

Catalog of Courses Fall 2004

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 Management - American Culinary Federation Educational Institute Accrediting Commission; 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 - 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.

Notice of Nondiscrimination

Johnson County Community College is committed to a policy of nondiscrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, national origin, handicap or veteran status. 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 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 Communications	3
SPD 121	Public Speaking	3
SPD 125	Personal Communication	3
SPD 180	Intercultural Communication	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 I	3
HIST	126	Western Civilization 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	3
HIST	152	World History II	3
HIST	160	Modern Russian History	3
HIST	162	Modern Latin America	3

D. Humanities

ART	180	Art History	3
ART	182	Art History	3
ART	184	Art History	3
HUM	122	Introduction to Humanities	3
HUM	145	World Humanities I	3
HUM	146	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

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
ANTH	210	Peoples of the World	3

B. Economics

ECON 130	Basic Economics.....	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 Lecture.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus.....	3
BIOL 125	General Botany.....	5
BIOL 127	General Zoology.....	5
BIOL 130	Environmental Science Lecture.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy/Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology Lecture*.....	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/Lab.....	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 Math	3
MATH 171	College Algebra*	3
MATH 172	Trigonometry*	3
MATH 173	Precalculus*	5
MATH 175	Discrete Math and Its Applications*	3
MATH 181	Statistics*	3
MATH 225	Math 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

^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 - Basic Rescuer	1
HMEC 151	Nutrition and Meal Planning	3
HPER 192	Wellness for Life	1
HPER 200	First Aid/CPR	2
HPER 202	Personal/Community Health	3
HPER 205	Individual Lifetime Sports	2
HPER 240	Lifetime Fitness	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 Communications.....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 I.....3
HIST 126 Western Civilization 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.....	3
HIST 152	World History II.....	3
HIST 160	Modern Russian History.....	3
HIST 162	Modern Latin America.....	3

D. Humanities

ART 180	Art History.....	3
ART 182	Art History.....	3
ART 184	Art History.....	3
HUM 122	Introduction to Humanities.....	3
HUM 145	World Humanities I.....	3
HUM 146	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

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
ANTH 210	Peoples of the World.....	3

B. Economics

ECON 130	Basic Economics.....	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 Lecture.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus.....	3
BIOL 125	General Botany.....	5
BIOL 127	General Zoology.....	5
BIOL 130	Environmental Science Lecture.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy/Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology Lecture*.....	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 Lecture.....	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 - Basic Rescuer.....	1
HMEC	151	Nutrition and Meal Planning.....	3
HPER	192	Wellness for Life.....	1
HPER	200	First Aid/CPR.....	2
HPER	202	Personal/Community Health.....	3
HPER	205	Individual Lifetime Sports.....	2
HPER	240	Lifetime Fitness.....	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
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*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 Communications.....	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 I	3
HIST 126	Western Civilization 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	3
HIST 152	World History II	3
HIST 160	Modern Russian History	3
HIST 162	Modern Latin America	3

D. Humanities

ART 180	Art History	3
ART 182	Art History	3
ART 184	Art History	3
HUM 122	Introduction to Humanities	3
HUM 145	World Humanities I	3
HUM 146	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

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
ANTH 210	Peoples of the World.....	3

B. Economics

ECON 130	Basic Economics.....	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 Lecture.....	3
BIOL 123	Principles of Biology Lab*.....	1
BIOL 124	Oceanus.....	3
BIOL 125	General Botany.....	3
BIOL 127	General Zoology.....	3
BIOL 130	Environmental Science Lecture.....	3
BIOL 131	Environmental Science Lab*.....	1
BIOL 140	Human Anatomy.....	4
BIOL 144	Human Anatomy/Physiology.....	5
BIOL 150	Biology of Organisms*.....	5
BIOL 225	Human Physiology*.....	4
BIOL 230	Microbiology Lecture*.....	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 Lecture.....	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 - Basic Rescuer.....	1
HMEC 151	Nutrition and Meal Planning.....	3
HPER 192	Wellness for Life.....	1
HPER 200	First Aid/CPR.....	2
HPER 202	Personal/Community Health.....	3
HPER 205	Individual Lifetime Sports.....	2
HPER 240	Lifetime Fitness.....	1
HPER 255	Introduction to Physical Education.....	3

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

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, A.A.S.

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

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

Administrative Support Specialist Certificate

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

Business Entrepreneurship, A.A.S.

Business Entrepreneurship Certificate

Business Plan Certificate

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

Certified Medication Aide

Cert Medication Aide Update

Certified Nurse Aide

Certified Nurse Aide Refresher

Chef Apprenticeship, A.A.S.

Civil Engineering Technology

Civil Engineering Technology, A.A.S.

Construction Management Certificate

Engineered Plumbing Systems Certificate

Communication Design, A.A.S.

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

Computer-aided Drafting Certificate

Computer-aided Drafting Network Administrator Certificate

Computer Information Systems

Computer Information Systems, A.A.S.

Database Certificate

Desktop Publishing Certificate

Mainframe Programmer Analyst Certificate

Microcomputer Programmer Analyst Certificate

WARNING::Title Not Found

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

Cardiopulmonary Resuscitation

CRT-RRT Transition, A.A.S.

Database Certificate

Data Processing (see Computer Information Systems)

Dental Assisting Certificate

Dental Hygiene, A.A.S.

Desktop Publishing Certificate

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

Emergency Medical Science, A.A.S.

Mobile Intensive Care Technician Certificate

Emergency Medical Technician Certificate

Engineered Plumbing Systems Certificate

Esthetics

Esthetics Certificate

Advanced Esthetics Training

Fashion Merchandising and Design

Fashion Merchandising, A.A.S.

Fashion Design, A.A.S.

Visual Merchandising Certificate

Fire Services Administration, A.A.

Food and Beverage Management (see Hospitality Management)

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 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

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.

Hotel/Lodging Management (see Hospitality Management)

Industrial Controls Certificate

Information Systems (see Computer Information Systems)

Information Technology

Information Technology, A.A.S.

Network Administration: UNIX Certificate

Network Administration: Windows Certificate

Network Connectivity Certificate

Information/Word Processing (see Business Office Technology)

Interactive Media

Interactive Media, A.A.S.

Multimedia Design Certificate

Web Design Certificate

Interior Design

Interior Design, A.A.S.

Interior Design Retail Sales/Manufact Rep Certificate

Interior Entrepreneurship, A.A.S.

Interior Merchandising, A.A.S.

Interior Products Sales Representative Certificate

Interpreter Training

Interpreter Training, A.A.S.

WARNING::Title Not Found

IV Therapy for LPN Certificate

Legal Studies (see legal nurse consultant and paralegal)

Paralegal, A.A.

Legal Nurse Consultant Certificate

Paralegal Certificate

Mainframe Programmer Analyst Certificate

Marketing and Management

Marketing and Management, A.A.S.

Retail Sales Representative Certificate

WARNING::Title Not Found

Supervision Management Certificate

Teleservice Representative Certificate

Teletrac Certificate

Medical Office Assistant Certificate

Medical Transcription Certificate

Metal Fabrication/Welding

Metal Fabrication Technology, A.A.S.

Metal Fabrication Technology Certificate

Microcomputer Programmer Analyst Certificate

Microcomputer Technical Support Certificate

Mobile Intensive Care Technician Certificate

Multimedia Design Certificate

Nail Technology Certificate

Network Administration: UNIX Certificate

Network Administration: Windows Certificate

Network Connectivity Certificate

Nursing

Nursing - Registered Nurse, A.A.S.

PN to RN Transition, A.A.S

Practical Nursing F/T Cert

Occupatnl Therapy Asst, A.A.S.

Office Careers Certificate

Office Systems Technology (see Business Office Technology)

Owning/Managing a Virtual Home Office Certificate

Paralegal (see Legal Studies)

WARNING::Title Not Found

Physical Therapist Asst, A.A.S
PN to RN Transition, A.A.S
Practical Nursing F/T Cert
Power Plant Technology
Power Plant Technology, A.A.S.
Power Plant Technology Certificate
Radiologic Technology, A.A.S.
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
Respiratory Care
Respiratory Care, A.A.S.
CRT-RRT Transition, A.A.S.
Retail Sales Representative Certificate
WARNING::Title Not Found
Science Technology
Biotechnology, A.A.S.
Biotechnology, A.S.
Biotechnology Certificate
WARNING::Title Not Found
Supervision Management Certificate
Supply Chain Logistics Cert

- Surgical Technology Cert**
- Teleservice Representative Certificate**
- Teletrac Certificate**
- Veterinary Technology, A.A.S.**
- Virtual Home Office Certificate**
- Virtual Medical Office Certificate**
- Visual Merchandising Certificate**
- Web Application Certificate**
- Web Design Certificate**
- Web Developer Advanced Certificate**
- Welding (see Metal Fabrication or Railroad)**

ABLE

Academic Bridges to Learning Effectiveness.

ABLE is a nationally recognized program that supports students with learning disabilities, brain injuries and other neurological impairments as they make the transition to college.

Students work closely with a learning disabilities specialist to design an individualized curriculum. In addition to their college courses, students attend supplemental workshops, as well as attend weekly support group meetings to acquire and to build skills useful in both academic and work environments.

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.net) or a JCCC counselor.

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 Math*.....	3
	or	
MATH 171	College Algebra.....	3

BOT 101	Computerized Keyboarding.....	1
	Business Electives.....	3
	TOTAL CREDIT HOURS.....	16

Second Semester

ACCT 122	Accounting II*.....	3
BUS 150	Business Communication*.....	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.....	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, BUSE 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
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		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 Communications	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 of Private Security	3
ADMJ 146		Retail Security	3
ADMJ 148		Family Violence and Sexual Abuse	3
ADMJ 154		Fundamentals of Criminal Investigation*	3
ADMJ 170		Introduction to Substance Use and Abuse	3
ADMJ 201		Criminal Justice Communications	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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(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

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

Administrative Assistant

First Semester

MATH	120	Business Math*	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	Spreadsheets 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 I*	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 Math*.....	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	Spreadsheets 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 Math*.....	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
	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	Spreadsheets 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	Spreadsheets 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

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.

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 Systems*.....4
INDT 125 Industrial Safety.....3
MATH 120 Business Math*.....3
ENGL 121 Composition I*.....3
TOTAL CREDIT HOURS.....16

Second Semester

AUTO 165 Automotive Engine Repair*.....4
AUTO 167 Automotive Brake Systems*.....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	1-4
MATH 133	Technical Mathematics I*	4
PHYS 125	Technical Physics I*	4
BUSE 142	FastTrac Business Plan	3
CIS 124	Intro to Computing Concepts and Applications	3
CPCA 105	Introduction to Personal Computing	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 Systems*	2
AUTO 168	Automotive Manual Drivetrain and Axles*	3
AUTO 234	Automotive Electrical Systems*	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 advanced 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

Second Semester

BIOL 230	Microbiology*.....	3
CIS 124	Intro to Computing Concepts/Applic.....	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

*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 reverse cooperative program information:
<http://www.jccc.net/cooperative>

Science Department

Associate of Science Degree

First Semester

MATH 181	Statistics*	3
BIOL 135	Principles of Cell and Molecular Biology	4
CHEM 124	Chemistry I Lecture*	4
CHEM 125	Chemistry I Lab*	1
SPD 120	Interpersonal Communications	3
	or	
SPD 121	Public Speaking	3
	or	
SPD 125	Personal Communication	3
	or	
SPD 180	Intercultural Communication	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	Chemistry II Lecture*	4
CHEM 132	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 reverse cooperative program information:
<http://www.jccc.net/cooperative>

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*.....	4
TOTAL PROGRAM CREDIT HOURS.....		33

*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	Intro to Computing Concepts & Application.....	3
		and CPCA/CDTP elective.....	1
		or	
		CPCA/CDTP electives.....	4
Note: CPCA 105 and 106 do not meet requirements.			
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.....	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

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.

Associate of Applied Science Degree

First Semester

BUSE 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
BUSE 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	Intro to Computing Concepts/Applications.....	3
	and	
	CPCA/CDTP elective.....	1
	or	
	CPCA/CDTP electives.....	4

Note: CPCA 105 and 106 do not meet requirements.

BUSE 210	Entrepreneurship Internship I*.....	1
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BUSE 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

BUSE 190	Small Business Analysis*	2
BUSE 215	Entrepreneurship Internship II*	1
BUSE 142	FastTrac Business Plan	3
HIST 141	U	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	1
CPCA 108	Word Processing on Microcomputers I*	1
CPCA 110	Spreadsheets on Microcomputers I*	1
CPCA 111	Spreadsheets on Microcomputers II*	1
CPCA 114	Databases on Microcomputers I*	1
CPCA 115	Databases on Microcomputers II*	1
CPCA 141	Internet I*	1
CPCA 151	Internet II*	1
FASH 132	Marketing Communications	3
FASH 231	Merchandising Planning and Control*	3
HMGY 121	Perspectives Hospitality Management	3
MKT 121	Retail Management	3
SPD 120	Interpersonal Communications	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
BUSE 180	Opportunity Analysis	2
BUS 230	Marketing	3
CIS 124	Intro to Computing Concepts and Application	3

or

CPCA/CDTP	electives	3
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Note: CPCA 105 and 106 do not meet requirements.

MATH 120	Business Math or higher*	3
	Electives	3
	TOTAL CREDIT HOURS	17

Second Semester

BUS 145	Small Business Management	3
BUSE 131	Financial Management Small Business*	2
BUSE 160	Legal Issues for Small Businesses	2
BUSE 190	Small Business Analysis*	2
BUSE 210	Entrepreneurship Internship I*	1
	or	
BUSE 215	Entrepreneurship Internship II*	1
BUSE 142	FastTrac 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.

Vocational Certificate

BUSE 180	Opportunity Analysis	2
BUSE 142	FastTrac Business Plan	3
	TOTAL PROGRAM CREDIT HOURS	5

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 Application I*	2
BOT 165	Medical Transcription*	3
BOT 170	Medical Coding and Billing*	3
	TOTAL PROGRAM CREDIT HOURS	16
	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/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.

Vocational Certificate

(First and second semester courses)

BUSE	142	FastTrac Business Plan	3
BUSE	180	Opportunity Analysis	2
BUS	230	Marketing	3
BUS	145	Small Business Management	3
PCPA	161	Introduction to Web Pages*	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	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	Spreadsheets on Microcomputers I*	1

Second Semester

CPCA 151	Internet II*	1
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

(Business Office Technology 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

Cardiopulmonary Resuscitation

Designed for healthcare workers

Health Occupations

Area Vocational School Certificate

8 contact hours

AVHO 110 CPR for Health Care Providers.....0

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

80 hours of instruction

AVHO 104 Certified Medication Aide*.....0

*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

10 contact hours

AVHO 108 Certified Medication Aide Update*.....0

*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

96 contact hours

AVHO 102 Certified Nurse Aide.....0

Certified Nurse Aide Refresher

The CNA in Kansas is required to work at least eight hours a year 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.

Area Vocational School Certificate

10 contact hours

AVHO 103 Certified Nurse Aide Refresher course*.....0

*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

HMG121	Perspectives of Hospitality Management.....	3
HMG123	Professional Cooking I*.....	3
MATH 120	Business Math or higher*.....	3
CPCA 105	Introduction to Personal Computers.....	1

	or		
CPCA 106	Introduction to Personal Computers.....	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.....	3	
HMG T 145	Food Production Specialties*.....	3	
HMG T 285	Culinary Arts Practicum III*.....	2	
	TOTAL CREDIT HOURS.....	11	

Fourth Semester

HMG T 226	Garde Manger*.....	3	
HMG T 223	Fundamentals of Baking.....	3	
HMG T 277	Seminar.....	3	
HMG T 286	Culinary Arts Practicum IV*.....	2	
	TOTAL CREDIT HOURS.....	11	

Fifth Semester

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

Sixth Semester

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

*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.....	15-17

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	Math 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.....	64

(Approved Technical Electives)

BIOL 130	Environmental Science Lecture.....	3
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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	1
CPCA	108	Word Processing on Microcomputers I*	1
CPCA	110	Spreadsheets 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	3
DRAF	231	Computer-aided Drafting 3-D*	3
DRAF	242	Topics in CAD II*	2
GEOS	130	General Geology	5
GEOS	140	Physical Geography Lecture	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	Personnel Management	3
BUS	261	Business Law I	3
BUSE	131	Financial Management for Small Business*	2
BUSE	160	Legal Issues for Small Business	2

(Approved Computer Electives)

CPCA 105	Introduction to Personal Computers.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheets 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

Communication Design, A.A.S.

The communication 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 communication design field. JCCC has structured its communication 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 69 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.

Associate of Applied Science Degree

Transformation Semester

ART 124	Design 2D.....	3
CD 120	Introduction to Communication Design.....	3
CDTP 131	Desktop Publishing I.....	1
TOTAL CREDIT HOURS.....		7

First Semester--Fall

ART 129	Design Color.....	3
CD 130	Drawing and Media Methods 1*.....	3
CD 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
CD 131	Drawing and Media Methods 2*.....	3
CD 134	Layout Design*.....	3
CD 140	Technical Processes*.....	3
	Humanities Electives.....	3
	TOTAL CREDIT HOURS.....	15

Third Semester--Fall

CIM 135	Digital Imaging and Video*.....	3
	or	
PHOT 123	Studio Photography*.....	3
CD 230	Drawing and Media Methods 3*.....	3
CD 231	Advanced Typography*.....	3
CD 235	Production Methods*.....	3
	Social Science and/or Economics Elective.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Fourth Semester--Spring

CD 236	Electronic Production*.....	3
CD 244	Communication Systems*.....	3
CD 245	Advanced Design Practice*.....	3
CD 272	Professional Preparation*.....	3
	Science and/or Math Elective.....	3
	Technical/Studio Elective.....	1
	TOTAL CREDIT HOURS.....	16
	TOTAL PROGRAM CREDIT HOURS.....	69

Technical/Studio Electives

CDTP 151	Desktop Publishing II.....	1
CDTP 171	Desktop Publishing III.....	1
CDTP 135	Desktop Photo Manipulation I.....	1
CDTP 145	Desktop Illustration I.....	1
CDTP 155	Desktop Photo Manipulation II.....	1
CDTP 165	Desktop Illustration II.....	1
CDTP 185	Desktop Illustration III.....	1
CWEB 105	Intrduction to Web Pages.....	1
CWEB 115	Intermediate Web Pages.....	1
CWEB 130	Introduction to Flash.....	1
CPCA 123	Presentation Graphics*.....	1
PHOT 122	Advanced Photography*+.....	3
PHOT 127	Color Photography*+.....	3
CIM 135	Electronic Photography/Digital 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
CD 275	Communication Design Internship*^.....	1

*Prerequisite/Corequisite required

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

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

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	Keyboarding.....	1
DRAF 130	Introduction to CAD Concepts.....	3
CPCA 105	Introduction to Personal Computing.....	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.....	3
ENGL 121	Composition I*.....	3
MATH 133	Technical Math 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 Math 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	Spreadsheets on Microcomputers I*	1
CPCA 111	Spreadsheets on Microcomputers II*	1
CPCA 114	Databases on Microcomputers I*	1
CPCA 115	Databases on Microcomputers II*	1
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*	1
CPCA 161	Introduction to WEB pages*	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*	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 Computing	1
CPCA 138	Windows for Microcomputers*	1
CPCA	Elective	1
DRAF 130	Introduction to CAD Concepts	3
DRAF 230	Intermediate CAD	3
DRAF 231	Computer-aided Drafting 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

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.

Computer and Information Systems 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
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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	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 Structures Using C++*	4
Option in COBOL:		
CIS 248	COBOL II*	4
Option in JAVA:		
CIS 240	Advanced Topics in JAVA I*	4
Option in VISUAL BASIC:		
CIS 238	Visual Basic Intermediate Topics*	4
Level Three Programming Language Options:		
Option in C++:		
CIS 269	GUI Programming*	4
Option in COBOL:		
CIS 253	CICS*	4
Option in JAVA:		
CIS 280	Advanced Topics in JAVA II*	4
Option in VISUAL BASIC:		
CIS 277	Active Server Pages	4
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
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	4
CIS 145	Assembler Language for Microcomputers*	4
CIS 148	COBOL I*^	4
CIS 150	Assembler Language I*	4
CIS 204	UNIX Operating Systems*^	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++*	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	4
CIS 280	Advanced Topics in JAVA II*	4
CFOR 150	Introduction to Computer Forensics*	3
IT 200	Networking Technologies	3
IT 210	Network 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.

Computer and Information Systems 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.....1

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.....4
 CWEB 135 Web Databases I using Access*.....1
 CWEB 145 Web 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 Systems 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.

Computer and Information Systems Department

Vocational Certificate

Required Courses

CPCA 105	Introduction to Personal Computers.....	1
CPCA 106	Introduction to Personal Computers.....	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.....	1
CDTP 155	Desktop Photo Manipulation II.....	1
CDTP 145	Desktop Illustration I.....	1
CDTP 165	Desktop Illustration II.....	1

Select four courses of the following eight:

CDTP 140	Desktop Publishing I.....	1
CDTP 160	Desktop Publishing II.....	1
CDTP 131	Desktop Publishing I.....	1
CDTP 151	Desktop Publishing II.....	1
CDTP 171	Desktop Publishing III.....	1
CDTP 175	Desktop Photo Manipulation III.....	1
CDTP 180	Photoshop for the Web.....	1
CDTP 185	Desktop Illustration III.....	1

Select two courses of the following six:

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.....	1
CWEB 106	Introduction to Microsoft Front Page*.....	1
CWEB 108	GoLive I*.....	1
	TOTAL PROGRAM CREDIT HOURS.....	14

*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.

Computer and Information Systems Department

Vocational Certificate

Prerequisite:

CIS 134	Programming Fundamental.....	4
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Required Courses

First Semester

CIS 140	Editor for COBOL*.....	1
CIS 148	COBOL I*.....	4
	TOTAL CREDIT HOURS.....	5

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 HOURS.....	11

Third Semester

CIS 253	CICS*	4
CIS 258	Operating Systems*	3
CIS 260	Database Management*	4
CPCA 121	Introduction to Project Management*	1
	TOTAL CREDIT HOURS	12
	TOTAL PROGRAM CREDIT HOURS	28

*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.

Computer and Information Systems Department

Vocational Certificate

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	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*	4
	or		
CIS 243	Object-Oriented Analysis and Design	4
CIS 204	Unix Operating System and PERL	3
	TOTAL CREDIT HOURS	10-11

Third Semester

CIS 269	GUI Programming	4
	or		
CIS 240	JAVA I	4
CPCA 121	Introduction to Project Management	1
CIS 260	Database Management	4
	TOTAL CREDIT HOURS	9
	TOTAL PROGRAM CREDIT HOURS	30-31

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

** CS 205 students must take CS 255

WARNING::Title Not Found

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.

Computer and Information Systems Department

Vocational Certificate

Required Courses

First Semester

CPCA 105	Introduction to Personal Computers.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheets 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*.....	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.

Computer and Information Systems Department

Prerequisite:

CPCA 105	Introduction to Personal Computer.....	1
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First Semester

CWEB 101	Intro to the Web Using Internet Explorer*.....	1
CWEB 111	Intermediate Web Using Internet Explorer*.....	1
CPCA 114	Databases on Microcomputers I*.....	1
CWEB 106	Introduction to Microsoft FrontPage*.....	1
CWEB 105	Introduction to Web Pages.....	1
	and either	
CWEB 116	Intermediate Microsoft FrontPage*.....	1
	or	
CWEB 115	Intermediate Web Pages.....	1
CWEB 230	Introductory E-commerce Applications*.....	1
	TOTAL CREDIT HOURS.....	7

Second Semester

CWEB 135	Web Databases I Using Access*.....	1
CWEB 145	Web 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.....1
CDTP 145 Desktop Illustration I.....1
CWEB 130 Introduction to Flash*.....1

(Select two of the following three courses listed:)

CPCA 161 Introduction to Web Pages*.....1
CWEB 160 Introduction to Javascript*.....1
CWEB 107 Web Tools.....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.

Vocational Certificate

Note: CIS 134 Programming Fundamentals 4 credit hours is the prerequisite to most CIS/CS courses.

Courses that are prerequisites to the Web Developer Advanced Certificate:

CPCA 161 Introduction to Web Pages Using HTML.....1
CDTP 130 Desktop Publishing I.....
or
CDTP 131 Desktop Publishing I.....1
or
CDTP 140 Desktop Publishing I.....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 Java I.....4
CIS 260 Database Management.....4
TOTAL CREDIT HOURS.....15

Second Semester

CIM 130 Interactive Media Concepts*.....4
CIS 254 Unix System and Web Administration.....4
CIS 280 Java II.....4
CIS 275 Web-enabled Database Programming.....4
TOTAL CREDIT HOURS.....16
TOTAL PROGRAM CREDIT HOURS.....31

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

100 contact hours.....	0
AVCO 218 Advanced Esthetics Training*.....	0
*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.....	0
AVCO 112	Clinical Cosmetology.....	0
AVCO 114	Advanced Cosmetology*.....	0

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.....0

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.....0

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.....0

Note: TOTAL CONTACT HOURS.....350

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/RESP CARE^.....	4
RC 130	RESPIRATORY CARE EQUIPMENT^.....	4
RC 135	CARDIOPULMONARY MEDICINE I^.....	1
RC 220	CARDIOPULMONARY PHYSIOLOGY^.....	2
RC 230	CLINIC TOPICS & 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-BASIC LIFE SUPPORT HC PR^.....	1
RC 233	Respiratory Care of Children*.....	2
RC 245	CRT-RRT CLINIC TOPICS & PROC*.....	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.

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 for this cooperative, go to:
http://www.jccc.net/home/handbook/student.php/toc_hb1/toc_admissions/coop_programs

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*.....	3
KDA 125	Clinical Practice I*.....	2
KDA 126	Dental Assistant Seminar I*.....	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 Assistant Seminar II*.....	1
	TOTAL PROGRAM CREDIT HOURS.....	39

*Prerequisite/Corequisite required

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.....	5
DHYG 125	Developmental Dentistry*.....	2
DHYG 135	Dental Materials*.....	2
BIOL 146	General/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
	(corequisite: BIOL 225)	
	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

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 three areas of specialization: administration, care and education of young children with special needs, and infant/toddler care, and education. Credits will transfer to most 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
	Science course with Lab***.....	4
PSYC 215	Child Development*.....	3
	or	
PSYC 218	Human Development*.....	3
	TOTAL CREDIT HOURS.....	14

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 & Interacting w/ 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.....	5
	TOTAL CREDIT HOURS.....	17

Fourth Semester

EDUC 235	Parenting*.....	2
EDUC 284	Seminar.....	3
EDUC 285	Internship.....	3
	Humanities Elective.....	3
	Specialization courses.....	6
	TOTAL CREDIT HOURS.....	17
	TOTAL PROGRAM CREDIT HOURS.....	69

(Area of Specialization) select one

(Child Care Administration)

ACCT 121 Accounting I.....3
EDUC 280 Administration of Early Childhood Programs.....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)

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/CPR.....2

(*Recommended courses for the science requirement)**

Life Science

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

Physical Science

ASTR 122 Astronomy.....4
GEOS 130 General Geology.....5
GEOS 140 Physical Geography Lecture.....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 Communications**.....	3
	or	
SPD 121	Public Speaking.....	3
	TOTAL CREDIT HOURS.....	15

Summer Session

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

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

(Select one of the following courses:)

EDUC 205	Concepts in Early Childhood Education*^.....	3
EDUC 240	School-age Programs Curriculum I*.....	3
EDUC 280	Administration of Early Childhood Programs.....	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.....	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/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.....	1-4
CPCA 128	Personal Computer Applications.....	3
DRAF 120	Introduction to Drafting.....	2
DRAF 130	Introduction to CAD Concepts.....	3
DRAF 250	Electrical Drafting.....	3
ELEC 120	Introduction to Electronics.....	3
ELEC 125	Digital Electronics I.....	3
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
BUSE 142	FastTrac 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*.....	1-4
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.....	3
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 Communications.....	3
	Related Electives.....	3
	Technical Electives.....	3-5
	TOTAL CREDIT HOURS.....	16

Fourth Semester

EMS 121	CPR I-Basic Life Support Health Care 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.....	4
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.....	4
HVAC 223	Commercial Systems.....	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
	(must take concurrent with Math 133)	
CPCA 105	Introduction to Personal Computers.....	1
CPCA 121	Introduction to Project Management*.....	1

CPCA 141	Internet I*1
IT 200	Networking Technologies3

*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 Drawings2
	or	
MFAB 180	Blueprint and Symbols Reading for Welders2
	or	
HVAC 143	Reading Blueprints and Ladder Diagrams2
ELTE 123	Electromechanical Systems4
INDT 125	Industrial Safety3
MFAB 121	Introduction to Welding4
	or	
MFAB 127	Welding Processes2
	Technical Electives11-13
	TOTAL PROGRAM CREDIT HOURS24
	CREDIT HOURS24

Technical Electives

ELEC 120	Introduction to Electronics3
ELEC 133	Programmable Controllers3
ELEC 165	Advanced Programmable Controllers*3
ELTE 122	National Electrical Code I4
ELTE 200	Commercial Wiring Methods*4
ELTE 205	Industrial Electrical Wiring*4
HVAC 121	Basic Principles of HVAC*4
CET 105	Construction Methods3
MFAB 125	Advanced Gas and Arc Welding*4
MFAB 140	Maintenance Repair Welding*3
MFAB 170	Basic Machine Tool Processes4
MFAB 240	Metallurgy2
INDT 155	Workplace Skills1

*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 Communications.....	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.

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 124	Microcomputer Hardware.....	3
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.....		18

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

First Semester

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

Second Semester

EMS 230	MICT III.....	12
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Third Semester

EMS 271	MICT IV.....	15
	TOTAL PROFESSIONAL CREDIT HOURS.....	47
	TOTAL PROGRAM CREDIT HOURS.....	64

*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.

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

Vocational Certificate

First Semester

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

Second Session

EMS 230	MICT III	12
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Third Semester

EMS 271	MICT IV	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

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.....	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 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.....	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.....	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.....	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
	Health and/or Physical Education Elective.....	1
	Fashion Elective.....	3
	TOTAL CREDIT HOURS.....	17

Third Semester

FASH 127	CAD.....	4
	or	
FASH 140	Garment Design I*.....	3
FASH 283	Fashion Internship I.....	1
MATH 120	Business Math or higher*.....	3
	Fashion Electives.....	3
	Elective.....	4-5
	TOTAL CREDIT HOURS.....	15

Fourth Semester

FASH 242	Consumer Product Evaluation.....	3
FASH 280	Capstone.....	3
FASH 284	Fashion Internship II.....	1
BUS 150	Business Communications*.....	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.....	4
FASH 143	Tailoring*.....	4
FASH 230	Fashion Illustration II*.....	3
FASH 268	Field Study.....	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.....	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	Instructional Methods*.....	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
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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 Program Algorithms Using C++*.....	4
CS	205	Concepts of Program Algorithms Using JAVA*.....	4
CS	210	Discrete Structures I*.....	3
CIS	162	Database Programming*.....	4
CIS	242	Systems 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

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.

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 Physiology.....	5
BIOL	227	Human Pathophysiology*.....	4
ENGL	121	Composition I*.....	3
SPD	121	Public Speaking.....	3
		Elective (Intro to Psych strongly recommended).....	3

American Institutions

HIST	140	U.....	3
		or	
HIST	141	U.....	3
		or	
POLS	122	Political Science.....	3
		or	
POLS	124	American National Government.....	3
		or	
POLS	126	State and Local Government.....	3
SOSC	153	Readings in Social Science-Missouri.....	

Constitutions (must take at MCC).....1

(Specific Program Requirements-must be taken at JCCC)

BOT 155 Word Processing Applications I*.....2
CIS 124 Intro Computing Concepts and Applications.....3
or
CPCA 110 Spreadsheets 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)

KMRT 101 Intro to the Medical Records Profession.....2
KMRT 102 Health Record Systems, Analysis/Control.....3
KMRT 103 Medical Terminology for Medical Records.....3
KMRT 106 Health Statistics.....3
KMRT 108 Legal Aspects of Medical Records.....2
KMRT 109 Directed Practice I.....2
KMRT 110 Pharmacology.....1
KMRT 111 Intro Medical Insurance & Office Procedure.....1
KMRT 200 Intro to Classification Systems*.....1
KMRT 201 Quality Management.....3
KMRT 202 Class Syst, Nomenclatures, Indexes & Regis I.....4
KMRT 203 Directed Practice II.....2
KMRT 206 Specialized Health Records Systems.....2
KMRT 207 Class Syst, Nomenclatures, Indexes & Regis II.....3
KMRT 208 Directed Practice III.....2
KMRT 210 Class Syst and Nomenclatures Ambulatory Care*.....3
KMRT 211 Organization & Administration in Health Info.....3
TOTAL PROGRAM CREDIT HOURS.....69

*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

21 contact hours

AVHO 106 Home Health Aide*.....0

*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

48 contact hours

AVHO 115 I.....0

*Prerequisite/Corequisite required

Occupational 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.

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.....	3
	or	
HIST 141	U.....	3
	or	
POLS 122	Political Science.....	3
	or	
POLS 124	American National Government.....	3
	or	
POLS 126	State and Local Government.....	3
SOSC 153	Readings in Social Science-Missouri.....	
	Constitutions (must take at MCC).....	1

(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/Physiology Dissection*.....	1
	(BIOL 144 must be taken first)	
	or	

Option 2

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

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

KOT 112	Basic Emergency Patient Care.....	1
KOT 100	Intro to Occupational Therapy.....	2
KOT 102	Documentation Guidelines*.....	2
KOT 103	Clinical Conditions*.....	2
KOT 106	Therapeutic Interventions*.....	4
KOT 116	Level I Fieldwork I*.....	1
KOT 118	Assistive Technology*.....	2
KOT 120	Pediatrics*.....	3
KOT 121	Level Fieldwork II*.....	5
KOT 130	Analysis of Physical Performance*.....	3
KOT 154	Applied Neurology*.....	2
KOT 201	Mental Health*.....	2
KOT 202	Physical Dysfunction*.....	3
KOT 203	Gerontology*.....	3
KOT 208	Splinting*.....	2
KOT 212	Level I Fieldwork III*.....	2
KOT 217	Fieldwork Seminar*.....	3
KOT 222	Level II Fieldwork*.....	12
	TOTAL PROGRAM CREDIT HOURS.....	77

*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.

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	3
	or	
HIST 141	U	3
	or	
POLS 122	Political Science	3
	or	
POLS 124	American National Government	3
	or	
POLS 126	State and Local Government	3
SOSC 153	Readings in Social Science-Missouri Constitutions (Must take at MCC)	1

(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/Physiology Dissection* (BIOL 144 must be taken first)	1
	or	

Option 2

BIOL 140	Human Anatomy	4
	and	
BIOL 225	Human Physiology* (BIOL 140 and CHEM 122 must be taken before BIOL 225)	4

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

KPT 102	Basic Emergency Patient Care	1
KPT 151	Intro to Physical Therapy	2
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

*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.

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	US History to 1877	3
	or	
HIST 141	US 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
SOSC 153	Missouri Constitutions	1

(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)

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	Radiologic 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.....76
 *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

32 contact hours
 AVHO 112 Rehabilitative Aide*.....0
 *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.

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/Physiology Dissection*.....1

Specific Program Requirements

Must be taken at Penn Valley

KST 100 Introduction to Surgical Technology.....2
 KST 102 Fundamentals of Operating Techniques.....11
 KST 105 Pharmacology for the Surgical Technologist.....2
 KST 106 Aseptic Technique for 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 116 Career Development for the Surgical Tech.....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-Basic Life Support 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 & Fabrication	3
HVAC 221	Commercial Systems	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	4
ELTE 122	National Electrical Code I	4
CPCA 105	Introduction to Personal Computers	1
	TOTAL CREDIT HOURS	16

Fourth Semester

HVAC 229	Advanced Controls 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
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 Blueprint and Ladder Diagrams	2
HVAC 150	Refrigerant Management and Certification	1
HVAC 167	Sheet Metal Layout and Fabrication	3
HVAC 221	Commercial Systems	4
HVAC 223	Commercial Systems	4
HVAC 229	Advanced Controls 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 Blueprint 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 Blueprint and Ladder Diagrams	2
HVAC 155	Workplace Skills	1
INDT 125	Industrial Safety	3
ENGL 121	Composition I*	3
EMS 121	CPR I-Basic Life Support 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	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	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
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(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.....	4
HVAC 127	Residential Systems.....	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.....	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 information:

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

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

HMG T 121	Perspectives of Hospitality Management.....	3
SPD 125	Personal Communications.....	3
	or	
SPD 120	Interpersonal Communications.....	3
MATH 120	Business Math or higher*.....	3
CPCA	Computer Elective.....	1
ENGL 121	Composition I*.....	3
HMG T 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.....3
HMG 271 Seminar in Hospitality Management.....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.....3
TOTAL CREDIT HOURS.....16
TOTAL PROGRAM CREDIT HOURS.....66

Hospitality Program Electives

FL 133 Basic Spanish/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.....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.....3
HMG 273 Hospitality Cost Accounting*.....3

HMG 275	Seminar in Hospitality Management.....	3
MATH 120	Business Math*.....	3
	TOTAL 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 reverse cooperative program information:
<http://www.jccc.net/cooperative>

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/CPR.....	2
HMG 132	Seminar.....	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.....	3
HMG 123	Professional Cooking I*.....	3
	TOTAL CREDIT HOURS.....	15

Summer

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

Third Semester

SPD 125	Personal Communications.....	3
	or	
SPD 120	Interpersonal Communications.....	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/Hospitality Management.....	2
HMEC 151	Nutrition and Meal Planning.....	3
HMG 126	Food Management*.....	3
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.....	3
HMG 277	Seminar.....	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.

Associate of Applied Science Degree

First Semester

IT 200	Networking Technologies.....	3
IT 205	Implementing Windows Client*.....	3
ELEC 185	LAN Cabling and Installation.....	3
ELEC 124	Microcomputer Hardware.....	3
ENGL 121	Composition I*.....	3
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	16

Second Semester

IT 210	Netware Administration*.....	3
IT 221	Windows Server*.....	3
IT 246	Introduction to Routers*.....	3
CPCA 121	Introduction to Project Management*.....	1
MATH 171	College Algebra.....	3
ENGL 122	Composition II*.....	3
	or	
ENGL 123	Technical Writing I*.....	3
	TOTAL CREDIT HOURS.....	16

Third Semester

IT 225	Windows Active Directory Services*.....	3
IT 230	Unix Fundamentals*.....	3
IT 245	Network Infrastructure*.....	3
CIS 134	Programming Fundamentals.....	4
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	16

Fourth Semester

IT	250	Networking Seminar*	3
SPD	121	Public Speaking	3
		or	
SPD	125	Personal Communication	3
		Social Science and/or Economics Elective	3
		Technical Elective	7
		TOTAL CREDIT HOURS	16
		TOTAL PROGRAM CREDIT HOURS	64

Technical Electives

IT	227	SQL Server Administration*	3
IT	247	Introduction to Wide-area Networks*	3
IT	271	Information Technology Internship I*	3
IT	272	Information Technology Internship II*	3
ELEC	120	Introduction to Electronics	3
ELEC	150	Introduction to Telecommunications	3
ELEC	250	Microcomputer Maintenance*	3
CS	200	Concepts of Program Algorithms Using C++	4
CIS	138	Visual Basic	4
CIS	162	Database Programming*	4
CIS	204	Unix Operating System*	3
CIS	238	Visual Basic Intermediate Topics*	4
CPCA		Any CPCA Course (except CPCA 105 & CPCA 106)	
		*Prerequisite/Corequisite required	

Network Administration: UNIX Certificate

This certificate is a 24-credit-hour program that students can complete in three 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	185	LAN Cabling and Installation	3
ELEC	124	Microcomputer Hardware	3
IT	205	Implementing Windows Client*	3
IT	230	Unix Fundamentals*	3
IT	231	Unix Administration*	3
		Technical Electives	6
		TOTAL CREDIT HOURS	24

Technical Electives

IT	210	Netware Administration*	3
IT	221	Windows Server*	3
IT	227	SQL Server Administration*	3
IT	245	Network Infrastructure*	3
IT	246	Introduction to Routers*	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	120	Introduction to Electronics	3
ELEC	150	Introduction to Telecommunications	3
ELEC	250	Microcomputer Maintenance*	3
CS	200	Concepts of Program Algorithms Using C++*	4
CIS	134	Programming Fundamentals	4
CIS	138	Visual Basic	4
CIS	162	Database Programming*	4
CIS	204	Unix Operating System*	3

CIS 238	Visual Basic Intermediate Topics*	4
CPCA	Any CPCA Course* (except CPCA 105)	
*Prerequisite/Corequisite required		

Network Administration: Windows Certificate

The networking administration: windows vocational certificate is a 27-credit-hour program that students can complete in three 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.

