

# Continuing Professional Education Catalog

July - December 2013

Website: [bluegrass.kctcs.edu/workforce](http://bluegrass.kctcs.edu/workforce)

Phone number: 859-246-6666

Address: 164 Opportunity Way, Suite N121  
Lexington, KY 40511



**WORKFORCE  
SOLUTIONS**  
CUSTOMIZED EMPLOYEE TRAINING

**Bluegrass**   
Community & Technical College

# TABLE OF CONTENTS

## Business & Professional Development

Computer Basics for the Absolute Beginner .....	1
Social Media: Marketing for Your Small Business.....	1
Passport to Retirement .....	1
Basic Conversational Spanish .....	2
Online Training.....	2

## Industrial Technology

Basic Welding Boot Camp I.....	5
Basic Welding Boot Camp II.....	5

## Workforce Solutions

Assessment & Testing.....	14
Customized Training .....	14
Computer Skills .....	14
Soft Skills .....	14
Technical Skills .....	15
Workforce Transitions .....	15

## Health & Wellness

Nutrition 101 .....	3
Cooper-Clayton Tobacco Cessation Series .....	3
Zumba Fitness.....	3
Online Courses .....	4

## Licensure & Professional Certification

Dental Lab Technology .....	6
Early Childhood Education.....	6
Electrical .....	6
HVAC .....	8
Plumbing .....	10
Welding Certifications.....	12
Online Healthcare Courses.....	13

## Registration Information

Fees & Discounts .....	16
Inclement Weather.....	16
Office Hours.....	16
Parking.....	16
Refunds.....	16
Register.....	16

## Interested in Teaching? Have an Idea for a New Class?

If you are interested in teaching or have a particular class you would like to see offered in our next catalog, we would like to hear from you! Contact Donna Heath-Johnson, Project Manager for Continuing Professional Education at 859.246.6674 or via email at [donna.heath-johnson@kctcs.edu](mailto:donna.heath-johnson@kctcs.edu).

# BUSINESS & PROFESSIONAL DEVELOPMENT

## Computer Basics for the Absolute Beginner

If you've never used a computer or have little experience with one, this is the class for you! Learn the basics: turning on the computer, using a mouse, exploring the Internet, setting up an e-mail account, and other essential skills for using a personal computer. This hands-on course will help you gain confidence and give you the foundational skills needed to use your computer more effectively. *Jamie Clark, Business Faculty, Bluegrass CTC*

Friday, December 13  
8 a.m.-4:30 p.m. (8 hours)  
Leestown Campus, Building A, Room 131  
\$75

## Social Media: Marketing for Your Small Business

Learn about tools important for managing your reputation in a digital world in this hands-on course. You'll create a gmail account and explore tools such as Google Alerts, Twitter, Yelp!, Facebook and others so you know what others are saying about your business. Join in the conversation to let more people know about your company and services! *Steve Stone, Librarian, Bluegrass CTC*

Fridays, August 16 & 23  
12-4 p.m. (8 Hours)  
Leestown Campus, Building A, Room 131  
\$75

## Passport to Retirement NEW!

With financial independence, retirement can be the most fulfilling time of your life. This class covers important money management concepts and issues that are important to people at or near retirement. Topics include how to reduce pressures on your retirement income; which assets are appropriate for retirement income, for lifetime use, and for future generations; how to make appropriate health-care decisions, especially who will provide care, where you will live, and how you will pay for your health care. Options that allow you to transfer assets to other generations of your family will also be discussed and an optional financial planning consultation is provided the last night of class. Textbook fee is \$25, payable the first night of class. *G. Michael Perros, AIF, Senior Vice President/Investments, Stifel, Nicolaus, & Company, Inc.*

Monday/Wednesday, September 23 & 25  
6-8 p.m. (4 Hours)  
Leestown Campus,  
Manufacturing Technology Building, Room 128  
\$25 (Early bird discount by 9/16)  
or \$35 after 9/16

