boyd

Programmer Analyst
B.S.,M.A., Southwest Missouri State Univ

Janet Brandau

Prog. Dir. Test Ser & Asmt Otr
B.A.,M.A., University Northern Colorado

Robert Brannan Jr

Professor English
B.A., Univ of Missouri - Kansas City
M.A., Iowa State University

Shirley Brazil

Professor Comm. Design
B.A., Avila College
M.A., University of Kansas

Alicia Bredehoeft

Counselor
B.A.,M.Ed., Univ of Missouri - Columbia

Debra Brewer

Financial Aid Accountant
B.S., Univ of Missouri - Columbia

Regina Brewer

Mkt. & Surv. Research Analyst
B.S.E.,M.A., Arkansas State University

Andrea Broomfield

Assoc. Prof. English
B.A.,M.A., University of Kansas
Ph.D., Temple University

Jim Brown

Sr. Support Analyst
B.A., Jacksonville St University

John Brown

Asst. Dean Ind. Tech. Prgms
B.S.,M.S., Pittsburg State University

Susan Brown

Professor Physical Ed
B.S., Kansas State University
M.S.Ed., University of Kansas

William Brown

Assoc. Prof. Auto Tch YAATC
A.A., Johnson County Comm College
B.S., Pittsburg State University

Mark Browning

Professor English
B.A., William Jewell College
M.A., Univ of Missouri - Kansas City

Ph.D., University of Kansas

William Buese

Professor/Trainer
B.S.E.,M.S., Central Missouri State Univ

Betty Bullock

Asst. Prof. Sociology
B.A., Baker University
M.A.,Ph.D., University of Kansas

Larry Bunce

Mkt. & Surv. Research Analyst
B.S., Pittsburg State University
M.S.,Ph.D., Kansas State University

Newnan Burch

Prof./CPF Electronics
B.A., Hendrix College
B.S.C.E.,M.S.C.E., University of Arkansas

C Burgess

Asst. Dean HPER
B.A., McPherson College
M.S., University of Kansas

John Burton

Asst. Dean Arch Drft Eng RR T
A.A., Central Texas College
A.A., Metropolitan Community College - KC
B.S., SUNY at Albany
M.S., Kansas State University
M.A., University of Kansas

Wayne Busse

Mgr. Maintenance & Operations

Donnie Byers

Professor Science
B.A., Knox College
M.S., Michigan State University

Nancy Byram

Bookstore Accountant
B.S., Kansas State University
M.B.A., Keller Grad School of Mgmt

Gayle Callahan

Mgr. Billing and Accts. Rec.
B.S., Pittsburg State University
M.B.A., University of Kansas

Terry Callihan

Assoc. Prof. Dental Hygiene
A.S., Johnson County Comm College
A.A.S., Penn Valley Comm College
B.S.,M.S., Univ of Missouri - Kansas City

Carol Campbell

Assoc. Prof./Librarian
B.A., University of Virginia
M.L., University of Washington

Donald Campbell
Mgr. Network Comm.
B.S., Ohio State University
M.S., Northwestern University - Evanston

Gloria Campbell
Counselor
A.A., Ottumwa Heights College
B.S., Emporia State University
M.S.Ed., University of Kansas

Kevin Cannell
Assoc. Prof. Science
B.S., Millikin University
M.S., North Carolina State Univ

Charles Carlsen
President
B.S.,M.S., Southern Illinois University
Ed.D., University of Illinois

Robert Carney
Assoc. Prof. Info. Technology
B.S., Southwest Missouri State Univ
M.B.A., Univ of Missouri - Kansas City

Nancy Carpenter
Professor Mathematics
B.S., Elizabethtown College
M.A., Univ of Missouri - Kansas City

Dana Carr
Counselor
A.A., Johnson County Comm College
B.S.E.,M.A.,M.S., University of Kansas

Stephen Carr
Professor Auto Tech.
B.A., Hanover College
B.S., University of Wyoming
M.A., Purdue University

Deborah Carrier
Assoc. Prof./Coach
B.S.,M.B.A., Emporia State University
M.S., Northern Montana College

Kathy Carver
Professor Nursing
B.S.N., Washburn University
M.N., University of Kansas

Patrick Casey
Mgr. Audiovisual Services
B.S., Kansas State University

Carol Cattaneo
Professor Nursing
B.S.N., SUNY at Albany
M.N., University of Kansas

Becky Centlivre

Employment Services Coord.
A.A., Washburn University
B.A.,M.A., MidAmerica Nazarene Univ

John Chapman

Professor Info. Sys.
B.S., Univ of Missouri - Kansas City
M.S., Kansas State University

Hsing Chen

Data Base Administrator
A.M., University of Northern Colorado
Foreign , BC - Soochow University

Isabelle Chen

Assoc. Prof. Computer Science
M.S., Texas A&M University
Foreign , BA - Tamkang University

Shu-Dong Chen

Assoc. Prof. Humanities
M.A.,Ph.D., University of Kansas
Foreign , BA - Jilin University, China

Penny Chura

Professor Nursing
B.S.N., Washburn University
M.N.,Ph.D., University of Kansas

Vincent Clark

Professor History
B.A., Pacific Union College
M.A., Loma Linda University
Ph.D., University of California - Riverside

Thomas Clayton

Insurance & Risk Manager
A.A., Maple Woods Community College
B.A., Univ of Missouri - Kansas City
M.B.A., Baker University

Donald Clegg

Professor Mathematics
B.S., Bethany Nazarene College
M.A., University of Oklahoma

Lydia Cline

Professor Drafting
B.A., Iowa State University

Charlyn Cloud

Professor Respiratory Care
B.A., Cornell College

Percy Cody

Assoc. Prof. Electronics
B.S.E.E., University of Kansas
M.S., Naval Postgraduate School

Kenneth Coffey

Asst. Dean Business
A.A., Pueblo Junior College

B.A.,M.A., University of Northern Colorado

Linda Cole

Prog. Dir. Public Events

Lisa Cole

Assoc. Prof. Accounting
B.S., Southwest Missouri State Univ
M.S., Univ of Missouri - Kansas City

Rebecca Colwell

Success Center Coord.
B.A., Northwest Missouri State Univ
M.A., Univ of Missouri - KC

Omar Conrad

Philosophy
B.A.,M.A.,M.A., University of Kansas

Julianne Cooper

Prog. Dir. Financial Aid
B.A., San Francisco State University
M.S.,M.S., Emporia State University

Cody Copeland

Professor Pers. Comp. Appl.
B.S., University of Arizona
M.Ed., University of Wyoming

Douglas Copeland

Professor Economics
B.A.,M.A., Univ of Missouri - Kansas City

Sally Copeland

Professor Mathematics
A.A., Johnson County Comm College
B.A.,M.S.Ed., University of Kansas