Vocational Certificate

IT 200	Networking Technologies	3
ELEC 185	LAN Cabling and Installation	3
ELEC 124	Microcomputer Hardware	3
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	6
TOTAL PROGRAM CREDIT HOURS		27

Technical Electives

IT 210	Netware Administration*	3
IT 227	SQL Server Administration*	3
IT 230	Unix Fundamentals*	3
IT 246	Introduction to Routers*	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 120	Introduction to Electronics	3
ELEC 150	Introduction to Telecommunications	3
ELEC 250	Microcomputer Maintenance*	3
CS 200	Concepts of Program Algorithms Using C++*	4
CIS 134	Programming Fundamentals	4
CIS 138	Visual Basic	4
CIS 162	Database Programming*	4
CIS 204	UNIX Operating System*	3
CIS 238	Visual Basic Intermediate Topics*	4
CPCA	Any CPCA Course* (except CPCA 105)	
*Prerequisite/Corequisite required		

Network Connectivity Certificate

The network connectivity vocational certificate is a 15-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.

Vocational Certificate

IT 200	Networking Technologies	3
ELEC 124	Microcomputer Hardware	3
ELEC 185	LAN Cabling and Installation	3
IT 246	Introduction to Routers*	3
IT 247	Introduction to Wide-area Networks*	3
TOTAL CREDIT HOURS		15

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	4
	or	
CIM 154	Interactive Authoring I	4
	or	
CIM 156	Interactive Authoring I	4
CIM 200	Interactive Communication Forms*	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	4
	or	

CIM 154	Interactive Authoring I.....	4
	Note:Whichever course not already taken as a requirement or	
CIM 156	Interactive Authoring I.....	4
CIS 162	Database Programming*.....	4
BUS 141	Principles of Management.....	3
CIM 235	Advanced Digital Video*.....	3
CIM 252	Interactive Authoring II.....	4
CIM 254	Interactive Authoring II.....	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.....	4
	or	
CIM 154	Interactive Authoring I.....	4
CIM 200	Interactive Communication Forms*.....	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.....	4
CIM 200	Interactive Communication Forms*.....	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 Communications I for Interior Design.....	3
ITMD 133	Furniture & Ornament/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.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3
ITMD 231	Furniture & Ornament/Renaiss to 20th Century.....	3
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	18

Third Semester

ITMD 223	Contract Design*.....	3
ITMD 275	Seminar.....	2
ITMD 282	Interiors Internship I*.....	1
ART 180	Introduction to Art History.....	3
ECON 130	Basic Economic Issues.....	3
	or	
ECON 230	Economics I.....	3
ITMD 140	Draperies, Treatments and Construction*.....	1
ITMD 145	Upholstery Construction*.....	1
ITMD 147	Lighting Design and Planning*.....	1

Fourth Semester

ITMD 234	Kitchen and Bath.....	3
ITMD 273	Seminar.....	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.....	2
FASH 135	Image Management.....	1
	or	
ITMD 180	Leadership in Design.....	1
	Health and/or Physical Education Elective.....	1
	TOTAL CREDIT HOURS.....	15
	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.....	3
ITMD 296	Interior Design.....	3

*Prerequisite/Corequisite required

Interior Design Retail Sales/Manufact 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/pending/catalog/spring-2005/toccareerprograms/careerprograms/VC-INDRSMREP>

Interior Design

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 information:
http://www.jccc.net/home/handbook/student.php/toc_hb1/toc_admissions/coop_programs

Associate of Applied Science Degree

First Semester

ITMD 121	Interior Design I.....	3
ITMD 133	Furniture & Ornament/Antiquity to Renaissance.....	3
DRAF 261	Graphic Communications for 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.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3
ITMD 231	Furniture & Ornament/Renaiss to 20th Century.....	3
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	18

Third Semester

	Interiors Elective.....	3
ITMD 275	Seminar.....	2
ITMD 282	Interiors Internship I*.....	1
ART 180	Introduction to Art History.....	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.....	3
	or	
ITMD 223	Contract Design*.....	3
ITMD 273	Seminar.....	2
ITMD 284	Interiors Internship II*.....	1
	Business/Business Entrepreneurship/ Marketing Electives.....	6
ITMD 239	Capstone.....	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.....	3
ITMD 296	Interior Design.....	3
ITMD 140	Draperies, Treatments 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
BUSE 131	Financial Management for Small Business*.....	2

BUSE 142	FastTrac Business Plan.....	3
BUSE 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 & Ornament/Antiquity to Renaissance.....	3
DRAF 261	Graphic Communications for 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.....	3
ITMD 132	Interior Products.....	3
MKT 134	Creative Retail Selling.....	3
ITMD 231	Furniture & Ornament/Renaiss to 20th Century.....	3
BUS 150	Business Communications*.....	3
	TOTAL CREDIT HOURS.....	18

Third Semester

	Interiors Elective.....	3
ITMD 275	Seminar.....	2
ITMD 282	Interiors Internship I*.....	1
ART 180	Introduction to Art History.....	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
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ITMD 273	Seminar.....	2
ITMD 284	Interiors Internship II*.....	1
	Business/Marketing Elective.....	3
FASH 125	Visual Merchandising.....	3
ITMD 239	Capstone.....	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.....	3
ITMD 296	Interior Design.....	3
ITMD 140	Draperies, Treatments 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.....	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 (must be passed with a 'C' or higher)

INTR 120	Elementary American Sign Language I.....	3
INTR 121	Elementary American Sign Language II*.....	3
ENGL 121	Composition I*.....	3
	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 Communications***.....	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	Interpreter Practicum I*.....	1
INTR 223	Advanced American Sign Language*.....	3
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	Interpreting II*.....	2
INTR 262	Seminar on Interpreting*.....	3
INTR 282	Interpreting Practicum II*.....	6
AAC 150	Job Search Skills.....	1
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	15
	TOTAL PROGRAM CREDIT HOURS.....	67

*Prerequisite/Corequisite required

Note:

**Effective fall 2005, this course is required to meet the Social Science and/or Economics Elective. However, it is only suggested for students enrolling in fall 2004.

***Effective fall 2005, this course is required to meet the Communication Elective. However, it is only suggested for students enrolling in fall 2004. 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.

WARNING::Title Not Found

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 Math*.....	3
MATH 122	Mathematics in our Culture*.....	3
MATH 133	Technical Mathematics I*.....	4
MATH 134	Technical Mathematics II*.....	5

MATH 165	Finite Math*	3
MATH 171	College Algebra*	3
MATH 172	Trigonometry*	3
MATH 173	Precalculus*	3
MATH 175	Discrete Math*	3
MATH 181	Statistics*	3
MATH 225	Math as a Decision Making Tool*	3
MATH 231	Business & Applied Calculus I*	3
MATH 232	Business & 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

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 Studies	1

First Semester

	Humanities Elective	3
SPD 120	Interpersonal Communications	3
	or	
SPD 121	Public Speaking	3
	or	
SPD 125	Personal Communications	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	Intro to Computing Concepts and Applications	3
	or the following three:	
CPCA 108	Word Processing on Microcomputers I*	1
	and	
CPCA 110	Spreadsheets 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	Will, 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.

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
LAW	260	Personal Injury Law*.....	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 Law*.....	3
LAW	152	Real Estate Law*.....	3
LAW	162	Family Law*.....	3
LAW	171	Law Office Management*.....	3
LAW	212	Business Organization*.....	3
LAW	241	Wills, Trust and Probate*.....	3
LAW	245	Elder Law*.....	3
LAW	266	Employment Law*.....	3
LAW	268	Bankruptcy*.....	2
		TOTAL PROGRAM CREDIT HOURS.....	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 Studies.....	1

First Semester

CPCA	128	Personal Computer Applications.....	3
		or	
CIS	124	Intro to Computing Concepts and Applications.....	3
		or the following three:	
CPCA	108	Word Processing on Microcomputers I*.....	1
		and	
CPCA	110	Spreadsheets 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	Will, 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	Intro to Computing 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
HIST 141	U.....	3
BUS 261	Business Law I.....	3
AAC 150	Job Search Skills.....	1
MKT 289	Marketing and Management Internship IV.....	1
MKT 290	Capstone.....	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
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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.

WARNING::Title Not Found

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	Intro to Computing 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 Communication*.....	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 Math*.....	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	Intro to Computing Concepts and Applications^.....	3
		and CPCA/CDTP elective.....	1
or			
		CPCA/CDTP electives.....	4

Note: CPCA 106 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 Math*.....	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.

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.....	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/CPR.....	2
INDT 155	Workplace Skills.....	1
	TOTAL CREDIT HOURS.....	16

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

Related Electives

AUTO 121	Small Engine Service.....	3
BUS 120	Management Attitudes and Motivation.....	3
BUS 145	Small Business Management.....	3
BUSE 142	FastTrac Business Plan.....	4
CET 105	Construction Methods.....	3
CIS 124	Intro to Computing 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

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

*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 and 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, schools 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.

Associate of Applied Science Degree

Note: CNA certification will be required as a prerequisite in fall 2003.

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
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	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	

Second Semester

	Communications Elective.....	3	
PSYC 218	Human Development*.....	3	
NURS 122	Nursing Across the Life Span - Part I*.....	9	
	TOTAL CREDIT HOURS.....	15	

Summer

ENGL 121	Composition I*.....	3	
	TOTAL CREDIT HOURS.....	3	

Third Semester

NURS 221	Nursing Across the Life Span - Part II*.....	9	
SOC 122	Introduction to Sociology.....	3	
	or		
SOC 125	Social Problems.....	3	
BIOL 230	Microbiology*.....	3	
	TOTAL CREDIT HOURS.....	15	

Fourth Semester

NURS 222	Managing Client Care*.....	9	
	Humanities Elective.....	3	
	Health and/or Physical Education Elective.....	1	
	TOTAL CREDIT HOURS.....	13	
	TOTAL PROGRAM CREDIT HOURS.....	71	

*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.

Associate of Applied Science Degree

(LPN to RN Transition)

Note: Students must successfully complete NURS 123 and NURS 221 before advanced standing credits for NURS 121 and NURS 122 will be granted
Prerequisite: Prior to enrolling in NURS 221

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 123	LPN-RN Transition course*	6
	TOTAL CREDIT HOURS	6

Third Semester

BIOL 230	Microbiology*	3
NURS 221	Nursing Across the Life Span - Part II*	9
SOC 122	Introduction to Sociology	3
	or	
SOC 125	Social Problems	3
	TOTAL CREDIT HOURS	15

Fourth Semester

NURS 222	Managing Client Care*	9
	Humanities Elective	3
	Health and/or Physical Education Elective	1
	TOTAL CREDIT HOURS	13
	TOTAL PROGRAM CREDIT HOURS	77

*Prerequisite/Corequisite required

Note: Total Program Hours include 18 hours APL for NURS 121/122.

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

Note: Prerequisite courses are
CNA certification, BIOL 144,
PSYC 130, CPCA 105, MATH 111

Fall

AVPN 115	Nursing I*	0
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Spring

AVPN 117	Nursing II*	0
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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 Blueprint 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/Exhaust*.....	3
PPT 251	Intro to Power Plant Steam/Water Cycle*.....	3
PPT 230	Introduction to Water Chemistry/Treatment.....	3
	Humanities Elective.....	3
	TOTAL CREDIT HOURS.....	15

Fourth Semester

PPT 280	Power Plant Operations/Process Controls*.....	3
SPD 120	Interpersonal Communication.....	3
EMS 121	CPR-Basic Life Support Health 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 Blueprint and Ladder Diagrams.....	2
PPT 130	Basic Hydraulics, Mechanics and Pneumatics.....	3
TOTAL CREDIT HOURS.....		15

Second Semester

PPT 251	Intro to Power Plant Steam/Water Cycle*.....	3
INDT 155	Workplace Skills.....	1
PPT 250	Intro to Power Plant Combustion/Exhaust*.....	3
PPT 280	Power Plant Operations/Process Controls*.....	3
PPT 230	Intro to Water Chemistry/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
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 Auto Glass.....	3
AUTO	125	Introduction to Automotive Shop Practices.....	3
BOT	101	Computerized Keyboarding.....	1
BOT	103	Business English.....	3
BOT	105	Keyboarding/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.....	1
CPCA	106	Introduction to Personal Computers.....	1
CPCA	128	Personal Computer Applications.....	3
CIS	110	Introduction to Computers.....	2
CIS	124	Intro to Computing 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.

Railroad Operations

Associate of Applied Science Degree

First Semester

CPCA 105	Introduction to Personal Computers	1
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CPCA 108	Word Processing on Microcomputers I*	1
CPCA 110	Spreadsheets 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 Operations*	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 Computing	1
CPCA 108	Word Processing on Microcomputers I*	1
CPCA 110	Spreadsheets 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 Math 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

INDT 140	Quality Control 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	Microprocessor Hardware	3
ELEC 133	Programmable Controllers	3
ELEC 150	Introduction to Telecommunications	4
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	1

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.....	1
CPCA 108	Word Processing on Microcomputers I*.....	1
CPCA 110	Spreadsheets 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.....	1
ENGL 121	Composition I*.....	3
MATH 133	Technical Mathematics I*.....	4
PHIL 124	Logic and Critical Thinking.....	3
RRT 120	History of Railroadng.....	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	Thermite 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	Microprocessor 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 reverse cooperative program information; go to <http://www.jccc.net/cooperative>

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
(BIOL 231 Micro Lab is also strongly suggested)		
EMS 121	CPR I Basic Life Support Health Care Provider.....	1
HC 101	Introduction to Health Care Delivery**.....	3
	Communications Elective.....	3
	TOTAL CREDIT HOURS.....	11

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*.....	1
(Current BCLS for Health Care Provider required)		

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
		WITH HC ELECTIVE COURSE.....	74

*Prerequisite/Corequisite required

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

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	Transportation Operations & Management.....	3
KSCL	213	Warehousing & Distribution Centers.....	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	Intro to Computing 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.

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	US History to 1877.....	3
	or	
HIST 141	US 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
SOSC 153	Missouri Constitutions.....	1

(Specific Program Requirements-must be taken at JCCC)

BIOL 127	General Zoology.....	5
BIOL 230	Microbiology Lecture*.....	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)

KSAH 108	Clinical Mathematics.....	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	Animal 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

*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)

Bus Entrep-See Entrepreneurshi (BUSE)

Business (BUS)

Business Logistics Management (KSCL)

Business Office Technology (BOT)

- C -

Chemistry (CHEM)

Civil Engineering Technology (CET)

Communication Design -see GDES (CD)

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 Assisting (KDA)
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)

- F -

Fashion Merchandising/Design (FASH)
Fire Services Administration (FIRE)
Foreign Language (FL)

- G -

Game Development (GAME)
Geoscience (GEOS)

- 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)
Professional Paraeducator (PPED)
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 notetaking, 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 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 AAC, 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 AAC, 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 AAC 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 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 121**INDIVIDUALIZED STUDY (2 CR)**

This self-instructional course is designed for students who want to improve in one or two of the following AAC areas: study skills, reading comprehension, reading rate, vocabulary improvement, advanced spelling 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 AAC 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 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 students program.

AAC 135
CAREER/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 interest, 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

COMPUTER ACCOUNTING APPLICAT (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 ACCT 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

ACCT/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.

ADMJ 121
INTRO TO ADMIN 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. 3 hrs/wk.

ADMJ 124
CRIMINAL JUSTICE & 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. The major focus of the course will be a sociological perspective of the penal system. 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 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
FUND CRIMINAL INVESTIGATION (3 CR)

Prerequisite: ADMJ 124

Topics covered in this course will include crime-scene search techniques, collection and preservation of evidence, interviewing, and logical reconstruction of the crime. 3 hrs./wk.

ADMJ 170
INTRO/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
CRIMINAL JUSTICE COMMUNICTNS (3 CR)

This class will help students develop their verbal and written communications in the criminal justice area. Emphasis will be placed on the development of skills in interviewing, interrogation and report writing. The major emphasis will be placed upon the development of basic skills used in technical writing in the criminal justice field. 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 & 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**ADMIN JUSTICE INTERNSHIP (3 CR)**

Prerequisite: Fifteen credit hours in ADMJ courses or division administrator 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
ARCH HISTORY: ANCIENT/MIDDLE AG (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
ARCH HIST: REN/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)

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./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)

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./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 HIST: ANCIENT/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/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: INTRO 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, 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, 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 AUTO 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 & 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

INTRO TO AUTO 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

AUTO STEERING & 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**AUTO MANUAL DRIVE TRAINS&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. 1hr. lecture, 6 hrs. lab/wk,

AUTO 230**AUTO HEATING& 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 TRANSMIS/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 TECH 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 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 124
OCEANUS: THE MARINE ENVIRON (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

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 135

PRINCIP CELL & MOLECULAR BIOL (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 human body. They will concentrate on a detailed analysis of the structure of each body system. 3 hrs. lecture, 3 hrs. lab/wk.

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.

BIOL 145

HUMAN ANAT/PHYSIO 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

BIOL 146

GENERAL/HEAD & 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 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: BIOL 140 or BIOL 144 or BIOL 146 and CHEM 122

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.

Bus Entrep-See Entrepreneurshi (BUSE)

BUSE 131
FINANCIAL MGT FOR SM 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 statements; 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.

BUSE 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, analyze and organize market research data into a marketing plan; and prepare the financial projections 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.

BUSE 160
LEGAL ISSUES FOR SM 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.

BUSE 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.

BUSE 190
SMALL BUSINESS ANALYSIS (2 CR)

Prerequisite: BUSE 131 and BUSE 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.

BUSE 210

ENTREPRENEURSHIP INTERNSHIP I (1 CR)

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 Applied Science degree in Business Entrepreneurship. Either BUSE 210, Entrepreneurship Internship I, or BUSE 215 Entrepreneurship Internship II is required for a Vocational Certificate in Business Entrepreneurship.

BUSE 215

ENTREPRENEURSHIP INTERNSHIP II (1 CR)

Prerequisite: BUSE 140

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 Applied Science degree in Business Entrepreneurship. Either BUSE 210, Entrepreneurship Internship I, or BUSE 215, Entrepreneurship Internship II is required for a Vocational Certificate in Business Entrepreneurship.

Business (BUS)

BUS 120

MANAGEMENT ATTITUDES & MOTIVAT (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 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
INTRO 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 ENVIRON INTERN 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/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 system 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 are part of the course. The Council of Logistics Management's guidelines will be emphasized. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO.

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. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO.

KSCL 212

TRANSPORT OPERATIO/ MANAGEMENT (3 CR)

This course covers the significance of an integrated, 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. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO.

KSCL 213

WAREHOUSNG & DISTRIBUTION CTRS (3 CR)

Warehousing and Distribution Centers 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. Course taught at Blue River Community College, 20301 East 78 Highway, Independence, MO.

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/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 PROCESS APPLICA 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 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 APPLIC (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 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

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 132
GENERAL CHEMISTRY II LAB (1 CR)

Prerequisite: CHEM 124 and CHEM 125 Corequisite: CHEM 131

The laboratory consists of qualitative and quantitative experiments designed to parallel and support General Chemistry II Lecture. 3 hrs./wk.

CHEM 140
PRIN 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 & 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.

Communication Design -see GDES (CD)

CD 120
INTROD TO COMMUNICATION DESIGN (3 CR)

This course is designed to acquaint the student with the various aspects of the communication design field. Topics include the ways in which visual messages are used in society, the skills needed by a communication designer and the potential areas of specialization and employment. Emphasis will be on assisting the student to make an informed decision about communication design as a career. 3 hrs. lecture/wk.

CD 130
DRAWING AND MEDIA METHODS 1 (3 CR)

Prerequisites: ART 124 and 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.

CD 131
DRAWING AND MEDIA METHODS 2 (3 CR)

Prerequisite: 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 and studio/wk.

CD 132
TYPOGRAPHY (3 CR)

Prerequisites: ART 124 and 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.

CD 134
LAYOUT DESIGN (3 CR)

Prerequisite: 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.

CD 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 explored. Analysis of output and file management and the understanding of proofing systems will be covered. Proper usage of peripheral equipment will be emphasized. 6 hrs. lecture and studio/wk.

CD 230
DRAWING AND MEDIA METHODS 3 (3 CR)

Prerequisite: CD 131

This course will provide an understanding of the application of illustration to communication design. Visual problem-solving processes acquired in Drawing Methods 2 will be further developed through problems in image composition emphasizing expressive communication. Techniques in traditional and digital media are explored. This course is typically offered in the fall semester only. 6 hrs. lecture and studio/wk.

CD 231
ADVANCED TYPOGRAPHY (3 CR)

Prerequisite: 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.

CD 235
PRODUCTION METHODS (3 CR)

Prerequisites: CD 134 and 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.

CD 236
ELECTRONIC PRODUCTION (3 CR)

Prerequisites: CD 230 and CD 231 and CD 235 and PHOT 123

This course is a continuation of the Production Methods course, providing

experience in digital prepress and other 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.

CD 244
COMMUNICATION SYSTEMS (3 CR)

Prerequisites: CD 230 and CD 231 and 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 the 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.

CD 245
ADVANCED DESIGN PRACTICE (3 CR)

Prerequisites: CD 230 and CD 231 and 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.

CD 272
PROFESSIONAL PREPARATION (3 CR)

Prerequisites: The student must have completed all required studio courses in the communication 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 communication 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.

CD 275
COMMUNICATION DESIGN INTERNSHP (1 CR)

Prerequisites: Communication 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 communication 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.

Computer Desktop Publishing (CDTP)

CDTP 131
DESKTOP PUBLISH 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 MAN 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 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 PUBLISH II: QUARKXPRESS (1 CR)

Prerequisite: CDTP 131

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 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 155

DESKTOP PHOTO MAN 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 PUBLISH 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
DESKTP PUBLISH 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
DKTP PHOTO MAN 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
PHOTOSHP/WEB:PHOTSHP/IMAGE RDY (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
DESKTP ILLUSTR 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 imagemap for the Web. 1 hr. lecture/wk.

Computer Forensics (CFOR)

CFOR 150

INTRO 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

INTRO COMPUT/CONCEPTS & APPLIC (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 MICROS (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 INTERMED 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 of .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
INTRO SYSTEM DESIGN/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

APPL DEVELOPMENT & 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 PROGRAMMI (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 PROGRAMM 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

INTRO PERSONAL COMPUTERS:WIN (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

INTRO TO COMPUTING: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 MICROS 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

SPREADSHEETS ON MICROS 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 MICROS 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 MICROCOMPUTER 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
INTRO 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 MICROS 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 MICROS (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

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 APP & 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 (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
INTRO 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 completions 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.

CS 201
CONCEPTS/PROG ALGORITHMS 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

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.

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/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.

CS 255
BASIC DATA STRUCTURES/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.

Computer Web (CWEB)

CWEB 101
INTRO WEB/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
INTRO 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
INTRO/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
INTERMEDIATE WEB USING IE (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
INTERMED 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
INTERMED 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 reation, 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 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 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 DATABASES II/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
INTRO 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 APPLIC (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.

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.

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.

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.

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.

AVCO 212
COSM 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.

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.

Dental Assisting (KDA)

KDA 100

DEVELOPMENTAL DENISTRY (3 CR)

Prerequisite: Admission to the dental assisting program or approval from the program coordinator.

Study of oral embryology; oral histology; developmental disturbances of the face, oral cavity and related structures; head and neck anatomy, and dental morphology and occlusion. 2 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 105

DENTAL LAB PROCEDURES (2 CR)

Prerequisite: Admission to the dental assisting program.

Basic physics and chemistry. Actions, reactions, and physical properties of dental materials. Emphasis on waxes, temporary crowns, custom trays, alginate materials, and diagnostic models. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 106

BASIC DENTAL TECHNIQUES (1.5 CR)

Prerequisite: Six months employment as a chairside dental assistant.

Sterilization and disinfection procedures. Basic tooth morphology and terminology. Basic instrument grasps and finger rests and general principles of instrument use. 1 hr. lecture, 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 110

CHAIRSIDE ASSISTING I (5 CR)

Prerequisite: Admission to the dental assisting program.

Dental terminology and responsibilities of the dental assistant in the dental operator. Patient preparation, instrument identification, charting, sterilization techniques, basic operative chairside skills, ethics and jurisprudence. 3 hrs. lecture, 6 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 115

DENTAL RADIOLOGY I (3 CR)

Prerequisite: Admission to the dental assisting program.

Radiography history, characteristics of radiation production, film composition, x-radiation terminology, effects of radiation exposure, and protection. Exposing, processing, and mounting of radiographs taken on a radiographic manikin. 2 hr. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 125**CLINICAL PRACTICE I (2 CR)**

Prerequisite: Concurrent enrollment in the dental assisting program.

Clinical experience in operative and preventive dental procedures utilizing four-handed dentistry in the clinic at the University of Missouri-Kansas City School of Dentistry. 6 hrs. clinic/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 126**DENTAL ASSISTANT SEMINAR (1 CR)**

Prerequisite: Concurrent enrollment in the KDA 125

Evaluation of experiences in Clinical Practice I. 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 200**BODY STRUCTURE AND FUNCTION (2 CR)**

Prerequisite: KDA 100.

Basic anatomy and physiology of human body, oral pathology, principles of disease processes, and microbiology. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 205**DENTAL BIOMATERIALS (2 CR)**

Prerequisite: KDA 105

Manipulation of dental cements, amalgam, esthetic restoratives, alginate and gypsum products, and sealants. 1 hr. lecture, 2hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 210**CHAIRSIDE ASSISTING II (1 CR)**

Prerequisite: KDA 110

Dental specialities emphasized. Theory of orthodontics, periodontics, prosthodontics, oral surgery, endodontics, and pedodontics. Application of the concepts of chairside assisting to these specialities. 1 hr. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 215**DENTAL RADIOLOGY II (1 CR)**

Prerequisite: KDA 115

Radiographic techniques, procedures, and hygiene emphasized. Practical experience in exposing, processing, and mounting radiographs taken on patients and radiographic manikins. 1 hr. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 225**DENTAL OFFICE MANAGEMENT (2 CR)**

Prerequisite: Enrollment in the dental assisting program.

Principles of business management in the dental office. Control of the appointment book, filing, financial management, insurance forms, supply inventory, and recall systems by conventional and computerized methods. Dental computer applications and use. 1 hr. lecture, 2 hrs. lab/ wk. Course taught at

Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 250

CLINICAL PRACTICE II (4 CR)

Prerequisite: KDA 125

Advanced clinical experience in the front office, and at chairside, in radiographic and laboratory assisting techniques in general and in specialty dental offices and clinics. 16 hrs. clinic/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 260

DENTAL ASSISTING SEMINAR (1 CR)

Prerequisite: KDA 250.

Preparation for the Dental Assisting National Board Examination and for successful employment. Evaluation of experiences in Clinical Practice II. 1 hr. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 270

EXPAND FUNC RESTORATIVE DENT (1 CR)

Prerequisite: Student must meet one of the following: 1) Certified dental or orthodontic assistant through the Dental Assisting National Board, Inc. 2) Graduate of an ADA-accredited dental assisting or dental hygiene program 3) Completion of KDA 106 Basic Dental Techniques and successful completion of Basic Skills Mastery Exam given by the Missouri Dental Assistants Association.

Dental restorative materials with emphasis on placing and carving amalgam and composite restorations and palliative care of dental emergencies. 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 271

EXPAND FUNCT:ORTHODONTIC

Prerequisite: Student must meet one of the following: 1) Certified dental or orthodontic assistant through the Dental Assisting National Board, Inc. 2) Graduate of an ADA-accredited dental assisting or dental hygiene program 3) Completion of KDA 106 Basic Dental Techniques and successful completion of Basic Skills Mastery Exam given by the Missouri Dental Assistants Association.

Orthodontic procedures with emphasis on impressions, bending archwires, placement and removal of orthodontic bands and brackets, a palliative care of orthodontic emergencies. 1 hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 272

EXPAND/FUNCTION:PERIODONTAL

Prerequisite: Student must meet one of the following: 1) Certified dental or orthodontic assistant through the Dental Assisting National Board, Inc. 2) Graduate of an ADA-accredited dental assisting or dental hygiene program 3) Completion of KDA 106 Basic Dental Techniques and successful completion of Basic Skills Mastery Exam given by the Missouri Dental Assistants Association.

Periodontal procedures with emphasis on air-brasive coronal polishing and placement of periodontal dressings. 1hr. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KDA 273

EXPAND FUNCTION:PROSTHETIC (1 CR)

Prerequisite: Student must meet one of the following: 1) Certified dental or orthodontic assistant through the Dental Assisting National Board, Inc. 2) Graduate of an ADA-accredited dental assisting or dental hygiene program 3) Completion of KDA 106 Basic Dental Techniques and successful completion of Basic Skills Mastery Exam given by the Missouri Dental Assistants Association.

Prosthetic procedures with emphasis on prosthetic impression techniques, cementation of dental appliances, extr-oral adjustment of fixed and removable

prostheses, placement of soft-tissue liners. 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

Dental Hygiene (DHYG)

DHYG 121

CLINIC DENTAL HYG 1:PRECLINIC (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 and DHYG 135

This course will include 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 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: DHYG 121 and DHYG 125 and BIOL 146

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 and DHYG 121 or DHYG 136
Corequisites: DHYG 142 and DHYG 146 and DHYG 148 and BIOL 225 and DHYG 136

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 and DHYG 121
Corequisites: DHYG 136 and DHYG 140 and BIOL 225 and DHYG 146 and DHYG 148

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 136 and DHYG 140 and BIOL 225 and DHYG 142 and DHYG 148

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: BIOL 225 and DHYG 136 and DHYG 140 and DHYG 142 and DHYG 146

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. Specific systems will be explained, including cardiovascular, hematopoietic and skeletal systems. 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 hrs. clinic/wk., 1 hr. board review for first 8 wks.

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.

**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
INTERPRTING ARCHITECT 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
INTRO 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.

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
COMPUTER-AIDED DRAFTING 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 APPLICAT WORKSTAT ENVIRON (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.

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.

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.

DRAF 266
GRAPHIC COMM II/INTERIOR DESGN (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.

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.

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)

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 EARLY CHILD EDUC (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/EARLY CHILDHOOD EDUC (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 CHILD (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/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 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/TODDLER EDUCATION & 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 PROGRAM/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/CURRIC 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/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**OBSERVE & INTERACT W/YNG CHILD (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**ADMINISTRAT/EARLY CHILDHD PROG (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 EDUC (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 & 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.

ELTE 272

ELECTRICAL INTERNSHIP II (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 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
INTRO/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
INTRO 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
ADV 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 SYSTS (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-BASIC LIFE SUPPORT HC PR (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 EMT 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 & EKG RECOGN (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-I/D (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

EMS 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. lecture avg./wk., 56 hrs. clinical/lab/field avg./wk.

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 ENGR & 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.

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 placement test score

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.

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.

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 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 LIT 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/Writing 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 AND WRITING II (6 CR)

Prerequisite: Appropriate Assessment test score or EAP 091

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.

EAP 101
WRITING/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.

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.

EAP 105
SPEAKING/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.

EAP 107
SPEAKING/PRONUNCIATION II (3 CR)

Prerequisite: EAP 105 or appropriate COMPASS ESL score

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.

EAP 120
READING AND VOCABULARY I (3 CR)

Appropriate COMPASS ESL score 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.

EAP 121
READING AND 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.

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)

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. Fall.

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.

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
MERCHANDISE PLANNING & 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. Spring.

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. Spring.

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. Spring.

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. Fall.

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. Spring.

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 FIREFIGHTING (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 administrated by the University of Kansas, Fire Service Training 5 hrs. lecture 7

hrs. lab/wk.

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.

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.

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.

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.

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.

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.

FIRE 250
FIRE SERVICE INSTRUCT METHODS (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.

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/HOSPITALITY MGT (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 and 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**ELEM 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**ELEM 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 AMER SIGN LANG 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 181**ELEM 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 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.

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
INTERM AMERIC 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 271
INTERM AMERIC 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 298
FRENCH CULTURE & 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 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 CIS 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.

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.

Health Care (HC)

HC 101 INTRO 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 AWARE FLD STDY (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

INTRO MED RECORDS 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.

KMRT 102

H. R. SYS. ANALYSIS & 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.

KMRT 103

MED.TERM.FOR MEDICAL RECORDS I (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.

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.

KMRT 108

LEGAL ASPECTS/ 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.

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.

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.

KMRT 111

INTRO MED.INS.OFFICE PROCEDURE (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.

KMRT 200

INTRO/CLASSIFICATIONS SYSTEMS (1 CR)

Prerequisite: KOT 204 and American Institutions, each with a minimum grade of "C"

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.

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.

KMRT 202

CLASS SYS NOMENCL/INDEX/REG 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.

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.

KMRT 206

SPECIALIZED HEALTH RECORD SYST (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.

KMRT 207

CLASS SYS/NOMEN/INDEX/REG 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.

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.

KMRT 210

CLASS SYS & NOMEN CLTRS AMBULT (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.

KMRT 211

ORG & ADMIN IN HEALTH INFO (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.

Health Occupations (AVHO)

AVHO 102

CERTIFIED NURSE AIDE

Prerequisite: TABE Test, CPR Card, TB Skin Test

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.

AVHO 103

CNA REFRESHER COURSE

Prerequisite: 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.

AVHO 104

CERTIFIED MEDICATION AIDE

Prerequisite: ENGL 121 or 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.

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.

AVHO 108 CERT MEDICATION AIDE UPDATE

Prerequisite: Proof of Kansas CMA certification and 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.

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.

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.

AVHO 115 I V THERAPY

Prerequisite: Proof of 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.

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
EQUIP SELECTION & 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 SYS:AIR CONDITION (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 BLUEPRINT/LADDER DIAG (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 INSTALL & START-UP PROCED (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 MANAGT/CERTIFICAT (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/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/COND (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 CONTROLS 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 WEST CIV: RDGS/DISCUSSIONS 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.

HIST 126 WEST CIV: RDGS/DISCUSSIONS 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.

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
US 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: TRAD 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 will survey the history, culture, foreign policy, politics and socioeconomic events in Russia from the time of Peter the Great to the present. 3 hrs./wk.

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: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 emphase 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 INTRO 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/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 to 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 & 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
INTRODUC/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 PLANT 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

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 MAINT/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 HOSPITALITY MGMT (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: 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:HOUSEKEEPING OPERATION (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 SPECIALITIES (3 CR)

Prerequisite: HMGT 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.

HMGT 150
SEM:FOOD SERV SALES/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.

HMGT 155
BASIC PASTRY SHOP PRODUCTION (8 CR)

Prerequisite: HMGT 123 Corequisite: HMGT 160 and HMGT 233 and HMGT 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.

HMGT 160
PASTRY SHOP PRINCIPLES I (8 CR)

Prerequisite: HMGT 123 Corequisite: HMGT 155 and HMGT 233 and HMGT 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 8 hrs. lab/wk.

HMGT 203
HOTEL SALES AND MARKETING (3 CR)

Prerequisites: HMGT 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.

HMGT 207
HOSPITALITY HUMAN RESOURCE MGT (3 CR)

Prerequisite: HMGT 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.

HMGT 221
DESIGN AND FACILITIES MGMT (3 CR)

Prerequisites: HMGT 123 and HMGT 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.

HMG 230
PROFESSIONAL COOKING II (3 CR)

Prerequisite: HMG 120 and HMG 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.

HMG 231
ADVANCED FOOD PREPARATION (4 CR)

Prerequisites: HMG 145 and HMG 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.

HMG 233
PATISSERIE (8 CR)

Prerequisite: HMG 123 Corequisite: HMG 155 and HMG 160 and HMG 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.

HMG 235

SEM: RISK MGMT/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.

HMG 240

ADVANCED BAKING (4 CR)

Prerequisites: HMG 123 and HMG 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.

HMG 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 ACCOUNT (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 HMG MGT: 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

SEM HOSPITALITY MGT 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

SEM: MENU DESIGN AND 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 fifteen 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.

HMGT 282
CULINARY ARTS PRACTICUM II (2 CR)

Prerequisite: HMGT 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.

HMGT 285
CULINARY ARTS PRACTICUM III (2 CR)

Prerequisite: HMGT 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.

HMGT 286
CULINARY ARTS PRACTICUM IV (2 CR)

Prerequisite: HMGT 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.

HMGT 287
CULINARY ARTS PRACTICUM V (2 CR)

Prerequisite: HMGT 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.

HMGT 288
CULINARY ARTS PRACTICUM VI (2 CR)

Prerequisite: HMGT 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
INTRO 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 will be 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.

HUM 138
INTRO/RUSSIAN CULTURE/FIELDSTY (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
INTRO 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
INTRO 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 124 and IT 285

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 SERVI (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 INTRO 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 246

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 271

INFORMATION TECH 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 TECH 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 job site.

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 AUTHOR I:AUTHORWAR (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 AUTHOR 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

INTERACT AUTHORIZING 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 AUTH 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

INTERACT AUTHORIZING 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 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
FURN-ORNA/ANTIQUITY-RENAISSANC (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/TREATMENTS/CONSTRUCT (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
HIST ASIAN FURNITURE/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
FURN-ORNA/RENAISSANCE-20TH CEN (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-BATH/PLANNING-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/PRESENTATIO (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

SEMINAR:PRACTICES/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

SEMINAR:BUDGET/ESTIMATING (2 CR)

Prerequisite: ITMD 121

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
FLD STUDY:DESIGN/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
ELEM 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 121
ELEM 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 122**INTERMEDIATE AMER SIGN LANG 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 123**INTERMED AMER SIGN LANGUAGE II (3 CR)**

Prerequisite: INTR 122 or FL 270

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 125**AMERICAN SIGN LANG I (ASL) (5 CR)**

Prerequisite: Admission to the Interpreter Training Program

This class will focus on the development of beginning communication skills. Comprehension skills and linguistic features of the language taught in context will be emphasized. 1 hr. lecture, 9 hrs. lab/wk.

INTR 126**CLASSIFIER AMERICAN SIGN LANG (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 INTERPRETING PROFESSION (3 CR)**

Prerequisite: Acceptance in the Interpreter Training Program

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 SKILL (2 CR)**

Prerequisite: INTR 130 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 132**AMERICAN SIGN LANG II (ASL) (5 CR)**

Prerequisite: INTR 121 or INTR 125 and admission to the Interpreter Training Program

This class will focus on the development of intermediate communication skills. Comprehension skills and linguistic features of the language taught in context will be emphasized. 1 hr. lecture, 9 hrs. lab/wk.

INTR 135
INTRO TO ASL 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 140
AMERICAN SIGN LANGUAGE III (5 CR)

Prerequisite: INTR 123 or INTR 132 and admission to the Interpreter Training Program

This course is a continuation of ASL II. Students will continue to develop intermediate ASL skills. Emphasis will be on signing comprehension and production skills. Linguistic and cultural features will be presented in the context of language learning experience. 1 hr. lecture, 9 hrs. lab/wk.