## Basic Conversational Spanish NEW!

Designed for the individual with little or no previous knowledge of Spanish, this course will teach you the basics of the language through conversation, listening, reading, and writing. Integrate Spanish into your daily routine by learning simple vocabulary, sentence structure, and how to ask and answer basic questions.  
*Holly Lewis, Spanish Instructor, George Rogers Clark High School, Winchester*

Tuesdays, September 24-October 29  
6-8 p.m. (12 Hours)  
Winchester Campus, Room 203  
\$75 (Early bird discount by 9/17)  
or \$85 after 9/17

## Online Training (ed2go)

- *Building Teams That Work.* What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.
- *Effective Business Writing.* Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.
- *Fundamentals of Supervision and Management.* Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
- *Designing Effective Websites.* Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.
- *Marketing Your Business on the Internet.* Develop an internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.



Visit our Online Instruction Center at [www.ed2go.com/bluegrass](http://www.ed2go.com/bluegrass) for a complete list of classes or to enroll today!

## Nutrition 101 NEW!

Join local health professionals as they share information about healthy eating patterns and physical activity in today's 24/7 lifestyle and learn how to best utilize good dietary and exercise principles to lower the risk of cardiovascular diseases, cancer, and diabetes. Get your questions answered by our subject matter experts! *Jean Jackson, Ph.D., BCTC and Amy Williams RD, Clark County Health Department*

Thursday, October 3

6-7:30 p.m.

Leestown Campus, Building C, Room 136  
Workshop is free and open to the public

## Cooper-Clayton Tobacco Cessation Series NEW!

Ready to stop smoking? We're here to help. Give us a chance to help you stop using tobacco by attending our 13-week series in which professional experts provide you with support, education, and nicotine replacement therapy (NRT). Class sessions will address weight gain, depression, exercise, nutrition, stress, motivation, and the importance of NRT products in your success.

Wednesdays, August 28-November 20

5:30-6:30 p.m. (13 Hours)

Leestown Campus, Building C, Room 136  
\$10 per week for the first 12 weeks

*(Total payment may be made the first night of class or paid weekly. Financial plans may also be available.)*

## Zumba Fitness® NEW!

Are you ready to increase your energy level and have fun doing it? Then join us for this fitness party set to Latin and international dance music that combines high energy and motivating music with unique moves to help tone and sculpt the body. Get ready to get fit! *Kim Jackson, Licensed Zumba Fitness® Instructor*

Tuesdays, August 6-September 10

6-7 p.m. (6 Hours)

Leestown Campus, Building C, Room 136  
\$30 (Early bird discount by 7/30)  
or \$35 after 7/30

Tuesdays, September 17-October 22

6-7 p.m. (6 Hours)

Leestown Campus, Building C, Room 136  
\$30 (Early bird discount by 9/10)  
or \$35 after 9/10

Tuesdays, October 29-December 3

6-7 p.m. (6 Hours)

Leestown Campus, Building C, Room 136  
\$30 (Early bird discount by 10/22)  
or \$35 after 10/22

## Online Courses (ed2go)

- *Introduction to Natural Health and Healing.* Learn how to promote wellness, balance, and health in all aspects of your daily life.
- *Start Your Own Edible Garden.* Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
- *Lose Weight and Keep It Off.* Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
- *Luscious, Low-Fat, Lightning-Quick Meals.* Join a registered dietician and discover how easy it can be to prepare meals that are both delicious and nutritious!



Visit our Online Instruction Center at [www.ed2go.com/bluegrass](http://www.ed2go.com/bluegrass) for a complete list of classes or to enroll today!

## On-Site Training

Many of our courses can be offered on-site at your location which allows entire teams or departments to be trained together. Group training is an exceptional way to solve team challenges and strengthen working relations among employees.

Contact Donna Heath-Johnson, Project Manager for Continuing Professional Education at 859.246.6674 or via email at [donna.heath-johnson@kctcs.edu](mailto:donna.heath-johnson@kctcs.edu) for more information.