Jill Coppess

Asst. Prof. Comm. Design
B.F.A., Kansas City Art Institute

Susan Cordes

Assoc. Prof. Accounting
B.S.,M.B.A., Kansas State University

Julia Cotter

Professor Fash. Merch. Design
B.S., Univ of Missouri - Columbia
M.S., University of Kansas

Jeffrey Couch

Prog. Coord. IEP
B.S.,M.A., Central Missouri State Univ

John Courtney

Professor/CPF Hosp. Mgmt.
B.S.,M.S., Mississippi Valley State Univ

Marsha Cousino

Assoc. Prof./Librarian
B.A., Kansas State University

M.L.S., Univ of Michigan - Ann Arbor

Julane Crabtree

Professor Mathematics
B.S.,M.A., West Virginia University

Clarissa Craig

Asst. Dean Respiratory Care
A.S., Penn Valley Comm College
B.S., Rockhurst University
M.A., Univ of Missouri - Kansas City

Rebecca Cramer

Professor Anthropology
B.A., SUNY at Stony Brook
M.A.,M.A., University of Iowa

Linda Creason

Asst. Prof. Reading/Acad Ach C
B.A.,M.S., Avila College

Michael Culey

Systems Programmer/Analyst
A.A.S., Johnson County Comm College

Jan Cummings

Professor/CPF Interior Design
B.S., William Woods College
M.S., Kansas State University

Timothy Curry

College Info Writer/Editor
B.A., Rockhurst University
M.A., University of Kansas

Mark Daganaar

Dir. Library
B.A., Midland Lutheran College
M.A., Lutheran School of Theology
M.L.S., Univ of Missouri - Columbia

David Davis

Professor English
B.A., Coe College
M.A., University of Kansas

Karen Davis

Web Editor
B.A., Knox College

Margaret Davis

Asst. Prof. Drafting
A.A., Centenary College For Women - Hackettstown, NJ
A.A., Johnson County Community College
B.A., Ottawa University

Dennis Day

Dean Student Services
B.S.,M.S., Southwest Missouri State Univ
Ph.D., University of Kansas

Kami Day

Assoc. Prof. English
B.A., University of Utah
M.S., Cameron University
Ph.D., Indiana Univ of Pennsylvania

Mary Deas

Asst. Prof. Mathematics
B.S., M.Ed., South Carolina State College

Paul Decelles

Assoc. Prof. Science
B.S., Cornell University
M.S., University of Georgia
Ph.D., University of Kansas

Mary Dickerson

Mgr. Standardized Testing
B.S., Kansas State University

Joseph DiCostanzo

Asst. Dean Mathematics
B.A., Washington and Jeffrsn Coll
M.Ed., University of Pittsburgh

James Divney

Professor Soc/Anthropology
B.A., Adams State College
M.A., University Northern Colorado
M.Phil., Ph.D., University of Kansas

Geraldine Dotson

Asst. Prof. Mathematics
B.S., Univ of Central Oklahoma
M.A., University of Kansas

Kristin Downing

Counselor
B.A., M.S., Emporia State University

Holly Dressler

Access Svc Adv/Prog. Fac.
B.S., University of Illinois - Urbana - Champaign
M.S.Ed., Southern Illinois University - Carbondale

James Drone

Sr. Support Analyst
B.S., Emporia State University

Donna Duffey

Professor/CPF Mktg, Mgmt, Entr
B.S., Wisconsin State University
M.B.A., M.S., Baker University

Colleen Duggan

Professor Nursing
B.S.N., Northern Illinois University
M.S.N., St. Louis University

David Dumler

Programmer Analyst
B.A., University of Kansas

Scott Duncan
Sr. Network Analyst

Csilla Duneczky
Assoc. Prof. Science
B.A., University of Colorado - Boulder
Ph.D., University of Pennsylvania

Brenda Edmonds
Asst. Prof. Mathematics
B.A.,B.S., Kansas State University
M.A., University of Kansas

David Ellis
Counselor
B.S.,M.S., Emporia State University

Adam Entwistle
Sr. Systems Analyst

Daniel Epley
Systems Specialist
B.S., Baker University

Janie Epstein
Professor Info. Sys.
A.A., Graceland College
B.A., Univ of Missouri - Kansas City

Saul Epstein
Sr. Ed. Tech. Analyst
B.A., University of Kansas

Terri Erickson-Harper
Assoc. Prof. Comm. Design
B.F.A., Michigan State University

Cory Etchberger
Asst. Prof. Science
B.A., Earlham College
M.S., University of Central Florida
Ph.D., Indiana University-Bloomington

Mary Evans
Asst. Prof. Science
B.A.,M.A., University of Kansas

Roberta Eveslage
Professor Psychology
B.F.A., Texas Christian University
M.A.,Ph.D., University of Kansas

Wendy Farwell
Counselor
B.A., Univ of Nebraska - Lincoln
M.A., Central Missouri State Univ
M.S., Univ of Nebraska - Omaha

Elise Fischer
Professor Mathematics
B.S., University of Oklahoma
M.S., Univ of Mass/Amherst

Ellen Fisher

Mgr. Acctg. Services & Grants
B.S., Kansas State University
M.B.A., University of Kansas

Richard Fisher

TV Producer/Director
A.S.,B.A., Park College

Maureen Fitzpatrick

Prof. English
B.A., Iowa State University
M.A., Univ of Missouri - Columbia

Douglas Flick

Assoc. Prof. Hospitality Mgmt.
A.O.S., Culinary Institute of America

Heather Flick

Professor Dental Hygiene
A.A., Clark College WA
B.S.,M.S., Univ of Missouri - Kansas City

Michael Fluke

Sr. Support Analyst
A.S., Johnson County Comm College

Mary Foret

Assoc. Prof. English
B.A.,M.A.,M.Ed., University of Mississippi

Richard Fort

Assoc. Prof./CPF Auto Tech
B.S.,M.S., Pittsburg State University

Carolyn Foster

Counselor/Coord. Internships
B.S., Southwest Baptist University
M.S., University of LaVerne

Johanna Foster

Professor Science
B.S., Univ of Nevada - Reno
M.Phil.,Ph.D., University of Kansas

Mark Foster

Professor Sociology
A.A., Nassau Community College
B.A., University of Georgia
M.A., Long Island Univ-C W Post
Ph.D., Mississippi State University

Emily Fowler

Development Coordinator
B.A., Univ of Missouri - Kansas City

Ruth Fox

Assoc. Prof./Prog Fac. Honors
A.A., Johnson County Comm College
B.A., MidAmerica Nazarene Univ
M.A., Baker University

Carl Frailey

Professor Science
B.A., Southern Illinois University
M.S., University of Florida
Ph.D., University of Kansas

Philip Franklin

Professor Science
B.S., Pittsburg State University
M.S., University of Kansas

James Freed

Dir. Facility Planning
B.A., Kansas State University

Connie Freund

Assoc. Prof. Respiratory Care
A.A., Kansas City KS Comm College
B.S., University of Kansas