INTR 142
FINGERSPELLING I (3 CR)

Prerequisites: INTR 121 and INTR 125 or FL 181

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

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 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
PHYS/PSYCH ASPECTS/INTRPRETING (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 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

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 281
INTERPRETING PRACTICUM II (3 CR)

Prerequisite: INTR 181 Corequisite: INTR 255

Students will observe and interpret at assigned places as well as discuss current literature in the field. The field work totals 96 hours a semester. 6 hrs. lab, field work/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 newswriting 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 news gathering and reporting course designed to sharpen the discernment, critical thinking and writing skills of student journalists. Specific English language rules and principles plus AP newswriting 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 TV 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

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

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

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

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

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, 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

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

COMP 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.

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

COMP II/US HISTORY TO 1877 (6 CR)

Prerequisite: ENGL 106 or appropriate placement score

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
COMP II/US 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 HIST/FURN-ORNA REN-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
COMP II/LITERATURE OF SCI FI (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: we'll read and 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.

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.

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.

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.

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.

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.

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 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-ASSIST 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 APPLICA/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 CONSULT 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/PROBATE ADM (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/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/INTERVIEW/INVESTI (3 CR)

Paralegal Prerequisite: LAW 132 and Paralegal Corequisite: LAW 205 Legal Nurse Consultant Prerequisite: LAW 260 or LAW 132 Legal Nurse Consultant Corequisite: 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 240 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 240 hours a semester in law-related activities. By arrangement.

Library (LIBR)

LIBR 125
INTRO 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 SKIL (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/MGT 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/MGT 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/MGT 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/MGT 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/MANAGEMENT (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 MATH (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 STATS 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 MATH (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 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.

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.

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.

MATH 175
DISCRETE MATH (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.

MATH 210
MATH 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
MATH 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 & 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 & 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/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 and areas 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 232 or 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 250**ADV 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.

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/PROCES (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 & SYMBOLS FOR WELDER (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
INTRO 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
INTRO 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**INTRO 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/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/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/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/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 syted 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
INTRO 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 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

APPL CLASSICAL GUITAR I (PRIV) (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

MUS 246
APPL CLASSICAL GUITAR II(PRIV) (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**APPL CLASSICAL GUITAR III(PRIV) (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**APPL CLASSICAL GUITAR IV(PRIV) (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

APPL 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

APPL 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 122

NURSING ACROSS LIFESPAN - I (9 CR)

Prerequisites: NURS 121 and BIOL 144 and PSYC 130 Corequisites: PSYC 218 Communication elective

This course is the second in a sequence of four nursing courses. It provides an opportunity for students to explore diverse human responses to predictable events occurring throughout the life span. Students are helped to view clients within a family structure and on a wellness-illness continuum. Nursing role emphasis is on

using communication and critical thinking to apply nursing process in preventing illness and promoting wellness. 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 individuals 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 122 and NURS 221). 4 hrs. lecture, 16 hrs. clinic/wk.

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 221

NURSE ACROSS LIFESPAN 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

INTROD 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.

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.

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.

KOT 104

DOCUMENTATION GUIDELINES (2 CR)

Prerequisite: Admission to the occupational therapy assistant program This course covers guidelines for documentation of occupational therapy services. 2 hrs./wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 105

GERONTOLOGY (3 CR)

Prerequisites: KOT 204 and American Institutions, each with a minimum grade of "C"

Course emphasis will be on the concepts and process of aging and the role of occupational therapy with the elderly. 3 hrs./wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 106

THERAPEUTIC INTERVENTIONS (4 CR)

Prerequisite: Formal admission into the occupational therapy assistant program Use of techniques and low-tech devices commonly used in occupational therapy practice to assist individuals in improving their performance of daily life tasks. Introduction to architectural barriers. 2.5 hrs. lecture, 3 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

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.

KOT 117

LEVEL I FIELDWORK II

Prerequisites: BIOL 109 or EMPT 102 and KOT 102, KOT 102, KOT 103, KOT 106 and KOT 116, each with a minimum grade of "C," and concurrent enrollment in KOT 101

This course is a directed experience in a specified community setting. 1 hr./wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 118

ASSISTIVE TECHNOLOGY (2 CR)

Prerequisites: BIOL 144 and BIOL 145, EMPT 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.

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.

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. 1 hr. clinic/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 130

ANALYSIS/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.

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. 3 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

KOT 200

ACTIVITY ANALYSIS/POSITIONING (2 CR)

Prerequisite: PSYC 130, SPD 121 and KOT 118, 120, 121, 130, and 154, each with a minimum grade of "C".

Analysis and teaching of activities for therapeutic intervention. Tool use and basic wheelchair management positioning. 1 hrs. lecture, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 201

MENTAL HEALTH (2.5 CR)

Prerequisites: KOT 101, 108, 111, 154, 204 and PSYC 130, each with a minimum grade of "C". Concurrent enrollment in KOT 212.

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.

KOT 202

PHYSICAL DYSFUNCTION (3 CR)

Prerequisites: American Institutions and KOT 200, 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.

KOT 203

GERONTOLOGY (3 CR)

Prerequisites: American Institutions and KOT 200, each with a minimum grade of "C".

Concepts and processing of aging. The role of occupational therapy with the elderly. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 208

THERAPEUTIC INTERVENTIONS II (2 CR)

Prerequisite: American Institutions and 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 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.

KOT 211

LEVEL I FIELDWORK III (2 CR)

Prerequisites: American Institutions with a minimum grade of "C" and concurrent enrollment in KOT 201 and KOT 202

This course is a directed experience in specified community settings. 4 hrs. clinic/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KOT 212

LEVEL I FIELDWORK III (2 CR)

Prerequisite: American Institutions and 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.

KOT 217

FIELDWORK SEMINAR (3 CR)

Prerequisite: American Institutions and KOT 220, 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.

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.

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

NAVIGATE 102:ORIENTATION 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 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 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 & 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 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 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 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/OFFICIATING TRK/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 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 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 (INTERMED) (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/PREVENTION OF ATHL 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
INTRO/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/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
INTRO 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)

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. (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.

KPT 151

INTRO 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 the interaction of other health care disciplines in the care of the patient. Students learn medical terminology related to the specific discipline. 2 hrs. lecture/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

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.

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.

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.

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.

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.

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.

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.

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 therapists 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.

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.

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. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

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.

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 is an examination of the process by which national policy-making is made. Topics of study include American political culture, constitutional principles, basic political and economic concepts, intergovernmental relations, public opinion, political parties, interest groups, media, budget construction and decision-making institutions. 3 hrs./wk.

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
INTRO 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 245
INTRO 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
HYDRAULICS,MECHANICS&PNEUMATIC (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
INTRO/WATER CHEMISTRY/TREATMEN (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 PP COMBUSTION/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
INTRO POWER PLANT STEAM 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 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 OPER/PROC 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 post-partum 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.

Professional Paraeducator (PPED)

**PPED 245
ISSUES & SKILLS PARAEDUCATORS (3 CR)**

Students will be introduced to the issues, skills and challenges specific to becoming a paraeducator. In particular, students will be introduced to the issues relating to the inclusion of students with special needs into the mainstream educational environment. Students will review and practice those skills necessary to being an effective member of an instructional team, including collaboration, problem solving, decision making, team building and parent out-reach. 3 hrs./wk.

**PPED 246
MULTICULTURAL ISSUES EDUCATION (2 CR)**

In this course students will explore the changing demographics of students in public schools. The course will also explore the ways in which a student's culture can affect the student's learning style, communication skill and behavior. The course will also describe strategies that take into account cultural differences, values and create a safe and accepting environment for all students 2 hrs. lecture/wk.

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 200
INDUS/ORGANIZATIONAL PSYCH (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 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.

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

INTRO 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.

KRAD 160

SURVEY/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.

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.

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.

KRAD 170

RADIOLOGY/BIOLOGY/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.

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.

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.

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.

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.

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.

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.

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.

KRAD 278

IMAGING MODALITIES/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.

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, 2 hrs. lab/wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

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. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

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.

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.

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.

Railroad Conductor (RRTC)

RRTC 123

INTRODUCTION/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.

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.

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.

RRTC 263

GENERAL CODE/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.

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
INTRO 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 RR DISPATCH TRNG 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 RR DISPATCH TRNG 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
RR DISPATCHING FIELD OBSERVAT (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
RR DISPATCHING FIELD APPLICAT (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 PLCs (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
PLC 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
INTRO 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/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 rail. 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 & SP 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/WELD 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 & 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
RR SAFETY, QUALITY/ENVIRON (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
ORIENTA/RR 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 craft work. 2.5 hrs. lecture/wk.

RRTM 170
RR MECHANICAL SAFETY & 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 FUNDA (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 LOCOMOT ELECTRIC/ELECTRO (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 symbols 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 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.

Respiratory Care (RC)

RC 125

BEGINNING PRINCIPLES/RESP 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**CLINIC TOPICS & 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**CLINIC TOPICS & 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 CLINIC TOPICS & PROC (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.

SOC 146**INTRO SOCIAL WORK/SOC 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/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 & 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.

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 one-to-one and small-group relationships are studied and applied in a variety of learning situations. Individualized talks 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 & 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/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 TECH (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.

KST 102

FUND/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.

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.

KST 105

PHARMACOLOGY FOR SURGICAL TECH (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.

KST 106

ASEPTIC TECH FOR SURGICAL TECH (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.

KST 109

PRINCIPLES/SURGIAL PROCEDURE 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.

KST 110

PRINCIPLES/OF SURGIAL PROCEDII (7 CR)

Focus is on diagnosis, pathology, and surgical sequence of ophthalmological, ENT, head and neck, plastic /reconstructive, and orthopedic surgeries. 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.

KST 111

CAREER DEVELOPMT/SURGICAL TECH (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./wk. Course taught at Penn Valley Community College, 3201 Southwest Trafficway, Kansas City, MO.

KST 114

PRINCIPLES/SURGICAL PROCED 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.

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 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/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

INTRO 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.

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.

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.

KSAH 110

PRINCIPLES/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.

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. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO.

KSAH 120

CLINICAL PATHOLOGY TECHNIQUES (4 CR)

This introduction to laboratory procedures includes preparation of blood smears, cell identification, fecal analysis and parasitology. Urinalysis and urine sediment evaluation also will be covered. 1 hr. lecture, 6 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO.

KSAH 200

VETERINARY HOSPITAL TECH 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. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO.

KSAH 201

CLINICAL PATHOLOGY TECH I (4 CR)

Introduction to laboratory procedures including preparation of blood smears, cell identification, fecal analysis, and parasitology. Urinalysis and urine sediment valuation. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO.

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.

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.

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.

KSAH 210

VETERINARY HOSPITAL TECH II (3 CR)

Prerequisite: KSAH 200

Administration 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 hrs. lecture, 4 hrs. lab/wk. Course taught at Maple Woods Community College, 2601 NE Barry Road, Kansas City, MO.

KSAH 211

CLINICAL PATHOLOGICAL TECH 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.

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.

KSAH 213

RADIOLOGY/ELECTRONIC PROCEDURE (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.

KSAH 214

VETERINARY TECHNICIAN INTERNSH (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.

Continuing Education Certificate Programs

Continuing education class schedules are available from the continuing education class search open and closed class list.

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

Excel Specialist Certificate

Gerontology, Certificate in

Intensive English Program

Macromedia Web Design, Certificate in

Medical Coding Certification

Office Skills, Certificate in

Property Casualty Underwriter

Network+, Certificate in

Spirituality, Health, Healing

Team Development Certificate

Therapeutic Massage Certificate

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 and Access VBA Programming. 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. Twenty-one 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
XCM 4233 Access VBA Programming

Adobe Graphics and Design

Receive comprehensive instruction in a vast array of Adobe products. The series provides instruction in: PageMaker Fundamentals, PhotoShop Fundamentals, PhotoShop Advanced, PhotoShop Web Production, GoLive Fundamentals and Intermediate, InDesign Fundamentals and Intermediate, Acrobat Fundamentals, and Illustrator Fundamentals and Intermediate. 91 classroom hours.

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 5100 Adobe PageMaker Fundamentals
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.**

This certificate consists of the following eight courses.

Required Courses:

XNH 1685 Introduction to Complementary and Alternative Medicine
XNH 1655 Introduction to Spirituality, Health and Healing
XNH 1635 Cultural Competence in Health Care
XNH 1665 Healing Environments
XNH 1690 Bodywork Healing Therapies
XNH 1695 Chinese Medicine
XNH 1675 Healing Therapeutic Interventions
XNH 1700 Ayurvedic Medicine

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. Twenty-eight classroom hours.

Prerequisite: Knowledge of Windows OS, ability to use keyboard and mouse with proficiency and a basic knowledge of spreadsheet use.

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 1705 Introduction to Gerontology

XNH 1595 Physiology of Aging

XNH 1585 Mental Health and Aging

XNH 1590 Healthy Aging

XNH 1605 Spirituality and Aging

XNH 1625 Pain Assessment

XNH 1610 Death and Dying

XNH 1600 Sleep and Aging

XNH 1620 Older Woman

XNH 1615 Elder Abuse

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.

Prerequisite: Experience with Windows, keyboard, mouse and application navigation. For specific information please see individual class description.

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
XCM 9469 Dreamweaver Databases

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

Office Skills, Certificate in

The office skills-office solutions series.

- is designed to improve your office skills in MS Office applications Word, Excel, Outlook, PowerPoint and FrontPage.
- improves keyboarding and typing skills.
- is an eight-week program.
- includes an introduction to personal computers and Windows operating systems.
- consists of 105 classroom hours.

Required Courses:

XCM 1600 Office Skills-Office Solutions
XCM 1200 Introduction to the Personal Computer
XCM 1700 Keyboarding Fundamentals
XCM 1450 Windows Introduction
XCM 1455 Windows Advanced
XCM 8101 Introduction to the Internet

XCM 3405	Excel Fundamentals
XCM 2305	Word Fundamentals
XCM 3406	Excel Intermediate
XCM 2306	Word Intermediate
XCM 9450	FrontPage Fundamentals
XCM 9400	Outlook
XCM 5505	PowerPoint Fundamentals

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

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.**

This certificate program consists of the following seven courses.

Required Courses:

XNH 1655 Introduction to Spirituality, Health and Healing
XNH 1640 Spirituality, Religion, Culture and Health
XNH 1660 Spiritual Care
XNH 1665 Healing Environments
XNH 1670 Spirituality, the Dying Experience, and Grief
XNH 1675 Healing Therapeutic Interventions
XNH 1605 Spirituality and Aging

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)
Achieve Global (XBZ)
Applied Business Skills (XBD)
Arts and Crafts (XPA)
Aviation (XPV)

- 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)
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)

- O -

Office Skills (XBF)
Other Professional Education (XNX)

- P -

Personal Development (XKD)
Photography (XKP)
Practical Know-how (XPR)
Public Events (XKE)

- R -

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

Literacy Volunteer

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.

\$0.00

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

\$58.00

XGH 1103

Advanced Spelling

A description is not available for this course.

\$58.00

XGH 1104

Reading Comp

(B&G \$30)

\$58.00

XGH 1105

Reading Rate

(B&G \$30)
\$58.00

XGH 1106

Vocabulary Dev

(B&G \$30)
\$58.00

XGH 1112

Math Review Basic

(B&G \$30)
\$58.00

XGH 1113

Algebra Prep

(B&G \$30)
\$58.00

XGH 1114

Chemistry Prep

(B&G \$30)
\$58.00

Achieve Global (XBZ)

XBZ 0431

Influence 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

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 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 the Best

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

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

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 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 Problem

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

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 Perf 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

Hand 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 Forwrd

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

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

Applied 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 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

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

Email Professionalism

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.

\$109.00

XBD 0142

Notetaking 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

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

Prob Solv Both Sides of 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 Ldrs

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.

\$159.00

XBD 0149

Selling the Value of Hr

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

Prev of Harassmnt in Wkplce

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

Cust Serv: You Are the Organ

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 Gov 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

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

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 Situat

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 Prof

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

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

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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

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

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

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

Intermed Finance/Accounting

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

Build Better Work Relations

"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

Get Results W/O 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

Proj Positive Prof 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

Win Through Cust Svc: New

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

Win Through Cust Svc: Mgrs

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

Adv. Presentation Skills

A description is not available for this course.

Arts and Crafts (XPA)

XPA 1003

Adventures in Color

Learn to improve your color choices by using the color wheel. Anyone who wishes to boost their knowledge of color such as artists, sewers, decorators and crafters, will benefit! We will examine color usage with a series of exercises, which will be compiled into a color reference notebook. We will learn about color groups, values, and color mixing. No prior painting or drawing skills required. Supply list will be mailed before class.

\$24.00

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

To Market to Market

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 W/ 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 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 Intro 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 Into 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 Beg

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 Beg

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

Drawing Landscape Beg

This class is for those interested in drawing the landscape: trees, buildings and sky, as well as the entire landscape. You'll learn western artistic perspective and its use in landscape drawing. The class will work outdoors part of the time, as weather permits. This class is for beginners as well as those with drawing experience. Bring an 11" x 14" drawing pad and soft charcoal pencils or soft compressed charcoal sticks, lead pencils (HB, 2B, 4B or 6B), and a white soft pastel and kneaded eraser.

\$55.00

XPA 1106

Landscape Drawing in Color

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

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 Right 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

Find the beautiful sculpture within a stone by using the subtractive process. You will be given limestone or a plaster block to use in creating your sculpture. The course also covers hand and power tools. No prior experience necessary. Wear comfortable clothing, close-toed shoes, and a head covering.

\$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 Adv

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 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 brush, #2 and #4 flat brush, and disposable gloves. (2 sessions)

\$22.00

XPA 1197

Moon Santa Stepping Stone

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/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

You'll be the envy of your friends when you wear your funky bangle bracelet and rings made in this class. The jewelry will be made from wire and beads. Class supplies cost \$20 and are purchased directly from the instructor.

\$11.00

XPA 1225

Basic Beading Techniques

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

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 \$20.00 and are 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

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 1250

Watercolor Beg

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. Bring a photo or picture you would like to use along with paper, pencil and eraser to the first class. Note: supplies (approximate cost \$40) will be discussed at the first session.

\$99.00

XPA 1260

Watercolor Inter

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 (formerly "Beginning/Intermediate Oil Painting"). 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

Beg. Jewelry Making

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

Ground School Private

Share the synergy of learning to fly with other student pilots as you prepare for the FFA private pilot computer exam. Experience dynamic power point presentations on airplane systems, instruments, aerodynamics, weather, flight safety, air traffic control procedures, navigation and federal aviation regulations. Bring the textbook and flight planning materials, available at the JCCC bookstore, to the first class.

Note: this class does not include an exam. (12 sessions) \$169 (B&G \$154)

\$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/Regs

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 (and often dreaded) Flight Review needed in order to continue exercising Pilot-in-Command privileges. Refresh updated regulations, chart symbology, weather interpretation, airspace, communications phraseology, traffic pattern protocol and emergency procedures before you schedule your next flight review and breeze through it with confidence. 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 & Regulations. Note: An optional logbook endorsement, fee to be paid on day of class. "(Bring your log books)".

\$49.00

XPV 1040

Partners of Pilot

Would your spouse, child, parent or friend 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 family if during the flight 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 situation--and you'll enjoy the added benefit of having a useful crew member on board who could assist you every time you fly! (1 session) \$49 (B&G \$42)

\$49.00

CBT Special Events (XBA)

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

Resume Development Critique

This is patterned after the Resume Development course without producing the resume

\$125.00

XVR 1100

Career Transitions

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

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 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 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 Pkg

Combination of Myers-Briggs, Strong Interest Inventory and SkillScan assessments with 3-hours individual counseling interpretation.

\$195.00

XVR 1206

Online MBTI 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 Int 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 Assessmen

Skills assessment with one-hour counseling interpretation.

\$79.00

XVR 1231

Online MBTI and Strong Combo

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 Assessmen

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 Career Develop

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. Learn how to present yourself as a solution to any employer's staffing problem. Obtain an insider's view into the psychology of the resume screening process. Discover secret tricks you can use to build a resume that draws attention to the areas most beneficial to you. Learn how to conduct an investigation into your potential employer's reputation, management style, employee turnover and satisfaction. 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, as well as how best to handle negotiation, closing and follow-up. 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

Secrets of Success and Achieve

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

Intelligently facilitated and fast-paced, Work Yourself Happy will help you enjoy the rewards that come from doing what really makes you happy! Your instructor and a caring community of students will help you 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. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything you do. This course program is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

\$98.00

XVR 5015

Steps to Successful Job Search

Get the job you want quickly and easily and in any economy. 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. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. 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

PC Intro

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 Intro

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 1584

Adobe Graphics & Design Certif

Receive comprehensive instruction in a vast array of Adobe products. The series provides instruction in: PageMaker Fundamentals, Photoshop Fundamentals, Photoshop Advanced, Photoshop Web Production, GoLive Fundamentals, and Intermediate, InDesign Fundamentals and Intermediate, Acrobat Fundamentals, and Illustrator Fundamentals and Intermediate. For specific information, see individual class descriptions. Prerequisites: Experience with Windows, keyboard,

mouse and application navigation.

\$1,999.00

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

Explore the basics of Adobe GoLive Web development application. The course maps to the Adobe Certified Expert (ACE) GoLive exam. You will navigate in the GoLive work environment; create a basic Web page; design a site; work with text, links, images, tables, forms and frames; and finish by exporting a website to a folder on a hard disk. Prerequisites: HTML and Web Page Design.

\$289.00

XCM 1587

Adobe GoLive Intermediate

Receive instruction in the advanced concepts of GoLive. The course maps to the Adobe Certified Expert (ACE) GoLive exam. Work with library items, components and smart objects, rollovers, navigation bars, and style sheets. Define head elements, create floating boxes, use timelines and add multimedia to a site. Prerequisite: Adobe GoLive Fundamentals.

\$289.00

XCM 1588

Adobe InDesign Fundamentals

Adobe InDesign is a robust and easy-to-use design and layout program. This course maps to the Adobe Certified Expert (ACE) InDesign exam. With InDesign, you can create many types of documents, from single page advertisements and fliers to complex multi-page color publications. In this course, you will explore the basics of creating documents with InDesign. Prerequisites: Experience with Windows, keyboard, mouse and application navigation.

\$289.00

XCM 1589

Adobe InDesign Intermediate

Receive instruction in the advanced concepts of InDesign. This course maps to the Adobe Certified Expert (ACE) InDesign exam. Learn about manipulating text, pictures and pages. Employ methods for formatting text efficiently, for creating and editing graphics with Adobe InDesign, and for making and modifying layouts quickly. Prerequisites: Adobe InDesign Fundamentals.

\$289.00

XCM 1605

Macromed Web Design Cert

Immerse yourself in the Macromedia suite of applications. Receive complete instruction in HTML and Web Page Design, Dreamweaver Fundamentals, Dreamweaver Advanced, Fireworks Fundamentals, Fireworks Advanced, Flash Fundamentals, Flash Intermediate, Dreamweaver Databases. Prerequisite: Experience with Windows, keyboard, mouse, Internet terms and navigation.

\$1,600.00

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 Docs, Custom & Macro

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 editing 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

WB: Create 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

WB: 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

WB: Intro 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

WB: 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

WB: 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

WB: Design 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

WB: Intro 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

Wb: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

WB: Dreamweaver 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

WB: Intro 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 2522

WB: Intro 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

WB: Interm. 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

WB: Keyboarding Fund.

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

WB: Intro 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

WB: Intro 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

WB: Computer Skills 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

WB: Intro 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

Wb: Intro MS 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

WB: Intro 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

WB: Intro 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

WB: Intro 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

Wb: Equal Access/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

WB: Image Web/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

WB: Intro Quark XPress 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

WB: Intro 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

Wb: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

WB: Intro to Word 97 or 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

Wb:Word Interm. 97 or 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

Wb:Word Advanced 97 or 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**WB: Intro 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**WB: Powerpoint Intern 2002**

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**WB: Intro 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**WB: Excel Intern. 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**WB: Intro 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**WB: Access Intern. 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

WB: Intro 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

WB: Intro Frontpage 2002

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

WB: Intro 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

WB: Outlook 2002 (XP)

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

WB: 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

WB: Intro 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

WB: 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: Intro 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

WB: 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

WB: Intro Quarkxpress 5 Mac

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

WB: Intro 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

Wb: Using Internet in 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

WB: Powerpoint in 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/jccc.com

\$98.00

XCM 2703

WB: Intro 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

Wb: Intro 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 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 OS, ability to use keyboard and mouse with proficiency and a basic knowledge of spreadsheet use.

\$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 utilize 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 & 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. Work with and 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 Fund

Work in the Photoshop environment, size images, select image areas, manipulate selections, use image modes, select colors, paint in color, use layers, adjust images and save completed images. Prerequisite: Experience with Windows, keyboard and mouse.

\$289.00

XCM 4001

Adobe Photoshop Web Prod

Learn concepts and techniques for optimizing images for display on the Internet. Explore basic concepts regarding image resolution and methods for reducing file size, graphic formats that are appropriate for Web images, and how to choose the best one for various types of images. Use ImageReady to create animations. Prerequisite: Photoshop Fundamentals or equivalent knowledge.

\$189.00

XCM 4002

Adobe Photoshop Advanced

Discover additional Photoshop commands and tools and study concepts that tie together multiple techniques for greater efficiency. Work to clean up line art, use shortcuts and styling techniques for layers, repair a damaged picture, soften focus, and colorize grayscale images using a variety of techniques. Learn to create realistic three-dimensional effects by distorting layers and using lighting effects. Prerequisite: Photoshop Fundamentals or equivalent knowledge.

\$189.00

XCM 4100

Adobe Illustrator Fund

Establish a firm foundation in Illustrator by mastering the primary tools and techniques necessary to create complex and attractive illustrations and text effects. Use Illustrator's foundational tools and techniques to create artwork and illustrations that can be used in printed materials or for distribution on the World Wide Web. Prerequisite: Basic knowledge of the Windows operating system.

\$189.00

XCM 4102

Adobe Illustrator Adv

Create dynamic graphics using advanced drawing and editing tools, path editing techniques, filter effects, and masks. Explore the Transparency palette, live effects, and the Appearance palette to create effects unattainable in previous versions. Use many of Illustrator's powerful editing tools and techniques to efficiently create dynamic graphics. Prerequisite: Illustrator Fundamentals or equivalent knowledge.

\$189.00

XCM 4150

Fireworks Fundamentals

Use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web. Prerequisite: experience with Windows, keyboard and mouse.

\$189.00

XCM 4151

Fireworks Advanced

A hands-on class teaching powerful techniques for creating and editing Web graphics and pages. Learn advanced skills for working with vector graphics, photographic images and effects; slicing and rollovers; symbols and animation; and exporting to HTML. 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 4234

Access Expert

Work with VBA while designing an Access application. Explore dialog boxes, macros, VBE window, Switchboard forms, Splash Screen forms, and much more. Prerequisite: Access Advanced.

\$179.00

XCM 5002

WB: Intro 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

WB: 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

WB: 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

WB: 101 Tips & Tricks Windows

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

WB: MS 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

WB: Wkg Os X Imac & 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 Fund

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 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

VB.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

VB Advanced W/Database Prgmng

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 Pgs Fund (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 Logic and Design.

\$349.00

XCM 6167

Active Server Pages Adv (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+ Oper 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 has a \$199 value. Prerequisite: A+ Hardware, A+ Operating Systems, or previous experience with computer hardware and networks.

\$699.00

XCM 8280

Security Academy: Internet Sec

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: Intro to Sec

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 Sec

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: Organiz Sec

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: PC 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 Securi

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/

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: Networks & 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 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 Win 2000 Serv

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: Win Active Direct

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: Windows Serv 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 Win 2000 Pro

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 multi-vendor 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: Win 2000 Net Infra

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: Windows XP Pro

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: Win2000 Nwk Envr

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: Mng Win 2003 NT Env

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: Plan Win Serv 03 Nt

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:Win Serv 03 ACT Dir

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 Fund

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 Assoc Cert 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 Perform Tuning Fund

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 Perform Tuning Adv

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 Prof Cert 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: Introduction to Crystal Reports 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 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 8653

PHP Game Programming

PHP Game Programming offers students the introduction they need to begin creating their own online games. Cover server configuration and the major features of PHP. Use PHP to create and manipulate graphics, develop a chess game using a nonrelational database, and send and receive data through sockets. End with the creation of a multiplayer online game. Prerequisite: HTML and Web Page Design, PHP Web Design.

\$699.00

XCM 8701

Unix 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 & 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 Fundamentals or equivalent experience.

\$599.00

XCM 8703

Unix Sys Admin: Essen Operatio

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 Fundamentals or equivalent experience.

\$1,499.00

XCM 8704

Linux Desktop Oper 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 INStall/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 Fundamentals helpful but not required.

\$599.00

XCM 8764

CCNA Interconnect Netwrk Devic

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 Intro to Cisco Netwrking

The first class mapped toward the Cisco CCNA exam 641-801 and the only class mapped toward the Cisco 641-821 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: Admin MS 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 Db 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

Essen of IT Proj Mgmt

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

Est & Mang IT 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 Proj Risk Mgmt & Sftwr Risk

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**Effect Schedl & Contrl IT Proj**

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**Effect Comm for IT Profession**

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**Ldrshp Team Motv Outsrcg IT Pr**

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 Proj Quality Mgmt**

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**Fw RI Wld Pma in It**

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**Cert of IT Proj Mgmt**

\$4,892.00

XCM 9000**WB: CGI Pgrmg 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

WB: Intro 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

WB: Java for 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

WB: 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

WB: Intro to PC Troubleshtg

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

WB: Windows File & Disk Mgmt

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

WB: Intro 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

WB: Intro 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

WB: Intro 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

Wb: Javascript Prgm for 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

Wb: Intro Win 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

Wb: C++ 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

Wb: Create Home/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 Intro to VB .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

WB: 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 9400

Outlook

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 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.

\$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

Discover the basics of Dreamweaver. Create a basic Web page, design a site, work with text and images, add links, use tables and frames, upload a site, and create a form. Prerequisite: Introduction to Windows, HTML and Web Page Design or equivalent knowledge.

\$289.00

XCM 9466

Dreamweaver Advanced

Work efficiently in Dreamweaver using libraries and layers. Use stylesheets to gain increased control over Web site appearance. Create rollovers, work with behaviors to control dynamic page content, work with layers to gain precise layout

control of page elements, and use timelines to sequence events on a page and ensure compatibility with multiple browser versions using browser targeting. Prerequisite: HTML and Web Page Design, Dreamweaver Fundamentals or equivalent knowledge.

\$289.00

XCM 9469

Dreamweaver Databases

Create database-driven websites with Dreamweaver MX. Work with recordsets, dynamic forms and HTML elements. Create detail, search and results pages. Explore how to administer database records. Prerequisite: Dreamweaver Advanced.

\$189.00

XCM 9470

Flash Fundamentals

Use Flash to build animations for the Web or as stand-alone files. Work with drawing tools, manipulate objects on the Stage, utilize object interaction, import artwork, create and format text, and perform frame-by-frame and tweened animations. Prerequisite: HTML and Web Page Design, Dreamweaver Fundamentals or equivalent knowledge.

\$189.00

XCM 9471

Flash Intermediate

Develop Flash movies, interactive Web applications and dynamic applications ranging from e-commerce shopping carts to video games. Create animated sequences, implement the three types of symbols and instances as a development shortcut, use ActionScript, add sound to Flash movies, apply Advanced ActionScript techniques, and use the testing environment to optimize creations. Prerequisite: HTML and Web Page Design, Dreamweaver Fundamentals, Flash Fundamentals or equivalent knowledge.

\$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 9476

Flash Game Developer Cert

What better way to learn about game development in Flash than from the ground up. Start with Flash Fundamentals, then move on to Flash Intermediate before finalizing your instruction with Flash Game Development. Prerequisite: Knowledge of Windows OS and ability to use keyboard and mouse with proficiency.

\$999.00

XCM 9525

Cascading Style Sheets

Learn how to use Cascading Style Sheets (CSS) to develop and design Web sites. Use all the features of the CSS-1 specification, and a few features of CSS-2. Explore browser workarounds and sound development principles along the way. Prerequisite: HTML and Web Page Design or equivalent knowledge.

\$349.00

XCM 9533

E-Commerce: Bldg Your E-Bus

Perfect for a first course on e-Commerce, for website managers, or as a follow-up to any of our computer application and web design courses. The course blends e-Commerce concepts with hands-on exercises throughout the class. This is a comprehensive course covering the fundamentals of building an on-line store, payment systems, security, legal and ethical issues, creating a web-page, marketing the on-line business and planning for the on-line business. Course maps to the current e-Biz+ certification. Prerequisite: Knowledge of Windows, ability to use the Internet, keyboard and mouse.

\$449.00

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, Cascading Style Sheets 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

Dance Ballroom Beg

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

Dance Ballroom Inter

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

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

PALS and Trauma Course

A description is not available for this course.

\$210.00

XNT 5010

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, "American Idioms and Some Phrases Just for Fun" can be purchased at the JCCC bookstore.

\$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, "American Idioms and Some Phrases Just for Fun", 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 is a continuation of Pronunciation Improvement I.

\$43.00

XGF 1665

Pronunciation Personalized

The Personalized Pronunciation Program provides an individualized pronunciation (correction) refinement method designed especially to assist individuals who are not native speakers of English. Following an individualized speech analysis, each participant is placed on an individualized learning track, which will be followed throughout this 13-week period. 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.

\$749.00

XGF 1690

ESL Grammar Development I

This course is for 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 Law Enforce

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 Paramedic EMT

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 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 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 Business/Inter 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 Industry Manufacturing

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 analysis of English grammar for intermediate to advanced English as Second Language college students. Structure of Standard English is explored in order to prepare the learner 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. The course is designed to provide students ample opportunities to apply their knowledge to their particular areas of study throughout college and beyond. As one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university, this course establishes a foundation for continuous learning and serves as a complement to other courses the student may be taking or will take.

\$98.00

Education (XNE)

XNE 1009

Managing Ad 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 W/Castoffs

Don't toss that out! Start saving your used boutique

\$12.00

XNE 1015

Cooperative Games

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

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

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

Childrens 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

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 Fiction 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 Develop 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

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

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 Infant/Toddler

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

Find 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 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

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

Ece Director's: Staff Recruit

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 ACTivit

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

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

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 Dev.

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

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 never look at education the same way again after this two-day, learner-centered look at learning, brain research, critical thinking and classroom management. 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 at the elementary grades. The required test: Layered Curriculum may be purchased in the JCCC bookstore.

\$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, the Brain Based Learning theories, Charter Schools, Vouchers, Bullying and the Hidden Censorship Currently Practiced in public school. You will discuss the different viewpoints regarding current educational policies and practices. Recommended textbook "A Student's Brain: The Parent/Teacher Manual" by Kathie Nunley.

\$35.00

Fire Science (XNF)

XNF 1000

Firefighting Essentials

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

Haz Mat Awareness

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

Haz Mat Operations

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 I

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 II

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 III

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

CPAT

physically able to perform essential job tasks at fire scenes. Successful CPAT participants will be given a photo I.D. card verifying successful completion of the test. This I.D. will facilitate the hiring process for departments requiring successful CPAT completion. A photo I.D. will be required to take the CPAT. (2 sessions)

\$65.00

XNF 3001

Fire Service Entrance Exam

The Fire Service Entrance Exam is offered to people seeking positions with fire departments or any entity that requires completion of the FSEE prior to submitting an application. The FSEE is a standardized test for assessing 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. People who take the test will receive a certificate indicating their score. 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 S Entrance Exam

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

Hors D'Oeuvres Holiday

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

Int'l 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 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 Canada 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

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 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

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 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

Fast Food Feed Child Well

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 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 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

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

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 Quesadillas with Tzatziki and more, ending with Chocolate Rum Pecan Squares. Fee includes food costs.

\$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 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

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

Desserts Just

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

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

Cooking W/Soybeans

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 Spices

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 Sophisticated Garnish

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 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

Italy Regional Cuisines I

Italy, the "mother of continental European cooking", has twenty geographical regions. Each of these regions has its own traditional culinary specialties. In these classes, you will learn how to prepare authentic gourmet Italian cuisine and delightful desserts. At each class, participants will help prepare (and then sample) a seven-course Italian dinner fit for a king. Some, though not all, of the foods mentioned under each region will be featured. Fee includes food costs Note: Additional regions of Italian cooking will be featured in future items.

\$80.00

XPE 1092

Sicilia Cuisine

This region is characterized by its aromatic sauces, cannoli, gelato and marsala wines.

\$20.00

XPE 1093

Toscana Cuisine

This region is noted for its rich meats, olive oils, codfish, sagioli (beans), panforte (cake) and Chianti wines.

\$20.00

XPE 1094

Calabria Cuisine

This region features citrus fruits, chestnuts and fresh oysters and other seafood.

\$18.00

XPE 1095

Emilia-Romagna Cuisine

This region is famous for its abundant produce, pastas, pork (salami, mortadella and prosciutto) and parmesan cheese.

\$18.00

XPE 1096

Piedmont Cuisine

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, coulubiak (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 Horsd'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

Wine Tasting Vli

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 Vlii

Topics for this eighth in the series will be: Week 1 - red wines from the Rhone region of France; Week 2 - chardonnay 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 simplicities 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 & Easy Gifts (Food)

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 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.

\$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)

Bring your favorite little one 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

for the holiday season. Children must be age four or older and accompanied by an adult age 18 or older.

\$14.00

XPE 1120

Greek Cooking

Enjoy Greek appetizers, main dishes and desserts in this "hands-on" class. Menus include preparation of dolmathes, 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

Touch of Ireland

Some wonderful recipes from the Ballymaloe Cooking School in Ireland. Roasted Fillet of Salmon with Saffron Cream Sauce, Farmhouse Chicken, and Boxy 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 Traditional Sauce

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

Pasta Perfect

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

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

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

Bread W/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/Danish

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/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 crispies. 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/Cooking W/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

Entertain Easy 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 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

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/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

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

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

Busy Day Meal Ideas

Wondering what to make for dinner? Here are recipes with American and International touches that will please the family or your guests. Our favorite Baked Macaroni and Cheese, Curried Chicken Legs and Thighs, a vegetable main dish with Lime Rice from India and "Russian Chicken" prepared in 5 minutes, and a wonderful idea for quick fruit dessert.

\$20.00

XPE 1219

Worldly But Quick Chicken Dish

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 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

The 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 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 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

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 crême 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 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 Soup Stew 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 Butter

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/Treats W/ 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

Cook W/ Pastas Grains 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

Pastas Grains 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 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

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

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 Horsd'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

Entertaining A+

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 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 Cookin

This class features some great entrees as well as do-ahead side dishes. Instructor Dorothy Ebner will demonstrate how to prepare grilled chicken Provençal, 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

Hospitality A+

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

Variations of 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

Host Elegant Effortless 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

A 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 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 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

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

Holiday "Turkey Tactics"

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 Sophisticat

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/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

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 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

Learn basic Italian phrases and conversation with an emphasis on practical usage while traveling. Topics will include how to get around, cuisine, 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 can be purchased in the JCCC bookstore; you will also need to purchase an Italian dictionary.

\$59.00

XPL 1017

Ciao Italia III

This class is a continuation of "Ciao Italia II". Emphasis will be on learning practical 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 Travellers 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 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 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

Japanese, Conversational I

Learn the basic elements of spoken and written Japanese in an informal and fun environment. The textbook can be purchased in the JCCC bookstore.

\$99.00

XPL 1301

Japanese, Conversational 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

Japanese Conversational 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

This course will teach students to read, write and speak basic Russian, to understand and communicate with others using elementary vocabulary. You will also learn about Russian culture and traditions. The textbook can be purchased in 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 Tutor

This course is a continuation of the Conversational Spanish 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. You will 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 Ten Minutes a Day", can be purchased at the JCCC bookstore.

\$89.00

XPL 1512

Beginning Spanish 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 Ten 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

Conversational Spanish III

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, "500 Spanish Verbs", is available in the JCCC bookstore.

