

Continuing Education Units (CEUs) & More

SAFETY & CEUs

Wednesday, November 5
Hydrogen Sulfide Gas (H2S), Confined Spaces,
Respiratory Protection, Lockout Tagout
Presented by Larry Pander, GCCC
Cost \$39 1:30-4:30 pm
3 hours CEUs Plumbing and HVAC

Backflow Prevention/Cross Connection RECERTIFICATION TRAINING

Presented by Billy Vines, Wichita Water Dept.
Saturday, October 18 8:30 am - 5:00 pm
Cost \$199 7 hours CEUs

PLUMBING CEUs

Friday, November 7
Presented by Randy Hartley, Liberal
Drain & Venting
8:30 am—11:30 am Cost \$39
Sizing Gas Piping
1:00 pm—4:00 pm Cost \$39
Each class 3 hours CEUs

ELECTRICIAN CEUs

Thursday, November 6
Presented by Jim Feimster
Co-Sponsored by Stanion Electric

Lightning & Grounding Protection
8:30 am—11:30 am Cost \$39

Electrical Conduit & Conduit Fittings
1:00 pm—4:00 pm Cost \$39

Each class 3 hours CEUs Electrician

INSURANCE AGENTS CEUs

Tuesday	Oct 21	8:00 am - 11:00 am	L&H
		11:00 am - 1:00 pm	L&H
		2:00 pm - 5:00 pm	L&H
Wednesday	Oct 22	8:00 am - 11:00 am	L&H
		11:00 am - 1:00 pm	Ethics
		2:00 pm - 5:00 pm	P&C
Thursday	Oct 23	8:00 am - 11:00 am	P&C
		11:00 am - 1:00 pm	P&C
		2:00 pm - 5:00 pm	P&C
Cost:	\$13.00	per instruction hour	

HVAC TRAINING & CEUs

Sponsored by Kansas TRANE
Presented by
Nationally recognized trainer
Nelson Warthan

*For all Maintenance & Service, Owners,
Operators, Facility & Property Managers,
Engineers, and all other HVAC workers*

Fall date to be announced

Boiler Operation & Maintenance
8:30 am - 4:00 pm Cost \$169
Handouts and lunch included

Chilled Water Systems
8:30 am - 4:00 pm Cost \$169
Handouts and lunch included

*Space is limited - Don't miss out!
Watch for more details!*

- Industry Training -

CDL EXAM PREPARATION

Learn what it takes to pass the written
Commercial Drivers License exam Lunch break
on own. 14 hrs. Test not included. Cost: \$135
Sept 13 & 20 9:00 am - 5:00 pm

FORKLIFT SAFETY CERTIFICATION

Classroom study on forklift operation safety and
OSHA standards. Friday September 26
Cost: \$35 4:00 pm - 6:00 pm

- Short Term Computer Courses -

EXCEL FUNDAMENTALS

Create and edit basic Excel worksheets &
workbooks, perform calculations, create charts,
page displays & more. \$130
Thurs & Fri Sept 11 & 12 1:00 pm - 5:00 pm

QUICKBOOKS FUNDAMENTALS

Learn to use this popular accounting package. Set
up company accounts to best meet your needs.
Track inventory, create invoices, process
payments and more! \$130
Tues & Thurs Sept 16 & 18 8:00 am - 12:00 pm

QUICKBOOKS ADVANCED

Must be proficient in the basics of Quickbooks.
Create reports, forms, and graphs, track sales tax
and payroll. Customize forms and learn advanced
features and techniques. \$130
Tues & Thurs Nov 11 & 13 8:00 am - 12:00 pm

ADOBE PHOTOSHOP FUNDAMENTALS

Spice up your publications or website with images.
Learn to use tools for manipulating images,
applying layers and special effects. \$130
Tues & Thurs Nov 11 & 13 1:00 pm - 5:00 pm

*All short term computer courses above are 8
classroom hours - cost \$130 includes manual*

- Business Excellence -

MARKETING TIPS

In partnership with Chamber of Commerce
Utilize the knowledge you gained in the previous
classes to develop an outline marketing plan.
Arrive early for breakfast. Cost \$12
Wednesday Sept 10 7:45 am - 9:00 am
Location: Chamber of Commerce Board Room