Dorothy Friedrich

Dir. Human Resources
B.A., M.P.A., Univ of Missouri - Kansas City

Lisa Friedrichsen

Assoc. Prof. Pers. Comp. Appl.
B.S., Iowa State University
M.B.A., Drake University

Ronald Frigault

Counselor
B.S., Michigan State University
M.Ed., Univ of Missouri - Columbia
Ph.D., University of Texas/Austin

Jeff Frost

Professor Mathematics
B.S., B.S., Kansas State University
M.A., University of Kansas

Janette Funaro

Asst. Prof. Foreign Language
B.A., Grinnell College
M.A., University of Chicago

Elizabeth Furtwengler

Asst. Dean Soc. Sci/Social Svc
B.A., Univ St of NY Regents College
M.A., Ph.D., SUNY at Albany

Marilyn Gaar

Professor Poli Sci/History
B.A., M.A., M.S., Indiana University-Bloomington

Joseph Gadberry

Asst. Dean Science
B.A., Concordia College
M.S., North Dakota State University
Ph.D., University of Nebraska

Marilyn Gairns

Assoc. Web Editor

B.S., Rockhurst University

Dawn Gale

Asst. Professor Philosophy
B.A., Univ of Wisconsin - Madison
M.A., University of Kansas

Michael Garrett

Asst. Dean Arts & Humanities
B.A., Florida Southern College
M.S., Florida State University
Ph.D., Florida State University

Sean Garvey

Systems Administrator
A.A., Kansas City KS Comm College

Laura Gascogne

Asst. Prof. Fine Arts
B.F.A., Virginia Commonwealth Univ
M.F.A., Temple University

Keith Geekie

Professor English
B.S., M.A., Murray State University
Ph.D., Univ of Missouri - Columbia

Dennis George

Professor Science
B.S., Rockhurst University
M.A., Univ of Missouri - Kansas City

Steven Gerson

Professor English
B.A., University of Texas/Austin
M.A., Southwest Texas State Univ
Ph.D., Texas Tech University

Kathleen Ghahramani

Asst. Prof. Business Admin.
A.A., Iowa Western Comm College - Council Bluffs
B.S., Univ of Nebraska - Omaha
M.B.A., Creighton University

Minnie Gilmer

Tech Prep Coordinator
B.A., MidAmerica Nazarene College
M.A., Univ of Missouri - Kansas City

Phyllis Goldberg

Counselor
B.A., CUNY Hunter College
M.A., Webster University - St. Louis

Jerry Gordon

Assoc. Prof. Info. Technology
A.A., Jackson State Comm College
B.A., Oklahoma Baptist University
M.Div., Midwestern Baptist Theo Sem

Mary Graham

College Info Writer/Editor

B.S., University of Kansas
M.L.A., Baker University

Kevin Gratton

Professor Science
B.A., Rockhurst University
Ph.D., University of Kansas

Carolyn Green-Nigro

Professor Nursing
A.A., Johnson County Comm College
B.S.N.,M.N.,Ph.D., University of Kansas

Scott Gregory

Chief Audio Engineer
B.A., Univ of Missouri - Kansas City

Kim Grubbs

Professor EMS
B.S., Bethel College - North Newton

Judith Guzzy

Asst. Prof./Librarian
A.M.,B.S., University of Illinois - Urbana Champaign
M.L.S., University of California - Berkeley

Julie Haas

Dir. College Info & Pub
B.A.,M.A., University of Kansas

Sheryl Hadley

Asst. Prof. Economics
B.S.,M.A., Central Missouri State Univ

John Halligan Jr

Professor English
B.A.,M.A., Duquesne University
Ph.D., University of Pittsburgh

Brandon Hamlin

Asst. DBA

Roy Hammack

Laboratory Specialist
B.S.,M.S.,Ed.S., Pittsburg State University

Russell Hanna

Professor Info. Sys.
B.S.,M.S., Univ of Missouri - Rolla

Steve Hansen

Professor Computer Science
A.A., Metropolitan Comm College
B.A.,M.S., Univ of Missouri - Kansas City

John Hanson

Professor Science
B.S., Bethany College - Lindsborg
M.A., Webster University - St. Louis

Terry Haren

Mgr. Computing Projects

B.A., University of Kansas
M.B.A., Webster University - St. Louis

Jean Harpst

Professor Mathematics
B.A., Dana College
M.S., Univ of Nebraska - Omaha

Gregory Harrell

Assoc. Prof. Jrnlm Eng Lrn Str
B.S., Ball State University
M.S., Northwestern University

Nancy Harrington

Professor/CPF Info. Sys.
B.S., Mississippi State University
M.S., University of Arkansas

Shaun Harris

Asst. Professor English
B.A., Concordia College - Moorhead
M.A., Univ of Nebraska - Lincoln

Bruce Hartman

Dir. Gallery of Art
B.F.A., Central Missouri State Univ
M.F.A., Washington University

Bruce Harvey

Counselor
B.S., Northern Illinois University
M.Ed., University of Arkansas

Robin Harwood

Professor Nursing
B.S.N., Pittsburg State University
M.S.N., University of Kansas

Sandra Hastings

Professor English
B.A., Hollins University
M.L.A., Baker University

John Head

Assoc. Prof. Hospitality Mgmt.
A.A.S., Johnson County Comm College
B.A., Univ of Missouri - Kansas City
M.S., Univ of Southern California
M.S., University of Kansas

Mary Hedberg

Assoc. Prof. Bus. Office Tech
B.S., Minot State University
M.S., Central Missouri State Univ

Carl Heinrich

Dir. HPER & Athletics
B.S., University of Kansas
M.S., Northwest Missouri State Univ

Teresa Helmick

Professor Speech

B.S.E.,M.A., Central Missouri State Univ
Ph.D., University of Kansas

Michael Hembree

Professor History
B.A., Eckerd College
M.A.,Ph.D., Florida State University

Suzanne Henkle

Systems Specialist
A.A.S., Hawkeye Comm College
B.S., Upper Iowa University
M.B.A., Univ of Missouri - Kansas City

Barry Herron

Assoc. Prof. Science
B.S., Central Missouri State Univ
Ph.D., Univ of Missouri - Columbia

Margaret Herron

Registrar
B.S., Central Missouri State Univ
M.A., Univ of Missouri - Columbia

Anne Hess

Health Occupations Coordinator
B.S., Avila University
M.S., St. Johns University
Ph.D., University of Kansas

Wayne Hewitt

Professor Info. Sys.
B.A., Princeton University
M.B.A., University of Pittsburgh

William Hickerson

Professor/CPF HVAC
A.A.S.,B.S.T., University of South Dakota - Springfield

Roxanne Hillman

House Manager
B.A., Southern Illinois University - Carbondale

Barry Hincks

Professor Pers. Comp. Appl.
B.A., Occidental College
M.F.A., Rochester Inst of Technology