\$89.00

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 "Arabic At A Glance", can be purchased at the JCCC bookstore.

\$99.00

XPL 3001

Survival Spanish Law Enforce

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 Business/Inter 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.

\$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 Cust Maint 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 School Administrators

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 Requesting Info 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

Speed Spanish

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

Health Care Professions (XNC)

XNC 1000

Client With Depression

Presented as a computer-based module in JCCC's open lab, this course provides comprehensive information about depression, including implications for the psychiatric interview and 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 Client With 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

Side Effects of Chemo I

A description is not available for this course.

\$22.00

XNC 1011

Side Effects of Chemo 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

Hemodynamics Part II

The Pulmonary Artery Catheter

\$11.00

XNC 1022

Hemodynamics Part III

The Ups and Downs of Hemodynamics

\$11.00

XNC 1030

Nitrates

A description is not available for this course.

\$22.00

XNC 1040

TB: Prevention & Control

Presented as a computer-based module in JCCC's open lab, 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 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 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

Dev 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

Pt With Borderline Personality

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 NSG 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: 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

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 Geriatric Med Errors

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

Internet Basics

Presented as a computer-based module in JCCC's open lab, 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

Myers-Briggs

A description is not available for this course.

\$54.00

XNC 2008

Conflict: Yours, Mine & Ours

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

Chronic Wound Mgmt

A description is not available for this course.

\$24.00

XNC 2010

EKG Beyond Mi

A description is not available for this course.

\$48.00

XNC 2014

Manage Conflict/Change

A description is not available for this course.

\$48.00

XNC 2015

Marriage: Theory and Therapy

What contributes to a well-functioning marriage? How professionals answer this question influences their clinical work with a marital problem. Traditionally, 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 a review of the marriage research, a natural systems perspective---pair bonding in the nonhuman family and Bowen family systems theory, --- hypothesis about anxiety, differentiation of self and nuclear and multigenerational processes. Using Bowen theory, 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

A description is not available for this course.

\$36.00

XNC 2018

Hospital to Home Care

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

A description is not available for this course.

\$48.00

XNC 2021

Relapse in Mental Illness

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

Manage Differences

A description is not available for this course.

\$54.00

XNC 2024

Communicating W/Sensitivity

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 Lifespan

A description is not available for this course.

\$48.00

XNC 2026

Manage Skin Problems

A description is not available for this course.

\$24.00

XNC 2027

Gene Therapy in Cancer

A description is not available for this course.

\$35.00

XNC 2028

Psych Drugs

A description is not available for this course.

\$24.00

XNC 2029

TB Update

A description is not available for this course.

\$27.00

XNC 2030

Ethics in the Trenches

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

Chronic Anxiety System Dev

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

Pattern Management

A description is not available for this course.
\$54.00

XNC 2036

Marketing Yourself

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

Cardiovascular Drugs Update

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

Issues of Abuse

A description is not available for this course.
\$54.00

XNC 2040

Self Managed Work Teams

A description is not available for this course.
\$54.00

XNC 2041

Stress Reduction Part I

A description is not available for this course.
\$54.00

XNC 2042

Stress Reduction Part II

A description is not available for this course.
\$54.00

XNC 2043

Electrolytes

A description is not available for this course.
\$54.00

XNC 2044

Lighting Your Candle

A description is not available for this course.
\$54.00

XNC 2045

Skin Cancer Epidemic

A description is not available for this course.
\$27.00

XNC 2046

Stroke: Diagnosis/Assessment

A description is not available for this course.
\$36.00

XNC 2047

Antimicrobial Resistance

A description is not available for this course.
\$27.00

XNC 2048

Clinical Assess Skills - Pt 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

Clinical Assess Skills - Pt 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

A description is not available for this course.
\$27.00

XNC 2054

Taking Care Customer/Yourself

A description is not available for this course.
\$54.00

XNC 2055

Updating Knowledge HIV/AIDS

A description is not available for this course.
\$27.00

XNC 2056

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

A description is not available for this course.
\$99.00

XNC 2058

Enhancing Personal/Prof Skills

A description is not available for this course.
\$79.00

XNC 2060

Managing Criticism/Complaints

A description is not available for this course.
\$54.00

XNC 2061

Cutaneous Manifestations

A description is not available for this course.
\$27.00

XNC 2062

Health Assess of the Elderly

A description is not available for this course.
\$27.00

XNC 2063

Technology and Health Care

A description is not available for this course.
\$54.00

XNC 2064

ICD-9-CM Guidelines

A description is not available for this course.
\$72.00

XNC 2065

Healing Powers of Music

A description is not available for this course.
\$54.00

XNC 2066

Enhance 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

A description is not available for this course.

\$39.00

XNC 2069

Quality Improvement

Care

\$27.00

XNC 2070

Therapeutic Touch

A description is not available for this course.

\$54.00

XNC 2071

Adult Children and Aging

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

Children With Chronic Illness

A description is not available for this course.

\$27.00

XNC 2075

Multiple Personality Disorder

A description is not available for this course.

\$36.00

XNC 2076

Dermatologic Problems

A description is not available for this course.

\$27.00

XNC 2077

Bowen Family 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**

A description is not available for this course.

\$27.00

XNC 2081**Lactation Management**

A description is not available for this course.

\$54.00

XNC 2082**Dynamic Communication**

A description is not available for this course.

\$54.00

XNC 2083**Neurofibromatosis**

A description is not available for this course.

\$50.00

XNC 2084**Tactful Confrontation Skills**

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**Allergies and Anaphylaxis**

A description is not available for this course.

\$54.00

XNC 2086**Serum Laboratory**

A description is not available for this course.

\$54.00

XNC 2087**Dermatologic Drugs**

A description is not available for this course.

\$27.00

XNC 2088**Ethics 101**

A description is not available for this course.

\$27.00

XNC 2089

Nurturing the Mother to Be

A description is not available for this course.

\$36.00

XNC 2090**Hypertension**

A description is not available for this course.

\$27.00

XNC 2091**Congestive Heart Failure**

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 Today**

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**

A description is not available for this course.

\$50.00

XNC 2095**Seminar At Sea '96**

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 Transition Symptom Dev**

A description is not available for this course.

\$27.00

XNC 2097**Fear of Abandonment:**

A description is not available for this course.

\$54.00

XNC 2098**Caring and Loving**

A description is not available for this course.

\$27.00

XNC 2099

Adhd in Children/Adolescents

Adolescents: Diagnosis, Assessment and Treatment

\$75.00

XNC 2100

Holistic Medical Care:

Alternative Medicine

\$27.00

XNC 2101

Understanding Your M-B Type:

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/Caring 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

The One-In-The-Middle

Opportunities

\$54.00

XNC 2106

Cqi in Today's Hc Workplace

Workplace

\$54.00

XNC 2107

Depression Childhood

A description is not available for this course.

\$24.00

XNC 2108

Women's Health Care 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**Relocation Stress 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 Relationship Issues**

A description is not available for this course.

\$54.00

XNC 2113**Behavioral Mgmt Alzheimers**

A description is not available for this course.

\$27.00

XNC 2114**Teen Suicide**

A description is not available for this course.

\$54.00

XNC 2115**Superachievers**

A description is not available for this course.

\$36.00

XNC 2116**Increasing Your Resiliency**

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 & 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

Stress Management

A description is not available for this course.
\$54.00

XNC 2119

Nine Faces of Pain

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 Role

A description is not available for this course.
\$27.00

XNC 2122

Spirituality Road

A description is not available for this course.
\$63.00

XNC 2123

Managed Care INSide Out

A description is not available for this course.
\$63.00

XNC 2124

Eating Disorders

A description is not available for this course.
\$54.00

XNC 2125

Ending Abuse

A description is not available for this course.
\$45.00

XNC 2201

Recognizing Elder Abuse

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

A description is not available for this course.

\$27.00

XNC 2203**EKG**

A description is not available for this course.

\$54.00

XNC 2204**Abnormal Bleeding**

A description is not available for this course.

\$27.00

XNC 2206**Transition Trauma**

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 Care**

A description is not available for this course.

\$27.00

XNC 2209**Managed Care Paradigm**

A description is not available for this course.

\$63.00

XNC 2210**Grief & the Wounded Family**

A description is not available for this course.

\$54.00

XNC 2211**Pain Assessment**

A description is not available for this course.

\$27.00

XNC 2212**Cultural Diversity**

A description is not available for this course.

\$54.00

XNC 2213**Patient Focused Leadership**

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 Disorder

A description is not available for this course.

\$27.00

XNC 2216

Nursing Assessment

A description is not available for this course.

\$27.00

XNC 2217

Music Laughter and Tears

A description is not available for this course.

\$54.00

XNC 2218

Shame Guilt What's Healthy

A description is not available for this course.

\$54.00

XNC 2219

Explore Alternative Approaches

A description is not available for this course.

\$27.00

XNC 2220

Chf Advances in Treatment Care

A description is not available for this course.

\$27.00

XNC 2221

Update Knowledge of Diabetes

A description is not available for this course.

\$54.00

XNC 2222

Abnormal Lab Values

A description is not available for this course.

\$27.00

XNC 2223

Special Considerations Older

A description is not available for this course.

\$27.00

XNC 2224

Mid Life Transitions

A description is not available for this course.

\$36.00

XNC 2225

Mindfulness Based Stress Mngmt

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

A description is not available for this course.

\$54.00

XNC 2228

Preventing Legal Problems

A description is not available for this course.

\$27.00

XNC 2229

Nursing in the New Millennium

A description is not available for this course.

\$27.00

XNC 2230

Medicare Reimbursement

A description is not available for this course.

\$27.00

XNC 2231

Non Surgical Options for Skin

A description is not available for this course.

\$27.00

XNC 2232

Fibromyalgia Evaluation Care

A description is not available for this course.

\$27.00

XNC 2233

Assessment of Pediatric Client

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

The Lines That Divide Us

A description is not available for this course.
\$27.00

XNC 2235

Happy As Your Unhappiest Child

A description is not available for this course.
\$54.00

XNC 2236

Expand Knowledge Myers Briggs

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

A description is not available for this course.
\$54.00

XNC 2239

Use Case Management Principles

A description is not available for this course.
\$54.00

XNC 2240

Body Mind and Soul

A description is not available for this course.
\$54.00

XNC 2241

Enhance Patient Teaching Skill

A description is not available for this course.
\$27.00

XNC 2242

Create Safe School Communities

A description is not available for this course.
\$50.00

XNC 2243

Business Skills

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 for Publication

A description is not available for this course.

\$27.00

XNC 2245

Kids Need More Than Band-aids

A description is not available for this course.

\$27.00

XNC 2246

Pharmacology Update GI Disord

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

A description is not available for this course.

\$27.00

XNC 2249

Untying the Knots

A description is not available for this course.

\$54.00

XNC 2250

Baby Boomers: Aging & Health

The "baby boomers", 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 "boomers," 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 Management Guidelines

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

Changing Bullying Behaviors

A description is not available for this course.

\$27.00

XNC 2253

Chinese Medicine 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 Anxiety

A description is not available for this course.

\$27.00

XNC 2256

Heal the Past

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

Yours Mine or Ours Issues

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

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**

A description is not available for this course.

\$27.00

XNC 2260**Difficult Behavior in Children**

Irritability, agitation and/or distractability, 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**

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**

Power

\$54.00

XNC 2264**Psych Communication W/Elderly**

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**Intro to Enneagram**

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

Chronic Fatigue Disorders

A description is not available for this course.
\$27.00

XNC 2272

Case Study Lab Tests

A description is not available for this course.
\$54.00

XNC 2273

Music Brings the Heart Home

A description is not available for this course.
\$54.00

XNC 2274

Action Therapy Life & Profes

Professional Practice

\$54.00

XNC 2275

Women and Anger

A description is not available for this course.
\$27.00

XNC 2276

Issues & Trends in Healthcare

A description is not available for this course.
\$54.00

XNC 2277

Outcomes Management

A description is not available for this course.
\$27.00

XNC 2278

Peridontal Debridement Theory

(Dentist Fee \$149, Dental Hygienist Fee \$89)

\$149.00

XNC 2279

Help Families Survive Divorce

A description is not available for this course.

\$27.00

XNC 2280

Intro to Office Dermatology

A description is not available for this course.

\$27.00

XNC 2281

Nutrition and the Older Adult

A description is not available for this course.

\$54.00

XNC 2282

Sandwich Generation

A description is not available for this course.

\$27.00

XNC 2283

Helping Children Grieve

A description is not available for this course.

\$27.00

XNC 2284

Intro to Yoga and Meditation

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

Surviving the Sick Role

A description is not available for this course.

\$54.00

XNC 2286

Oncology Drugs Today

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

Periodontal Disease

(Dentist Fee \$149, Dental Hygienist Fee \$89)

\$149.00

XNC 2288

Connecting for Kids

(Includes a Box Lunch)

\$50.00

XNC 2289

Supervision and Delegation

A description is not available for this course.

\$27.00

XNC 2290

Aids 101

A description is not available for this course.

\$27.00

XNC 2291

Stress Mgmt for 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

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

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

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

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

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

Diversity

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

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

Patient With A Failing Heart

Heart failure is the most common reason for hospital admission in Medicare patients. Equip yourself to perform a thorough nursing assessment of your next heart failure patient. Gain a current understanding of heart failure and the modern array of therapy for management of this complex problem. RNs and LPNs will earn 4 contact hours for attending this workshop. Kansas ACHAs will earn 4 (RC) hours.

\$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

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

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

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 Care Today

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

Intro 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

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

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

Safe Workplace: OSHA Update

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 Children

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

Intro to Bowen Family Systems

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

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

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

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 Comm in Dental

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 Dementia

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

Ageing and Individual Diff

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

Journaling As Therapy

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

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

Childhood Depression & Suicide

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

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

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

Skills to Decrease Negativity

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

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

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 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 Diversity

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

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

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

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

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: 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

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

Healthy Weight Management

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

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

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:Asthma and Copd

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

Dealing With Anger

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

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

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

How 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

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

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

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

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:Issues and Management

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

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 CFS and Fibromyalgia

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

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 Law Suit

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

Family Influences on Children

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

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

Arthritis Treatment

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 of 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

Eating Disorders

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 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 Client With 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

dekdow

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

Managing Alzheimer's Disease

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 Hc

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 6 contact hours for attending this workshop. Approval is pending for other health professionals.

\$54.00

XNC 2369

Intro to Naturopathic Medicine

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

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

OCD & Anxiety in Children

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 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 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

Complementary Therapies: Pain

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

Develop/Maintain Relationships

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

Endocrine & CNS Pathology

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

Life-Limiting Illness & Grief

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

Overview of Seizures/Epilepsy

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

Prevent/Manage 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

The Top 100 Prescribed Drugs

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

Reclaim 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 & Mind/Body Health

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 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

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

Develop A Wellness Lifestyle

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

Challenge of Dual Diagnosis

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

Diagnosis & DSM-IV

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

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

Major depression remains the single most under diagnosed and under treated mental illness in the population over 65 years old. In this program, you will explore the reasons for this phenomenon and discuss how to recognize, support and treat this condition. You will also 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

Managing Menopause

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

Ethical Mental Health Practice

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

Risk Factors for CV Disease

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

Approach 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

Treatment Inflammatory Disease

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

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, listServes, 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 Std

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 Er

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

Native American Spirituality

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 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. B&G(\$47)
\$54.00

XNC 2401

Intro to Homeopathy

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

Aging Relatives Care 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 in 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

Chronic Fatigue & Fibromyalgia

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

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

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

The Art of Caring Leadership

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, dentists and dental hygienists will earn 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for other health care professionals.

\$54.00

XNC 2408

Drugs of Abuse

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

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

Mindfulness Meditation

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

Behavior Problems in 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

Fostering Identity in Patients

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

Antibiotic Resistant Bacteria

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

ASPerger's Disorder

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 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

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

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

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

Dev 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 Today

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

Legal Issues in Nursing

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

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

Normal Aging in 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 Mgmt From 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

Conditions of the Liver

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

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

Mgmt 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

Natural Mgmt-Pms & Menopause

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 4 contact hours for attending this

workshop.
\$36.00

XNC 2430

Medical Coding Certification

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 Therapy

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

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

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 and counselors will earn 6 contact hours for attending this workshop.

\$54.00

XNC 2435

Medical Terminology

A description is not available for this course.

\$69.00

XNC 2436

Mgmt for Health Professionals

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 Family Pro

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 for Ch Health Probs

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

Zoo Around the Workplace

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

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

Aging 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

Eating Disorders

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

Needs of Family Caregivers

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

Basic Spanish for Health Prof.

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

Interm Spanish Health Provider

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

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

Griefcare in the Workplace

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 Hc

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 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 Experienced

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 Mgmt Substance Dependent

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 opioid 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

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

Ethics & Cultural Competency

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

Nurse Needs to Know About Ca

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 Chron 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 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

Alcohol and Rx Abuse in Elder

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 6 (RC) hours. Approval is pending for other health professionals.

\$54.00

XNC 2459

Creative Patient Education

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

Update Tick Borne & Other

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 6 contact hours. ACHAs will earn 6 (RC) hours.

\$54.00

XNC 2461

NSG Assessment CV 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

60, 70 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 Respond

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

Compassion Serious Chronic Ill

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

Pharmacology 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

LTC Issues Changes Approaches

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 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

Dx Treatment Complicated 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 6 contact hours for attending the seminar. ACHAs will receive 6 (RC) hours.

\$54.00

XNC 2470

Psychosocial ASPECTS Pt. Care

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?

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 Safe Environment 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 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

Elnec Training

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.

\$81.00

XNC 2476

Applications Human Genome Proj

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

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

Music 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

Mgmt and Treatment Parkinson's

It's been said the greatest home 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

Everything 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 Caregiver

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

Adv. Lab Studies - Expanded

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/Child Trauma

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

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

Burnout Prevention & Recovery

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

Anti Obesity Drugs

A description is not available for this course.

\$27.00

XNC 2520

Kaleidoscope of Change

A description is not available for this course.

\$54.00

XNC 2525

Biofeedback Reduce Stress

A description is not available for this course.

\$54.00

XNC 2530

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 Pattern Management

A description is not available for this course.

\$54.00

XNC 2545

Osteoporosis

A description is not available for this course.

\$27.00

XNC 2550

Asthma Management

A description is not available for this course.

\$54.00

XNC 2555

Steroid Drugs

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

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

Issues in Mental Health

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?

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

Exercise to Keep Fit

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: 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

Advanced Lab Studies

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

Expanding Basic Spanish

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

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 Tx-Ch Illnesses

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

Alzheimer's & Other Dementias

and Related Dementias 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

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 & Journeying

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

CDm/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

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

Myers-Briggs

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

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

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

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

Effective Communication

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. Kansa ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2665

Medical Uses of Botox

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

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 With Teams

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 ear 6 contact hours for attending this workshop. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2680

Nutritional Supplements

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

High Risk OB 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

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

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 Disorder

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

Native American End-Of-Life

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

Diversity Issues Hc 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

Griefcare for Children

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

When Grief Strikes

This seminar will explore the needs and support required by the griever 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 Health Prof

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.

\$120.00

XNC 2745

Negligence and 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

Exercise and 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

Immunity and Immune Reactions

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 reacquaint 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

Comparison Weight Loss Progs.

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: Hc 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: Myth/Real

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

Managing Multiple Priorities

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 6 contact hours. ACHAs will earn 6 (A) hours. Approval is pending for other health professionals.

\$54.00

XNC 2780

Teen Suicide/Risk and Crisis

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

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

Effective 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: Trends and Tx

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 Healthy Lifestyle.

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 Casting to Mobilize

A description is not available for this course.

\$20.00

XNC 2810**Jolene Brackey**

A description is not available for this course.

XNC 2815**GERTI-M**

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 impact the outcome for their departments.

\$12.00

XNC 2830**ICD-IX Medical Coding**

A description is not available for this course.

\$108.00

XNC 3045**Health Professional Appreciation Day**

A description is not available for this course.

\$0.00

XNC 5000**Nitrous Oxide Sedation**

A description is not available for this course.

\$150.00

XNC 5001**Refined Clinical Techniques**

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**Dental Hygiene Refresher**

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

A description is not available for this course.

\$27.00

Health Prof Independent Study (XNH)

XNH 1000

Avoid Med Errors Indep Sty

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

Geriatric Assessment Indep Sty

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

Nursing At Bedside

A description is not available for this course.

\$51.00

XNH 1015

Assertiveness in NSG Indep Sty

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 Care Plans

A description is not available for this course.

\$51.00

XNH 1025

Professional Resume

A description is not available for this course.

\$51.00

XNH 1030

Time Mgmt

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

A description is not available for this course.

\$51.00

XNH 1045

Delegation for Nse Indep Sty

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

Reducing Fatigue Indep Sty

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

Assess Family At Risk

A description is not available for this course.

\$83.00

XNH 1100

Intro to Teams Indep Sty

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

Ethics for Teams Indep Sty

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

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.

\$50.00

XNH 1150

Time Management

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.

\$30.00

XNH 1155

Superachievers Coping

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

Increase Assertiveness

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.

\$33.00

XNH 1190

Conflict Mgmt Skills

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.

\$42.00

XNH 1200

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.

\$36.00

XNH 1201

Dual Diagnosis Indep Sty

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

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.

\$29.00

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.

\$69.00

XNH 1305

Customer Service Health Care

in Healthcare 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.

\$42.00

XNH 1310

Tactful Toughness

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.

\$32.00

XNH 1315

Taking Care of Residents

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.

\$42.00

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.

\$36.00

XNH 1375

Improve Life for Diabetic

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.

\$29.00

XNH 1400

Drug Treatment 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.

\$29.00

XNH 1405

Lactation Mgmt Strategies

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.

\$29.00

XNH 1415

Bouncing Back-Prof Resiliency

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.

\$53.00

XNH 1416

Surviving: Sat Triangle

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.

\$20.00

XNH 1417

Striving:Resiliency Components

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.

\$20.00

XNH 1418

Thriving: Maximize 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.

\$20.00

XNH 1420

Ethical Decisions in Nursing

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.

\$29.00

XNH 1425

SW Ethical Decision Mkg.

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.

\$29.00

XNH 1430

Response to Bioterrorism

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.

\$36.00

XNH 1435

Id and Respond 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.

\$20.00

XNH 1440

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.

\$53.00

XNH 1500

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.

\$20.00

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.

\$20.00

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.

\$36.00

XNH 1525

Hypertension: 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.

\$36.00

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.

\$29.00

XNH 1535

Antibiotic Resistant Infection

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-Exist Diabetes & 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

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

Understand 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.

\$10.00

XNH 1560

Gerontology Certificate

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 Geriatric Client

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.

\$10.00

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.

\$10.00

XNH 1575

Protect Your Nursing Practice

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.

\$36.00

XNH 1580

Behavior Problems in 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.

\$24.00

XNH 1630

Preg Induce 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

Spirituality, Hlth & Heal Cert

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

Complementary Medicine Cert.

Enhance your professional marketability by gaining a broad understanding of

alternative health care options. Participants will earn 27 contact hours.
\$205.00

XNH 1710

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

Adv. 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 Hcp

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 Nurses

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

Therapeutic Relation Compl. Hc

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

Ns Guide Complementary Tx

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 Maternal Infant Nsg

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

Neonatal Group B Strep Prev.

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

Ir:Path to Met Syn Diabetes 2?

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.

\$36.00

XNH 1770

End of Life 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 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

KCNN-JCCC Independent Study

\$10.00

XNH 2002

Premenstrual Syndrome

KCNN-JCCC Independent Study

\$10.00

XNH 2003

Identifying Substance Abuse

KCNN-JCCC Independent Study

\$10.00

XNH 2004

Assess Patient Fluid Status

KCNN-JCCC Independent Study

\$10.00

XNH 2005

Endometriosis Management

KCNN-JCCC Independent Study

\$10.00

XNH 2006

Assessment of Fetal Well Being

KCNN-JCCC Independent Study

\$10.00

XNH 2007

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

KCNN-Independent Study

\$10.00

XNH 2011

Immunization Update

KCNN-Independent Study

\$10.00

XNH 2012

Helping Client Change Behavior

KCNN-Independent Study

\$12.00

XNH 2013

Contraception

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

Principles Adult Education

KCNN-Independent Study

\$12.00

XNH 2017

Drug Treatment Mental Illness

KCNN-Independent Study

\$12.00

XNH 2018

Treatment of Mental Illness II

KCNN-Independent Study

\$12.00

XNH 2019

Cyber Nursing on the Web

KCNN-Independent Study

\$12.00

XNH 2020

Outpatient Mgmt Ped Asthma

KCNN-Independent Study

\$12.00

XNH 2021

Women and Heart Disease

KCNN-Independent Study

\$12.00

XNH 2023

Diabetes III Complications

KCNN-Independent Study

\$12.00

XNH 2024

Treatment Mental Illness III

KCNN-Independent Study

\$12.00

XNH 2025

Magic of Waldo

KCNN-Independent Study

\$12.00

XNH 2026

Early Breastfeeding

KCNN-Independent Study

\$12.00

XNH 2027

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

KCNN-Independent Study

\$12.00

XNH 2032

Art of Positive Conflict

A description is not available for this course.

\$12.00

XNH 2033

ABC's 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.

\$29.00

XNH 2034

Intro-Managed Care Indep Sty

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

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.

\$36.00

XNH 4000

Hepatitis C: 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.

\$10.00

XNH 4001

Art of Positive Conflict Mgmt

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.

\$10.00

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. Chiropractor Dr. Dale Scott will instruct this class at his clinic.

\$10.00

XPG 1003

Fibromyalgia Solutions

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

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

Diabetes Health

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

Parkinson Foundation of the Heartland and JCCC Community Services will host experts from KU Medical Center who will present the newest research on Parkinson's disease in this symposium. Topics will cover volunteering for research studies, new therapies, techniques to enhance your memory and the opportunity to visit with the experts and have refreshments. There is no charge to attend; however, you must register by calling 913-469-2323.

\$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? Hi Carbs?

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 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

Home Ownership (XPK)

XPK 1005

Home INSpections

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

XPK 1015

Homebuilding 101

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

XPK 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. Note: This class is cosponsored 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

XPK 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

XPK 1155

Patents Trademarks 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

Gardening Herb for 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

Gardening Made-In-The-Shade

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 (eeuw) 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: Prairie Garden

Xeriscaping doesn't mean "zero-landscaping", but rather landscaping which holds up better in years of drought. Learn about our native wildflowers (and their improved cultivars), ornamental grasses, improving soil, and xeriscaping principles for easier flower gardens. Includes handout, sample garden plan, catalogs, bibliography and slide show. This class is for novice and seasoned gardeners. Note: landscaping consultation not provided.

\$12.00

XPI 1250

Butterfly Gardening

Join the growing numbers of people who enjoy this exciting hobby that combines gardening and butterfly- watching. This gardening class includes a slide show of butterflies, flowers and gardens. The handout has descriptions of suitable plants for local butterflies, a bibliography, butterfly parks to visit, and related organizations and World Wide Web sites. This class is for novice and seasoned gardeners alike.

\$12.00

XPI 1265

Perfect Perennials

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 to Property Liability

"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:

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 Resource

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 Admin

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

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 & Liability

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 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 Compensation

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 compensability 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 Adjust**

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**

A description is not available for this course.

\$125.00

XNI 1145**Are 141 Principles 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.

\$125.00

XNI 1155**API 28 Personal Insurance**

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 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**

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**

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

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

A description is not available for this course.

\$125.00

XNI 1420

AU 63

A description is not available for this course.

\$125.00

XNI 1450

Alcm 74

A description is not available for this course.

\$125.00

XNI 1510

AAI 82

\$125.00

XNI 2010

CPCU 510 Foundations of Risk M

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 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

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

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 INS 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

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 & Finance

This course will examine the basic accounting and finance principles applicable to any organization and the statutory accounting requirements for property and liability insurance companies. Sixteen weekly assignments.

\$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 Review

CECs: 3 property/casualty, Kansas and Missouri Insurance Dept.

\$39.00

XNI 2220

HO I

A description is not available for this course.

\$39.00

XNI 2230

Homeowner's Coverage

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 & Omissions

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

E&O II

CECs:3 general, Kansas and Missouri Insurance Department

\$39.00

XNI 2255

E&O 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

D&O

CECs 3 hours P/C, Kansas and Missouri Insurance Department

\$39.00

XNI 2261

D & O 2 Hours

CECs: 2 property/casualty, Kansas and Missouri Department

\$35.00

XNI 2262

Insurance Ethics/D & O

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

Director & Officer Liability

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

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, cust- omer, 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

Case studies will be discussed to comply with the Kansas mandatory insurance ethics requirements. CECs: 1 ethics.

\$30.00

XNI 2298

Insurance Ethics II

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

Ethics II/Legal Basis of INS

Mandatory Kansas Insurance Course CECs:1 ethics, 2 general, Kansas

Insurance Department:3 general Missouri Insurance Department
\$39.00

XNI 2311

Legal Basis 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/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

INS Ethics/E&O Cases II

CECs: 1 ET, 2 general, Kansas Insurance Department 3 general, Missouri Insurance Department

\$39.00

XNI 2314

Ethical Dilemmas/WC Principles

CEC's 1 ET, 2 property/casualty, Kansas Insurance Dept. 1 general, 2 property/casualty, Missouri Insurance Dept.

\$39.00

XNI 2315

WC 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 WC Rating

CEC's:1 ethics, 2 property/casualty, Kansas Insurance Department; 3 property/casualty, Missouri Insurance Department

\$35.00

XNI 2319

Work Comp 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

Worker's 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

WC III

CECs: 3 property/casualty, Kansas and Missouri Insurance Department

\$39.00

XNI 2322

WC 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

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 Prelicense 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

CECs:2 general, Kansas and Missouri Insurance Department

\$35.00

XNI 2361**Insurance Ethics Exclusions**

CECs:2 general, 1 ethics, Kansas Insurance Department; 3 general, Missouri Insurance Department

\$39.00

XNI 2362**INS Ethics II Property Update**

CECs:1 ethics, 2 general, Kansas Insurance Department; 3 general, Missouri Insurance Department

\$39.00

XNI 2370**Employment Liability INS**

A description is not available for this course.

\$39.00

XNI 2375**Claims Made Coverages**

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**

CECs:2 property/casualty, 1 ethics, Kansas Insurance Department, 2 property/casualty, 1 general, Missouri Insurance Department

\$39.00

XNI 2377**Insurance 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**

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- Reinsurance 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

General Liability 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 L/H INS

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

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

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! CECs: 3 L/H, Kansas and Missouri Insurance Departments.

\$45.00

XNI 3015

Estate Planning II

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

Business Succession

A description is not available for this course.

\$39.00

XNI 3090

Personal Injury Protection

CECs:3 property/casualty, Kansas Insurance Department

\$39.00

XNI 3200

Prelicense Insurance INStruct

A description is not available for this course.

\$195.00

XNI 3300

Intro 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

Intro 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

Intro 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

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

CPT Coding Basic

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 20th Ce

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 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 transcription rules including capitalization, numbers, punctuation, abbreviation and symbols. Transcribe case studies of the following systems; reproductive, musculo-skeletal, 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 textbook 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 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 understood. 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

ICD-9-CM Coding Inter

Extend your understanding of basic ICD-9-CM coding by exploring the coding guidelines for the circulatory system, 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 access to an ICD-9-CM book for use at each class. The ICD-9-CM three volume set can be purchased 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

Flood Insurance

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 Flood Insurance Regional

Sell an "Umbrella?" Sell a Flood Policy!/ "Floodplain Management for the New Millennium"

\$25.00

XNI 5010

Insurance 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 INS L/H

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 INS P/C

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 4 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 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 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 L/H

You will learn about policy provisions, policy options, and policy types in this computer-based program.

\$49.00

XNI 6002

Homeowners Policy 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 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

Businessowners Policy 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 P/C

Examine the various ethical terms used in numerous situations. Ethics in several insurance scenarios is discussed as well.

\$30.00

XNI 6006

Errors Omissions 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 Managemnt

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

The endorsements available today for homeowners, personal automobile, and umbrella policies are thoroughly examined in this computer program.

\$49.00

XNI 6009

Intro to Commercial Liability

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

Intro to Commercial Property

The basic concepts pertaining to insuring commercial property will be discussed and examined.

\$49.00

XNI 6011

Introduction to Life Insurance

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

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

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

ARE141 Principles of Reinsuran

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: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, con- ditions, 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 Schl

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 2004

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 02

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 INS. Operations & Reg

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

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 Comml Prop. Risk Mgmt

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 Comml. Risk Mgmt

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 Financial Planning

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 Mgmt

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

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 Comm'l Risk Mgmt.

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.

\$575.00

XGI 1040

Beg & Inter 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 1041

High Inter Adv 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 Pron Improvement

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.
\$25.00

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 1094

Keyboarding, Email & Internet

Practice keyboarding, email and Internet skills necessary for academic success.
\$95.00

XGI 1100

Introductory Listen & 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

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 1112

Beginning Pronunciation

Learn to express meaning and feel confident in different type of spoken communication situations; includes strategies, learning tools and practice to help with rhythm, stress 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

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 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.

\$575.00

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 & 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 & 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 & 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 Inter Reading & Writing

Learn various writing skills in order to express and convey meaning and produce various kinds of academic papers.

\$1,350.00

XGI 1640

Adv Reading Writing & Research

Learn various writing skills in order to express and convey meaning and produce various kinds of academic papers.

\$750.00

Law Enforcement (XNP)

XNP 0140

Basic Leadership Joco S D

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 Advcnd Life Support

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**

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 Mgt**

Instructor: Southeastern Center

\$295.00

XNP 5040**Basic Crime Scene Processing**

Instructor: Chapin

\$100.00

XNP 5050**Admin & Supervision of Fto**

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 Block Training**

A description is not available for this course.

\$200.00

XNP 5100**Ethics and Integrity**

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 Reids Interviewing

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

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

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

Instructor: Plumly

\$600.00

XNP 5171

Death Investigations

A description is not available for this course.

\$29.00

XNP 5180

Field Train Officer Basic

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 Eval Program

A description is not available for this course.

\$350.00

XNP 5190

Supervision Police Personnel

Northwestern Traffic Institute

\$995.00

XNP 5200

School Resource Officer Train

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 Leadership Style

Developing 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

Ppct Recertification

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**

Practical Kinesic Roadside and Field Interview 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. (2 sessions)

\$395.00

XNP 5310**Weapons of Mass Destruction**

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 5400**Police Staff and Command**

A description is not available for this course.

\$4,500.00

XNP 5500**Disability Awareness**

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**Obj Pre-Empl 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

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

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

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. It has been used in resolving disputes between employers and employees, management and labor, businesses and consumers, government and environmental groups, residents and communities. The application is very broad. 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 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

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

Mediation and Listening Skills

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 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

Domestic Violence 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 Impact on Children

Divorce has a tremendous impact on children. In this specialized three-hour 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

Divorce Mediation Assessment

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

In this 16-hour course you will be trained in the skills of mediating parent/adolescent cases. Upon completion of this course, you will be qualified to make application through the State of Kansas Office of Judicial Administration to become an approved Parent/Adolescent Mediator in the State of Kansas. Included in the course content is: a short review of basic mediation principles, child and adolescent development theories, family psychology, parent/adolescent relationships and the mediation process itself. The course presentation will offer ample opportunity for role play and class discussion. Prerequisite: Principles of Core Mediation Training.

\$295.00

XNL 1060

Awakening the Spirit

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

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 Never Married Parent

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 & 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

Difficult Divorce Mediation

Needs Description

\$30.00

XNL 1090

Legal System for Non-Lawyer Med (3 CR)

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 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 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 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

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 Strategie

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 Train

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 Mediator

There have been a number of changes in the Kansas statutes concerning family law that practitioners need to be aware of. This seminar will cover those statutory changes.

\$45.00

XNL 1109

Para Cert. 1

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

Para Cert 2

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

Para Cert. 3

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

Para Cert. 4

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

Para Cert 5

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

Para Cert. 6

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

Intro to Environ 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 practioners 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

Intro Transform 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

Conver. & 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 Harass: Ada & EEO/Media

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 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

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

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

Indiv Consult Problem Mediatio

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

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 Mediat

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

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 Mediation

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 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

EEO Mediation

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

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 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

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

8

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 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

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

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: Group 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 and 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

Keep it Going Conflict resolution is a key component 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

Elder Mediation

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

Mediation 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

Mediation 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

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

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

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 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 (1 CR)

A description is not available for this course.

Lifetime Learning (XLN)

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

First Lady of the Air

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

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

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 Writer 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

Fiction 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

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

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

Mystery Fiction Writing

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 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 1054

Write and Edit 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

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

Know 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

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

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

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

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 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

Write 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 juveniles (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

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 Trainin

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 (including the how-to's of technical aspects of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). By the end of the course, you'll have the ability to write for the travel market. So pack your sense of adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you're a perfect candidate to become a travel writer. Topics include popular styles and types of travel writing that are the "friendliest" to new writers. Other topics of the workshop include how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

\$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 Tech 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

Beg. Guide to Get Published

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

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/Written Errors

This course will address common oral and written errors in a non-threatening and, for the most part, in a non-grammatical manner. The ample examples and explanations, as well as the chatty tone, will help you avoid embarrassing mistakes and frustrating moments of indecision. The course 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

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.

\$330.00

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.

\$159.00

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

Increase 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

Increase 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 Assessment

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

Facilitate 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

Manage 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/Skills Supervisory Succ

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 Certificate Program

information on this certificate program, call Karen 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. The certificate program consists of five courses and combines readings, classroom exercises, group activities, and the opportunity to apply the knowledge to real work situations for a well-rounded understanding of the human performance improvement field. Participants who successfully complete all five courses will be awarded a Certificate of Achievement. For more information, call the Center for Business at 913-469-4421 or visit our website at www.centerforbusiness.org

\$1,300.00

XDM 0556

Project Management Fundamental

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

Proj Manag: People/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

Proj Manag: 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

Mast of Bus App:Proj/People

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

Mast of Bus App:Glob/Quality

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

Mast of Bus App:Oper/Finan Man

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

Mast of Bus App: Legal/Market

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

Mast of Bus Appl: Strat Plan

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 HR 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 Empl 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 Certificate Program

ASTD Course 2 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 Certificate Program

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 Certificate Program

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 Tech Lrn Hap

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: 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 Man: Manag Proj 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

Adm Assist 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 0601

A.P.I.C.S.

This class will not be printed in bulletin or catalog copy. Call 469-3845 for more information.

\$0.00

XDM 0602

OSHA

How can you increase worker protection, cut business costs, enhance productivity and improve employee morale? One of the best ways is to effectively manage your company's safety and health program. No matter what your company size is, you must design your safety and health program with systematic methods in order for it to be effective. This course is designed to explain OSHA's safety and health program management guidelines. You will receive guidelines for creating your own written safety and health program.

\$149.00

XDM 0603

Boss's 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 Course 5

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 Audien

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

Videoconference

A description is not available for this course.

\$69.00

XDM 0609

Project Management-Follow Up

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

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 Cust Service Technique

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 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 Sell

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

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

Power Values, Vision, 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

Fund of Supervision/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

Fund Supervision/Manag 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 Its Mon

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

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

Est. and Manage 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

Eff. Proj. Sched and Ctrl

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

Eff. Comm for Proj Mgrs

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

Proj Ldrshp, Team Motivation

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 Proj Mgmt Appl

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 Prof Selling

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

Negotiating 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

Fund of 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

Enhance Presentation Skills

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

Fund 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 Mgmt

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

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

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 5000

Intro to Bodywork

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, effluerage, 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 & Physiology

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 to Bodywork 1

A description is not available for this course.

\$199.00

XNM 5004

Human Anatomy & Physiology

A description is not available for this course.

\$1,100.00

XNM 5005

Adv. Standing Comm. Diseases

A description is not available for this course.