## Basic Welding Boot Camp I

Prepare to learn a new skill or brush up on the basics! Designed for the individual who has little to no welding experience, this hands-on course will provide instruction in common cutting and welding processes, safety procedures and practices, the theory of operation and setup for oxy-fuel and plasma arc cutting, SMAW (stick), GMAW (mig), and GTAW (tig) and techniques for horizontal and vertical positions. Participants are responsible for providing their own personal protective equipment, i.e. welding helmet, gloves, cutting glasses, goggles, and welding jacket or shirt. Textbook Requirement: *Welding Technology Fundamentals, 4th Edition (Bowditch)*. *Walker Cooper, Industrial Maintenance Adjunct Faculty, Bluegrass CTC*

Saturdays, August 10-September 28

8 a.m.-3 p.m. (42 hours)

Leestown Campus, Building S, Room 115/116

\$450 (Early bird discount by 8/5) or \$500 after 8/5

## Basic Welding Boot Camp II

Take your skills to the next level in this advanced course focused on advanced theory, set-up, operation, and GTAW (tig) and SMAW (stick) welding technique improvement. Participants are responsible for providing their own personal protective equipment. Prerequisite: Successful completion of Boot Camp I or instructor approval. *Walker Cooper, Industrial Maintenance Adjunct Faculty, Bluegrass CTC*

Saturdays, October 12-November 23

8 a.m.-3 p.m. (42 hours)

Leestown Campus, Building S, Room 115/116

\$450 (Early bird discount by 10/7) or \$500 after 10/7

# LICENSURE & PROFESSIONAL CERTIFICATION

## Dental Lab Technology

Earn all your documented scientific credits for the year by attending this one-day continuing education session on Saturday, October 26 from 9 a.m.-5 p.m. at the Cooper Campus, Oswald Building, Room 0B230. Additional information regarding course content will be distributed in early fall. Call us at 859.246.6666 to add your name and address to our mailing list.

## Early Childhood Education

Earn credit toward state licensing through our partnership with Kentucky Educational Television (KET). Courses for early childhood education professionals are available on KET each Monday at 1 p.m. EST, for purchase on videotape or DVD, or on videotape through your local library. Visit the website at [www.childdev@ket.org](http://www.childdev@ket.org) or contact Susan Hines-Bricker at 800.432.0951 x7278 or 859.258.7278 for more information.

## Electrical Exam Preparation

Get prepared for the Kentucky Standard Master or Journeyman Electrician exam in this information-packed course! Utilizing materials and assignments designed exclusively for exam preparation, you'll receive instruction on the technical material which includes electrical theory, basic electrical and codes calculations, and the National Electrical Code. Practice exams and homework assignments will be used to enhance test-taking strategies and familiarity with the code book. Participants must provide their own 2011 NEC code book and calculator. **Approved for Electrical ME/EE (6 hours) and HVAC Master/Journeyman (2 hours) with successful completion of course.** *Tony Barber, Electrical Technology Faculty, Bluegrass CTC*

Tuesdays/Thursdays, September 3-October 10  
6-9 p.m. (36 hours)  
Leestown Campus, Building B, Room 105  
\$275 (Early bird discount by 8/27)  
or \$325 after 8/27

## Electrical: Social Media: Marketing for Your Small Business

Learn about tools important for managing your reputation in a digital world in this hands-on course. You'll create a Gmail account and explore tools such as Google Alerts, Twitter, Yelp!, Facebook and others so you know what others are saying about your business. Join in the conversation to let more people know about your company and services! Lunch provided.

**Approved for Electrical Contractors, HVAC Master/Journeyman and Plumbing Master/Journeyman.** *Steve Stone, Librarian, Bluegrass CTC*

Fridays, August 16 & 23  
12-4 p.m. (8 Hours)  
Leestown Campus, Building A, Room 131  
\$75 for one certificate  
\$125 for two certificates  
\$150 for three certificates

## Electrical: 2011 Code Update and Electrical Safety NEW!

Review the most relevant changes in the 2011 National Electrical Code with other professionals in your field and discuss electrical safety per OSHA CFR1926 Subpart K including hazards common to construction sites and methods of protection from those hazards. Participants are encouraged to bring their code book to class. Dinner provided first night. **Approved for Master Electricians/Electricians.**  
*Ron Simpson, Master Electrician, University of Kentucky Medical Center*