Bruce Hines

Mgr. Document Services
B.S., Northwest Missouri State Univ

Timothy Hoare

Assoc. Prof. Humanities
B.A., Missouri Valley College
M.Div., McCormick Theological Sem
Ph.D., Graduate Theological Union

Roger Hobson

Video Systems Engineer
A.S., Johnson County Comm College

Kay Hoech
Professor Science
B.S.,M.A., Univ of Missouri - Kansas City

Monica Hogan Adams
Assoc. Prof. English
B.A.,B.A.,M.A., Univ of Missouri - Kansas City

Nancy Holcroft Benson
Asst. Prof. Science
B.S., Iowa State University
Ph.D., University of Kansas

Daniel Holmes
Systems Programmer/Analyst
A.A., Johnson County Comm College

Matthew Holmes
Systems Manager

Elizabeth Holmgren
Asst. Prof. Math Resource Ctr.
B.S., Morningside College
M.A., Univ of Missouri - Kansas City

Donna Hoopes
Professor Mathematics
B.S., University of Kansas
M.S., Wichita State University

James Hopper
Assoc. Prof. Pers. Comp. Appl.
B.A., Univ of Missouri - Kansas City
M.A., University of Kansas

Dale Hughes
Professor Mathematics
B.S., Univ of Missouri - Rolla
M.A., Washington University

Tom Hughes
Professor/CPF Comp Aided Draft
A.A.S., Kalamazoo Valley Comm College

Robert Hunt
Professor Science
B.S.E., University of Kansas
M.S.,M.S., Rensselaer Polytech Institute

Diana Hurst
Asst. Prof. Early Childhood Ed
B.S., Univ of Missouri - Columbia
M.A., University of Missouri - Kansas City

Samira Hussein
Assoc. Prof./CPF Bus. Admin.
B.S., Iowa State University
M.B.A.,M.S., Central Missouri State Univ

Jeremy Hutchins
Assoc. Prof. Speech/Deb. Coach
A.A., Wharton Co Jr College

B.A., McNeese State University
M.A., Southwest Texas State Univ

Christopher Imm

Assoc. Prof. Mathematics
B.S., Northwest Missouri State Univ
M.S., Univ of Missouri - Columbia

Diana Ingham

Asst. Prof. Interior Design
B.S., Univ of Missouri - Columbia

Janalee Isaacson

Assoc. Prof. Nursing
B.S., M.S.N., University of Kansas

Chesley Jameson

Asst. Prof. Nursing
B.S.N., Washburn University
M.S.N., Univ of Missouri - Kansas City

Gretchen Janis

Professor Foreign Language
A.B., Drury College
M.A., Arizona State Univ - Main
M.A., Univ of Missouri - Kansas City

Jozsef Javorek

Professor Fitness
Dip. , Cluj Institute, Romania

Michael Jeffers

Professor/Coach
B.S.E., M.Ed., Georgia Southern University

Darren Jenkins

Sr. Support Analyst
B.S., Kansas State University

Susan Johnson

Prof./CPF Eng. Tech
B.S., M.S., Ohio State University

Patricia Jonason

Professor Reading/Acad Ach Ctr
B.A., Yankton College
M.A., Univ of Missouri - Kansas City

David Jones

Sr. Ed. Tech. Analyst
A.A., Dixie State College
B.A., Utah State University

Kelly Jones

Professor Dental Hygiene
A.A., Johnson County Comm College
B.S., Univ of Missouri - Kansas City

Robin Judkins

Sr. Network Analyst - Telecomm

Ralph Juhnke

Sr. Research Analyst
B.A., Ph.D., University of Kansas
M.A., Univ of Missouri - Kansas City

Carolyn Kadel

Professor Political Science
B.A., Elmira College
M.A.T., Brown University

Bobanne Kalkofen

Assoc. Prof. Interior Design
B.S., Univ of Missouri - Columbia
M.L.A., Baker University

Marziah Karch

Sr. Ed. Tech. Analyst
B.F.A., University of Kansas
M.S., Emporia State University

Norman Karl

Professor Business Admin.
B.A., Wartburg College
M.A., University Northern Colorado

William Karnaze

Professor Science
A.A., Kansas City KS Comm College
B.A., M.A., University of Kansas

Andrea Kempf

Professor/Librarian
B.A., Brandeis University
M.A., Johns Hopkins University
M.S., Simmons College

Cherie Kennedy

Assoc. Prof. Bus. Adm/Off. Tec
B.S., M.Ed., Univ of Central Oklahoma

Jennifer Kennett

Asst. Prof. Mathematics
B.S., Texas A&M University
M.S., Univ of Texas - Pan American

Raymond Kenny

Hazardous Materials Coord.
B.A., M.P.A., University of Kansas

Kyong-Mal Kim

Professor Economics
B.S., Nihon University
M.A., Calif State Univ - Fullerton
Ph.D., Union Graduate School

Kay King

Asst. Prof. Admin. Justice
B.S., M.S., Central Missouri State Univ

Russell Kinion

Sr. Support Analyst

Shirly Kleiner

Professor/CPF Accounting
B.A., Avila College
M.B.A., University of Kansas

Cynthia Kleinsorge
Financial Aid Officer
B.A., University of Kansas

Sara Kline
Marketing Coord.
B.A., Kansas State University

Toby Klinger
Professor Psychology
B.A., Douglass College
M.A.,M.Ed., Teachers College of Columbia University

Linda Knudson
Dean Cont Ed & Comm Svc
B.A., Wichita State University
M.P.A.,Ed.D., University of Kansas

Deborah Knudtson
Mgr. Dining Services
B.S., Iowa State University

William Koch
Asst. Prof. Science
B.S., University of California - San Diego
M.S., Univ of Missouri - Kansas City

Judy Korb
Dir. Staff & Org. Dev.
A.A., Johnson County Comm College
B.A., MidAmerica Nazarene Univ
M.A., Webster University

Jeffrey Kosko
Sr. Ed. Tech. Analyst
A.A., Johnson County Comm College
B.S., Avila College

Frederick Krebs
Professor History
B.A., University of Kansas
M.A., Univ of Missouri - Kansas City

Donna Krichiver
Professor Mathematics
B.A.,M.A., Northeastern Illinois State College

David Krug
Asst. Prof. Accounting
B.B.A., Kansas State University
M.B.A., University of Kansas

Dennis Kuder
Buyer
B.B.A., Baker University

Dennis Kurogi
Asst. Dean EMS

Mark LaBarge
Professor Science
B.S.,M.S., Emporia State University

Anthony Lacy
Bus. Solutions Consultant
A.A.,M.B.A., University of Kansas

Karen LaMartina
Assoc. Prof. Nursing
A.A., Johnson County Comm College
B.S.N., University of Kansas
M.S.N., Univ of Missouri - Kansas City