\$0.00

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/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, is open to anyone who needs or wants to learn about 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

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

Advanced Bodywork

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

Prof 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

Prof 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.

\$385.00

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

Intro 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

Intro to Human Energy Field

\$150.00

XNM 6008

Acupressure & Massage

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

Nat'l Massage Cert 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

Investments Basic

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 1002

Investing for Success

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 Invest 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 1007

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.

\$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 1020

Common Stock Analysis 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.

\$23.00

XPM 1023

Survive in Today'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

Retirement Rewards Challenges

Come hear the current and proposed changes to Medicare and Social Security, including coverage of prescription drugs. The Internal Revenue Service recently issued proposed regulations that simplify the calculation of Required Minimum Distributions from qualified retirement plans and IRA accounts. This will affect how you can withdraw retirement income and how you pass those left-over retirement monies to the next generation. Note: a Social Security Administration representative will co-instruct this class.

\$5.00

XPM 1030

Common Stock Analysis II

You'll use the tools of fundamental and technical analysis in evaluating the common shares of a corporation.

\$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

Investing International

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 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

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

Beat 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

Manage Money Using Morningstar

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

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

Forecast and Track Stock

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 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

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 1115

Debt-Free Living

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.

\$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

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 there 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

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 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 1142

Managing 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

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.

\$70.00

XPM 1146

Separate Managed Accounts

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

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

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

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

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 Finance

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

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

Investors Guide to Econ 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

\$11.00

XPM 1190

Using Retirement 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

Retirees Workshop

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

Women Flying Solo

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

Intro 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

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan and you'll be better prepared to make large purchases and plan for taxes. You'll also learn the essentials of household bookkeeping and record-keeping requirements. And you'll discover the secret to understanding and controlling your credit rating to save money and increase your financial security.

\$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.

\$30.00

XKA 1026

Piano Beginning

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

Piano Intermediate

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

JC 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 Sept. 7 between 7-9 p.m. Enrollment fees include most music. Performances require concert dress. Full rehearsal begins Sept. 7, 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 I

This course offers instruction in basic vocal technique, covering areas such as posture, breath support, articulation, vocal projection and vocal health. Students will be given ideas on physical and vocal warm up routines and how to apply the elements of vocal technique learned in class to actual songs. Instructor will also work with each student individually 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

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

Enjoy 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.

\$74.00

Office 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

Fees for the Day; single registration \$159, two or more from the same company \$153 and JCCC staff cost is \$119

\$159.00

Other Professional Education (XNX)

XNX 2001

Sidlit Ceu 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: Comp & Benef

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 Compenstaion 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

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

Fund 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

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 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

Hospitality Supervision

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

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

XXN 9027

Bookkeeping - Part II

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

XXN 9028

Bookkeeping Part III

This course will prepare you to take the third and final test in the three part series to become a certified bookkeeper. 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

XXN 9029

Shrm Learning System-HR Cert

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

XXN 9030

Essentials of Human Resource

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

XXN 9031

Dev. Requests for Proposal Rfp

In this course you will learn a systematized, 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 A 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 Indiv & Team Perform

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

Intro 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

Enhance Ind & 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

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

Human Resource 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

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

Fund. 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

Fund. of Trusts

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

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, employee relations such as compliance with the law, managing diversity, handling work and personal managing diversity, handling work and personal issues and fostering open communication among staff issues and fostering open communication among staff members. This course if offered in cooperation with the members. This course if offered in cooperation with the Kansas Bankers Association. 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 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 9057

Respa 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

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 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

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

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.

\$20.00

XKD 1068

Organizing Chronic Disorganize

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

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

Meet Your Mate in 90 Days

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 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 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

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

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

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 Tyrants

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

Understand 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.

\$7.00

XKD 1103

Divorce Emotional Toll

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.

\$9.00

XKD 1104

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

12 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

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

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 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 1203

Couple 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 Communicatio

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

Camera Intro

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

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

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

Photo Darkroom Tech

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

Photo Creative

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 1060

Photo Scenic/Nature Basic

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 can be fun, exciting - and complicated! 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. You'll become proficient in action photography, and you'll also learn several fun and creative ways to photograph children and babies. You'll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

\$65.00

XKP 5003

Photoshop Basics

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 5007

Photo Elements Digital Photo

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

Practical Know-how (XPR)

XPR 1005

Furnace Tune-Up

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 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/Electric Repair

Learn how to repair common electrical problems in the home and expand existing circuits where additional electrical power is needed. The recommended text is available at the JCCC bookstore.

\$40.00

XPR 1045

Residential A/C 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

Res 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

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

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.

\$174.00

XKE 1013

Metal and Silversmithing I

Description is coming.

\$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 Railroad-Build 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

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

Floral Designs

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.

\$274.00

XKE 1023

Russian Cultures

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.

\$174.00

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

Real Estate and Appraisal (XNR)

XNR 1000

Real Estate Prelcense Instruc

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

RE Salesperson Post-License

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

RE Salesperson Required Core

A description is not available for this course.

\$27.00

XNR 1040

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

RE Brokers Required Core

A description is not available for this course.

\$54.00

XNR 1111

Principles of Re: Prelicense

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

RE Trust Account Record Keep

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

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 Mgmt

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 both the Kansas and Missouri Real Estate Commissions.

\$78.00

XNR 2040

RE 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

Income Property

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 Finance

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 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.

\$625.00

XNR 3020

Appraisal Procedures Course 12

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.

\$625.00

XNR 3030

Course 210

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

Course 310 Appraisal

Through intensive lectures and problem-solving exercises, this course provides participants with an understanding of the mathematical procedures used to analyze data and derive value estimates for income-producing properties. It focuses on the skills needed to solve appraisal problems such as perceiving the significance of data available, deriving necessary information from data and interpreting and testing the reasonableness of mathematical conclusions.

\$500.00

XNR 3050

Course 320

A description is not available for this course.

\$475.00

XNR 3051

Appraisal 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

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

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

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

Course 550

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

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

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

Mortgage 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

Respa Mortgage

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 test is included in the course fee.

\$45.00

XNR 3210

Standards of Pro Practice

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

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

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 5000

Risk in Today's Market

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

Manage Risk in Today's Market

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, Mgt.

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 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

HS Salesperson Required Core

Independent Study

\$36.00

XNR 5010

Antitrust and Real Estate

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

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 Postlicense 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

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

Brokers Core Parts A/B

Independent Study

\$75.00

XNR 5030

Req. Broker Core-Policy/Proc.

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 Sales & Broker Core

This course covers brokerage relationships, seller's/ buyer's limited agents, risk management, and Brokerage relationships Guidelines for Seller Agency, Buyer Agency and Transaction Broker.

\$40.00

XNR 5036

Required Sales & Broker Core

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 To

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 Trans Broker

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

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

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

Adv Sales Comp & Cost Approach

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 5100

Environmental Hazards

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 & Real Estate

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

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/Home Ownership

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 Conform Use

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

Appraisal - 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

Avoid Appraisal Liability

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 you

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: Real Estate

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

Appraisal-Cap. 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 & demonstrates consideration by the appraiser of the relevant factors that affect the property.

\$125.00

XNR 5213

Appraisal 500

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

Appraisal-800

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 USPAP Update-400

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

Appraisal Course 410

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

Appraisal-Sales Grid Adj

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

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 Course 520

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 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 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

Home INSpectors 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 1100

Sign Lang 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 Lang 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 1300

Sign Lang 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 Lang 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

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 0201

Business for Yourself

If you are planning to start your own business, this course will walk you through the process. Topics include how to choose your product or service, obtain start-up money, prepare a business plan, obtain a lease and get through construction and into opening day. We will discuss the value of your customers and when it's time to expand.

\$98.00

XBE 0204

Winning Business Plan

Whether you are starting a business or are a veteran entrepreneur, business planning is for you! This course is the first step to understanding the value of business planning. Through hands-on activities and group facilitation, you will learn the essentials of creating a winning business plan that will increase your chances of success. Learn how to refine your business idea through research and analysis, develop a plan for marketing your business, evaluate your financial needs and opportunities, develop a business plan outline that is distinct with your business idea and use your business plan for many different purposes. Bring a sack lunch.

\$89.00

XBE 0206

Recordkeeping Made Easy (1.2 CR)

Recordkeeping doesn't have to be a difficult, time-consuming process. Learn to organize financial records by developing a chart of accounts, cash journal, trial balance and financial statements. Use these techniques to turn this endless task into an easy process.

\$79.00

XBE 0207

Marketing Plan (1.2 CR)

A well-written marketing plan is a dynamic tool that will guide a business for several years, allowing for changes in the environment and competitive challenges. This course will present a hands-on approach to creating and implementing a marketing plan complete with worksheets and formats. Upon completion of the course and homework, you will have a workable marketing plan for your company.

\$65.00

XBE 0208

Networking Way New Business

Your ability to establish reciprocal relationships with key people in the marketplace is essential to unlocking new business opportunities. Learning the skills associated with becoming an effective networker will empower you to make connections, communicate and gain the cooperation of many people critical to your professional and business success.

\$45.00

XBE 0209

Developing Employee Handbooks

This course is a must for business owners and office administrators. Participants will receive information on topics that are often included in an employee handbook, what must be included and what is optional, ways to decrease the potential liability a written handbook may create, in-depth discussion and samples of several policies and many other handbook-related issues.

\$45.00

XBE 0210

Sbdc Special Events

A description is not available for this course.

\$0.00

XBE 0211

The Magic of Marketing

This hands-on course invites you to begin, one step at a time, to develop your company marketing plan. Find out easy and inexpensive ways to do market research, define your target audience, target market segments and determine which advertising tools meet those needs. Leave with a framework that is workable for your company.

\$49.00

XBE 0212

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. Bring a sack lunch to the session if you wish.

\$40.00

XBE 0213

Master Role/Business Owner

As a business owner you are required to "wear many hats" A typical day may find you carrying out the responsibilities of director of operations, finance, accounting, personnel, public relations, research and development and marketing, as well as others. You can develop a business structure that will allow you to receive the same level of dedication from your employees that you model. Learn practical suggestions for integrating your various responsibilities into a smooth running operation.

\$49.00

XBE 0214

Success Right From 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 0216

Electronic Commerce Intro

The Internet is fast becoming a significant resource for businesses throughout the world. Not only are businesses using the Internet for communicating with business partners, they are using the Internet as an information resource and for marketing products and services. This course is designed for the beginner who wants to explore the role of electronic communication on the Information Super Highway and various online services. How a business or individual would connect to the Internet will be discussed. The instructors will also share some of the resources available on the Internet.

\$20.00

XBE 0217

Federal Contracting

This course covers how to do business with the government electronically, a discussion of the movement of procurement to EDI (Electronic Data Interchange), definitions of EDI, new selling opportunities via EDI, and how businesses will change when EDI is implemented. Our instructor is from the Electronic Commerce Resource Center.

\$25.00

XBE 0218

Entrepreneur Roundtable

Share in the triumphs and challenges of running a business in 1997 and beyond. Topics will range from successful management practices, no-hassle access to capital, upgrading the technology of your business, conquering financial management, effective customer service, and traps and pitfalls to avoid in running your business. Presented by a business roundtable of accomplished women business owners and professionals.

\$10.00

XBE 0219

How to Select/Phone System

Learn how to apply current telephone technology for the benefit of your business. Focus will be on businesses with 8 to 150 phones at single or multiple locations. Includes a workbook with terminology and application of specific telephone technologies to specific industries. Find the solution to your telephone problems.

\$30.00

XBE 0220

Business Plan Part II

Writing a business plan can take forever--or, at least it seems that way. During this course, you will be given practical guidelines for pulling your winning business plan together. Your completed business plan can be used to evaluate the feasibility of starting a new venture, operating an existing business or seeking financing for company start-up or expansion. You will get the most out of this course if you have already attended "Essentials of a Winning Business Plan" or have completed a draft of your business plan.

\$54.00

XBE 0221

The Energized Entrepreneur

To be a successful entrepreneur, you need to be able to deal with the demands of each day while remaining focused on your goals. This seminar is a comprehensive skill development program for persons who aspire to be entrepreneurs and those who already are entrepreneurs. Learn nine "energizers" that can make you more effective as an entrepreneur. Emerge with a new attitude, greater confidence and a contagious enthusiasm that will contribute to your

success.

\$49.00

XBE 0222

Marketing on the Internet

This seminar will help you understand the psychology of customers who use the Internet so you can more effectively reach your specific target markets. You will learn how to create content in your Web site to attract customers and how to promote your Web site both on and off the Internet.

\$49.00

XBE 0223

Reverse Marketing

Learn how to identify potential market needs and build a marketing plan to meet those needs. Starting with the end in sight as a goal, and working backwards, individuals will learn how to build the processes, systems and businesses that can deliver the products identified in the marketplace. Includes lunch.

\$149.00

XBE 0224

Marketing for Professionals

This seminar is designed for attorneys, engineers, consultants, CPAs, and other professionals who want to enhance their sales and marketing abilities in promoting their services and products. Build a marketing plan that you can begin using immediately. Eliminate the need for making cold calls and reduce your sales cycle time. Learn how to use the four steps of a new marketing concept called CAP.

\$49.00

XBE 0225

Intro 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.

\$189.00

XBE 0226

Successful Selling

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 0228

Build A Business

Learn the secret of creating a Turn-key business. Learn how to implement a plan which can turn your business into a highly systematized Turn-key machine in order to achieve staggering results in improved efficiency and effectiveness. The goals are increased profitability, reduced frustrations and more free time for you. This seminar is taught by a certified E-Myth consultant and is based on the methodology of Michael Gerber, author of E- Myths Revisited-Why Most Small Businesses Don't Work and What to Do About It.

\$49.00

XBE 0229

Success Sessions

Planning your business start-up or expansion is critical to success. This seminar covers strategic planning, marketing, administration, personnel, finance and accounting. You will learn how to develop an effective business plan to manage your business, create a marketing action plan to achieve your sales goals, and prepare financial projections and use financial information to make better decisions. You will receive a binder with more than 250 pages of relevant information that you will use again and again.

\$100.00

XBE 0230

Buy/Sell Business

Buying or selling a business is a complex process. Learn what the other side needs and expects so you'll be a better negotiator and have a smoother deal. For the owner, we will discuss how to prepare your business for sale in order to maximize its value. Then we will address the issue of marketing the business and finding the right buyer. For the buyer, we will focus on how to find a business opportunity and then analyze that business to ensure a fair price and a "good fit".

\$40.00

XBE 0231

Relationship Marketing

Lifetime Customers Be prepared to guide your company through today's competitive business environment by utilizing the seven principles of relationship marketing. Principle 1. Attracting new customers is an intermediate step in the marketing process. Principle 2. The most profitable customer is a lifetime customer. Principle 3. Relationships are built on value. Principle 4. Price is the weakest relationship bond. Principle 5. Network. Principle 6. Technology is relationship marketing's friend. Principle 7. A company must build relationships with its employees.

\$20.00

XBE 0232

Emergency Preparedness

Learn how to prepare your business for disaster. You will take with you the tools to develop a plan of your own.

\$30.00

XBE 0233

Welfare to Work

Discussion of Welfare to Work

\$0.00

XBE 0234

Brand Buzz

All businesses create a brand either by accident or on purpose. Learn to create a brand for your small business that will allow you to outmarket, even on the smallest budget, your competition. Creating Brand Buzz means understanding how everything your business does has an impact on your customer. Once you understand the power of branding you can tap it to make your business soar. Create your own unique brand-a brand that will have your market "buzzing" about you.

\$49.00

XBE 0235

Creating Marketing Materials

Business Learn how to create effective brochures, newsletters, business cards and other marketing materials on a budget you can afford. We'll discuss image, hidden messages, color, typography, layout, and copy. You'll learn the best tactics to use to hit the hot buttons of your target market. This class includes a one-on-one critique of your materials by the instructor. Participants attend the entire May 18 session and then schedule a private 20 minute session with the

instructor for May 25.

\$49.00

XBE 0236

Manage W/Financial Statements

Learn to use financial information to better manage your small business. This seminar covers how to read and understand financial statements and how to use key financial ratios to make better business decisions. You will learn how money flows through a business and how to improve your profitability.

\$30.00

XBE 0237

Credit Card Basics

Learn how to use credit card programs to their fullest potential for your business. This seminar will cover how to negotiate credit card agreements, how to calculate the true cost of accepting credit cards and give you tips on keeping your costs down. Establish a successful credit card program for your business!

\$12.00

XBE 0238

Marketing on the Internet

This seminar will help you understand the psychology of customers who use the Internet so you can more effectively reach your specific target markets. You will learn how to create content in your web site to attract customers and how to promote your web site both on and off the Internet.

\$49.00

XBE 0239

Y2k Panel Discussion

The Mid-America Manufacturing Technology Center will host a panel discussion of Y2K issues effecting the general public and businesses. Attendees are invited to attend a workshop the following morning.

\$0.00

XBE 0240

Y2k Workshop

Workshop participants will address their critical processes, contingency planning for those processes, and a discussion about what they may have missed. The attendees will breakout into groups as determined by experience with Y2K. The breakout groups will provide individual assistance.

\$0.00

XBE 0241

Hiring the Right Employee

Thinking about hiring your first employee? Smart small business owners know that adding personnel can have a huge impact on their business success. This seminar helps you plan your hiring strategy by giving you an overview of topics such as assessing your personnel needs, defining the right employee, and the screening, interviewing and evaluation process.

\$25.00

XBE 0244

Microloan Orientation Seminar

The Center for Business Innovation presents a free orientation seminar on the microloan program which offers loans from \$500 to \$25,000 for existing or prospective small business owners who need additional or start-up business capital. Topics covered include how the microloan process works, what information and documentation is required, how to develop a realistic cash flow projection, and how to read and understand financial statements.

\$0.00

XBE 0245

ASPs

Tired of updating to the latest version of software, only to find it doesn't work as promised? Still trying to back up all of your critical data on a regular daily schedule? In this practical half-day workshop for owners, IT managers and operations officers of small businesses, learn how your small business can benefit by contracting with an application provider (ASP). You will learn how to distinguish among the services different ASPs provide, put together a bid proposal and negotiate a service level agreement.

\$69.00

XBE 0246

Fast Trac Feasibility

This course is designed for those who are in the concept or very early start-up stage of business development. You will learn how to prepare a feasibility plan for your business, conduct market research and prepare a financial feasibility analysis. The textbook is available at the JCCC Bookstore.

\$278.00

XBE 0247

Duct Tape Marketing

Create an effective marketing system for your growing business by learning specific steps to generate effective PR, triple your leads by developing a referral system, get to prospects before they even know they need you, and get others to market for you.

\$49.00

XBE 0248

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 0249

Prospecting Skills

the Right Customer Finding the right customer is critical to successful selling. Match the right customer to your business by identifying your market and competition, gathering customer information, and tailoring a customer contact plan. Learn even more from our second course in the Successful Selling series Successful Selling for Entrepreneurs: Helping Customers Buy.

\$99.00

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. The textbook is available at the JCCC Bookstore.

\$286.00

XBE 0251

Finance Accounting

Accounting 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.

\$49.00

XBE 0252**Fast Trac 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. Please call the Small Business Development Center for textbook information 913-469-3878.

\$429.00

XBE 0253**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 0254**Sba Express Training**

SBA training for lenders. Box lunch included. Presented NAGLE.

\$125.00

XBE 0255**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**Marketing Guru**

Anything. Does your business need MORE and BETTER revenues? Bet you would love to have a marketing guru inside your company! Learn to master business building, guru secrets that will transform you into the guru that your company must have! This fast paced seminar is packed with real, profit generating ideas you can implement tomorrow.

\$79.00

XBE 0257**Tax Man**

Kansas This free presentation by the Kansas Department of Revenue focuses on withholding and sales tax; record keeping, filing requirements and preparing forms. 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**

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.

\$286.00

XBE 0259**Legal Issues**

You will learn the legal forms of business ownership and laws concerning issues

such as personnel, contracts and protection of intellectual property. Additionally, you will learn the tax implications for each form of business ownership and reporting requirements for local, state and federal agencies.

\$286.00

XBE 0260

Contractors Tax

This free presentation by the Kansas Department of Revenue focuses on estimated taxes, preparing forms, filing requirements, record keeping and withholding and sales taxes. This presentation by the Kansas Department of Revenue focuses estimated taxes, preparing forms, filing requirements, record keeping and withholding and sales taxes.

\$10.00

XBE 0261

Pollution Prevention

Businesses will get an overview of state and federal regulations that might effect their operations. The workshop will present the definition of P2 and strategies for implementing it. Any business using solvents or paints, or generating wastes will benefit from this workshop. Cost of the workshop is \$40 if registered seven days prior and \$45 after that date. Lunch is included. To register call the Pollution Prevention Institute at 1-800-578-8898.

\$45.00

XBE 0262

Listening to Your Business

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 and enlightening workshop, entrepreneurs take time to listen to their business and 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 to lead them towards their visions. Tools and resources are available to help entrepreneurs take the necessary steps towards achieving their visions.

\$79.00

XBE 0263

Fastrac 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 242

Tax Workshop Small Business

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

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

Tourists 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

KS From the Ground Up

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

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

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

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

Follow Yellow Brick Road

This class will look at human settlements, and how humans have used the natural resources of Kansas.

\$6.00

XPT 1069

Civil War: 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

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

Singles in KC

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

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

Fun 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

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

Evening W/ Stars

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

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

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

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

History & 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 encourage 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 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

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 Backyard Habitat

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 Infants Toddlers

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

Self-Esteem 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

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 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, .

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 1/5 of the world's population is practicing Muslim. Learn more about the history of this fascinating religion? Go beyond the headlines to learn how Islam views itself vis-a-vis Judaism and Christianity, the similarities and differences between these 3 great religions, the role of Muhammad in the Muslim faith, and how a division between Muslims led to the Sunni and Shiite Islamic trends.

\$12.00

XPT 1245

The Roots of the Arab-Israeli

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

Rise and Fall of Saddam

As the U.S. has become embroiled in toppling Hussein's rebuilding a successor state, many questions arise in the average American's mind. In order to understand the state of events in Iraq today, it is first important to understand Saddam's rise to power, the groups and mechanisms upon which Saddam build and maintained his power, and the history of Iraq's alliances with external powers.

\$12.00

XPT 1255

Peace Making Begins 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

This course will help you understand the research process, ways to organize your information and the use of forms to make sense of your data. 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. You will explore many Internet sites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and the Internet to further your research.

\$74.00

Sports Clinics-Youth (XLC)

XLC 1000

Baseball Boys

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. Lunch is included.

\$140.00

XLC 1016

Baseball Winter League

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 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 1035

Basketball Girls

Clinic participants will be divided into groups according to age, size and ability. Emphasis will be on strategies of play and execution of fundamentals. Advanced skills will be taught to higher-skilled groups. JCCC coaching staff will direct the clinic. Lunch is included.

\$140.00

XLC 1036

Adv Girls Preseason Basketball

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 Cond Boys/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 1044

Golf, Beg (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. Most of each day will be spent practicing and playing at a nearby golf course. (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 Boys/Girls Beg/Inter.

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, (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. Part of each day will be spent practicing at a nearby golf course. Participants will be transported in college vans 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 1050

Soccer Boys/Girls (Ages 7-12)

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, Beg/Adv Boys/Girls

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

Softball Positional Girls

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 1061

Softball 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 ctchers. Pitchers will work on developing how to pitch, how to throw different pitches, and continued work on all pitches. Number of paticipants:10 pictchers (Each pitcher needs to to bring a catcher)

\$75.00

XLC 1064

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. Meals not included. Number of Participants: 10 pitchers (Each pitcher needs to bring a catcher)

\$75.00

XLC 1065

Tennis Boys/Girls

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 1075

Speed Develop Boys/Girls

The fundamentals 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 will be presented. The clinic will provide classroom instruction on improving mechanics, weight-lifting fundamentals for speed development and actual participation in these drills, routines and workouts. The participants will improve foot speed by more than 40 to 100 meters. All sessions will be held on the JCCC track and in the JCCC gym. Lunch is included.

\$140.00

XLC 1080

Pole Vault Boys/Girls

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 1090

Volleyball Girls Beg

This clinic is for young, beginning players with little or no volleyball experience. The basic skills of volleyball will be taught, including passing, setting, serving, forearm pass and hitting, as well as the rules of the game. Meals not included.

\$95.00

XLC 1091

Volleyball, Inter./Advanced

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. Eligibility: girls with previous team experience and who are at least 13 years old. Participants will be divided into intermediate and advanced groups according to their ability. Lunch is included.

\$140.00

XLC 1092

Volleyball Pre-Season Clinic

This intensive pre-season clinic is for high school volleyball players with previous membership on the junior varsity teams at their respective high schools. The clinic will be vigorous training situation to refine volleyball skills and improve physical conditioning. Some scrimmage situations will be included. Meals are not included.

\$95.00

XLC 2000

After Clinic Activities

\$23.00

XLC 2001

Adv Pitching & Hitting Private

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

Adv Pitching & Hitting Semi

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

Adv Pitching & Hitting-Group

Are you intertested 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-Distance Clinic

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 phyhology, 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-Distance Clinic

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 light weight lifting, plyometrics, lecture sessions, and 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

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; increase metabolism; greater physical capacity; and increased self confidence. Flexibility training reduces stress, increases body awareness, improves mobility, and helps prevent injuries. Lunch is included.

\$140.00

XLC 2015

Weight Training/Flexibility

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; increase metabolism; greater physical capacity and increase self-confidence. Flexibility training reduces stress, increases body awareness, improves mobility, and helps prevent injuries. 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 2030

Boy BB Hoops Academy Gr 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

Boys BB Hoops Academy Gr 11-12

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

Adv 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

Adv 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

These sessions will focus on the fundamentals and basic concepts of defense, offense, and team orientation. Each session will review and build on the previous session.

\$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

Adv Beg Competitive Volleyball

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

Adv of Volleyball Fund Skills

Improve your basic volleyball fundamental skills to be able to play at advanced competition levels. Limited to small number of participants for more personalized instruction.

\$100.00

XLC 2086

Adv Fundamental VB 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

Adv Fund Volleyball Self Pace

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: 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

Trout Fly Fishing

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 Intro

Discover a sport that's loved by many! 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 ten.

\$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 Fishing

Area anglers, attend this highly-acclaimed accelerated course on bass fishing strategy. Bassmaster University participants have a unique opportunity to get eyeball to 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. This year's instructors include: Ray Scott (Pintlala, Alabama) - He has achieved his own legacy as the "Bass Boss" -- the founder of the Bass Anglers Sportsmans Society and the Whitetail Institute of North America. Jay Yelaš (Tyler, Texas) - 2002 Bassmaster Classic Champion. 2003 BASS Angler of the Year. George Cochran (Hot Springs, Arkansas) - 1996 Bassmaster Classic Champion. 1987 Bassmaster Classic Champion. Guido Hibdon (Gravois Mills, Missouri) - 1988 Bassmaster Classic Champion. 1991 B.A.S.S. Angler of the Year. 1990 B.A.S.S. Angler of the Year. Bill Decoteau (Hampden, Massachusetts) - Well-known northern outdoorsman. Writer for "Bass Fever" magazine and northeast's largest outdoor newspaper "Northeast Woods and Waters". Brent Chapman (Shawnee Mission, Kansas) - Five-time Bassmaster Classic Finalist. For more information about this event, call 913-469-3836. Note: Spouses and children under 16 may attend for \$50 (CRN 20002) with full-paying spouse or parent who registers under (CRN 20001). (2 sessions) \$99

\$99.00

XYS 1013

Fly Fish Missouri Trout Park

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 Relea

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

Karate Kenpo Intro

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

Boat Safety

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 Judgement

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 Beg

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 Inter

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 Beg

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 Inter 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 Inter 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 bouting are emphasized. Additional topics addressed include fencing strategies and tactics.

\$69.00

XYS 1046

Intermediate Fencing 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, bouting and officiating. Additional topics addressed include fencing instruction methodology and fencing tournament management.

\$60.00

XYS 1047

KS Boater INSTRUCTOR Training

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

Hunter Education KS

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

KS 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 Beg

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

Horsemanship I

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 Beg

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

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 Beg

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 Inter

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

Bridge Contract Absolute Beg

Learning to play bridge is easy. Learning to play bridge well is difficult! Standard American bidding, playing and scoring tips help beginners become desirable bridge partners. In this class (for those with no previous bridge experience), you will experience lots of actual playing time. Note: The textbook may be purchased from the instructor for \$5.

\$55.00

XYS 1110

Bridge Contract Basic I

What do Martina Navratilova, Bill Gates and Warren Buffet all have in common? That's right - they all play bridge, and you can too. 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. 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.

\$51.00

XYS 1111

Bridge 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

Negative Doubles Workshop

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

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

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 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 Sign

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.

\$12.00

XYS 1118

Bridge Workshop Rule 7 11 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 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

Bridge Contract 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 Preempts Fund 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 1125

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

Bridge Contract Inter

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

Bridge Contract Inter 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

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 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

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

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. Hands records and bidding tips will be available during each class.

\$35.00

XYS 1162

Bridge Workshops

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

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

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

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

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

Intermediate Fly Fishing

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

CC/Backflow Certification

This course and exam follows Kansas, Missouri, OSHA/USEPA and ABPA requirements. Topics include: Cross connection, Backflow accidents and

preventers, Contamination, Thermal expansion, Pollution, and Fire protection systems. A study guide is included. Written and hands-on exams will be administered at the end of the course. (5 sessions)

\$475.00

XND 1009

Backflow Testing

A description is not available for this course.

\$100.00

XND 1010

CC/Backflow Recert

Kansas and Missouri requires recertification every three years. A study guide is included. Written and hands-on exams will be administered at the end of the course. (3 sessions)

\$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

Refrig 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 Certificate

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, for journeyman and master plumbers, will prepare you for the local licensing exam. Contact your city or county to register for the exam. The 2000 edition of the International Plumbing Code Commentary is required, as well as the 2003 loose-leaf editions of both the International Plumbing Code and the Uniform Plumbing Code. The books are available at the JCCC Bookstore. Bring the books, a calculator, two different colored highlighter markers, and a 1" 3-ring binder to class.

\$249.00

XND 5012

Mechanical / Hvac Exam 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 Preparation

This course prepares electricians to sit for professional journeyman, master, and electrical inspector exams including Experi (Block), IAEI, 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 Jrnyman

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

Fund's 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.

\$129.00

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 Mgmt Recert

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 Mgmt Cert

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 important 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 Cert

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 Cert

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 & 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

The 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. (4 sessions)

\$249.00

XND 5114

Electrical Code/Jrnyman Adv

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

Mech/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

Electrical Code/Master Adv

The same comprehensive study material is included in this shortened version of the Electrical Exam Prep course.

\$125.00

XND 7000

Indust Maint Tech 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 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

Adv 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

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

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 I

This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions.

We will cover 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 Prep - Part 1

This course includes verbal refreshers and discusses techniques aimed at relieving 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. We will also discuss techniques for tackling the Science Reasoning Section on the ACT. We practice techniques and approaches using very similar exams and fully explain and interpret the correct and incorrect answers. Taking both parts 1 and 2 in this two-part series prepares you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world.

\$98.00

XVT 5006

Sat/ACT Prep - Part II

Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT and most students take both. Taking both parts 1 and 2 in this two-part series prepares you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college bound students around the world. We will analyze each of the test question areas with special consideration given to math and verbal refreshers and techniques aimed at relieving test-taking anxiety. You will practice on actual ACT and SAT tests from previous years.

\$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. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem.

\$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 also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample.

\$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 also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

\$98.00

XVT 5021

Gmat Preparation

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

\$98.00

XVT 5031

Ged Preparation

This on-line course is designed to help you refine the 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 Ged Lang Arts Writing

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

Writing Skills Practical

(B&G \$30)

\$58.00

XGW 1107

Sentence Pattern Skills

(B&G \$30)

\$58.00

XGW 1108

Composing Skills

(B&G \$30)

\$58.00

XGW 1109

Proofreading Skills

(B&G \$30)

\$58.00

XGW 1110

English Grammar Review

(B&G \$30)

\$58.00

XGW 1112

Research Skills

(B&G \$30)

\$58.00

XGW 1115

Revising Skills

(B&G \$30)

\$58.00

XGW 1120

Writing Disciplines

(B&G \$30)

\$58.00

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

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

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.

\$320.00

XLV 1005

Web Page 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

XLV 1006

Voyager Extended Day

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

XLV 1007

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.

\$175.00

XLV 1009

Black Hole Grade 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.

\$320.00

XLV 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

XLV 1013

Prints and Graphics

Jeanne Baldwin, former coordinator creative arts and assistant director of education at the Nelson-Atkins 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 GD 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

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 Workshop

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 Sculpt Nature

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

Creative Arts

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

Creative Arts

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

Cartooning

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

Women Artists

Draw, paint, sculpt, construct your own work of art while learning about such great women artists as Georgia O'Keefe, Helen Frankenthaler, Maresol, Maria Martinez, Elaine deKooning and Mary Cassat and more.

\$55.00

XLY 1025

Music Development Age 0-3

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

Way to Success

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 Age 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

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.

\$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

Visual Basic

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

XLY 1034

Computer Keyboarding Ages 6-12

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

XLY 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

XLY 1048

T-Rex I GD 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

XLY 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

XLY 1052

Surfin' the Net

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

XLY 1053

T-Rex I Grade 2-4

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

XLY 1054

T-Rex II GD 5-7

Expand your knowledge of dinosuars 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

XLY 1055

Motivate 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

XLY 1056

Smithsonian T Rex II GD 2-4

Expand your knowledge of dinosuars 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

XLY 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

XLY 1058

Surf Net With Your Kids

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

XLV 1059**Game Factory GD 4 and 5**

"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

XLV 1063**Supervised Lunch**

Bring your sack lunch. Fee is for supervision of lunch room.

\$12.00

XLV 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

XLV 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

XLV 1066**Ext. Care**

one week care

\$12.00

XLV 1067**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

XLV 1068**Dramatics for Kids**

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

XLV 1069**Math Games**

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

XLV 1071

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

XLV 1072

Digital Imaging 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

XLV 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

XLV 1074

Teen Web Wizards

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

XLV 1075

Car Care for Teens

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

XLV 1076

Kids Art

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

XLV 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

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

XLY 1083

Keyboard for Kids

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

XLY 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

XLY 1085

Create Power Point

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

XLY 1086

Med School Student GD6/7

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

XLY 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

XLY 1088

Financially Alert Kids

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

XLY 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

XLY 1093

Powerpoint Portfolio

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

XLY 1094

Young Planner Camp

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

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

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

XYL 1097

McDonald Had Farm 6-8yr Old

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

XYL 1098

So You Want to Be A Vet Gr 4-5

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

XYL 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

XYL 1101

Zoo Society

For the animal and economics lover alike. Learn economics through building a

zoo. A fun exploration of basics of economics by developing a model zoo. Students will study different types of zoos, research animals for their zoo, be introduced to the basics of economics, and have fun. Do to the abstract nature of economics, this course is recommended to students entering 3 and 4th grade.

\$175.00

XLV 1102

Time Warp China

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

XLV 1103

Time Warp GREece

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

XLV 1104

Musical Theatre

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

Put on your pith helmets and join Captain Chris in an exploration of the lives of dinosaurs. Working in learning teams at experimnt/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

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 GD 4/5

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

XLY 1108

Lunar Landing/Mission

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

XLY 1109

ACT/ Sat Vocab

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 of learning 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

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

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

Algebra/Geometry Review GD9-12

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

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/grandparents only...no children.

\$12.00

XY 1114

Art Interlude

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

XY 1115

Arts and Science Adventure

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

XY 1116

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

XY 1117

Get Smart Microsoft Office

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

XY 1118

Cartoon 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

XY 1119

Kids Studio Art

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

XY 1121

Voyager Transportation

A description is not available for this course.

\$25.00

XY 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

XYL 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 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

XYL 1124

Create 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

XYL 1125

Voyager Transportation

for week July 9-12

\$12.50

XYL 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

XYL 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

XYL 1128

Ornaments and 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

XYL 1129

Math 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

Horsemanship I Western

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 and Passover

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

Mothers 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 Me

"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 1142

Dinosaur Digs

Children enrolled in this session will 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 create our own dinosaur graveyard.

\$60.00

XLY 1143

Architecture Through 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

XLY 1144

Ecology 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

XLV 1145

Music and Ability

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

XLV 1146

Dueling Guitars

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

XLV 1147

Dinosaur Digs

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

XLV 1148

Clowning Workshop Ages8-11

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

XLV 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

XLV 1150

Piano/Keyboard for 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

XY 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

XY 1152

Balance 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

XY 1153

Parent-Child Communication

Learn four basic communication skills that will establish open communication, improve listening, acknowledge feelings and reduce conflicts.

\$6.00

XY 1154

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

XY 1155

No 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

XY 1156

Redirect 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

XY 1157

March of 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

XY 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

XLY 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

XLY 1160**Violin Suzuki**

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

XLY 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

XLY 1162**Winning Attitudes 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

XLY 1163**Watercolor, 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

XLY 1164**Winning Attitudes 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

XLY 1171**Badges Girl Scouts**

In this ongoing program, Girl Scout badge activities in the arts will be offered by art instructor, Jeanne Baldwin, who has won national Girl Scout awards for her work with Girl Scouts in the arts. If you are registering your troop, a Social Security number for each girl is required, as well as your name, phone number and address.

\$18.00

XLY 1175

Parents Coaching Kids

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

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 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

Mom Daddy and Me

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. Easto-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

XLY 1218

Feed Kids 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

XLY 1220

Study Skills

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

XLY 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

XLY 1243

Mobile 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

XLY 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

XLY 1245

Parent and Me Sign Language

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

XLY 1251

Map for 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

XLY 1252

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

XLY 1261

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

XLY 1262

Become Love 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

XLY 1263

Financial Knowledge

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

XLY 1264

Add/Adhd 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

XLY 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

XLY 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

XLY 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

Mystery 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

XLY 2006

Literature Circles

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

XLY 2007

Bubble-Ology

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

XLY 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

XLY 2009

Be An Architect

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

XLY 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

XLY 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

XLY 2012

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 it's development from beginning to present time.

\$90.00

XLY 2013

Starship SATOri I

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

XLV 2016

Math is My Hobby

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

XLV 2017

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

XLV 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

XLV 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

XLV 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

XLV 2021

Mysteries Unknown

A description is not available for this course.

\$90.00

XLV 2022

Mystery and Detective Tools

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

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 Technology 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

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 Math/Science

Investigate math and science concepts in art projects. Make kites, draw 3-d cartoons, create optical illusions, and learn how to create tessellations, aesthetometrics 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

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

Poets 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

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

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

XLY 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

XLY 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

XLY 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

XLY 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

XLY 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 field trips, too!

\$105.00

XLY 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

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

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

XLY 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

XLY 2059

Space Quest 2001

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

XLY 2063

Polyhedrville

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

XLY 2064

Young Writers Workshop GD 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

XLY 2065

ACT,Sat, and PSAT Preparation

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

XLY 2066

That's News

Explore the world around you through the eyes of a journalist. Learn how news is written and how newspapers are put together.

\$90.00

XLY 2067

Drawing and Painting

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 of 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

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

Vocab for Sat/ACT

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.

Dive into an intense study of the earth, oceans, space and atmosphere via the computer and internet. While gathering information on our galaxy, you'll learn how to do in-depth exploration and research via the internet. Finally, you'll learn the ins and outs of web page design, creating an original product computer designed product.

\$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

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

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

Chocolate Factory

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

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 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

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

Photo Black/White Beg

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

XLY 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

XLY 2091

Creative Problem Solving

This course teaches students to use creative problem-solving techniques that apply to mathematics. Participants will work individually and groups.

\$100.00

XLY 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

XLY 2093

Math and Science Fun

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

XLY 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

XLY 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

XLY 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

XLY 2097

Photo Pinhole Hand Made

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

B/W Photography Advanced

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

Photo Black/White Inter

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 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

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

"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 recommended 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

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 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

Photography Basic

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

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

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 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

This course will focus on a hands-on exploration of bugs within their environment. Students will be involved in a variety of learning processes which include reading, writing, math, art, research, drama and motor skills. The knowledge and exploration of the insect anatomy will be used to create an insect environment and allow students to work together on a final project.