Monday/Wednesday, August 19 & 21

5:30-8:30 p.m. (6 hours)

\$50 (Early bird discount by 8/12) or \$65 after 8/12

Monday/Wednesday, October 21 & 23

5:30-8:30 p.m. (6 hours)

\$50 (Early bird discount by 10/14) or \$65 after 10/14

Monday/Wednesday, December 16 & 18

5:30-8:30 p.m. (6 hours)

\$50 (Early bird discount by 12/9) or \$65 after 12/9

Leestown Campus, Mfg. Technology Building, Room 128

## Electrical: Computer Basics for the Absolute Beginner

If you've never used a computer or have little experience with one, this is the class for you! Learn the basics: turning on the computer, using a mouse, exploring the Internet, setting up an e-mail account, and other essential skills for using a personal computer. This hands-on course will help you gain confidence and give you the foundational skills needed to use your computer more effectively. Lunch provided.

**Approved for Electrical Contractors, HVAC Master/Journeyman and Plumbing Master/Journeyman.** *Jamie Clark, Business Faculty, Bluegrass CTC*

Friday, December 13

8 a.m.-4:30 p.m. (8 hours)

Leestown Campus, Building A, Room 131

\$75 for one certificate

\$125 for two certificates

\$150 for three certificates

# LICENSURE & PROFESSIONAL CERTIFICATION

## HVAC Exam Preparation for Master and Journeyman

Get prepared for the Kentucky Master or Kentucky Journeyman HVAC Exam with our nine-week course conveniently offered in the evenings. Through a series of lectures, discussions, and sample exams, you'll learn the proper application of HVAC codes and become thoroughly familiar with the reference materials you are permitted to bring with you during the official exam. Contact us at 859.246.6666 for a list of the required textbooks. Tim Hubbard, HVAC Adjunct Faculty, Bluegrass CTC and Ed Taylor, HVAC Faculty, Bluegrass CTC

Mondays/Wednesdays, October 14-December 11  
5-8 p.m. (45 Hours)  
Leestown Campus, Building S, Room 111  
\$450 (Early bird discount by 10/7)  
or \$495 after 10/7

## HVAC: Combustion Analysis & Fuel Efficiency NEW!

Increase your knowledge of combustion, the combustion process, and combustion control in this course led by an industry expert. Learn how best to maximize the efficiency of existing furnaces and boilers, as well as verify the performance of newly installed high efficiency equipment. Certification exam is optional. Dinner provided first night of class. **Approved for Master/Journeyman.** *Tim Hubbard, HVAC Adjunct Faculty, Bluegrass CTC*

Tuesday/Thursday, July 23 & 25  
5:30-9:30 p.m. (8 Hours)  
Leestown Campus, Building S, Room 111  
\$100 (Early bird discount by 7/16)  
or \$150 after 7/16 (Class Only)  
\$120 (Class and Certification Exam)

## HVAC: Social Media: Marketing for Your Small Business

Learn about tools important for managing your reputation in a digital world in this hands-on course. You'll create a Gmail account and explore tools such as Google Alerts, Twitter, Yelp!, Facebook and others so you know what others are saying about your business. Join in the conversation to let more people know about your company and services! Lunch provided. **Approved for Electrical Contractors, HVAC Master/Journeyman, and Plumbing Master/Journeyman.** *Steve Stone, Librarian, Bluegrass CTC*

Fridays, August 16 & 23  
12 noon – 4 p.m. (8 Hours)  
Leestown Campus, Building A, Room 131  
\$75 for one certificate  
\$125 for two certificates  
\$150 for three certificates

## HVAC: Green Awareness NEW!

“Going green” has become a part of our daily lives but what is it and how does it affect us? When it comes to mechanicals, “green” means fuel and energy efficiency, renewable and sustainable fuel sources, and water conservation. Learn about the latest in Green mechanical technology as you gain a better understanding of green concepts, terminologies, and systems. Certification exam is optional. Lunch provided first day of class. **Approved for Master/Journeyman.** *Ed Taylor, HVAC Faculty, Bluegrass CTC*