Bill Lamb
Dean Liberal Arts
B.A., University of Kansas
M.A., Pittsburg State University
Ph.D., Kansas State University

James Lane Jr
Acad. Theater Tech Dir
B.A., Washburn University
M.F.A., Univ of Missouri - Kansas City

Ralph Langley
Professor Drafting
A.A., Johnson County Comm College
B.S., Pittsburg State University

Karen Langtry
Systems Specialist
B.S.E., Pittsburg State University

Darwin Lawyer
Counselor
A.A., Estherville Junior College
B.A., Northwest Missouri State College
M.Ed., Univ of Missouri - Columbia

Timothy Lednicky
Assoc. Prof. Metal Fab
A.A., Hutchinson Community College
B.S., Pittsburg State University

Teresa Lee
Compensation & Benefits Mgr.
B.S., Troy State University
M.S., Central Michigan University

William Lehman
Professor Science
B.S., Eastern Illinois University
M.S., Arizona State Univ - Main

James Leiker
Asst. Prof. History
B.B.A.,M.A., Fort Hays State University
Ph.D., University of Kansas

Jeffery Lewis
Assoc. Prof. Mathematics

B.S.,M.Ed., University of Wisconsin

Susan Lindahl

College & Comm. Rel. Officer
B.S.E.,M.S.Ed., University of Kansas

Margaret LoGiudice

Asst. Dean Dental Hygiene
B.S., Marquette Univ
M.S., Univ of Missouri - Kansas City

Jonathan Long

VP Student Services
B.G.S.,Ed.D., University of Kansas
M.A., Univ of Missouri - Kansas City

Kathi Loper

Assoc. Mgr. Dining Svcs - Conv

David Loring

Professor Science
B.S.,M.S., Kansas State University

Jimmie Lossing

Professor Info. Sys.
B.A., Western New Mexico University
M.A.,M.S., University of Arizona

Delphine Lovitt

Sr. Data Analyst - Integration
B.S., Fort Hays State University

Edward Lovitt

Technical Training Coordinator
B.A.,B.S., Kearney State College
M.S., Pittsburg State University
Ph.D., Nova Southeastern University

Gregory Luthi

Professor English
B.A.,M.A., Kansas State University
Ph.D., Oklahoma State University - Stillwater

Darryl Luton

Assoc. Prof. InterpreterTrng.
B.A., Gallaudet University

Kevin Lutz

Systems Administrator
A.A., Wichita State University

Gerald Magliano

Professor Pers. Comp. Appl.
B.A., University of Detroit
M.B.A., Rockhurst University

Barbara Mahring

Professor Pers. Comp. Appl.
A.A., Johnson County Comm College
A.A.S., Kirkwood Community College
B.A.,M.Ed., MidAmerica Nazarene Univ
M.S., Central Michigan University

Lori Mallory

Assoc. Prof. Physical Ed.
B.S., Bethel College - North Newton
M.Ed., Wichita State University

Jerold Marcellus

Professor/CPF Hosp. Mgmt./CHE
A.A.S., Johnson County Comm College
B.A., Bethany College - Lindsborg
M.M., Kansas State University
M.S., Pittsburg State University

Darren Marshall

Sr. Support Analyst

Teresa Marshall

Publications Manager
B.S., Kansas State University

Chad Martin

Systems Specialist
A.A.S., Ozarks Technical Comm College
B.S., Southwest Missouri State Univ

Michael Martin

Assoc. Prof. Mathematics
B.S., M.A., University of Kansas

Daniel Martinez

Assoc. Prof. Science
A.A.S., Penn Valley Comm College
B.S., Univ of Missouri - Rolla
M.S., Arizona State Univ - Main

Karen Martley

Bus. Solutions Consultant
B.S., Avila College
M.S., Pittsburg State University

Pamela Mayfield

Systems Specialist
B.A., Park College

Charlotte McAnerney

Assoc. Prof. Cosmetology

Theresa McChesney

Asst. Prof. Mathematics
B.S., Westminster College
M.A., University of Pittsburgh

Joan McCrillis

Professor/CPF Fash Merch. Dsgn
B.S., M.S., Kansas State University

Kristin McDaniel

Development Coordinator
B.A., MidAmerica Nazarene Univ

Sara McElhenny

Prog. dir. HCDC
B.A., University of Kansas

M.S., Emporia State University

Judi McKenzie

Assoc. Prof. Cosmetology

William McKown

Professor Science

B.A., Sterling College

M.A., Sam Houston State University

Ph.D., University of Minnesota

Wiley McMillan III

Master Electrician

Mary Patricia McQueeney

Assoc. Prof. English

B.S.,M.A.,M.A.,Ph.D., University of Kansas

James McWard

Assoc. Prof. English

B.A.,M.A., Univ of Missouri - Columbia

Ph.D., University of Kansas

Philip Mein

Mgr. Systems

B.S., University of Kansas

Angel Mercier

Prog. Dir. Art Education

B.A., Stephens College

M.S., Illinois State University

Jeffrey Merritt

Assoc. Prof./Fac.,Acad.Ach.Ctr

A.A., Johnson County Comm College

B.A.,M.A., University of Kansas

Deana Miller

Assoc. Prof. Speech

B.A.,M.A., Southern Nazarene University

Sam Mirsepasi

Sr. Support Analyst

Cathy Misenhelter

Staff & Org Dev. Coord.

B.A., Southwest Baptist College

M.S., Baker University

Richard Moehring

Counselor

B.A., MidAmerica Nazarene Univ

M.S., University of Kansas

Ellen Mohr

Professor Writing Center

B.S.,M.A., Northwest Missouri State College

Michael Moreland

Assoc.Prof. Instrumental Music

B.A., University of Kansas

M.A., Univ of Missouri - Kansas City

Jeff Morgan
Sr. Systems Analyst
A.A.S., Brown Mackey College - Olathe

Michelle Moriarty
Professor Psychology
B.A., Rockhurst University
M.S., Avila University
Ph.D., University of Kansas

James Morris
Professor Metal Fab
B.S., Oklahoma State University - Stillwater

Glen Moser
Professor/Coach
B.S.,M.S., Bowling Green State University - Bowling Green

Jason Mueller
Asst. Prof. Welding
B.S.E.,M.S., Pittsburg State University

Robert Murphy
Counselor
B.A., St. Mary's University
M.S.,Ph.D., University of Wisconsin - Madison

Ahmad Nasser
Professor Science
M.A.,Ed.D., University Northern Colorado
Foreign , B.A. - Tehran Teacher Training Institute

Carolynn Nellis
Professor EMS
B.S., Emporia State University
M.L.A., Baker University