\$75.00

XLY 2123

I AM 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 4/5

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

XLY 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 Faberge Eggs, space achievements, music, architecture, the tsars, the dictators and the gulags.

\$90.00

XLY 2133

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

XLY 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

XLY 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

XLY 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

XLY 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

XLY 2138

Archeological Restoration

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 GD8/9

You'll explore the concepts of kids and money guru, Robert Kiyosahi, 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. Finally you'll learn how to play the game "Cashflow" which makes getting out of debt fun.

\$105.00

XLY 2141

Exploring Vet 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 Gr 8-9

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

Extended Day Class

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 Advanced Archeology

students. 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 hands-on activities as you learn 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**

Students will complete a variety of activities and challenges which help them in 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. Students are encouraged to bring graphing calculators.

\$105.00

XLY 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

XLY 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

XLY 2168**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

XLY 3001

Summer Academy

A description is not available for this course.

\$185.00

XLY 3002

Summer Academy

A description is not available for this course.

\$185.00

XLY 3006

Eeit 2001 GD 8/9

A description is not available for this course.

\$40.00

XLY 3150

Extended Care 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

XLY 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 Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instructions sheets that can be directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential.

\$65.00

XLY 5004

Solving Discipline Prob At Hom

Why is it that some children behave at school but are absolutely uncontrollable at home? The answer is that teachers know the secrets to solving discipline problems. This course, taught by an experienced teacher, will reveal those secrets and teach you how to create and use a 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 child the rewards of behaving responsibly.

\$75.00

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Admissions Procedures

New Students

To apply for admission to JCCC for the first time, you should follow these steps:

1. Complete an application form and return it to the Student Success Center, second floor, Student Center. Application forms are available from the Success Center, in the credit class schedule or on the Web under "Enrollment." All new and readmitted students must complete a new admission application.
2. Have official copies of your transcripts sent to the Admissions office at JCCC.

You must request that your high school mail an official high school transcript, including final grades and graduation date, or submit the results of your GED exam. (If you graduated more than five years ago or have 15 or more hours of

college credit, you may disregard this requirement.)

You must submit an official transcript from each U.S. college or university you have attended if you are seeking any degree or certificate from JCCC or applying for federal financial aid.

- If you are currently attending another institution, you need to have your transcript sent at the end of the semester. (If you are not pursuing a degree or certificate at JCCC, you may be exempt from this requirement. Admissions will notify you upon your acceptance to the college.)
- The issuing institution must mail the official transcript to JCCC. Hand-carried or faxed copies are not acceptable. You will not be allowed to graduate or have JCCC transcripts sent elsewhere unless Admissions receives all outstanding transcripts.

3. You are encouraged, but not required, to submit American College Testing scores. If you plan to submit scores, you should take the ACT test as early as possible and request that scores be sent to JCCC.

Residency

Currently, Kansas law requires that you live in the state six months prior to the first day of the semester or session in order to be eligible for resident tuition rates. This law is subject to change at the discretion of the Kansas State Legislature. The six-month requirement may be waived upon appeal to the director of admissions or if you were transferred or recruited by a Kansas company as a full-time employee to work in the state and have established a residence in Kansas. If you are a nonresident or visiting international student at JCCC, you must pay out-of-state tuition and fees. Address changes that result in a change to Kansas residency may require validation through a residency appeal. Those living in Kansas but outside Johnson County prior to the beginning of the semester will be assessed the out-of-county tuition rates for the remainder of the semester. Contact Admissions for details. If you have lived in Kansas for six months and are pursuing your permanent resident status through INS, contact Admissions for more information.

Continuing Students

An application for admission to JCCC is valid for one year. If a student does not enroll or reapply within a year, a new application for admission is required.

Cooperative Programs

JCCC Cooperative (Affiliate) Programs

Johnson County Community College and the Metropolitan Community College District (MCC) have developed cooperative agreements that allow Johnson County residents to enroll in selected career programs at MCC, while paying Johnson County resident credit hour tuition. Cooperative programs include Academic Bridges to Learning Effectiveness (ABLE), dental assisting, health information technology, land surveying, occupational therapy assistant, physical therapist assistant, radiologic technology, business logistics management emphasis, surgical technology and veterinary technology. For more information about specific criteria required for individual program acceptance, contact the Metropolitan Community College District at <http://www.kcmetro.edu>.

To participate in a cooperative program, the following requirements must be met:

Cooperative Programs

1. Apply for admission at both JCCC and the cooperative college (Penn Valley, Maple Woods, Longview, Blue River or Business & Technology College).
2. Take the JCCC assessment test.
3. Be officially accepted into the program at the cooperative school.
4. Register for degree-specific courses at one of the MCC institutions. (It is your responsibility to contact the cooperative school for enrollment dates and times.)
5. Submit a copy of the MCC student schedule to the JCCC Admissions office. (This form lists the courses you have enrolled in at the cooperative school and must be updated each semester prior to enrollment at JCCC.)
6. Complete and sign the JCCC cooperative student contract. (This is only required upon initial acceptance into the cooperative program. It is your responsibility to retain a copy for your records.)
7. Register for the equivalent "cooperative" classes at JCCC during official registration days as listed in the JCCC credit class schedule. (This is referred to as dual enrollment.)
8. Pay tuition, lab fees and insurance at MCC by the designated date.

Note, please read the following information carefully:

- Steps 4, 5, 7 and 8 must be completed each semester you participate in the program.
- A Johnson County resident or dependent is defined as one who pays Johnson County property taxes.
- Failure to submit a copy of the MCC student schedule to the JCCC Admissions Office will result in loss of eligibility in the cooperative program. You will be dropped from the cooperative courses at JCCC and will be responsible for paying the out-of-state tuition at the Missouri institution.
- Only those courses not offered at JCCC and required for your specific degree (the "K" classes) are included in this agreement. If you elect to take a general education course (i.e., Comp I, speech, math, CPCA, etc.) at the cooperative school, you will be responsible for paying the out-of-state tuition.
- Application for financial aid must be made through the Metropolitan Community College.
- The MCC student schedule may be faxed to 913-469-2524.

You must apply for and receive all your financial aid through MCC. The MCC institutional code is 002484.

JCCC has the right to limit enrollment in the cooperative program and can make changes in the program at any time.

For more complete, up-to-date information, refer to the current semester's credit class schedule.

Reverse Cooperative Programs

Missouri residents are allowed to enroll in the biotechnology, chef apprenticeship, food and beverage, horticulture, hotel and lodging, interior design, interior entrepreneurship, interior merchandising, power plant technology, railroad operations - conductor option and respiratory care programs offered through Johnson County Community College at resident Missouri tuition rates.

To participate, the following requirements must be met:

1. Apply for admission at both JCCC and the cooperative college (Penn Valley, Maple Woods, Longview or Blue River).

2. Register for classes at JCCC during official registration days, as listed in the JCCC credit class schedule.
3. Take a copy of your JCCC course schedule to one of the cooperative colleges listed above and register for the equivalent "cooperative" courses. This is a dual-enrollment program. It is your responsibility to contact the cooperative school for enrollment dates.
4. Provide a copy of the MCC student schedule to the JCCC Admissions Office **before the JCCC payment deadline.** (The student schedule lists the program courses you have enrolled in through MCC.) If the documentation is not received by the payment deadline, you will be dropped from classes at JCCC and will need to re-register for those courses, should you decide to remain in the program. Note: An updated MCC student schedule is required each semester you participate in the program.
5. Payment is to be made to JCCC based upon your MCC district rate. Note: You will receive the Student Schedule and Account Summary from JCCC several times throughout the registration period showing out of state tuition. **Do not pay for program courses.** If the MCC student schedule (step 4) is received in the Admissions Office by the JCCC payment deadline, your classes will be held. Approximately five to six weeks after the semester begins, you will receive notification from the JCCC Business Office indicating your corrected outstanding balance, which will correspond to the MCC fee rate.

Note, please read the following information carefully:

- Steps 2, 3, 4 and 5 must be completed each semester you participate in the program.
- Failure to submit a copy of the MCC student schedule and receipt to the JCCC Admissions Office will result in loss of eligibility in the reverse cooperative program.
- If you elect to take a general education course (i.e., Comp I, speech, math, CPCA, etc.) at JCCC, you will be responsible for paying the out-of-state tuition.

You must apply for and receive all your financial aid through JCCC. The JCCC institutional code is 008244

Respiratory care and railroad operations are selective admission programs.

Enrollment in the chef apprenticeship programs is by approval of the hospitality management assistant dean. Contact the department head for more information.

International Student Admissions

International students must satisfy all college admission policies and provide required documentation as found in the guidelines established by the director of enrollment management. Foreign students are students who are not U.S. citizens, as categorized below:

Note: The Internal Revenue Service considers all F, J and M visa holders to be engaged in a trade or business in the U.S. Therefore, all aliens on these visas must file the appropriate tax return form(s) even if they have no income from U.S. sources.

Resident alien/permanent resident students are students who have been granted permanent residency status by Immigration and Naturalization Services.

Resident Alien/Permanent Resident Students

New and transferring students who have been approved for a green card and assigned an alien registration number must satisfy all college admission policies in addition to the following:

1. Present a "green card", a "Notice of Action" or a letter from the U.S. Bureau of

Citizenship and Immigration Services (BCIS) that verifies your permanent residency status. An employment authorization card is not sufficient. Enrollment will not be allowed without proof of permanent residency.

Note: Pending permanent residents who have filed an I-485 application and paid the application fee must submit either a BCIS receipt, a "Notice of Action" or a letter on legal letterhead from an attorney verifying the I-485 has been filed and the individual is awaiting approval for permanent residency.

2. If you are degree seeking at JCCC, submit official transcripts from all U.S. secondary and postsecondary educational institutions attended. The issuing institution must send the transcript directly to the JCCC Admissions office. Hand-carried and faxed transcripts will not be accepted. Transcripts from non-U.S. institutions are not required.

Note: If you have been out of school more than five years, you do not need to submit your U.S. secondary school transcripts.

3. Complete the JCCC assessment and enrollment process.

- If you are seeking a degree or planning to enroll in math or English and you have not successfully completed college-level math and English or have minimum ACT or SAT scores, you will be required to take the JCCC assessment test prior to enrollment.
- Discuss course selection, based on your assessment results, with a JCCC counselor. JCCC assessment results may require enrollment in specific courses.
- Enroll in classes approved by a JCCC counselor.

I-20 International Students

JCCC I-20 international students are students who are applying for an I-20 from JCCC to obtain a student (F-1) visa.

New and transferring international students applying for an I-20 from JCCC to obtain a F-1 student visa must satisfy all college admission policies in addition to the following requirements:

1. Complete all International Student application forms available online at <http://web.jccc.net/student/international/> or in the International Student Services Office or the Student Success Center.

2. Submit to International Student Services your tuition deposit by check or money order, completed application and all requested supporting documents including, but not limited to, a valid TOEFL score or required proficiency documentation and verification of ability to pay tuition and fees, room and board and personal expenses. Specific information concerning application deadlines and other admission requirements is available online at <http://web.jccc.net/student/international/> or in the International Student Services office or the Student Success Center.

3. If accepted for admission, you must complete the JCCC assessment process prior to enrollment unless you have successfully completed English Composition I and a college math course at a U.S. institution before you enroll in classes. JCCC assessment results may require enrollment in specific courses.

4. Attend the International Student Orientation. Attendance at orientation offered at the beginning of each semester is mandatory for all new and transfer international students in their first semester at JCCC in order to complete the required check-in processes.

5. Pay for insurance. All students on an I-20 from JCCC are required to demonstrate proof of health, medical evacuation and repatriation insurance coverage meeting the requirements established by JCCC. Funds must be available to finance health/medical insurance from the international student's first period of enrollment through graduation at JCCC. Payment for insurance or proof of the minimum coverage required is due by the tuition payment deadline each

semester.

Note: New and transfer international students seeking an I-20 from JCCC must pay a USD \$100 tuition deposit. Deposits will be applied to your tuition if you enroll in courses at JCCC within one year. Deposits will be forfeited if you do not enroll within one year of the intended enrollment date marked on your application for admission.

F-1 Visiting Students

Visiting F-1 students hold a valid I-20 from another institution and will be taking no more than six hours during the fall or spring semester at JCCC while also attending the institution from which his or her valid I-20 has been issued. Visiting F-1 students must satisfy the following requirements each semester:

1. Complete an international student admission application available at <http://web.jccc.net/student/international/admissions.htm>.
2. Obtain and return a completed "Visiting F-1 Student Verification" form and present your original passport, I-94 card, valid I-20 and visa to the International Student Services office or the Success Center for copying.
3. Prior to enrolling, complete the JCCC assessment and enrollment process as described under "Resident Aliens." JCCC assessment results may require enrollment in specific courses.

Note: While attending JCCC on an I-20 from another institution, you will be assessed the out-of-state tuition rate.

Visiting International Students

Visiting international students who hold valid visas other than a F-1 student visa must satisfy all college admission policies in addition to the following requirements each semester:

1. Complete an international student admission application available at <http://web.jccc.net/student/international/admissions.htm>.
2. Present your current documentation, including but not limited to passport, visa and I-94 card to the International Student Services office or the Success Center for copying. Your I-94 card must be valid through the end of the semester in which you wish to enroll. Your passport, I-94 card and visa must be presented prior to enrolling each semester.
3. Prior to enrolling, complete the JCCC assessment and enrollment processes described under "Resident Aliens." JCCC assessment results may require enrollment in specific courses.

Note: All international students holding current/valid visas, except H-1 and H-4 holders, are assessed the out-of state tuition rate. H-1 and H-4 visa holders who meet residency requirements are assessed the in-state tuition rate. J-1 students are required to demonstrate proof of health, medical evacuation and repatriation insurance coverage meeting the requirements established by JCCC. Funds must be available to finance health/medical insurance from the international student's first period of enrollment through graduation at JCCC. Payment for insurance or proof of minimum coverage required is due by the tuition payment deadline each semester.

Visiting international students are those who hold a valid visa other than an F-1 (A-2, E-2, H-1, H-4, K-1, L-2, TN, V-2, etc.).

Asylees and Refugees

Asylees and refugees are students who have been granted resettlement in the US.

Asylees and refugees must satisfy all college admission policies in addition to the following requirements each semester:

1. Complete an international student admission application available at <http://web.jccc.net/student/international/admissions.htm>.
2. Present current documentation of your status to legally reside in the U.S. to the International Student Services office or the Success Center for copying. Evidence

might include a copy of Form I-94 (Arrival-Departure card) or a clear readable copy of your INS letter (Form I797, Notice of Action) granting asylum or refugee status.

3. Prior to enrolling, complete the JCCC assessment and enrollment processes described under "Resident Aliens." JCCC assessment results may require enrollment in specific courses.

Note: Asylees and refugees who meet all admissions and residency requirements will be assessed the in-state tuition rate.

Keeping Options Open

Keeping Options Open, www.jccc.net/home/depts/4633, is a partnership between area high schools and Johnson County Community College.

College Now, <http://www.jccc.net/home/depts/4633>, is a college credit program for high school juniors and seniors (and students identified as gifted with a current Individual Education Plan) who are enrolled in selected college classes offered at, and in cooperation with, the high school. Contact your high school counselor or the JCCC Admissions office, 913-469-3803.

Quick Step, <http://www.jccc.net/home/depts/4633>, is a program for high school juniors and seniors (and students identified as gifted with a current IEP) in which instruction is provided by JCCC faculty, usually on the college campus. Contact your high school counselor or the JCCC Admissions office, 913-469-3803.

Technical College Preparation, <http://www.jccc.net/home/depts/4633>, is a program promoting the coordination of high school and postsecondary career programs, including advanced standing college credit options. Contact your high school counselor or Minnie Payton-Adams, Technical College Preparation coordinator, 913-469-9500, ext. 4710.

Programs with Selective Admissions

Admission to the college does not guarantee enrollment in any specific course or program. Selective admission programs have a limited number of openings each year and have specific entry-level admission requirements that must be met before selection for admission to the program. If you are interested in any of the following programs, obtain an admission packet from the Success Center, second floor of the Student Center. The packet provides the specific up-to-date selection criteria. In addition, you should meet with a JCCC counselor as early as possible.

Registered Nurse

Maximum number selected: 55

Application deadline: Jan. 15

Classes begin fall semester

See Nursing

Articulation of Licensed Practical Nurses

Maximum number selected based on number of available positions in NURS 221

Application deadline: Jan. 15

Classes begin summer session

See Nursing

Cosmetology

See Area Vocational School Programs - Admission Procedures

Area Vocational School Programs - Admission Procedures

Dental Hygiene

Maximum number selected: 26

Application deadline: Feb. 1

Classes begin fall semester

See Dental Hygiene
Interpreter Training

Maximum number selected: 30

Application deadline: Feb. 12

Classes begin fall semester

See Interpreter Training
Mobile Intensive Care Technician (Paramedic)

Maximum number selected: 26

Application deadline: Oct. 15

Classes begin spring semester

See MICT Paramedic
Paralegal

Maximum number selected: 50

Application deadline: April 1 for fall semester, Oct. 1 for spring semester

See Paralegal

Railroad Operations

Contact the assistant dean of railroad operations.

See Railroad Operations

Respiratory Care

Maximum number selected: 20

Application deadline: Oct. 15 (if openings exist, applications will be accepted through Feb. 15)

Classes begin summer session

See Respiratory Care

Respiratory Care CRT-RRT

Maximum number selected based on number of available clinical positions

Application deadline: Oct. 15 for spring semester, Feb. 15 for fall semester

See Respiratory Care

Admission to each of the selective admission programs is highly competitive. Therefore, you should request and submit an application packet as early as possible.

The paralegal program has a number of options that can be considered. Deadline dates and beginning semesters will depend on your admission status and the option you choose. You should contact the Admissions office or the program facilitator of the paralegal program to obtain specific information about the admission process and the program options.

Area Vocational School Programs

Admission to the college does not guarantee enrollment in any specific AVS program. Some AVS programs have a limited number of openings each year and have specific entry-level admission requirements that must be met before admission to the program is granted. If you are interested in any of the following AVS programs, obtain an admission packet from the AVS admissions office or the Success Center, second floor, Student Center. The packet provides the specific selection criteria.

Health Occupations

Practical Nursing

Maximum number selected: 24

Application deadline: April 1

Classes begin fall semester

Certified Nurse Aide

Certified Medication Aide

Home Health Aide Certificate

Cert Medication Aide Update

Cardiopulmonary Resuscitation

IV Therapy for LPN Certificate

Rehabilitative Aide Cert

Call 913-469-8500, ext. 4722, for information on these programs.

Cosmetology

Maximum number selected: 25

Application deadline: Contact AVS office, West Park Center

Classes begin fall and spring

Nail Technology Program

Esthetics Program

Call 913-469-8500, ext. 4722, for information on these programs.

Nail Technology Program

Cosmetology Program | Esthetics Program | Nail Technology Program | Info Packets & Application | Salon Services | Homepage

Students in the Nail Technology program attend class 40 hours a week for 10 weeks. They receive instruction in the application of tips, wraps, overlays and sculptured nails. In addition, students learn about various nail disorders and care. AVCO 102 prepares students for the Kansas State Board of Cosmetology Onychology licensure examination.

Please follow the link below for more information on the Nail Technology Certificate program.

Nail Technology Certificate

Please click on the links below to download the Nail Technology Information Packet and admission application. You will need Adobe Acrobat Reader to open the files.

Esthetics Program

Cosmetology Program | Esthetics Program | Nail Technology Program | Info Packets & Application | Salon Services | Homepage

Students in the Esthetics Program attend full-time class 40 hours a week for four and a half months or attend part-time class 20 hours a week for ten months. They receive instruction in areas such as theory and practice in sanitation, skin sciences, skin treatments, make-up and business practices. This course prepares students to take the Kansas State Board of Cosmetology examination for Esthetics.

Read an interview with Tama Veltri, Assistant Professor of Esthetics, by clicking here.

Please follow the links below for more information on the Esthetics certificate programs available.

Esthetics Certificate

Advanced Esthetics Training

Please click on the links below to download the Esthetics Information Packet and admission application. You will need Adobe Acrobat Reader to open the files.

Enrollment and Costs

Enrollment Procedures

- Enrollment
- Assessment
- Placement Based on Assessment
- Counseling
- Scheduling Classes
- Student Course Load
- Enrollment Eligibility
- Enrollment for Classes with Varying Start and End Dates
- Deadlines for Adding and Dropping Classes

Adding and Dropping a Class

- Deadlines for Adding and Dropping Classes
- Adding and Dropping Credit Classes Effect on Cost per Credit Hour
- Dropping a Course Required by Assessment
- Adding an Area Vocational Course
- Continuing Education Class Enrollment

Costs

- Credit Class Cost per Credit Hour
- Returned Check Policy
- Area Vocational School Registration and Fees

- Continuing Education Class Fees
- Textbook Costs

Enrollment Procedures

Enrollment

Students will enroll for classes according to instructions and deadline dates contained in the schedule of classes published prior to the start of enrollment for each semester. Enrollment is considered complete when the student, financial aid, or a third party pays tuition and fees. Students with past-due obligations to the college may not enroll for classes until such obligations are resolved to the satisfaction of the college.

The college reserves the right to deny enrollment to any individual who has violated the Student Code of Conduct, as defined in policy 319.01, and is currently suspended from the college; who is not making academic progress, as defined in policy 314.06; or when the college is unable to provide the services, courses or programs needed to assist a student in meeting his or her education objectives.

No student may enroll in any course for the third time without counselor approval. Students may not attend a course unless officially enrolled in the course.

Assessment

Students may be required to participate in the assessment process prior to enrollment under the following circumstances:

- Students who are degree- or certificate-seeking will be required to take the assessment test, with the exception of a few vocational certificate programs that do not require math and/or English.
- Students who wish to enroll in a math or English course at JCCC, regardless of whether they plan to seek a degree or certificate, must take the assessment test.

Substitutions for the assessment:

- Students who have taken the ACT test within the last three years and earned an English score of 19 or higher, a math subscore of 26 or higher, or both may substitute these scores for some sections of the assessment. Bring your official ACT scores to the Success Center before you take the assessment.
- Students who have successfully completed college courses in math and English from a U.S. institution may substitute these courses for the assessment.
- Students enrolling in courses offered through the JCCC Center for Business and Technology may not be required to take the assessment.
- Students enrolling in courses specially designed for specific populations may not be required to take the assessment. (The division administrator and the vice president of Instruction will designate these specific courses.)

Placement Based on Assessment

Students may be required to enroll in developmental reading or English classes during their first semester based on their assessment scores. Additional information is available in the Success Center and in Testing Services.

The mission of the counseling program is to assist individuals in the process of education, career and personal decision making. The counselor/advisee relationship involves making decisions in which students realize their maximum education potential through a continual exchange of information.

Counseling Services is staffed by full-time and part-time professional counselors who assist students in the process of reaching their goals. Counselors are also available for short-term personal counseling and can provide referral services.

A full-time transfer assistant coordinates transfer program/articulation agreements with regional four-year institutions and coordinates on-campus visits each semester with these institutions. Currently enrolled students may meet with a counselor on a walk-in basis or may schedule an appointment with individual counselors. An advising desk, located in the lobby of the Student Success Center, is staffed by a counselor and is available for students whose questions can be answered quickly.

Academic advising

At JCCC, academic advising plays a significant role in the total process of educating students. Advising at JCCC is conducted in Counseling Services. The process is ongoing, multifaceted and the responsibility of both the student and the counselor. Advising at JCCC is developmental in nature, helping clarify life and career goals from which education plans can be developed to realize those goals.

New student orientation

If you are not currently enrolled at JCCC, you must attend a new student orientation session. A new student orientation session provides important information that you will need for consulting with a counselor. Schedules for new student orientation sessions are listed in the credit class schedule each semester. They are also available in the Success Center, second floor of the Student Center, or by calling the Student Services Information Line, 913-469-3803.

Counseling and Advising Services

Scheduling Classes

Students are responsible for scheduling their own classes and for being aware of all schedule changes. The college reserves the right to cancel, combine or change the time, day or location of any class without obligation. The college also reserves the right to change the instructor and/or instructional methodology without obligation.

Student Course Load

For the fall or spring semester:

- Enrollment in 12 or more credit hours is considered full-time status.
- Enrollment in 6 to 11 credit hours is considered half-time status.
- Enrollment in 1 to 5 hours is considered less than half-time status.

For the summer session:

- Enrollment in 6 or more credit hours is considered full-time status.
- Enrollment in 3 to 5 credit hours is considered half-time status.
- Enrollment in 1 to 2 credit hours is considered less than half-time status.

Students who wish to enroll in more than 18 semester hours of credit for a fall or spring semester or more than 9 hours of credit in the summer must, before enrolling, receive written permission from a counselor and have a 2.5 cumulative GPA.

Enrollment Eligibility

Students who are currently enrolled or new students with a current application on file may enroll by Web according to procedures listed in the credit class schedule. To facilitate enrollment by Web, students should make sure any transcripts from other schools containing prerequisites for courses at JCCC have been received and articulated. Students should also take care of any holds on their records, such as financial or library obligations, prior to enrollment.

Enrollment for Classes with Varying Start and End Dates

Students may enroll for classes listed in the "class offerings with varying start and end dates" section of the credit class schedule up to the day class begins.

Counseling and Advising Services

Counseling and Advising Services

Adding and Dropping a Class

Deadlines for Adding and Dropping Classes

The deadlines for adding and dropping classes will be determined by the registrar and published each semester in the credit class schedule.

Students officially withdrawn from a course may no longer attend that course. A grade of "W" will be recorded on a student's permanent record if the course is dropped after one quarter of the semester or session has passed.

Note: Students with holds on their records will not be allowed to drop classes. See the "Records on Hold" policy. The office of the vice president of Student Services may authorize exceptions to these policies. All appeals must be made in writing.

Adding and Dropping Credit Classes and Effect on Cost

Courses with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of cost per credit hour during the refund period of each semester or session. For courses with different total credit hours that are dropped and added simultaneously, students will receive the appropriate refund percentage for the dropped course and pay the total cost per credit hour for the added course. If students drop a class on one day and add a class on another, they will be required to pay for the added class.

After the expiration of the refund period, an even exchange for tuition purposes may be granted in the following situations:

- changes in sections for the same 16-week class.
- changes in sections for the same short-term class that begins during the same week and extends over the same number of weeks.
- changes from a higher-level math or English regular-start class to a lower-level math or English late-start class, which may occur until the late-start class begins. Students will not be granted an even exchange when dropping any other regular-start class and adding a late-start class or adding a self-paced class.

All changes occurring after the expiration of the refund period require approval by the administrator of the academic division under which the class is offered.

If a student drops a class and adds a different class after the expiration of the refund period, the student will be required to pay the additional tuition.

Dropping a Course Required by Assessment

Students will be required to drop all classes when dropping reading/English classes in which they were required to enroll by the assessment process. All appeals should be made in writing and reviewed by the director of Student Development for resolution.

Adding an Area Vocational Course

Enrollment deadlines for Area Vocational School programs are published in college publications, which are available at the AVS office and the JCCC Success Center.

Continuing Education Class Enrollment

For information regarding enrollment in continuing education classes, as well as information on adding and dropping these classes, please see the Continuing Education and Community Services section.

Costs

Costs

The cost per credit hour is as follows (the JCCC board of trustees has the right to change the cost per credit hour without notice):

\$ 63 per credit hour for Johnson County residents

\$ 78 per credit hour for other Kansas county residents

\$ 144 per credit hour for out-of-state and *visa holders

*Pending permanent residents, permanent residents and H and V visa holders should contact the JCCC Success Center at 913-469-3803 or toll-free in the U.S. at 866-896-5893.

Some courses may require additional fees. These fees are listed in the credit class schedule each semester.

If you enroll early, payment is due by the date listed in the credit class schedule. If you enroll during the late enrollment time or audit a class, payment is due the day you enroll.

The college has no deferred or partial payment policy. You will not be allowed to attend classes, enroll in classes, have enrollment verified, graduate or have a transcript issued until all costs per credit hour and past-due obligations are paid.

Fall 2006 Tuition Rates

Returned Check Policy

Refunds

Tuition Payment Deadline

Tuition Costs Per Credit Hour Course Fees: Course Fees: If you enroll in one of the courses that requires special equipment, field trips, insurance or other special arrangements, you will be charged additional fees. These fees are listed with the class in the credit class schedule. **2006 Tuition Rates**

	Jo. Co.	Resident	Non-Resident	Credit Hours
1	\$63	\$78	\$144	2
2	\$126	\$156	\$288	3
3	\$189	\$234	\$432	4
4	\$252	\$312	\$576	5
5	\$315	\$390	\$720	6
6	\$378	\$468	\$864	7
7	\$441	\$546	\$1,008	8
8	\$504	\$624	\$1,152	9
9	\$567	\$702	\$1,296	10
10	\$630	\$780	\$1,440	11
11	\$693	\$858	\$1,584	12
12	\$756	\$936	\$1,728	13
13	\$819	\$1,014	\$1,872	14
14	\$882	\$1,092	\$2,016	15
15	\$945	\$1,170	\$2,160	16
16	\$1,008	\$1,248	\$2,304	17
17	\$1,071	\$1,326	\$2,448	18
18	\$1,134	\$1,404	\$2,592	

Continuing education course fees are variable. Go to the course description for

each fee at Course Schedules - Continuing education courses and training. The address is <http://www.jccc.net/home/site/classes>.

Textbook costs are variable. Go to Bookstore Textbook Search for specific courses at <http://bookstore.jccc.net>.

Student Financial Aid

Financial Aid Process

- Eligibility Requirements
- Applying for Need-based Aid
- Applying for Non-need-based Aid
- Cost of Attendance
- Disbursement of Financial Aid

Types of Aid

- Scholarships and Grants
- Student Employment
- Student Loans
- Veterans Education Benefits
- Third Party Billing
- Note-taker Stipends
- The Taxpayer Relief Act of 1997

Academic Progress Policy (SAP)

- Grade Point Average Requirements
- Percentage of Completion Requirements
- Financial Aid Probation and Ineligibility
- New Students Applying for Aid
- Satisfactory Academic Progress Appeals

Refund Policy

- Institutional Refund Policy
- Withdrawal Date
- Repayment Policy

Financial Aid Process

The purpose of financial aid programs at Johnson County Community College is to provide financial assistance to those students who would otherwise not be able to attend.

The process of determining who receives limited financial aid resources is structured so the distribution of funds is as equitable as possible to meet the needs of students while meeting the criteria of JCCC, agencies and constituents that provide funding for student aid programs.

JCCC participates in many financial aid programs. Each program has its own criteria for defining who is eligible to receive consideration. Responsibility lies with the Student Financial Aid office for matching students with appropriate funds for which they are eligible. To do this, the office must collect accurate information from student applicants. Students must do their part by completing applications and responding to information requests in a timely manner.

Need-based financial aid eligibility is determined by an evaluation of the family's

finances estimating what the family can afford to contribute to education costs, with the family then receiving financial aid to cover its need. The United States Congress determines this evaluation formula. Families need to complete the Free Application for Federal Student Aid (FAFSA) for consideration for all federal, state and some institutional funds. Non-need-based financial aid typically has merit criteria not considering the family's financial strength.

All financial aid applicants must have a current application for admission on file with the Admissions office.

Eligibility Requirements

Applying for Need-based Aid

Applying for Non-need-based Aid

Cost of Attendance

The cost per credit hour is established annually by the JCCC board of trustees. Because amounts may vary, the following budget illustrates estimated academic year costs for a Johnson County resident living in an apartment and enrolled in a total of 24 credit hours.

\$ 1,488, tuition and fees

\$ 1,600, books and supplies

\$ 5,474, room and board

\$ 3,720, transportation and personal expenses

\$12,482 = Total cost of attendance

Changes in Enrollment

If you withdraw from any of your classes after the beginning of the term, you may be required to repay a portion of the funds you received. A copy of the specific financial repayment and refund policy may be obtained from the Student Financial Aid area of the Success Center on the second floor of the Student Center.

Disbursement of Financial Aid

Your financial aid will be used to pay your cost per credit hour and any other outstanding charges due JCCC. Any remaining funds will be disbursed to you per the disbursement schedule sent to you prior to each semester of enrollment.

There are no waivers or partial payment plans at JCCC. If the financial aid award is not enough to pay all enrollment expenses, you must pay the balance no later than the published due date.

If you have not received your award notification by the payment deadline, you will be responsible for payment of courses.

Financial aid may still be awarded after your payment has been made. In this instance, your payment will be refunded to you and the financial aid (which cannot exceed your eligibility) will be applied to your cost per credit hour expenses.

Eligibility Requirements

Eligibility Requirements

To be considered for financial aid, you must:

- Be enrolled in a program that leads to an associate's degree or an eligible vocational certificate or be in a transfer program that leads to a bachelor's degree at another institution.
- Be a U.S. citizen, an eligible noncitizen or a permanent resident of the United States.
- Maintain satisfactory academic progress according to the JCCC student financial aid policy.
- Not be in default on a student loan or owe a repayment on a grant.
- Register with the selective service (if required) and sign a statement of selective service status (www.sss.gov).
- Have a high school diploma or GED certificate or demonstrate the ability to benefit through the Compass Test (receiving minimum scores designated by the U.S. Department of Education).
- Have a valid Social Security number (www.ssa.gov).

For additional information on Federal Student Aid please refer to this website at the Department of Education.

Federal Student Aid - Dept. Of Education

Applying for Need-based Aid

Complete the Free Application for Federal Student Aid (FAFSA). This must be sent to the federal processor at least eight weeks before tuition and fees are due. Upon receiving the results of your FAFSA, which is called the Student Aid Report (SAR), the Student Financial Aid office will begin evaluating your data. Additional information may be needed, which will be requested from you by letter. Such additional documents might include copies of federal tax forms, W-2s and verification worksheets. Please refer to this website for the FAFSA Application on the Web.

FAFSA - Free Application for Federal Student Aid

Upon receiving all required information, the Student Financial Aid office will match your application with available funds. You will be sent an offer of financial aid, listing the types and amounts of financial aid for which you are eligible. To reserve these funds, you must sign and return your award notification within the time specified. Some funds will require additional processing.

For additional application information, refer to the financial aid brochure.

Applying for Non-need-based Aid

Complete the JCCC scholarship application for any merit or financial need-based scholarships. The scholarship deadline is April 1 for those funds for which the Student Financial Aid office selects recipients. Some campus departments also select recipients for scholarships in their area and have various deadlines and processes. For details, refer to the JCCC scholarship brochure or to Web information regarding scholarships.

JCCC Scholarship Search

Types of Aid

Types of Financial Assistance/Aid

Several types of financial assistance are available. These include scholarships, grants, student employment, loans and, for some, veterans' benefits. You will need to complete the free Application for Federal Student Aid (FAFSA) and

submit the completed form to the central federal processor to be considered for most financial aid programs. The priority deadline at JCCC is April 1. Additional information is available through the Federal Student Guide at the Department of Education.

Federal Student Guide

Scholarships and Grants

Student Employment

Student Loans

Veterans Education Benefits

Third Party Billing

Note-taker Stipends

The Taxpayer Relief Act of 1997

The Hope credit and the Lifetime Learning credit are tax credits that may be available to you if you pay higher education costs. A tax credit reduces the amount of income tax you may have to pay. Unlike a deduction, which reduces the amount of income subject to tax, a credit directly reduces the tax itself. You can claim the Hope credit for the first two years of an eligible student's postsecondary education and claim the Lifetime Learning credit for the same student in later years.

For additional information about the Taxpayer Relief Act, consult your tax adviser or request IRS Publication 970, Tax Benefits for Higher Education, by contacting the IRS at 800-829-1040. The link is IRS Web Article, Tax Incentives for Higher Education Expenses. JCCC will not provide tax advice.

Federal Student Guide

Federal Student Guide

Scholarships and Grants

Scholarships and Grants

Scholarships

Scholarships are offered to qualified applicants. Scholarships are categorized into two basic groups. The first type includes institutional scholarships in which the recipients are selected by the Student Financial Aid office. To apply for these scholarships, students must complete the JCCC scholarship application by April 1. The second type of scholarship includes those in which various departments on the college campus select recipients. To apply for these departmental scholarships, students need to contact the specific department in which they are interested.

For a listing of scholarships and detailed information, refer to the scholarship brochure available in the Student Financial Aid office or online at this website.

Grant Information

Pell Grant

The Federal Pell Grant is a need-based program funded by the federal government. The award amount is directly related to the applicant's federal application results. Federal Pell Grant maximum amounts may vary from year to year, with the maximum being \$4,050 during the 2004-2005 award year. The grant must be applied toward education-related expenses. See the Federal Pell Grant in the Federal Student Guide for more information.

Federal Student Guide

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a federal government grant that ranges from \$100 to \$1,000 an academic year and must be applied toward education-related expenses. SEOG is a need-based program that must be given to the most needy students, with the amount determined by the Student Financial Aid office. At JCCC, SEOG is awarded very early in the application-processing year due to limited funding. See the FSEOG Grant in the Federal Student Guide for more information.

Federal Student Guide

Student Employment

Student Employment (Federal Work-study)

Employment opportunities, both on-campus and in the community, are available while you attend JCCC. Information concerning employment is available through JCCC Career Services Success Center at this website.

Federal Work Study Job Listings

Federal work-study provides jobs for students who have financial need. This gives students the opportunity to earn money during the academic year to help pay for educational expenses. For additional information see the Financial Aid website.

Federal Work-Study Program

Student Loans

Student Loans

Federal Perkins Loan

The Federal Perkins Loan, a 5 percent interest rate federal government loan, is processed through JCCC and repaid to JCCC. This need-based loan ranges from \$400 to \$1,500 a year. For additional information see Student Loan Information at the Financial Aid website.

Student Loan Information

Subsidized Stafford Loan

The Federal Subsidized Stafford Loan funds are processed through lenders of the student's choice. Eligibility for this federal need-based loan is determined by JCCC's Student Financial Aid office. A first-year (taking 0 to 30 credit hours) JCCC student may borrow up to \$2,625 (if eligible). A second-year (taking 31 credit hours or more) JCCC student may borrow up to \$3,500 (if eligible). For additional information, refer to Financial Aid Website and see the Federal Student Guide at the Department of Education

Student Loan Information

Federal Student Guide

Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan funds are processed through lenders of the student's choice. Eligibility for this loan is determined by JCCC's Student Financial Aid office. First-year JCCC students may borrow up to \$2,625 in an Unsubsidized Federal Stafford Loan or a combination of a Subsidized and Unsubsidized Federal Stafford Loan; second-year students may borrow up to \$3,500. Independent students or dependent students whose parents are unable to obtain a PLUS loan may be eligible to borrow up to \$4,000 in additional Unsubsidized Stafford Loan. More information is available at this website.

Student Loan Information

Parent PLUS Loan

Federal Parent Loans for Undergraduate Students (PLUS) are processed through

lenders of the parents' choice. Eligibility is determined by the Student Financial Aid office and is not based upon financial need. Parents of eligible dependent students may borrow up to the yearly cost of education (as determined by JCCC) for each child. The amount borrowed may not exceed the cost of education minus any other financial aid the student is eligible for. For additional information see Student Loan Information at the Financial Aid website. Also see the Federal Student Guide at the Department of Education website.

Student Loan Information

Federal Student Guide

An in-depth discussion of all federal aid programs can be found in The Student Guide - Financial Aid, published by the Department of Education and available upon request in the Student Financial Aid office or at <http://www.ed.gov/studentaid.htm>.