EMPLOYEE SOFT SKILLS

In partnership with Chamber of Commerce
Improve customer service, work habits and
employer expectations through personal
responsibility and communications. \$30
Tuesday September 23 3:30 - 5:30 pm
Location: Southwind Country Club

DO-IT YOURSELF PAGE LAYOUT

In partnership with Chamber of Commerce
Learn the concepts of page layout and design
through MicroSoft Publisher. Utilize preset
templates for attractive advertising. Arrive early
for breakfast. Cost \$12
Wednesday Oct 8 7:45 am - 9:00 am
Location: GCCC Business & Industry Computer
Lab, Student & Community Services, 2nd floor

--- Finney County Job Fair ---

Clarion Inn & Convention Center
September 16th Noon - 5:00 pm

- Employee Development -

WORKPLACE HABITS & EFFECTIVENESS

Learn better work habits and workplace
effectiveness through organization, responsibility
and communications. \$30
Monday Sept 22 10:00 am - 12:00 pm

EFFECTIVE TIME MANAGEMENT WORKSHOP

Acquire techniques that will help you achieve
more effective use of your time through goal-
centered activities and a collection of time-
management tools. Includes handouts.
Wednesday, Sept 24 2:00 - 4:00 pm \$30

RESUMES & INTERVIEWS

Gain tips and insights on resume writing,
interviewing and dressing for success. \$5
Wednesday, Sept 10 12:00 pm - 1:00 pm

SPANISH FOR THE WORKPLACE

Learn general Occupational Spanish. Emphasis
on conversation - not grammar. Fun and
interactive. No prior Spanish necessary.
14 hours \$135 includes manual 6:00 pm -8:00 pm
Monday thru Thursday
October 6, 7, 8, 9 and
Monday thru Wednesday,
October 13, 14, 15



All training sessions will be held at Garden City Community College
Student & Community Services Center 2nd floor, unless otherwise noted

Payment is required three days before class begins

Easy Registration - Call, E-mail, Mail, or Fax: Jody Ledford

(620) 275-3279 phone (620) 276-9797 Fax

jody.ledford@gcccks.edu

Checkout www.gcccb-i.com for the latest information & scheduling details
or to download a registration form

Registration Information

Fall Training Schedule



Diversity Training

in partnership with

**Kansas Small Business
Development Center**

Watch for details!

KS Small Business Development Center

Steps to Start-Up

September 18, October 16, November 13
1:30 - 4:30 pm and 6:30 - 9:30 pm

Small Business Tax Workshop

October 15, 1:00 - 4:00 pm

Contractors Tax Workshop

October 15, 6:00 - 8:00 pm

To register - Call Kathy Nance at (620) 276-9632

- Human Resource Networking -

**Western Kansas Human Resource
Managers Association - 2008 Meetings**

October 15, November 19, December 17

11:30 am - 1:30 pm

GCCC Endowment Room, Beth Tedrow Student Center

First visit and lunch free

Contact: cathy.mckinley@gcccks.edu

Transformational Leadership Workshop

Presented by
Michael Stabile, Ph.D.
National Trainer & Author

February 26, 2009
8:30 am - Noon

Don't miss out!
Tickets on sale soon!

INSURANCE AGENT CEUs

NOW ON-LINE

Check Out

www.gcccb-i.com

12 credit hours
\$29.95

GCCC Business & Industry Business Solutions for YOU

**Customized Programming
Flexible Delivery**

***For your confidential consultation
CALL TODAY***

Business & Industry Institute
Jean Warta, Director
(620) 276-9532
jean.warta@gcccks.edu
www.gcccb-i.com

Formation of all training courses depends on sufficient enrollment. If a class is changed or cancelled, you will be notified. Business & Industry reserves the right to cancel, combine or divide classes, to change the time, date or place, to make other revisions as necessary, and to do so without incurring obligation. The information in this schedule is based on conditions at the time of printing and is subject to change.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact Cathy McKinley, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9574.

ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Kellee Munoz, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.