Carolyn Neptune
Professor Mathematics
B.S.,M.S., Purdue University Main Campus

John Nicholson
Professor Pers. Comp. Appl.
B.A., University of Colorado - Boulder

Megan Noel
Assoc. Prof. Power Plan Tech.
B.S.C.E., Kansas State University
M.B.A., Baker University

Paul Northam
Professor English
B.S., University of Wisconsin - Oshkosh
M.A.,M.Phil.,Ph.D., University of Kansas

Linda O'Brien
Professor Mathematics
B.A., New York University
M.A., SUNY at Binghamton

Cathleen O'Neil
Assoc. Prof. Mathematics

B.A., Texas A&M University
M.S., Ph.D., University of Kansas

Mary O'Sullivan

Technical Operations Supv.
B.A., MidAmerica Nazarene Univ

Ronald Oetting

Professor Mathematics
B.S., Central Missouri State Univ
M.A., Louisiana State Univ A & M

Judith Ogden

Professor Info. Sys.
B.A., Fairmont State College
M.A., West Virginia University

William Osborn

Dean Comm Out. & Media Res.
B.S.E., Emporia State University
M.S., Pittsburg State University
Ed.S., Pittsburg State University
Ed.D., University of Kansas

Lynne Overesch-Maister

Professor Foreign Language
B.A., Michigan State University
Ph.D., University of Kentucky

Silverio Pagano

Asst. Mgr. Dining Svcs - Food
A.O.S., Culinary Institute of America

Ronald Palcic

Assoc. Prof. Mathematics
A.A., Palomar College
B.S., Calif Lutheran University
M.Ed., Utah State University

Anita Pankalla

Cosmetology Coord.
B.S., Southern Nazarene University

Robert Parker

Assoc. Prof. EMS
B.S., Northeastern University

James Patterson

Assoc. Prof. Science
B.S., Central Missouri State Univ
M.S., Ball State University
Ph.D., University of Kansas

David Pearce

Sr. Support Analyst
A.A., Johnson County Comm College

Keith Pembleton

Warehouse & Postal Svcs. Supv.

Michael Pender

Professor Paralegal

A.B., Univ of Missouri - Columbia
L.L.B.,L.L.M., Univ of Missouri - Kansas City

Donald Perkins

Dir. Budget & Auxiliary Svcs.
B.A., St. Xavier College

Anthony Perry

Prog. Dir. Carlsen Ctr Ops

Robert Perry

Professor Sociology
B.A., Northwestern University - Evanston
M.A., University of California - Berkeley

Cathleen Peterson

Prog. Dir. Prof. Svcs.
B.S., Mankato State University
M.A., Univ of Nebraska - Lincoln
Ed.D., University of Kansas

Pete Peterson

Assoc. Prof. Psychology
B.A.,M.S., Calif State Univ - Stanislaus
Ph.D., University of Kansas

Susan Pettyjohn

Professor Mathematics
B.A., William Jewell College
M.A., Univ of Missouri - Kansas City

Sheilah Philip-Bradfield

Professor Theater
B.A.,M.S., Fort Hays State University
M.F.A., Univ of Missouri - Kansas City

Bryant Pierce

Systems Programmer/Analyst
B.S., Friends University

Robert Pinker

Professor Science
B.S., Capital University
M.S., Ohio State University - Columbus
M.B.A., University of Kansas

Julie Pitts

Prog. Dir. Intl. Student Svcs.
B.S., Northwest Missouri State Univ
M.S., Univ of Nebraska - Kearney

Robert Pitts

Sr. Support Analyst

Polly Pope

Professor Dental Hygiene
A.S., North Dakota St Coll Science
B.S., University of Minnesota - Twin Cities
M.S., University of Kansas

David Potter

Dir. Campus Services

A.A., Missouri Southern State Coll
B.S.E.,M.Ed., Lincoln University

Robert Prater

Dir. Financial Services
B.S.,M.B.A., Central Missouri State College

Zigmunds Priede

Professor Fine Arts
B.A., University of Minnesota
M.A., University of California - Berkeley

Mary Rack

Professor Mathematics
B.A., College of St. Elizabeth
M.A., University of Rochester

Dan Radakovich

Exec. VP Academic Affairs
B.A.,M.A.,Ed.D., University of Wyoming

Virginia Radom

Assoc. Prof. Health Occ.
B.S.N., Fort Hays State University
M.S., Central Michigan University

Mark Raduziner

Professor Jrnlsm & Media Comm
B.S., Univ of Nebraska - Omaha
M.A., Univ of Missouri - Kansas City

Gus Ramirez

Dir. Public Safety
A.A., Johnson County Comm College

Sun Rea

Sr. Ed. Tech. Analyst
B.S., University of Kansas

Bradley Redburn

Professor Psychology
B.A., Wichita State University
M.A.,Ph.D., Univ of Missouri - Kansas City

Harold Reuber

Counselor
B.A., Drury College
M.A., Univ of Missouri - Kansas City

Larry Reynolds

Professor Speech
A.A., San Jacinto College
B.S., University of Texas/Austin
M.A.,Ph.D., University of Kansas

John Rezac

Professor Info. Sys./Comp. Sci
B.S.,M.Ed., South Dakota State University
M.S., Rutgers University

Marilyn Rhinehart

VP of Instruction

B.A.,M.A.,Ph.D., Univ of Houston

Joy Rhodes

Asst. Prof Fash. Merch. Design
B.S., Colorado State University

Harold Richards

Asst. Prof./Entr. & Mgmt
B.A.,M.A., Wichita State University

Susan Rider

Mgr. Business Office/Bursar
B.S., Central Missouri State Univ

Michael Robertson

Prof. Humanities
B.A.,M.A.,Ph.D., Florida State University

Lindy Robinson

Asst. Dean Hosp. Fashion & Int
A.A., Johnson County Comm College
B.A.,M.A., Ottawa University

Timothy Robinson

Sr. Support Analyst

William Robinson

Asst. Prof. Mathematics
B.S., North Dakota State University
M.S., Univ of Minnesota - Twin Cities

Lawrence Rochelle

Professor English
B.S.E.,Ed.S., University of Toledo
M.L.A., Baker University
M.A., University of Dayton

Charles Rogers

Dir. Carlsen Center
B.A., University of Kansas
M.A., University of Illinois

Theodore Rollins

Asst. Professor English
B.A., Ambassador University
M.A., Colorado State University

Richard Rowe

Professor CPF/Metal Fab
B.S., University of Mary
M.S., Pittsburg State University

Deborah Rulo

Prog. Dir. Comp. Trng. & Dev.
B.S., Kansas State University

John Russell

Professor/Librarian
B.S., Trenton State College
M.B.A., Kansas State University
M.S., Syracuse Univ Main Campus