Veterans Education Benefits

Veterans Education Benefits

Veterans' education benefits are typically approved for all of JCCC's degree programs. Veterans, reservists and eligible dependents requesting benefits must complete the appropriate forms, which are available through the Veterans' Affairs office, Success Center, second floor, Student Center, or by making an appointment to see the VA specialist. All applicants for VA education benefits must have a degree program plan developed and approved (or updated) by a JCCC academic counselor before each registration. Benefit pay is authorized only for those courses specifically listed or indicated on your program plan. JCCC reserves the right to request a program plan on a per need basis. You must maintain enrollment to receive education benefits. To maintain benefit eligibility, you are required to meet the same published standards for satisfactory academic progress as all financial aid recipients at JCCC.

VA benefit pay rates are based on the following enrollment schedule.

Credit Hours Enrolled/Eligibility Rate:

- Enroll 12 or more semester hours, pays full-time benefits
- Enroll 9-11 semester hours, pays 3/4 time benefits
- Enroll 6-8 semester hours, pays 1/2 time benefits

Fewer hours are needed to be eligible for veterans' benefits during the summer session.

JCCC Veterans Office Information <http://web.jccc.net/student/veterans>

Veterans Educational Benefits - GI Bill Website
<http://www.gibill.va.gov/>

Third Party Billing

Third Party Billing

If your employer or a government agency will be paying your fees, the office of Third Party Billing in 237 GEB will hold your classes and bill them with the appropriate authorization. JCCC makes no consideration for cases where the employer reimburses the student. For more information, refer to the Third Party Billing website.

Note-taker Stipends

Note-taker Stipends

Note-taker stipends are available if you wish to take notes for deaf or

hearing-impaired students in your classes. This stipend will reimburse you up to \$300 toward the cost per credit hour for that class at the end of the semester. Contact JCCC's Student Access Services for more information.

Academic Progress Policy (SAP)

Satisfactory academic progress is the measurement of a student's scholastic progress or advancement. Federal legislation governing the administration of any federal student financial aid program requires that a student make satisfactory academic progress toward a certificate, degree or transfer program leading to a bachelor's degree. To comply with this regulation, the following standards of satisfactory academic progress have been established. All recipients of all financial aid programs, including state and institutionally funded programs, are subject to these standards for renewal of their financial aid eligibility. Some JCCC institutional programs have additional or more stringent renewal criteria.

Satisfactory academic progress evaluation is related to cumulative JCCC and transfer credit coursework as it appears on the student's official academic transcript and will occur at the end of each enrolled semester. Any classes taken during any summer session (within the same summer) are viewed as one enrolled term. Only credit courses are considered for satisfactory academic progress evaluation.

The minimum standards of satisfactory academic progress are evaluated by the following criteria:

Grade Point Average Requirements

Students must attain a minimum cumulative G.P.A. based on the total number of credit hours completed. JCCC and transfer hours are considered. The minimum standards are:

1 to 30 successfully *completed* credit hours must have a minimum *cumulative* 1.7 G.P.A.

31 to 97 successfully *completed* credit hours must have a minimum *cumulative* 2.0 G.P.A.

Percentage of Completion Requirements

Students must *successfully* complete 66 percent of all credit hours *attempted* as they appear on their official academic transcripts, up to a maximum of 97 attempted credit hours. Students attempting more than 97 credit hours (including JCCC and transfer credit hours) will not be eligible to receive financial aid. This includes all enrollment periods, whether or not financial aid was requested or received.

Note: Courses in which a grade of "F" (failure), "I" (incomplete), "W" (withdrawn) and "R" (repeated) are recorded are counted as total hours attempted but not completed. Of these grades, the "F" is the only one included in the computation of the cumulative GPA. Self-paced courses that are not completed by the end of the semester in which the student is enrolled will be recorded with a grade of "I" until the course is completed. An incomplete self-paced course may jeopardize financial aid eligibility in future enrollment periods. Copies of appeal forms can be found in the Financial Aid area of the Success Center on the second floor of the Student Center or at the Financial Aid website.

Financial Aid Forms

Financial Aid Probation and Ineligibility

Financial aid probation status applies to the next enrolled semester following the semester the student was determined as not making satisfactory academic progress. Students may continue to receive financial aid funding while in a probation status.

To remove probation status, the student must reinstate his or her academic good

standing per the minimum criteria of satisfactory academic progress.

To remain on probation and continue financial aid eligibility during an additional "probation" status term:

1. Enroll at least half time (six credit hours during a regular fall or spring academic term or three credit hours during a summer term) and
2. Complete and pass all courses with a grade of "C" or better and
3. Receive a 2.0 grade point average for the probation term.

If the student does not satisfactorily complete the above criteria, the student will be placed on financial aid ineligibility and will not receive any financial aid until satisfactory academic progress standards are attained. Students denied aid due to "ineligible" status must take credit courses at JCCC at their own expense until the minimum academic standards are met.

New Students Applying for Aid

All students applying for financial aid at JCCC for the first time will be on a probation status, "PROB1," whether or not the student has transfer credit hours. To establish a satisfactory status, the student must meet cumulative minimum standards of a 1.7 G.P.A. for the first 1 to 30 credit hours attempted and a 2.0 G.P.A. for 31 to 97 attempted credit hours and complete at least 66 percent of all attempted credit hours. (Note: Clock hours are computed as credit hours for Satisfactory Academic Progress purposes.) If minimum satisfactory academic standards are not met, the student will be placed on financial aid ineligibility.

Note: Probation or ineligible status may be retroactively incurred based on evaluation of the student's previous JCCC and transfer credit hour academic history. All JCCC courses previously taken, as well as all transfer hours, will be considered in the satisfactory academic progress process.

Satisfactory Academic Progress Appeals

Students may appeal their satisfactory academic progress status by completing and submitting a written appeal form to Student Financial Aid. Forms are available from this office (or on the Web) and must be submitted with appropriate documentation. Appeals may include unusual circumstances that have affected the student's academic performance. Appeals are reviewed by the Student Affairs subcommittee; the committee's decision or recommendation is final. If the appeal is approved, the student's financial aid eligibility will be reinstated with a "probation" status. If the appeal is denied, the student will remain in "ineligible" status and must pay for education costs.

Financial Aid Forms

If you have received a letter from our office requesting a particular form for semesters beginning in August 2005; January 2006 or June and July of 2006, click on the 2005-2006 forms link below and select the needed forms from the list. Please click on the form you need, Print, Complete, Sign and Return to JCCC Student Financial Aid Office, Student Center - 2nd Floor

2005-2006 Financial Aid Forms

If you have received a letter from our office requesting a particular form for semesters beginning in August 2006; January 2007 or June and July of 2007, click on the 2006-2007 forms link below and select the needed forms from the list. Please click on the form you need, Print, Complete, Sign and Return to JCCC Student Financial Aid Office, Student Center - 2nd Floor

2006-2007 Financial Aid Forms

Refund Policy

A refund may result when a student officially withdraws from all classes, drops out, is expelled or otherwise fails to complete the period of enrollment.

Institutional Refund Policy

For federal aid recipients attending JCCC, a portion of Title IV grant or loan funds, but not federal work-study funds, must be returned to the Title IV programs (which includes Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Stafford and Federal PLUS loans) upon a Title IV recipient's (the student's) withdrawal from school. This means that if a federal aid recipient attending JCCC withdraws from all of his or her classes prior to the end of the semester, the Student Financial Aid office must use a federal formula to determine what percentage of the student's aid must be refunded to the federal government. The student may then be required to pay the funds either to JCCC directly or the Department of Education.

Also refer to the Board Policy as displayed 312.02 Refunds.

Johnson County Community College

Series 300: Student Personnel

Section 312: Tuition and Fees/Refunds/Returned Checks

1. Credit Classes

If a student who has completed registration for credit courses withdraws from a class or classes in which they were previously enrolled, they will receive a refund of:

- 100% of tuition and fees paid if the drop form is received by the Registration Office During the first week of a 16-week course for fall and spring semesters. Refunds for courses less than 16-weeks will be prorated accordingly based on the length of the term or session.
- 80% of tuition and fees paid if the drop form is received by the Registration Office within the second week of classes for a 16-week course for fall and spring semesters. Refunds for courses less than 16-weeks will be prorated accordingly based on the length of the term or session.
- No refund will be authorized for withdrawals or changes in registration made after the calendar days as specified in "b" above except as authorized below.

In the event a class is canceled or the day/date and/or time of a class is changed by the college, a 100% refund of tuition and fees pertaining to that class will be made to the student.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services may be subject to the institution's non-military policy.

Exceptions to this policy may be authorized by the vice president of Student Services. All appeals must be in writing; however appeals may not be considered after one-half of the course has been completed.

2. Continuing Education

A full refund will be made for non-credit classes if the college exercises its right to cancel a class or if the class is full when a registration is received. A request for refund will be honored if a written request is received in the JCCC Continuing Education Office four business days before the class begins.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services may be subject to the institution's non-military policy.

Exceptions to this policy may be authorized by the vice president of Continuing Education.

3. Area Vocational Studies (AVS) Classes

a. Licensed Practical Nurse

- 100% refund if drop prior to first day of classes
- 80% refund through first five weeks of classes
- No refund after fifth week of classes

b. Cosmetology

- 100% refund if drop prior to first day of classes
- 80% refund through first five weeks of classes
- No refund after fifth week of classes

c. Short-term Programs

- 100% refund if drop prior to first day of classes
- 80% refund if drop -
 - within two weeks after the beginning of classes for 16 week courses;
 - within first week after the beginning of classes for 9-12 week courses;
 - four calendar days from the beginning of classes for a five to eight-week term;
 - two calendar days from the beginning of classes for a three to four-week session; or
 - one calendar day after the beginning of classes for a two- week or less course or a seminar.
- No refund after dates indicated above

Exceptions to this policy may be authorized by the dean of Student Services. All appeals must be in writing; however, appeals may not be considered after one-half of the course has been completed.

In the event a class is canceled by the college or a revision of the class schedule is required due to extenuating circumstances, a 100% refund of tuition and fees pertaining to that class will be made to the student.

Date of Adoption:

Revised: 10/27/93, 12/21/95, 12/08/99, 2/15/01, 10/20/05

Withdrawal Date

The day the student withdraws is the date used in the calculation. To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance the student has "earned." Until and including the 60 percent point, the percentage of assistance earned is equal to the percentage of the period of enrollment (specific semester) that was completed as of the day the student withdrew. The enrollment period is based on the number of calendar days from the beginning of the semester until the withdrawal date, divided by the total number of calendar days in the semester.

If a student has received more grant or loan assistance than the amount “earned” (percentage of the semester the student was enrolled), the unearned funds shall be returned to the federal programs. If a student withdraws after completing at least 60 percent of the semester, it is assumed the student earned 100 percent of the Title IV aid for that semester. Once the calculations are completed, a student will receive written notification of the dollar amounts returned to the federal program and whether it is necessary for a student to make any additional payments to the federal government or to JCCC.

For students receiving financial aid, the refund will be repaid to the appropriate fund according to the following distribution priority, which is statutorily prescribed.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS loan
5. Federal Pell Grant program
6. Federal SEOG program
7. Other Title IV aid programs
8. Other federal sources of aid
9. Other state, private or institutional aid

Repayment of Title IV Financial Aid Funds

A repayment obligation occurs if the funds the student received for education expenses exceed the education costs for the portion of the term the student completed. If the “earned” percentage of the student’s aid is less than the disbursed aid, the student will be responsible for repaying those funds to the Title IV federal programs. Johnson County Community College will notify students of any overpayment obligation, and it is the student’s responsibility to make prompt repayment. Students who fail to repay will not be eligible for additional financial aid funds at any institution until the obligation has been met.

Services and Activities for Students

Campus Services

Bookstore

Dining Services

Cosmetology Salon

Dining Services

Massage Therapy Clinic

Department of Public Safety

Academic Support Services

Student Life and Leadership

Student Support Services

Academic Support Services

Academic Achievement Center - The Academic Achievement Center (AAC) offers 13 credit courses in a self-paced laboratory setting. These courses include study skills, reading, vocabulary, spelling, basic arithmetic, and algebra preparation. The center also offers medical terminology to meet the needs of students in health career fields.

Barbara Gill Lifetime Fitness Center - Lifetime Fitness and Wellness is not a traditional class, but a way of life. During the semester you may have opportunities to exercise in the Fitness Center and learn more about "Wellness for Life" at lectures and through hand-outs.

Billington Library - The Billington Library serves JCCC students and staff and Johnson County residents by providing access to services and resources that support and strengthen the instructional programs of the college and the higher education needs of the community.

CASE Classroom - In order to accommodate the incorporation of cutting-edge technology into the sciences classroom environment, the CASE classroom has been established as a test-bed and resource-center in educational technology. Available to science students and faculty, the CASE classroom provides instructional materials in the form of computer software, audiovisual media, Internet resources and technical expertise.

Civic Honors Program - The civic honors program combines coursework, training, organizational activities, community service and reflection. Students who meet the qualifications will be able to graduate with civic honors, recognizing their efforts and achievements within the community. Civic Honors students will receive special recognition at the commencement ceremony. Refer to the Civic Honors website at <http://www.jccc.net/home/depts/S00025>.

Computer Labs - Any currently enrolled credit student at Johnson County Community College with a valid student ID may use the labs. The equipment and/or software may be used only for college-related activities (e.g., class projects, papers). Use of the equipment for profit-making activities or playing games is prohibited.

English as a Second Language - JCCC provides four programs to assist the community and businesses with English as a Second Language.

- Life Skills (ABE/GED/ESL Project Finish)
- Intensive English Program
- ESL Advanced and Professional
- Business Language Services

Human Anatomy Open Lab - The purpose of the Biology Resource Center is to provide life science students the opportunity for independent study of anatomical and zoological models outside of regularly scheduled class time. The extensive collection of highly detailed models is an excellent resource for the study of human anatomy and physiology, as well as zoology and botany.

Intensive English Program - The IEP serves non-native English language learners who desire to improve and strengthen their academic English skills in order to obtain a degree from a U.S. college or university. Refer to the English Program for a link to English for Academic Purposes.

Language Resource Center - The Language Resource Center (LRC) serves students and faculty from international languages, interpreter training and speech. These students may be from the JCCC campus or from the College Now program that serves students from area high schools.

Learning Strategies Program - The learning strategies program helps students meet the challenges of college coursework and become more effective and efficient learners. This program is designed for any student who wants to build confidence and skill in learning and improve course grades and overall grade point average. The program teaches thinking, learning and self-management strategies necessary for success at the college level. These include textbook strategies, listening and lecture note-taking strategies, exam strategies, organizational strategies and time-management strategies. Because all strategies are practiced on materials relevant to students' current classes, it is necessary for students to be enrolled in at least one other college course.

Math Resource Center - Any student enrolled in a course offered by the JCCC math department may use the Math Resource Center, located in CLB 212. Free assistance is available from the Math Resource Center tutors every hour the center is open.

Project Finish - Adult Basic Education is offered through Project Finish, an educational program sponsored by Johnson County Community College and the Johnson County Library. ABE/GED instruction is offered in five locations throughout Johnson County. ESL instruction is offered at three locations.

Service Learning - The Service Learning program is curriculum-based and integrates service options (at schools, care facilities, agencies and organizations in the community) with academic coursework and structured reflection. As a form of experiential education, service-learning assignments facilitate intellectual, personal, career and civic development.

The Writing Center - The Writing Center offers free tutoring and numerous writing resources including computer software to help with grammar. The JCCC Writing Center is a free student and community support center created to assist writers with reviewing, refreshing, and upgrading their writing skills. Students may bring in writing assignments and receive individualized feedback on their drafts. Tutors are trained to read the essays for organization and development. Students who need to work on proofreading skills may take an assessment test, which will assess their ability to find mechanical errors, or they can bring in a graded paper and the tutors will help them correct their errors. Then students may work at computer programs to improve those skills. Also available are a variety of handouts and resource books to help students discover the format and best organization for writing.

Student Life and Leadership

Alumni Association

The JCCC Alumni Association, with its more than 20,000 members, is dedicated to promoting and supporting the college and maintaining the unique bond that exists between alumni and JCCC. Association activities are managed through the JCCC Foundation. More information is located on the Web at this site: <http://www.jccc.net/home/depts/003200>.

Intramural Athletics

Intercollegiate and intramural athletics play an important role at Johnson County Community College. JCCC offers a wide range of intramural sports and athletics so you can participate, develop skills and make friends during your leisure time. Intercollegiate athletic teams and individuals have brought the college and themselves national recognition.

JCCC's athletic facilities are among the finest in the country, allowing JCCC to host a number of state and national tournaments. Talented coaching staffs and trainers make the campus athletic programs for men and women outstanding.

Men compete in baseball, tennis, basketball, golf, soccer, cross-country and track at JCCC. Women may take part in tennis, volleyball, basketball, softball, cross

country, soccer, golf and track. The college will participate in other intercollegiate athletics as approved by the board of trustees.

JCCC is a member of the National Junior College Athletic Association and the Kansas Jayhawk Community College conference. You must meet NJCAA and conference eligibility rules to compete in intercollegiate activities.

Brown and Gold Club

The Brown & Gold Club of JCCC is organized to serve the senior adult population of Johnson County through educational programs and special events.

Membership requirements:

- You must be 55 years of age or older.
- You must currently live in Johnson County with at least six months' residency.
- You must pay an annual nonrefundable membership fee.

For more information, contact the Brown & Gold office, 200 COM, or call 913-469-8500, ext 4305.

Campus Recreation

The intramural/recreation program at Johnson County Community College incorporates competitive play in team and individual sports, as well as opportunities for "free play" through the open gym program. Schedules for intramural competition and open gym can be obtained at the Student Information Desk, first floor, Student Center, or the 003 GYM information desk. Participation in these programs provides JCCC students opportunities for physical development and social interaction.

Student Clubs and Organizations

Recognized clubs and organizations at JCCC have the approval of the Student Senate and the Student Life office. Once officially recognized, a club or organization is entitled to all the rights and privileges afforded other JCCC clubs.

Clubs and organizations recognized by the college may not discriminate in membership or participation practices based upon factors related to race, religion, sex, place of origin, age, creed, handicap, marital status or parental status. Club funds may be used only for club activities that are open to all club or organization members.

A complete listing of approved clubs and organizations or applications to form a new club may be obtained from the Student Activities and Information Desk, first floor, Student Center.

Dance Team

In support of its athletic programs, JCCC offers a dance team. The JCCC Dance Team participates at all home basketball games and select away games. For tryout information and scholarship requirements, contact the Student Activities Information Desk, first floor, Student Center.

Debate

College debate teams participate in state, regional and national competitions. The JCCC Debate Teams have won wide recognition for their outstanding record in competition with both community colleges and upper-division universities. For more information contact the Student Activities Information Desk, first floor, Student Center.

Music Performance Ensembles

The music department at JCCC offers a wide variety of performance ensembles available for students. For instrumentalists, there are the Music Masters Concert Band, the Midnight Express Jazz Ensemble and various chamber ensembles and jazz combos. For vocalists, there are the Chamber Choir, Midnight Blues Vocal Jazz Ensemble and select mixed vocal ensembles. All of these ensembles perform on and off campus during the course of each semester. Membership in these ensembles is by audition with the vocal and instrumental professors. For information, visit our Web site at Music Performance Ensembles, <http://www.jccc.net/home/depts/1109>, or contact Ron Stinson, 913-469-8500, ext. 3275, or e-mail rstinson@jccc.net.

Phi Theta Kappa - Honors

Phi Theta Kappa is a national honor society that recognizes and encourages scholarship among community college students. The JCCC chapter, Alpha Iota Gamma, provides opportunities for students to develop leadership abilities, be of service to their community and exchange ideas in a stimulating academic environment.

To be invited to become a member of Phi Theta Kappa, you must be currently enrolled. An invitation to become a member will be extended at the beginning of the fall or spring semester to all full-time and part-time students who have completed 12 hours of credit toward a degree or certificate at JCCC with a cumulative grade point average of 3.5 or above. For more information, contact the Honors office in 200 COM or call 913-469-8500, ext. 3305.

Student Ambassadors

The JCCC Student Ambassadors are a group of six current JCCC students who work in Admissions and give tours for prospective students. In addition, the ambassadors respond to requests for information and assist with other Admissions functions. Students apply for the positions through the Human Resources office. Students in this position must maintain full-time student status throughout the year.

Student Events and Programs

JCCC's Student Activities office, in cooperation with the Campus Activities Board, brings you a variety of activities (cultural, social, educational, recreational and vocational) throughout the year.

Activities are planned and implemented entirely by students for students through the committee structure of the Campus Activities Board. Activities include films (feature and captioned), special events (comedians, novelty acts, blood drives and thematic programming), recreation (off-campus outings, intramural competition, student gatherings and sports events), lectures (controversial issues and distinguished speakers), and concerts (bands, solo artists and karaoke).

More information can be obtained at the Student Activities Information Desk, first floor, Student Center, or on the Web at Student Events and Programs, <http://www.jccc.net/home/depts/5201>.

Student Newspaper (The Campus Ledger)

The Campus Ledger is the award-winning student newspaper authorized by the board of trustees and published regularly throughout the academic year. The Ledger provides students and other members of the college community a free and open forum for responsible news and commentary concerning campus life. News, features, entertainment, sports, campus events and editorial concerns are emphasized in each issue. Staff members are paid salaries and must be enrolled in a minimum of six credit hours each semester. Students interested in working for The Ledger should stop by the news office in 260 Commons and check job postings in Human Resources.

Student Senate

The Student Senate exists to provide a method of government representation for all students at JCCC and allocates funds in support of student clubs and organizations. The senate is made up of 25 senators-at-large and five executive board members. Executive board members are the president, vice president, secretary, treasurer and parliamentarian, all of which are scholarship-receiving positions. Elections for executive board positions take place in the spring semester, with senator elections occurring in the fall. Student Senate meetings are held on Mondays at noon.

Theatre

JCCC's theatre department presents several full-length productions each year, ranging from Shakespeare to touring children's plays to musicals to comedies and serious drama. Auditions are open to all students. Scholarships are available for participation. Students who are interested in scholarships should participate in the mid-spring auditions.

Student Support Services

The mission of Student Services

The Success Center

The Student Success Center is an interactive resource center offering students nearly every informational resource and service necessary to succeed at JCCC in one location. Professional staff are available to answer questions and assist with access and use of all resources and services. Within the Success Center, students are able to:

- visit with career and academic counselors/advisers and visiting four-year counselors
- utilize free computerized career assessments.
- research career/occupation and college transfer options.
- submit financial aid applications and verify aid status.
- complete the new student orientation, admissions and registration.
- access student records and transcripts.
- receive assistance researching position vacancies, developing a resume and preparing for successful job interviews.
- access disability and deaf/hearing-impaired support services.
- register to vote.
- use the Web to register and view job listings, individual records and much more.
- receive information about student internships and volunteer opportunities, clubs and organizations, campus activities, pre-ordering books from the JCCC bookstore, book buy-back, intramurals, child care and more.
- For more information, walk in the Student Success Center, second floor, Student Center building, call the student information line at 913-469-3803, toll free at (866) 896-5893 or visit www.jccc.net.

Access Services for Students with Disabilities

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. Appropriate documentation of disability will be required to obtain support services. If you desire support services, contact Access Services, 913-469-8500, ext. 3521, or TDD 913-469-3885.

Disability Support Services

JCCC students with disabilities have access to a variety of support services including reading, note taking and other

services that allow equal access to courses. Assistive computer equipment especially designed for students with disabilities (such as speech synthesizers, screen readers, scanners, adjustable tables and braille printers) is also available. Campus buildings are equipped with ramps, elevators and restrooms designed to accommodate wheelchairs. Parking areas convenient to the buildings are reserved for students with disabilities. In addition, an orientation for students with disabilities is held at the beginning of the fall and spring semesters. If you need more information about services, activities and facilities available to students with disabilities, contact an Access advisor.

Deaf/Hard-of-hearing Student Services

Deaf and Hard-of-hearing Student Services offers a range of support that prepares deaf and hearing-impaired students to enter the mainstream of regular career and transfer programs at JCCC. Services available include academic counseling, support services (such as interpreting and note taking) and a summer preparatory program for incoming freshmen. If you need more information about services, activities and facilities available to deaf and hearing-impaired students, contact the Support Services supervisor.

Career Services'

The mission of the Career Services Center at JCCC is to assist students and alumni to successfully explore, identify, select and prepare for meaningful education and career opportunities.

The Career Services Center provides resources to complement services in the Student Center, SC 252. Call 913-469-3870 with questions, or visit the Internet at <http://www.jccc.net/careers>

The Career Services Center provides the following services:

Career Counseling: Individual career counseling sessions are available on-call and by appointment.

CHOICES: A two-session workshop is designed to help students choose a major and/or career, learn how to set goals, and make effective career and life plans. Cost: \$20.

SIGI PLUS and DISCOVER: These career-exploration assessments are offered in the Career Services Center free of charge.

Job-search preparation: Trained professionals assist students in researching occupations in the resource library and preparing for a successful job interview. We also provide help with writing resumes, cover letters and thank you notes.

Note: Services for community members are available for fees.

Employment Services: We offer full- and part-time job listings in various salary ranges. Internet access to local, regional and national job listings is available, plus on-campus recruiting with local employers.

Internships: College credit can be earned for valuable work experience with an internship. Some funding is available through the federal work-study program and student work pool.

Mock Interviews: Individual videotaped interviews are available by appointment and include feedback. Students must provide their own videotape.

First Impressions: A one-session workshop to assist with job success and business protocol, which consists of a fine-dining meal and etiquette instructions.

The Hiersteiner Child Development Center

The Hiersteiner Child Development Center provides care and education to children of JCCC students, faculty and staff. A safe, nurturing environment is host to a program dedicated to serving the needs of young children and their families. The center's program is also designed to support a college degree and career preparation for the early childhood education student.

The Hiersteiner Child Development Center has been nationally accredited since 1993 and is state-licensed to serve children ages 18 months through 8 years until 3:30 p.m. and ages 12 months through 10 years after 3:30. Part- and full-time scheduling is available, with a preschool program offered from 9:00 to 11:30 a.m.

Hourly fees are charged for services.

For more information, contact the Hiersteiner Child Development Center on the west side of campus, 913-469-4438, or on the web at <http://www.jccc.net/home/depts/9104>.

Counseling and Advising Services

The mission of the counseling program is to assist individuals in the process of education, career and personal decision making. The counselor/advisee relationship involves making decisions in which students realize their maximum education potential through a continual exchange of information.

Counseling Services is staffed by full-time and part-time professional counselors who assist students in the process of reaching their goals. Counselors are also available for short-term personal counseling and can provide referral services.

A full-time transfer assistant coordinates transfer program/articulation agreements with regional four-year institutions and coordinates on-campus visits each semester with these institutions. Currently enrolled students may meet with a counselor on a walk-in basis or may schedule an appointment with individual counselors. An advising desk, located in the lobby of the Student Success Center, is staffed by a counselor and is available for students whose questions can be answered quickly.

Academic advising

At JCCC, academic advising plays a significant role in the total process of educating students. Advising at JCCC is conducted in Counseling Services. The process is ongoing, multifaceted and the responsibility of both the student and the counselor. Advising at JCCC is developmental in nature, helping clarify life and career goals from which education plans can be developed to realize those goals.

New student orientation

If you are not currently enrolled at JCCC, you must attend a new student orientation session. A new student orientation session provides important information that you will need for consulting with a counselor. Schedules for new student orientation sessions are listed in the credit class schedule each semester. They are also available in the Success Center, second floor of the Student Center, or by calling the Student Services Information Line, 913-469-3803.

Counseling and Advising Services

Testing Services

Testing Services provides a wide variety of services for students. Students can come into the Testing Center on a walk-in basis to take a make-up exam for a regularly scheduled classroom test, distance learning/telecourse exams, self-paced course exams and the placement assessment for students planning on enrolling in credit courses. The placement assessment includes English (writing and reading) and mathematics.

Other services include career testing, proficiency examinations and waiver tests. A number of standardized tests such as the ACT, CLEP, GED and others are also administered in the Testing Center. Visit the Testing Services website or call to find out more information about a particular test.

Students who have developed an educational plan in the Counseling Center may also be able to earn credit for work or personal experience through a number of nontraditional programs administered through Prior Learning Assessment (PLA). If you are interested in finding out more about nontraditional credit options you can contact the PLA office in Testing Services.

Student Life and Leadership

Recognized clubs and organizations at JCCC have the approval of the Student Senate and the Student Life and Leadership Development Office. Once officially recognized, a club or organization is entitled to all the rights and privileges afforded other JCCC clubs.

Clubs and organizations recognized by the college may not discriminate in membership or participation practices based upon factors related to race, religion,

sex, place of origin, age, creed, handicap, marital status or parental status. Club funds may be used only for club activities that are open to all club or organization members.

A complete listing of approved clubs and organizations or applications to form a new club may be obtained from the Student Activities and Information Desk, first floor of the Student Center, or go to www.jccc.net and click in Quick Find for Student Life.

Student Housing Referral

Although JCCC has no housing on campus, the Student Activities office will help you obtain information about housing in the Johnson County area. A housing packet includes a list of community members or students who wish to rent a room(s) in their home. A list of local apartments and current rates is also available. If you change your address, it should be reported to Admissions immediately.

Academic and Student Policies and Procedures

Academic Progress

Academic Records Information

- Academic Records Information
- Access to Student Information
- Attendance
- Auditing a Class
- Commencement Information
- Courses by Arrangement
- Credit Transferred from Other Colleges
- Final Examinations
- Grade Information
- Honors
- Records on Hold
- Transcripts
- Verification of Enrollment

Advanced Standing Credit

- Prior Learning Assessment
- Portfolio or Certificate Evaluation
- Military Credit
- National Standardized Tests
- Proficiency Examinations

319.01 Student Code of Conduct

- Alcoholic Beverages
- Assault and Battery
- Assembly
- Cheating or Plagiarism
- Campus Computing Systems
- Contracts
- Counterfeiting and Altering
- Discrimination or Harassment
- Disruptive Behavior
- Severe Disruption/Acts of Violence (Clear and Present Danger)
- Drugs
- Electronic Devices
- Student Electronic Mail
- Gambling
- Dumping and Littering
- Safety

- Smoking
- Theft/Vandalism
- Weapons
- Violation Notice
- Process to File a Disciplinary Complaint
- Student Right to Know

Appeals and Process for Filing Complaints

Parking

- Handicapped Parking
- Bicycles
- Skateboards and Roller Blades

Public Safety

- Annual Crime Statistics
- College Resource Officers
- Emergency Telephone Messages, Access to Students
- Lost and Found
- Non-students in Classroom
- No-Smoking Policy
- Reporting Accidents, Incidents or Crimes
- Unlawful Discrimination or Harassment Complaint or Procedure
- Unattended Children

Student Health

Academic Progress

JCCC has implemented an academic progress policy to prescribe practices that may help you succeed. If you have questions about your academic progress, contact **Counseling and Advising Services**. To maintain continuing enrollment at the college, you will be subject to the academic progress policy with the following exceptions:

- If you enroll in courses offered through contract arrangements between JCCC and an outside agency.
- If you enroll in courses that have been especially designed for specific populations.
- If you attend on a part-time basis, up to attempting 12 credit hours.

Thereafter, all part-time students must meet these criteria:

Any student whose cumulative grade point average falls below the following guidelines will be placed on academic probation and will remain on probation until the minimum cumulative G.P.A. levels outlined below are met. Cumulative grade point averages include both transfer and JCCC G.P.A.

1 to 30 credit hours attempted with a grade of A, B, C, D or F or W require a cumulative G.P.A. of 1.7 or higher.

More than 30 credit hours attempted with a grade of A, B, C, D or F or W require a cumulative G.P.A. of 2.0 or higher.

If you have been placed on academic probation or were on academic probation the previous semester, you must raise your G.P.A. to the required cumulative level to be released from probationary status.

You will be notified in writing of your probationary status no later than four weeks after the beginning of the next semester. You will be required to see a JCCC counselor.

Your records will be placed on hold and will not be released until grades have been posted for the current semester. If you are on academic probation, you will be allowed to enroll during continuing student enrollment only after meeting with a counselor by a date to be specified in the academic probation letter or when your semester grades are posted and one of the academic progress conditions is met. To participate in continuing student enrollment, you must achieve a 2.0 G.P.A. for the current term or raise your G.P.A. to the level required for good standing or you will be dropped from the classes in which you have enrolled and will be placed on suspension as described below.

If you do not raise your G.P.A to the level required for good standing or achieve a 2.0 G.P.A in the probationary semester, you will be suspended from the institution and will not be reinstated until one semester has elapsed. If you are academically suspended by JCCC, you will not be allowed to reenter JCCC for at least one semester. You will be readmitted on probationary status and must maintain a 2.0 G.P.A. each semester while on probation or raise your cumulative G.P.A. to the designated level. As a reinstated student, if you are suspended a second time from JCCC, you cannot return for one full year.

If you are academically suspended from JCCC, you may submit an appeal to the vice president of Student Services. Appeals must be in writing. Results of the committee's decision will be mailed to you 30 business days after receipt of the appeal. For the purposes of this policy, a business day shall be a weekday during which regular classes are being held at the college. The decision for this appeal is final.

If you are receiving financial aid, you must meet the academic progress standards in the student financial aid handbook. These requirements may not be the same as the academic requirements to remain enrolled at JCCC.

If you are academically suspended from JCCC, you may appeal in writing through the office of the vice president of Student Services. All appeals must provide written documentation substantiating your reasons for requesting that you be reinstated on probation and allowed to enroll for the next regular semester.

The Student Affairs Committee will make a determination after review of the appeal and documentation. Written results will be mailed to you 30 business days after receipt of the written appeal. A "business day" is a weekday during which regular classes are being held at the college. The decision of the Student Affairs Committee is final.

Academic Records Information

Academic Progress

- This academic progress policy provides the guidelines for continuing enrollment at the college.

Academic Records Retention

- Information regarding the types and length of time student records are retained.

Academic Renewal

- Academic renewal refers to the opportunity for a fresh start at the undergraduate level at JCCC.

Access to Student Information

- Student rights concerning access to education records are explained by laws and regulations.

Attendance

- Policies and guidelines for class attendance that outline the student's responsibility, penalties and how attendance can effect grades, tuition and financial aid.

Auditing a Class

- Provides information about enrollment, tuition, class credit and who is eligible to audit classes.

Commencement

- Diplomas and certificates will be awarded when program requirements are completed.

Courses by Arrangement

- Some classes at JCCC are available "by arrangement" such as independent study and self-paced study.

Credit Transferred from Other Colleges

- Transfer credits from colleges and universities and their articulation.

Final Examinations

- Information about the final examinations and schedules.

Grade Information

- Grading system, grade changes, G.P.A. information.

Honors

- Requirements, awards and recognition for honor designation.

Records on Hold

- Information regarding holds on students' records and their effect.

Transcripts

- How and when academic record information will be released as transcripts.

Verification of Enrollment

- Requests for verification of enrollment for health insurance, good student discounts (car insurance) and housing (apartments) must be made in writing.

Academic Records Retention

When students apply for admission to JCCC, an application record file is created. This file contains academic transcripts, academic program plans and various other documents. This imaged file is maintained by Enrollment Management indefinitely, beginning with the spring 1999 semester. Although records will be stored in an imaging system, students may need to supply an updated application or transcripts if they do not maintain continuous enrollment.

More information is available from the the Registrar's office.

Academic Renewal

Academic renewal refers to the opportunity for a fresh start at the undergraduate level at JCCC. Sometimes a prior academic record presents a major obstacle to a

student's overall G.P.A., and overall success. Students may apply for academic renewal by submitting a written application according to the following guidelines:

1. All credits taken five or more years ago will not be calculated in the G.P.A. (from all colleges or universities) based on the semester applying for academic renewal.
2. At least 12 semester credits must have been completed at JCCC within the last two years. The G.P.A. for all coursework taken during this time must be at least 2.0.
3. Academic renewal will be granted only once.
4. Academic renewal does not affect or alter a student's record for financial aid awards or athletic eligibility.
5. All previous coursework and original grades approved for academic renewal will continue to appear on a student's transcript. However, the credits and grades will not be included in the student's cumulative totals when applying for selective admission programs at JCCC, admission to honors programs or clubs governed by JCCC policy and/or graduation from JCCC.
6. Credits not being calculated as a result of academic renewal cannot be used to meet course or program prerequisites or graduation requirements.
7. Students must meet with a counselor before applying for academic renewal to ensure that interpretation of this policy is correct. **Academic Renewal forms must be signed by a counselor prior to submission.**
8. This policy applies only at JCCC. Students who transfer from JCCC to another institution will need to follow the receiving institution's policy.

Access to Student Information

Student rights concerning access to education records are explained in the Family Educational Rights and Privacy Act (FERPA) of 1974. The law and regulations require educational institutions to:

1. Provide students the opportunity to inspect their education records. If students wish to review their records, they should contact the JCCC Admissions Office. Requests for review of records must be made in-person or in writing with student signature.
2. Provide students the opportunity to challenge through a hearing the content of their education records if they believe the records contain information that is inaccurate, misleading or in violation of the right of privacy. (Grades are not subject to challenge.)
3. Limit disclosure of information from student records to those who have the student's written consent or to officials specifically permitted within the law, such as college officials and under certain conditions local, state and federal officials.
4. Provide degree and enrollment verification information to the National Student Clearinghouse for the purposes of providing to an employer or background-screening firm verification information of student status. Information regarding the National Student Clearinghouse can be found at the following Web site, www.studentclearinghouse.org, or phone number 703-742-4200.

One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

Attendance

It is the policy of JCCC that punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Each JCCC faculty member will include attendance guidelines in his or her course syllabus. Students will be responsible for knowing and adhering to those guidelines. Penalties for excessive absences may include a grade reduction. It is the

student's responsibility to obtain class materials missed because of absence.

Students who, by the end of the second week of the semester (prorated for classes less than 16 weeks in length), have not attended at least one session of each course in which they are enrolled will automatically be dropped from those courses not attended, with no refund of tuition and fees. Students enrolled in distance learning courses will be dropped if they do not fulfill the initial requirements established for the course(s).

Students who are under obligation to participate in jury duty, a generally recognized religious observance or activities where they are required to represent the college must give written notice to the faculty member at least one week in advance of the observance. If there are questions regarding whether a religious holiday is recognized or an activity is college-sponsored, direct them to the office of the vice president of Student Services and/or the Student Affairs Committee. Students shall be accorded the opportunity to independently make up coursework or work of equal value for the day(s) the event was scheduled and take a scheduled exam at an alternate time determined by the instructor. Failure to provide timely written notice may result in loss of this opportunity. Students should be aware that the quality of their learning experience may suffer as a result of their absence if coursework is not made up.

For all other absences, authorization of excuse is the province of the individual faculty member and subject to the standard appeal process.

If students receive benefits from a government agency, they must follow any policy the specific agency stipulates. Lack of attendance may affect financial aid.

Auditing a Class

Auditing a course means a student attends a class regularly without being required to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Each department may determine if a class may be enrolled in for audit purposes. Registering to audit a class does not constitute continuous enrollment for graduation purposes. Credit registration cannot be converted to audit status at any time, and audit registration cannot be changed to credit registration.

Tuition and fees for audited classes will be assessed at the same rate as that charged for enrolling in credit courses. Financial aid will not pay for courses completed by auditing. You may enroll to audit a class if space is available after open enrollment has ended, according to the schedule published in the schedule of credit classes. Brown & Gold Club members auditing a class are not eligible for reduced tuition and fees.

Commencement

Students will be awarded a diploma or certificate when they have successfully completed their program requirements. These awards will be issued at the end of each semester or session. Commencement will be held only once a year in May. If students completed degree or certificate requirements in previous semesters or terms during that academic year, they will be invited to participate in commencement exercises. Diplomas are mailed shortly after degree and/or certificate verifications are completed. A Name/Address Change Request Form may be completed and mailed to Admissions.