Edmond Ryan

Mgr. Hskp. & Custodial Svcs.
B.A., Rockhurst University

Stephanie Sabato

Assoc. Prof. Comm. Design
A.A., Longview Community College
B.F.A., Kansas City Art Institute
M.F.A., Virginia Commonwealth Univ

Catherine Sawyer

Assoc. Prof. Read/Acad Ach Ctr
B.S., Univ of Nebraska - Lincoln
M.A., University of Kentucky - Lexington

Matthew Schmeer

Asst. Professor English
B.A.,M.F.A., Univ of Missouri - St. Louis

Nancy Schmidt

Assoc. Prof. Health Occ.
A.A., Johnson County Comm College
B.A., University of Kansas

Mary Schneider

Asst. Prof. Electronics
A.B.,B.S., Wichita State University
M.S., University of Kansas

Karen Schory

Professor Interactive Media
B.F.A., Kutztown Univ of Pennsylvania
M.F.A., Rochester Inst of Technology

Patricia Schroeder

Professor Science
B.S., Iowa State University
M.S., University of Arkansas
Ph.D., Kansas State University

Ann Schwartz

Counselor
M.Ed., Antioch University - Yellow Springs

Denise Scofield

Assoc. Prof. Pers. Comp. Appl.
B.S.,M.S., Kansas State University

Thomas Scofield II

Mgr. Tech. Support Svcs.
A.A., Johnson County Comm College
B.S., Rockhurst University
M.B.A.,M.Ed., MidAmerica Nazarene Univ

Richard Scott

Asst. Dean Spch/Lang/Acad Enhc
A.B., Fort Hays State University
M.S., Pittsburg State University
Ed.D., Nova Southeastern University

Sean Scott

Sr. Network Analyst

Elma Jean Scott-Palmer
Prog. Dir. Special Programs
A.A., Tulsa Junior College
B.S., Langston University
M.S., Kansas State University

David Seibel
Professor Science
B.S., Southwestern College - Winfield
M.Phil., Ph.D., University of Kansas

Marilyn Senter
Assoc. Prof. English
B.S.E., Univ of Missouri - Columbia
M.A., Univ of Missouri - Kansas City

David Setser
Prof. Electronics
B.A., Central Missouri State Univ
B.S., Univ of Missouri - Rolla
M.B.A., Univ of Missouri - Kansas City

Jeffrey Seybert
Dir. Rsrch Eval. & Instr Dev.
B.A., California State College - Long Beach
M.S., Ph.D., University of Oklahoma

Stuart Shafer
Professor Sociology
B.A., Western Michigan University
M.A., University of Kansas

Kent Shelley
Professor/Coach
A.A., Pratt Community College
B.S., University of Kansas
M.S., Emporia State University

Margaret Shelley
Dir. Enrollment Management
B.S., Kansas State University
M.S., Emporia State University

Marcia Shideler
Coord. Comm. Based Learning
B.A., Kansas State University

Sherry Shively
Professor Accounting
B.S., Metropolitan State College
M.B.A., Avila College

Albert Shopper
Professor Metal Fab
B.S., M.S., Central Missouri State Univ

Marilyn Shopper
Professor Science
A.A., Cottey College
B.S., Univ of Missouri - Columbia
M.S., Central Missouri State Univ
Ed.D., University of Kansas

Heather Shuey

Asst. Mgr. Bookstore
B.A., Univ of Missouri - Kansas City

Robert Sindt

Assoc. Prof. Pers. Comp. Appl.
B.F.A., University of Utah

Ruth Slesser

Professor Psychology
B.A.,M.A., University of Guelph - Canada
Ph.D., University of Kansas

Barbara Smith

Prof/CPF Bus. Off. Tech.
A.A., Hutchinson Community College
B.S., Emporia State University

Carol Smith

Assoc. Prof. Pers. Comp. Appl.
B.S., Emporia State University

Glenn Smith

Professor HVAC
B.A., Central Methodist College
M.S., Pittsburg State University

Mary Smith

Professor Nursing
B.S.N.,M.S.N., University of Kansas

Robert Sobieraj

Assoc. Prof. Hospitality Mgmt.
A.S., Johnson & Wales University
B.S.,M.B.A., University of New Haven

Samuel Sommerville

Assoc. Prof. Foreign Language
B.S., Escuela Normal Victor Mercante
M.A., University of Kansas

Joseph Sopcich

Dir. Institutional Adv.
B.A.,M.B.A., University of Notre Dame

Angela Spaniol

Asst. DBA
B.S., Park University

Kimberly Stabbe

Professor Dental Hygiene
B.S., Univ of South Dakota
M.S., Univ of Missouri - Kansas City

Ronda Staton

Counselor
B.S.,M.S.,Ed.S., Pittsburg State University

Bradley Staupp

Sr. Support Analyst
B.A., MidAmerica Nazarene Univ

Kerri Stephenson
Professor Foreign Language
B.A., Univ of Nebraska - Kearney
M.A., Middlebury College

Loralee Stevens
Comm. Outreach Credit Coord.
B.S., Baker University
M.S., Emporia State University

Richard Stine
Professor Speech
B.S.,M.S., Emporia State University
Ph.D., University of Kansas

Jill Stinson
Assoc. Prof./Coach
A.A., Cowley County Comm College
B.S.,M.S.Ed., University of Kansas

Ronald Stinson
Assoc. Prof. Instr. Music
B.M.E., Wichita State University
M.M., Yale University

William Stockton
Professor History
B.A., Drake University
M.A.,Ph.D., Brandeis University

Roger Stone
Professor Auto Tech/Metal Fab
B.S.,M.S., Central Missouri State College

Stacey Storme
Asst. Prof./CPF Intrprtr Trng
B.A., University of Denver

Norma Stratemeier
Professor Paralegal
B.A.,J.D. , Univ of Missouri - Kansas City

Felix Sturmer
Asst. Prof. Hospitality Mgmt.
Foreign , Apprenticeship - Berlitz Translation

K Sumner
Information Analyst
B.S.,M.S., Univ of Missouri - Kansas City

Timothy Sumstine
Asst. Mgr. Catering

Alan Swarts
Dir. Computing Support Svcs.
B.S., Emporia State University
M.S., University of Kansas

Ronald Symansky
Asst. Prof. Interpreter Trng
B.A., Gallaudet University
M.A., New York University

Frank Syracuse
Professor Economics
A.B., John Carroll University
M.B.A., Avila College

Thomas Tarnowski
Professor Photography
B.A., University of South Florida
M.F.A., Rhode Island Sch of Design

Terri Teal
Assoc. Prof. Vocal Music
B.S., Louisiana College
M.M., University of North Texas

Anita Tebbe
Professor/CPF Paralegal
B.A., Mundelein College
M.A., Univ of Missouri - Kansas City
J.D., Washburn University

Sandra Tebbenkamp
Professor Mathematics
A.B., William Jewell College
M.A., Hunter College

Anna Thomas
Mgr. Student Act & Lead Devel
B.A.,M.A.,Ed.S., Univ of Missouri - Kansas City

John Thomas
Professor Fine Arts
B.F.A., Southeast Missouri State Univ
M.A.,M.F.A., University of Iowa

Karen Thomas
Accountant
B.S., Central Missouri State Univ

George Thompson
Assoc. Prof. Architecture
B.S., Ohio State University
M.A.,M.F.A., Kansas State University

John Thomson III
Asst. Dean Writing Lit./Media
B.A., Univ of Memphis
M.A., University of Minnesota - Twin Cities
Ph.D., University of Iowa

Roger Traver
Professor Economics
B.A., Illinois Wesleyan
M.B.A., Washington University

Danial Turner
Professor Hospitality Mgmt.
A.A., Johnson County Comm College

Rick Tyrell
Sr. Network Analyst
B.S., Bethel College - North Newton

Carolyn Urbom

Assoc. Prof. Info. Technology
A.A.S., Johnson County Comm College
B.B.A.,M.A., Wichita State University

Felix VanLeeuwen

Professor Mathematics
B.S., Fort Hays State University
M.S., Emporia State University

Pamela Vassar

Prog. Dir. Stdnt Life/Lead Dev
B.S.E., Northeast Missouri State University
M.S., Western Illinois University

Judith Vaughn

Assoc. Prof./Librarian
B.S., University of Kansas
M.L.S., Univ of Missouri - Columbia

Tama Veltri

Asst. Prof. Esthetics
A.A., Johnson County Comm College

Jean Ann Vickers

Asst. Prof. Science
B.A.,M.A., Baylor University

Janelle Vogler

Internal Auditor
B.S., Kansas State University

Philip Wallack

Assoc. Prof. Info Sys/Comp Sci
B.S.,M.S., City College of New York

Ola Walsh

Asst. Dean Nursing
A.D.N., Olney Central College
B.S.N.,M.S.N., University of Evansville

Sandra Warner

Dir. Admin. Comp. Svcs.
B.A., University of Kansas
M.B.A., Univ of Missouri - Kansas City

Michael Waugh

Acad. Dir. Television Svcs.
B.S.,M.S., University of Kansas

Karon Way

Asst. Prof. Mathematics
B.A., Rockhurst College
M.A., Webster University - St. Louis

Frederick Webb II

Professor Business Admin.
B.S., Baker University
M.B.A., Avila College

Philip Wegman

Prog. Dir. Skills Enhancement

A.B., Benedictine College - Atchison
M.S., Kansas State University
Ed.S., Univ of Missouri - Kansas City

Michael Weible

Prof./CPF Elec Tech
A.B., Baker University

Richard Weis Jr

Asst. Prof./Coach
B.S., Oklahoma State University - Stillwater
M.Ed., Wichita State University

Nancy West

Professor Nursing
A.A., Fort Scott Community College
B.S.N., Pittsburg State University
M.N., University of Kansas

Rosalie Wetherill

Assoc. Prof. Health Occ.
A.D.N., Penn Valley Comm College
B.A., Univ of Missouri - Kansas City
B.S.N., Webster University - St. Louis
M.S., Kansas State University

James Wheeler

Asst. Dean Comp. Info. Sys.
M.S., Ed. B. , SUNY at Buffalo

Theodore White

Dean of Sci, Hlth Care & Math
B.S.E., B.G.S., University of Kansas
M.S., Wichita State University
Ph.D., Univ of Michigan - Ann Arbor

Ann Wiklund

Assoc. Prof. Art History
B.A., Tulane University
M.A., University of Kansas

Carmaletta Williams

Professor English
B.A., M.A., Univ of Missouri - Kansas City
Ph.D., University of Kansas

James Williams

Dean of Business & Tech.
A.A., Independence Comm College
B.S., M.A., Emporia State University
Ed.D., University of Kansas

Marilynn Williams

Exec. Asst. to President & Brd
A.A., Johnson County Comm College
B.A., MidAmerica Nazarene Univ

Janna Willnauer

Access Services Supervisor
A.A., Johnson County Comm College
B.S., Morningside College
M.A., University of Kansas

Dina Wilson
Professor Nursing
B.S.N.,M.N., University of Pittsburgh

LeAnna Wilson
Dir. Community Services
A.A., Johnson County Comm College
B.A., MidAmerica Nazarene Univ
M.S., Emporia State University
M.S., Kansas State University

Nancy Wilson
Professor Comm. Design
B.F.A., Kansas City Art Institute
M.F.A., University of Kansas

Steven Wilson
Professor Mathematics
B.A.,M.A.T., University of Chicago

Randy Winchester
Prog. Coord. Comp. Training
B.S.E.E., Kansas State University

Sally Winship
VP Cont. Ed & Comm. Svc.
A.S., Pensacola Junior College
B.S., Armstrong State College
M.S., Columbia Univ in the City - New York
Ed.D., University of Kansas

Stephen Wnek
Assoc. Prof. EMS
B.A., Clark University
M.A., Univ of Missouri - Kansas City

Luanne Wolfgram
Assoc. Prof. Science
B.S., University of Wisconsin - LaCrosse
Ph.D., Johns Hopkins University

Jerry Wolfskill
Dir. Police Academy
B.S.,M.S., Central Missouri State Univ
Ed.D., University of Kansas

Christopher Worthington
Mgr. Bookstore

Brian Wright
Asst. Prof. Political Science
B.A.,M.A., Duquesne University
Ph.D., Kent State University

Jeffrey Wright
Professor Accounting
B.S.,M.B.A., University of Kansas

Ray Wright
Professor EMS
B.A., Bethel College

Virginia Wry

Prog. Dir. Health/Human Svcs.
A.A., Johnson County Comm College
B.S.N., University of Kansas
M.S., Baker University

Robert Xidis

Professor English
B.A., Ph.D., University of Kansas
M.A., Indiana University-Bloomington

Kathy Yeager

Bus. Solutions Consultant
B.S., Ball State University
M.A., Webster University

Phillip Yeager

Assoc. Prof. Info. Technology
B.S., Ball State University
M.B.A., Webster University

Patrick Yeung

Sr. Support Analyst
A.A., Penn Valley Comm College
B.B.A., Univ of Missouri - Kansas City
M.S., University of Kansas

Rae Ann York

Benefits Coordinator

Gay Young

Professor Admn. of Justice/Psy
A.A., Johnson County Comm College
B.A., Central Missouri State Univ
M.A., M.A., Ed.S., Ph.D., Univ of Missouri - Kansas City

Myra Young

Professor Speech
B.S., Northwest Missouri State Univ
M.A., University Northern Colorado

Charles Zarrelli

Professor Civil Engineering
B.A., University of Houston

Mark Zolton

Systems Programmer/Analyst
B.S., Kansas State University

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