Courses by Arrangement

Independent Study and Self-paced Classes

Some classes at JCCC are available "by arrangement" with an instructor. The student and instructor meet and agree to a semester schedule that may involve regularly scheduled meetings and assignments or alternative projects, depending on the specific course requirements and content. Before enrolling in a class by arrangement, students should contact the instructor (or the division administrator) to see if this opportunity is available for the specific course they desire. The selection of classes by arrangement is limited.

Independent Study

By enrolling in independent study, students may explore in depth an area not covered in the regular curriculum. A student must show above-average performance in the area to be eligible, and a faculty member must agree to work with the student. For details, students should contact the division administrator for the area in which they are interested.

Self-paced Study

These courses are designed for students who have high levels of self-motivation, self-discipline and organizational skills; they should not be taken as a substitute for late-start sections of the equivalent course. With self-paced study, students may set their own pace of learning to complete the class requirements as rapidly or as leisurely as they care to within the one-year limit.

Enrollment requires completion of a Self-Paced Agreement, which may be obtained in the program office listed for the course along with a section approval waiver from the department. The student is required to meet with the sponsoring instructor to complete the contract and obtain class materials prior to enrollment in the course. The student then must come to the Success Center, second floor, Student Center, to enroll in the course within two weeks from the date of the waiver. If the student waits more than two weeks to enroll, he or she may be asked to get a new waiver. The enrollment deadlines for a self-paced class for each term are:

fall semester - November 1

spring semester - April 1

summer session - July 1

Refunds / Withdrawals in a Self-paced Class:

1-2 weeks - no "W" and 100 percent refund

3-5 weeks - no "W" and 80 percent refund

6-10 weeks - no "W" and 0 percent refund

After 10 weeks - "W" recorded and 0 percent refund

The last date to withdraw from a self-paced class will be accepted prior to six months from the date of the waiver by completing an add/drop form in the Success Center, second floor, Student Center.

Although one year is allotted to completing a self-paced class, the credit hours are counted only for the semester in which a student registered for the class. The credits will be listed on the student's transcript for the semester of initial enrollment, not the semester of completion.

Graduation policy for Self-paced courses: When you apply for graduation and the only course enrolled in is self paced, then:

- If you apply for graduation within a year of enrolling in self-paced course(s), the self-paced course(s) will satisfy current enrollment requirements.
- If the self-paced course is needed to meet graduation requirements, then you must complete the self-paced course by the grade deadline for the semester in which you apply to graduate.
- If the self-paced course is not needed to meet graduation

requirements, the course will satisfy current enrollment requirement for the semester in which you are applying to graduate. You simply need to complete the course within the allotted year.

Credit Transferred from Other Colleges

Transfer credits will be accepted from colleges and universities starting from the year that they are accredited or hold candidacy status with:

- North Central Association of Colleges and Schools
- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools or
- other institutions approved by JCCC.

All transfer credit will be converted to the semester-hour system. All credits earned with an "F" grade or higher will be articulated and calculated in your cumulative G.P.A. Quality points. Grade points will be articulated and averaged into your cumulative grade point average earned at JCCC.

Final Examinations

Final examinations are scheduled during the last week of the semester. The final examination schedule for the fall and spring semesters is available during the last three weeks of the semester in the Student Success Center, division and program offices, the credit schedule and on the Web at <http://www.jccc.net> under Calendars and Events.

Final Exam Schedules

Final Exam Schedules

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Summer 2006 Final Exam Schedule

Summer 2006 Final Exam Schedule

Final exams for Summer 2006 will be given the last day of class.

Grade Information

Grading System

Johnson County Community College uses the following grades to indicate the level at which a student has achieved the education objectives of a class:

- A - outstanding achievement of objectives
- B - highly satisfactory achievement of objectives
- C - adequate achievement of objectives
- D - passing, marginal achievement of objectives
- P - passing (credit earned but not calculated into your G.P.A.)
- F - no credit, unsatisfactory achievement
- W - withdrawal without academic assessment

Students may withdraw from a class no later than Nov. 15 for the fall semester and April 15 for the spring semester (prorated for classes less than 16 weeks in duration). Students will receive a "W" on their transcripts if they withdraw after the official state reporting date of the 20th day of class during a regular semester or after one-fourth of a summer or mini-session has been completed. Students will be considered withdrawn from a class only after they have officially completed the withdrawal process, not when they stop attending class. Students may drop courses in person in the Success Center or via the Web enrollment process.

I - Incomplete

Students will receive a grade of "I" only if special circumstances prevent them from completing the class. Students must make arrangements with the instructor before semester grades are submitted and must sign a statement agreeing to complete the class requirements. All class requirements must be completed by the deadline indicated on the agreement. An "I" will be changed to an "F" if the student does not successfully complete the work by the deadline established by the instructor, which can be no later than the end of the next full semester following the grading period for which the "I" was given. The instructor is responsible for initiating a grade change when a student successfully completes the work outlined in the agreement. During the semester a student is completing the "I" contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of the "I" grade from the previous semester. Students may not withdraw from a course in which an "I" has been assigned.

R - Repeated Class

When students repeat a class, the latter grade earned will be used in computing their cumulative G.P.A. Prior to spring 1995, an "R" replaced the earlier grade on a student's transcript. Beginning spring 1995, the "R" is no longer used and the original grade remains on the transcript with a special notation of an "E" (repeat indicator), which excludes the grade from the cumulative G.P.A. The latter grade will have an "I" indicator, which includes the grade in the cumulative G.P.A. Students may not enroll in any course for the third time without counselor approval. Students cannot use advanced standing credit to repeat a class. A "W" grade will not be changed or removed from the transcript.

X - Audit Status

No credit is awarded for an audited class. See Auditing Classes for additional information and schedules.

Pass/Fail Grading System

Students must meet with a counselor, complete the appropriate form and submit it to the Success Center before Nov. 15 of the fall semester and April 15 of the spring semester. For classes less than 16 weeks in length, a student may complete the appropriate form up to completion of three-fourths of the class. Students are allowed to enroll in only one class each semester under this option. Grades earned under the option are a "P" if your assigned grade is "A", "B", "C" or

"D." If an "F" grade is assigned, an "F" grade will be recorded. If you choose to withdraw, a "W" will be recorded. Some programs may designate certain courses are unavailable for the pass/fail grading option.

Once this option has been filed, it may not be changed back to the "A-F" system.

Note: Some schools, scholarship committees and honorary societies do not accept this grading system and may convert grades of "P" to "C" when computing G.P.A. or in some other way penalize a student who has chosen this grading option.

Grade Changes

Grade changes and withdrawal appeals must be submitted in writing to the office of Enrollment Management within one semester of a student's initial enrollment in the course. Additional information and forms may be obtained in the Success Center.

Grade Point Average (G.P.A.)

A - 4 grade points a semester credit hour

B - 3 grade points a semester credit hour

C - 2 grade points a semester credit hour

D - 1 grade point a semester credit hour

F - 0 grade points a semester credit hour

In calculating grade point averages, the hours with grades "P," "W," "I" and "X" or designated "R" will not be counted as hours attempted. Beginning spring 1995, the "R" grade is no longer used; however, the original grade and credit hours of a repeated course will be excluded from hours attempted. Courses with grades of "F" will be counted when figuring grade point averages.

Honors

Honor Roll - If you enroll in and complete a minimum of six credit hours and earn a G.P.A. of 3.5 or higher during any semester, your name will appear on the Part-time Honor Roll list. If you enroll in and complete a minimum of 12 credit hours and earn a G.P.A. of 3.50 to 3.99, your name will appear on the Dean's List. If you enroll in and complete a minimum of 12 credit hours and earn a G.P.A. of 4.00, your name will appear on the President's List.

Graduation with Honors (for associate's degrees) - If you earn 30 hours at JCCC and have a 3.5 or higher cumulative grade point average in all JCCC hours attempted, you will be graduated with honors. JCCC hours and/or cumulative G.P.A. will be used to calculate honors designation.

Graduation with Honors (for certificates) - If the certificate totals 24 hours or more and you have a 3.5 or higher JCCC G.P.A., you will graduate with honors.

Recognition of Achievement Award - If you successfully complete an adult continuing education or community services course, conference, workshop or seminar, you may be granted a Recognition of Achievement Award.

Civic Honors Program - The civic honors program combines coursework, training, organizational activities, community service and reflection. Students who meet the qualifications will be able to graduate with civic honors, recognizing their efforts and achievements within the community. Civic Honors students will receive special recognition at the commencement ceremony. Refer to the Civic Honors website at <http://www.jccc.net/home/depts/S00025>.

Records on Hold

If a student's records have been placed on hold for any reason, such as library books due or failure to pay for parking violations, the student will not be allowed to do any of the following until the hold is removed:

1. Drop or add any class during the semester.
2. Enroll in courses in subsequent semesters.
3. Obtain a transcript.
4. Receive a diploma or certificate.

A hold on a student's records due to a financial obligation to JCCC will stop the student from doing any of the above four activities, as well as from any verification processes of student status, graduation or other student information.

Contact the Success Center for more information. Appeals to this policy should be made to the registrar.

Transcripts

The Records office will maintain your academic record of coursework completed at the college. Transcripts will be released only after receipt of your signed written request. Transcripts issued to you will be marked "Issued to Student." Those transcripts requested by fax will be treated as daily mail and not given priority treatment. There is no fee for official or unofficial transcripts.

Transcripts will not be released if your records have a hold.

Transcripts with Holds

Official transcripts from other institutions cannot be released to any individual or institution. Copies designated "for JCCC staff use only" may be released to appropriate JCCC staff for advising or institutional research purposes. Any release of your transcript information will be approved and documented by the Records office.

Verification of Enrollment

Requests for verification of enrollment for health insurance, good student discounts (car insurance) and housing (apartments) must be made in writing. Students may either complete a **Verification of Enrollment Form** in the Success Center or write a letter and fax or mail it to the JCCC Records office with the following information:

1. Full name
2. Student Identification Number
3. Date of birth
4. Semester(s) to be verified
5. For health insurance, parent name and Social Security Number for identification
6. Complete mailing address
7. Student's signature

Faxes will be treated as daily mail and not given priority treatment.

Requests for student loan deferment verifications will no longer be verified by JCCC. The National Student Clearinghouse has been authorized to do these verifications. All forms received will be mailed directly to them for processing. Degree enrollment verifications for employment purposes will also be directed to the National Student Clearinghouse for verification.

Current semester enrollment verifications can be requested after classes have been in session for one week. Verifications will not be completed for those students with financial obligations to JCCC.

Substitute House Bill 1022, passed by the 1993 Kansas Legislature, changed requirements for the concurrent enrollment of high school students in community college courses. Under these requirements, the college is able to provide verification to the high school that the student is attending and making progress in the college course.

If students are home schooled, the same information may be released to the home school administrator. If students have questions regarding this policy, they should contact the office of the vice president of Student Services.

Advanced Standing Credit

Students may earn up to 30 hours of advanced standing credit through nontraditional options. This credit may be applied toward a degree or certificate program at JCCC, but will not satisfy the residency requirement for graduation. To apply for advanced standing credit, you must be currently enrolled or have been enrolled at JCCC previously. Advanced standing credit, with the exception of transfer credit, will be included on your permanent record after six credit hours have been successfully completed at JCCC. Exceptions to the application transcribing policy may be made for specific certificate/career programs. Students may not be enrolled in the class for which they are applying for advanced standing credit.

Credit will not be awarded if:

- you have received a grade for college classes representing the same content (advanced standing credit cannot be used to repeat classroom credit).
- you have been awarded credit through other nontraditional programs in areas representing the same content.

Prior Learning Assessment

Testing Services coordinates the programs that lead to advanced standing credit and maintains current advanced standing credit guidelines for each option. A fee will be charged for advanced standing credit (PLA) evaluation.

Portfolio or Certificate Evaluation

You may be granted credit if you have acquired, through experiential learning, knowledge and skills equivalent to those obtained in college classes. Credit may be awarded only in subject areas in which JCCC offers equivalent classes and where portfolio or certificate evaluation is an option. A fee will be charged.

Military Credit

You may be granted credit for education experience completed while in the armed services if you have completed basic training. Applicants submitting DD form 214, Armed Forces of the United States Report of Transfer or Discharge (or equivalent), may receive credit and advanced placement as recommended by the American Council on Education if their experience is equivalent to the course(s) offered by JCCC.

National Standardized Tests

The college may grant credit if, through national standardized testing programs, you can demonstrate knowledge and skill equivalent to that obtained in undergraduate college classes. Credit will be awarded only in subject areas in which JCCC offers equivalent classes. A fee will be charged for those examinations.

If you transfer to JCCC with credit awarded by another college for national standardized tests, you must submit an official score report to Testing Services to validate credit previously awarded.

Proficiency Examinations

You may be granted credit for certain JCCC courses for which proficiency

examinations are available. Credit will be granted if you can demonstrate a satisfactory level of performance. A fee will be charged.

More information is available at <http://www.jccc.net/home/depts/5302>. Select Prior Learning Assessment.

319.01 Student Code of Conduct

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

Students enrolled at Johnson County Community College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the college during their period of enrollment, and the college reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the college administration, have not acted in the best interest of other students, faculty, staff, or the college as a whole. The following types of behavior are considered violations of the student code of conduct and may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

1. Alcoholic beverages - Students at JCCC are required to follow all local, state and federal laws pertaining to the consumption of alcohol. No student shall consume or possess any alcoholic beverages, beer and/or wine, on any college-owned or college-operated facility or at any college-sponsored event or activity either on or off campus. Specifically, service learning trips, internship experiences or any off-campus JCCC sponsored gathering of a student or students are subject to these conditions. Since participation in college-sponsored programs is considered a privilege and not a right, students are expected to adhere to all conditions of such participation. This includes, but is not limited to, behavioral conditions as described in contracts/agreements for athletic, academic and extra-curricular scholarships, and participation in other extra-curricular activities.

2. Assembly - No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of college buildings and facilities, or prevents or disrupts the normal operation of the college.

3. Assault and Battery - No student shall threaten or commit a physical or sexual assault on faculty, staff or another student or visitor. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action.

4. Cheating or Plagiarism

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition, without permission, of tests or other academic materials and/or distribution of these materials. This includes students who aid and abet, as well as those who attempt such behavior.

(Additional examples of cheating include unauthorized sharing of answers during an exam, use of unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-grading, having another student take an exam for you or submit assignments in your name, participating in unauthorized collaboration on coursework to be graded, providing false data for a research paper, using electronic equipment to transmit information to a third party to seek

answers, or creating/citing false or fictitious references for a term paper. Submitting the same paper for multiple classes may also be considered cheating if not authorized by the instructors involved. Examples of plagiarism include any attempt to take credit for work that is not your own, such as using direct quotes from an author without using quotation marks or indentation in the paper, paraphrasing work that is not your own without giving credit to the original source of the idea, or failing to properly cite all sources in the body of your work.) This includes use of complete or partial papers from Internet paper mills.

5. Computer/Campus Computing Systems - No student shall engage in the following:

- a) Intentional corruption or misuse of college computer systems.
- b) Use of systems for illegal or criminal activity.

- c) The use of campus owned and operated computer networks, systems, software and hardware, posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail that may be offensive to others and groups, such as profanity, defamation and harassment based on gender, race, age, disability, national origin, or other basis impermissible under the law.

- d) Viewing/observing or downloading non-educational images or material that may be considered offensive to others and groups as described in "c."

- e) Use of the campus computing system for commercial or profit activities.

- f) Attempts to disrupt or support the disruption of college or external information technology services, systems, or users – disruptive activities include, but are not limited to:
 - sending unauthorized mass, chain or spam mail and/or ping bombs
 - knowingly transmitting any computer viruses, worms, etc.
 - hosting or using open mail relays on college equipment

- g) The use of group web sites for the publication or distribution of copyrighted materials or licensed software.

6. Contracts - No student shall enter into a contract with an outside agency using the name of the college. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

7. Counterfeiting and Altering - No student shall reproduce, copy, or tamper with or alter in any way, manner, shape or form, any writing, record, document of identification or any form used or maintained by the college. This shall include computerized data.

8. Disruptive Behavior - No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process or other campus function is prohibited. It is the responsibility of all students to cooperate fully with campus officers from the Department of Public Safety in providing valid identification upon request.

9. Severe Disruption/Acts of Violence (Clear and Present Danger) - Any obstruction or disruption of an educational process, administrative process or other campus function is prohibited. The vice president of Student Services or designated party may immediately impose an interim suspension in the event that a student's continued presence on campus poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of the charges and an opportunity for an administrative appeal to the office of the vice president of Student Services within 10 days of the imposition of the interim suspension. During the period of interim suspension, the student shall be prohibited from entering the grounds of Johnson County Community College at any time, for any reason, unless otherwise approved by the vice president of Student Services. Violation of such shall be grounds for possible trespass charges and expulsion.

10. Dumping and Littering - No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories.

11. Gambling - No student shall engage in any form of gambling, as defined in K.S.A. 21- 4302 as amended from time to time, on college-owned or operated property or at college-sponsored events either on or off campus.

12. Drugs - No student shall unlawfully manufacture, distribute, dispense, possess or use a controlled substance, as defined in college policies as amended from time to time and/or as defined in the Controlled Substances Act (K.S.A. 65-4101 as amended from time to time) on any college-owned or operated property or at any college-sponsored event either on or off campus. Illicit drug usage within the context of competitive athletics can compromise the physical well-being and health and safety of the individual; therefore, all athletes who practice and compete for varsity athletic teams at Johnson County Community College will be required to participate in the college's Drug and Alcohol Abuse Prevention Program. Specifics of the drug testing procedures, list of drugs of abuse, and counseling procedures are outlined within the Student Athlete Handbook.

13. Smoking - No student shall be allowed to smoke in any enclosed indoor area of the college.

14. Discrimination or Harassment - No student shall engage in discrimination/harassment of another student, instructor, or staff member of the college. This shall include discrimination/harassment based on gender, race, age, disability, national origin, or other basis impermissible under the law. Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature.

Harassment based on gender, race, age, disability or national origin includes verbal, physical or other conduct of a nature specifically offensive to a person.

Harassment based on gender, race, age, ancestry, disability, national origin, or other bases protected by law is strictly prohibited when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or

c) such conduct has the purpose or effect of unreasonably interfering with the instructor, student or staff member's performance or creating an intimidating, hostile or offensive environment.

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook.

15. Theft/Vandalism - No student shall engage in the theft of or damage to property belonging to another person or the college. This includes tampering with coin-operated machines.

16. Use of College Facilities - No student shall be in campus buildings except during days established in the academic calendar or during normal college hours of operation. Students wishing to utilize college facilities at times outside of normal hours of operation must secure permission from the director of Student Life.

17. Weapons - No student, except authorized law enforcement officers or security personnel, shall possess or use or threaten to use:

a) any weapon described and defined in K.S.A. 21-4201, as amended from time to time, and any other weapons, including but not limited to pellet guns;

b) any explosives, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting; on any college-owned or operated property or at any college-sponsored event either on or off campus;

c) any facsimile weapon with the realistic qualities that would induce others to believe it was a real weapon.

Students who violate this policy are subject to suspension from the college with loss of all credit for the current semester and no refund of tuition and fees for the semester, as well as permanent prohibition from future enrollment or participation in college or college-sponsored activities.

18 . Safety - No student shall engage in behavior which violates any safety rules of any classroom, laboratory or other college premises, whether such procedures be written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

19. Electronic Devices - Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

20. No student shall willfully violate any published regulation of student conduct

adopted or approved by the Board of Trustees. In all instances, students alleged to have violated a published regulation will be given the opportunity to present testimony and/or evidence in their defense to the dean of Student Services.

Sanctions:

The following sanctions may be imposed upon any student found to be in violation of the Student Code of Conduct and may include but are not limited to:

1. **Warning:** An opportunity for a student to be given a clear directive to change/modify behavior in lieu of an official disciplinary sanction being imposed.
2. **Probation:** A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of privileges, to which a current student would otherwise be entitled and an acknowledgement by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions.
3. **Interim Suspension:** The vice president of Student Services or designated party may immediately impose an interim suspension in the event that a student's continued presence on campus poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to insure the maintenance of order.
4. **Suspension:** Separation of the student from student status from the campus for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
5. **Expulsion:** Permanent separation of the student from student status from the campus.

Process to File a Disciplinary Complaint

Complaints against students by JCCC faculty, staff, other students, and members of the campus community should be directed to the office of the dean of Student Services in writing (e-mail is acceptable although a signed statement may eventually be requested) as soon as possible after the incident giving rise to the complaint. The complaint should include, minimally, the date, time, location, parties involved, and a description of the incident. Any written evidence should also be sent to the office of the dean of Student Services.

Situations requiring immediate attention of a non-emergency nature, e.g., class disruption which is likely to continue, should be reported by phone to the dean of Student Services and followed up in writing within a maximum of three days. Emergency situations requiring Public Safety or police assistance, e.g., serious disruptions, crimes, or where there is violence or the threat of violence, should be brought to the immediate attention of the JCCC Department of Public Safety at 4111. For assistance by the Overland Park Police Department or other emergency personnel, contact must first be made with JCCC's Department of Public Safety.

All decisions made by the dean of Student Services are subject to the provisions of board policy 319.02.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/19/97, 6/18/98, 3/23/00, 4/17/03, 3/23/04

Appeals and Process for Filing Complaints

Academic Appeals

The Johnson County Community College academic appeals process provides you with a means to question academic behavior by faculty members, administration, counselors, staff or other college personnel. Examples of expected appropriate academic behavior are set forth in the American Association of University

Professors' Code of Ethics.

For appeals regarding any academic concerns, such as differences of opinion on grades, assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. Your counselor may be consulted and included in these discussions.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the assistant dean who supervises the program area, preferably within the same academic semester or term, but no later than 20 business days after the end of the semester or term. For the purpose of this policy, a "business day" shall be a weekday during which regular classes are held at the college. The assistant dean will respond to you in writing within five business days after the meeting, describing resolution to the appeal. The Student Grade Change Appeal Form is located on the web at <http://www.jccc.net/home/depts/5104/site/forms>.
- Should you consider the response of the assistant dean an unsatisfactory resolution, you may appeal to the dean responsible for the area. To appeal, you must file with the appropriate dean, within 10 business days of receipt of the assistant dean's response, a written statement with supporting information regarding the problem. The dean will send you a written response within five business days.
- Should you consider the response of the dean an unsatisfactory resolution, you may appeal to the vice president of Instruction. To appeal, you must file with the vice president of Instruction, within 10 business days of the receipt of the dean's response, a written statement with supporting information regarding the problem. Similar written statements may be provided by the faculty member. The vice president of Instruction's decision is final. The vice president of Instruction will send you a written response within five business days.

These proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

319.03 Student Academic Appeals

Nonacademic Appeals

The Johnson County Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days. If you feel the grievance has not been resolved,

you may submit a written grievance to the vice president of Student Services within 10 business days from the time the complaint was filed at the previous level.

- You may submit a written grievance to the vice president of Student Services and request a conference. The vice president must, within five college working days, inform you in writing of any decision made and the reasons for making that decision. The decision of the vice president of Student Services is final. The vice president will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the president.

These proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

319.02 Student Appeal of Disciplinary Action

319.04 Non-Academic Appeals

Unlawful Discrimination or Harassment Complaint Procedure

Students or prospective students who believe they are the subject of discrimination or harassment prohibited by college policy should take the following steps:

1. The student should feel free to discuss the issue directly with any party participating in or allowing the conduct to occur. Students are assured that retaliation due to such complaints is also strictly prohibited and that if retaliation occurs, then discipline up to and including expulsion or termination will also occur.
2. If the student does not feel comfortable in addressing this issue directly with the offending party or parties or if such discussions do not produce a result acceptable to the student, then the student should make a written complaint as set forth below:
 - The written complaint should include a specific identification of the conduct complained of and of the parties involved. The complaint should also include an explanation of why the student believes that the alleged actions or harassment is based on gender, national origin or race, or other impermissible basis. The complaint should be signed and dated.
 - Students should file their written complaint with the vice president of Student Services within 30 calendar days of the time the alleged harassment or discrimination took place unless good cause is shown for delay. If the student is not comfortable speaking with the vice president of Student Services, then the student may submit the complaint to the director of Human Resources.
3. The person receiving the complaint should proceed under the following guidelines:
 - The party receiving the complaint should immediately submit a copy of the complaint to the president of the college for his records. The president shall appoint two officers of the college to investigate the complaint, and the president shall designate either the executive vice president for Academic Affairs or the executive vice president for Administrative Services to review the investigators' findings and determine appropriate action at the

conclusion of the investigation. The investigators shall immediately investigate the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct. The alleged offending party shall be given a copy of the complaint. Further, the alleged offending party may respond either by a signed written response from such alleged offending party or by a written response from the alleged offending party's attorney. Such written response to be considered by the investigators must be received by the investigators not later than seven calendar days after the alleged offending party is given a copy of the complaint. All parties in the investigation should be advised that information surrounding the complaint should be kept confidential. Witnesses and alleged offending parties should be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including expulsion or termination.

- The investigators shall summarize their findings in a report to the designated executive vice president. The executive vice president shall review the investigators' report and shall, if warranted, take disciplinary action or recommend disciplinary action as otherwise provided in college policies, up to and including the expulsion or termination of any person violating the policies. The executive vice president's decision on the recommendations of the investigators as contained in their written report shall be in writing. A copy of the executive vice president's report of action to be taken or recommended and the report of the investigators will be provided to the alleged offending party and the complainant within 10 working days after the executive vice president receives the report of the investigators. Any appeal by the alleged offending party of the decision of the executive vice president shall be made under the grievance section of policy 416.07 (beginning at step 3, time for filing the grievance in this case is extended to 10 days rather than five days as provided in 416.07) and under section 416, or the master contract if a professional employee is involved, and if demotion, suspension without pay, or termination for cause is recommended. The complainant may also request a review of the report by the president of the college and the determination of the executive vice president. Such request for a review by the complainant shall be made in writing and filed in the office of the president within 10 calendar days of the date the report of the executive vice president and the report of the investigator is provided to the complainant.
- Any form of retaliation taken because of the filing of a complaint is prohibited.
- If review is sought, then the president shall review the complaint, interview the complainant and investigators, if necessary, and complete such other interviews as may be necessary to make a determination. The president shall complete the review within 10 working days unless otherwise agreed by the parties hereto. If the president finds that conduct has occurred that violates college policy, then the president may order or recommend that discipline be taken as otherwise provided in these policies. Following completion of this review, the president shall inform the complainant and the alleged offending party of his findings and conclusions.

Appeal of any discipline taken by the college can be had pursuant to the policies as provided for herein and as set forth by the board of trustees.

The timelines set forth in this policy are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken, if warranted. The complainant may, however, agree to an extension of time, and the failure to comply with all time limits shall not invalidate a complaint or investigation or discipline.

All particulars of any complaint shall be kept confidential to the extent possible during and after investigation. Particulars of the complaint shall only be released to others to the extent necessary to fully investigate the complaint or if such information is compelled by law to be disclosed.

The college's commitment to eradication of any sort of illegal discriminatory conduct includes prohibiting actions taken in retaliation for complaining of violations of college policy. Retaliation includes taking any action that may have any impact on the terms or conditions of employment or education including, but not limited to, lowering grades, increasing discipline or assignment, demotion, changes in pay or hours, and detrimental changes in job duties or functioning, if such conduct is taken because of the individual's filing of a complaint under this policy, whether or not such complaint is determined to be valid. Such retaliation is strictly prohibited by law and by this policy and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately follow the steps set forth above for investigation and resolution of complaints.

319.03 Student Academic Appeals

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

The Johnson County Community College academic appeals process provides the student with an approach to question academic behavior by faculty members, administration, counselors, and staff or other college personnel. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics.

For appeals regarding any academic concerns, such as differences of opinion on grades, assignments, classroom procedures or related issues, the following procedures will be followed:

1. The student is encouraged to discuss any academic concern with the faculty member directly as it occurs. The student's counselor may be consulted and be included in these discussions.
2. Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing with the program director, academic director, or designee, preferably within the same academic semester or term, but no later than twenty (20) business days after the end of the semester or term. For the purpose of this policy, a "business" day shall be a weekday during which regular classes are being held at the college. The program director will respond to the student in writing, within five (5) business days after the meeting, describing resolution to the appeal.
3. Should the student consider the response of the program director not to be a satisfactory resolution, he/she may appeal to the assistant dean responsible for the area for resolution. The student must file, within 10 days of receipt of the program director's response, a written statement with supportive information on the problem, with the appropriate dean. The dean will send a written response to the student within five working days.
4. Should the student consider the response of the dean not to be a satisfactory resolution, they may appeal to the vice president of Instruction for resolution. The student must file, within 10 days of the receipt of the assistant dean's response, a written statement with any supportive information on the problem, with the dean of instruction. The vice president of Instruction will send a written response to the student within five working days. Similar written statements may be provided by

the faculty member. The vice president of Instruction's decision is final.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/16/94, 8/22/95

319.02 Student Appeal of Disciplinary Action

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

1. If the dean of Student Services elects to impose disciplinary measures, the student will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be sent by certified mail to the student. Note: Unless otherwise indicated, all appeals are within seven (7) business days of formal imposition of disciplinary actions (formal letter or administrative meeting). For the purposes of this process, a "business day" shall be Monday through Friday, excluding weekends.

2. If the student chooses to appeal further:

- They must direct their appeal, in writing, to the vice president of Student Services.
- The vice president of Student Services will hold an administrative meeting with the student.
- The vice president's determination (i.e., grant or deny the appeal) will be mailed to the student.

3. If the student is not satisfied with the outcome of the decision rendered by the vice president of Student Services, the student may appeal the decision to the Campus Appeals Board. The Campus Appeals Board is a subcommittee of the Student Affairs Committee and is composed of five (5) voting members and a non-voting chair from the Student Affairs Committee as follows:

- One (1) member of the college administration selected by the chairperson of the Student Affairs Committee who shall act as chair, shall conduct the hearing and shall not vote; and
- Two (2) student members of the Student Affairs Committee; and
- Three (3) faculty or staff members of the Student Affairs Committee.

To ensure impartiality, none of the members of the Campus Appeals Board shall have been involved in the matter that forms the basis of the disciplinary action. If a member of the Campus Appeals Board is or has been involved in the matter in question, he or she shall excuse himself or herself from the proceedings and the chairperson of the Student Affairs Committee will appoint a member to replace such person.

a. The chair of the Campus Appeals Board shall notify the student in writing of the time, date and place of the appeal hearing.

b. The appeal hearing shall be held not less than seven (7) business days, nor more than twenty

(20) business days, after the date that the chair sends the notice of the hearing.

c. The student and the administration shall have the following rights during the hearing:

- Each party shall have the right to have legal counsel present at each party's own expense, although students must notify the office of the vice president of Student Services within forty-eight (48) hours that legal representation will be present. In turn, the college will arrange for college legal council to be present;
- Each party shall have the right to hear or read a full report of the testimony of the other party's witnesses;
- Each party shall have the right to present witnesses in person or to present their testimony by sworn affidavit. Students must present a witness list to the vice president of Student Services forty-eight (48) hours in advance of the hearing (for scheduling purposes only);
- The student may schedule an appointment in advance of the hearing to review all documentation regarding their case.
- The student and the administration shall each have the right to testify and give reasons supporting their respective positions;
- The hearing shall be conducted in an orderly manner;
- The Campus Appeals Board shall render a fair and impartial decision based upon evidence presented at the hearing;
- The hearing shall be tape recorded.

The chair of the Campus Appeals Board shall adopt such other procedures as he or she may deem appropriate to provide a fair and orderly hearing. The hearing shall not be open to the public.

d. After the hearing, the Campus Appeals Board shall prepare a written decision affirming, modifying or reversing the vice president's decision and summarizing the evidence supporting its decision. This decision will be reviewed by the college president; therefore, it will serve as the final appeal. The Campus Appeals Board's decision shall be mailed to the student and the vice president of Student Services no later than ten (10) business days after the close of the hearing.

4. Unless appealed, any disciplinary action imposed by the office of the vice president of Student Services shall become effective as of the date of the written notification. The college reserves the right to exclude from campus any person believed to pose a threat to the safety of any other person on campus or who has disrupted college activities or operations.

Date of Adoption:

Revised: 5/26/93, 6/16/94, 2/15/01, 5/19/05

319.04 Non-Academic Appeals

Johnson County Community College

Series 300: Student Personnel

Section 319: Student Rights and Responsibilities

The Johnson County Community College non-academic appeals process is to be used for issues other than disciplinary or academic matters, and provides students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights, and other such problems dealing with students, college staff and faculty, and authorized college activities.

The following procedures will be followed to insure an appropriate resolution of a student grievance or complaint at the lowest possible level:

1. The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within ten (10) college business days. For the purpose of this policy, a "business day" shall be a weekday during which regular classes are being held at the college. Every effort will be made to resolve the grievance at the lowest possible level.

2. Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor (e.g., instructor, program director, academic director, or dean). The supervisor will inform the student in writing of any decision made and the reason for that decision within five college working days. If the student feels the grievance has not been resolved, they may submit a written grievance to the dean of student services within ten (10) college working days from the time the complaint was filed at the previous level.

3. The student will submit a written grievance to the vice president of Student Services and request a conference. The vice president must, within five (5) college working days, inform the student in writing of any decision made and the reasons for making that decision. The decision of the vice president of Student Services is final. The vice president will notify the Affirmative Action/Title IX Officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that the student has been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the president.

All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Date of Adoption:

Revised: 5/26/93, 6/17/93, 6/16/94, 8/22/95

Parking

You do not need to register your vehicles with JCCC in order to park on campus. However, increasing enrollment makes spaces sometimes difficult to find, especially during the peak hours of 8:30 a.m. to noon, so allow extra time.

Parking lots are marked with signs designating areas for students, visitors, handicapped, staff and faculty. Motorcycles and motor scooters are considered motor vehicles, and their operators are required to comply with all parking and traffic regulations.

Responsibility for finding a legal parking space rests with the motor vehicle operator. If you do not comply with campus parking regulations, you will be charged a fine. Fines must be paid within 10 business days of the violation. A hold will be placed on your JCCC record until the fine is paid.

Unauthorized vehicles in handicapped parking spaces may be ticketed by both JCCC's Public Safety office and the Overland Park Police Department and subject to fines and fees from both institutions.

Parking violations for which you will be ticketed and fined are:

- Failure to display a parking sticker, if required
- Parking in a restricted area
- Parking in posted "No Parking" areas
- Parking on the grass
- Parking in loading zones/service areas
- Parking in a way that restricts the flow of traffic
- Parking in pedestrian areas or crossings
- Parking next to the curb

- Parking beyond the 30-minute limit where such a time limit is designated
- Any other improper parking

Failure to pay parking fines will result in further action being taken. After receipt of violation, your records will be placed on hold until the violation is paid or overturned by the appeal process. This action will not allow you to add/drop classes, enroll in future classes or obtain a copy of your transcript until the fines are paid.

A complete copy of the Parking Policy is available by clicking the link below:

To view the Campus Safety and Security Report statistics in the annual report, please visit Public Safety on the Web at <http://www.jccc.net/home/depts/002220>.

Handicapped Parking

Only students, staff and visitors with state handicapped parking permits will be allowed to park in the handicapped areas. Enforcement of handicapped parking will be handled by Overland Park police or JCCC's Public Safety office. Violations written by Overland Park police will require the violator to appeal in Overland Park Municipal Court. Johnson County Community College will not be responsible for this action.

Bicycles

Bicycles do not need to be registered. Bicycle racks are available throughout the campus. Bicycles must be placed in these racks. They may not be locked to rails, lamp posts or trees or placed inside buildings.

Skateboards and Roller Blades

For the safety of everyone, skateboards, roller blades and scooters are prohibited on the campus. JCCC students who violate this policy will be referred to the vice president of Student Services, who will take action. Nonstudents will be referred to the director of Public Safety for appropriate action.

Public Safety

Johnson County Community College maintains a Public Safety department that operates 24 hours a day, seven days a week. Officers patrol the campus in vehicles, on bicycles and on foot. Should you experience any problems while on campus, Public Safety may be called for assistance.

Students, faculty and staff at Johnson County Community College have access to academic, recreational and administrative facilities on campus. The general public can attend cultural and recreational events on campus, with access limited to the facilities where these events are held. When facilities are not scheduled for use, they are secured and all alarms activated. Access to closed facilities is on an "as needed" basis and incorporates strict key control procedures. Normal hours of operation are 5:30 a.m. to 11 p.m.

Annual Crime Statistics

The **JCCC Public Safety** Annual Report, located at this Web address, <http://www.jccc.net/home/depts/002220>, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Johnson County Community College; and on public property within, or immediately adjacent to and accessible from, the campus.

College Resource Officers

The college resource officers at JCCC maintains a library of useful crime

prevention and personal safety brochures, videos and important hotline numbers for all interested persons. Operation Identification, special seminars and crime prevention fairs are additional programs sponsored by the college resource officers. Any group desiring a crime prevention presentation may make requests by contacting the college resource officers at ext. 4492. For more information, go to the JCCC Public Safety Web site at <http://www.jccc.net/home/depts/002220>.

Emergency Telephone Messages, Access to Students

Notification of an emergency can be made by calling the vice president of Student Services' office at 913-469-8500, ext. 3830, from 8 a.m. to 5 p.m. or by calling 913-469-8500, ext. 4112, after regular hours. The vice president of Student Services or his representative will speak with the person requesting contact with the student. If the vice president determines that the request is directly related to education reasons or presents a health or safety emergency, the vice president or his representative, with support from Public Safety, will decide the best method for contacting the students.

Lost and Found

The Department of Public Safety is the central depository for all Lost and Found Property on campus. You may view items currently held in the Public Safety Property Room at the Department of Public Safety Homepage. An online form is also available to inquire about lost property. You may reach the Property Room at extension 5678 (LOST).

Clicking on the link below will list all available pages for the Department of Public Safety.

Public Safety Information

Non-students in Classroom

Only those Johnson County Community College students who have been officially admitted, enrolled and listed on the class roster may attend a specific section of a class.

No-smoking Policy

The use of any tobacco products is prohibited in all enclosed areas of Johnson County Community College. Any violation of this smoking regulation may result in a misdemeanor conviction as prescribed in the state of Kansas statutes.

Reporting Accidents, Incidents or Crimes

When an incident occurs that requires you to telephone for law enforcement, medical or firefighting assistance, there are certain things you must remember to do and not do. All such incidents that happen on campus must be reported immediately to Public Safety, 913-469-8500, ext. 4111. That department is staffed to dispatch immediate aid to you, relay the circumstances of the emergency to the appropriate off-campus agency and escort police, ambulance or fire equipment to the scene.

Emergency telephones are located throughout the campus, in the parking lots and in the interior hallways and elevators of each campus building. Throughout the parking lots, emergency code-blue phones are easily identified by the blue strobe light atop each phone stand.

In a medical emergency, do no more than your qualifications and experience allow. Give aid, but don't cause harm. In case of fire, call for help and spread the alarm.

Should a criminal act occur, you should be prepared to give as much information as possible. This is especially true if the suspect has not had time to clear the campus or the immediate area. Don't disturb the scene. All reports of a criminal nature are forwarded to the local law enforcement agency for further disposition. To report a crime or incident of a nonemergency nature, dial 913-469-8500, ext. 4112.

If you are locked out of your vehicle, need a jump start or would like an escort to your vehicle, dial 913-469-8500, ext. 4112; stop by the campus communications dispatch center in room 115 of the Carlsen Center; or use any of the campus emergency phones located in parking lots and walkways.

Unattended Children

Children may not be left unattended in college hallways, library facilities, cafeteria areas or any other college sites or property.

Student Health

The college does not provide health and accident insurance for students. You must contract for this coverage on an individual basis. The college does annually conduct a formal review process in order to recommend a policy that satisfies the minimum JCCC coverage requirements. JCCC I-20 students and students attending JCCC on an J-1 visa must demonstrate proof of health, medical evacuation and repatriation coverage satisfying the minimum JCCC requirements prior to enrolling each semester.

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