Tuesday/Wednesday, September 17 & 18  
12:30-4:30 p.m. (8 Hours)  
Leestown Campus, Building S, Room 111  
\$100 (Early bird discount by 9/10)  
or \$150 after 9/10 (Class Only)  
\$120 (Class and Certification Exam)

## HVAC: Carbon Monoxide & Building Pressures NEW!

Gain a better understanding of the hazards inherent in carbon monoxide generation, testing procedures, an overview of combustion analysis, and the relation of building pressures to carbon monoxide generation. Course discussion will also include proper installation of combustion systems, code compliance, appliance back drafting, and the importance of thorough inspections in reinforcing confidence in consumers. Certification exam is optional. Lunch provided. **Approved for Master/Journeyman.** *Dave Olin, Commercial Systems Specialist, Harshaw Trane*

Saturday, November 16  
8 a.m.-4:30 p.m. (8 Hours)  
Leestown Campus, Building A, Room 200  
\$100 (Early bird discount by 11/11)  
or \$150 after 11/11 (Class Only)  
\$120 (Class and Certification Exam)

## HVAC: Computer Basics for the Absolute Beginner

If you’ve never used a computer or have little experience with one, this is the class for you! Learn the basics: turning on the computer, using a mouse, exploring the Internet, setting up an e-mail account, and other essential skills for using a personal computer. This hands-on course will help you gain confidence and give you the foundational skills needed to use your computer more effectively. Lunch provided. **Approved for Electrical Contractors, HVAC Master/Journeyman and Plumbing Master/Journeyman.** *Jamie Clark, Business Faculty, Bluegrass CTC*

Friday, December 13  
8 a.m.-4:30 p.m. (8 hours)  
Leestown Campus, Building A, Room 131  
\$75 for one certificate  
\$125 for two certificates  
\$150 for three certificates

# LICENSURE & PROFESSIONAL CERTIFICATION

## HVAC EPA Section 608 Certification

Section 608 of the Federal Clean Air Act requires that persons who work with regulated refrigerants be certified. This self-study course includes both the 12-page preparatory manual and exam in the fee and exams are scheduled at the convenience of the test taker. Contact us at 859.246.6666 for additional information.

\$80

## HVAC R-410A Certification

Attention field service personnel! Acquire the practical knowledge to safely perform service on systems containing R-410A as well as R-407C and other near azeotropic blends. The preparatory manual you'll receive will also provide information on the R-22 phaseout, appropriate refrigerant and oil applications, service techniques, as well as safe handling of R-410A. This self-study course includes both the manual and exam in the fee and exams are scheduled at the convenience of the test taker. Contact us at 859.246.6666 for additional information.

\$90

## Plumbing Codes Review

Prepare for Kentucky plumbing licensure with our six-week course conveniently offered in the evenings! You'll become familiar with the Kentucky Plumbing Law, Regulations and Code Book through a series of lectures, discussions, and weekly coursework. A current code book and workbook are included in the course fee. **Approved for 2 years of continuing education (16 hours) upon successful completion of course and 4 hour safety class on Saturday, December 14.** *Doug King & Geno Washington, Plumbing Inspectors, Dept. of Housing, Buildings and Construction*

Mondays/Thursdays, September 23-  
October 31

6-9 p.m. (36 hours)

Leestown Campus, Building N, Room 110

\$100 (Early bird discount by 9/16) or \$150 after 9/16

## Plumbing: 2013 Kentucky Plumbing Code Update & Business Ethics NEW!

Get the most current information on the new codes and the latest code updates from a Division of Plumbing inspector. Ask the questions you need answers to and participate in discussions with other professionals in your field. The second half of training will focus on the need for both supervisors and employees to be self-directed when faced with ethical decisions in the workplace. Course discussion will include time management, the importance of interpersonal skills when relating to customers of diverse backgrounds and status, and the role of moral principles and community standards in the professional decision making process. Lunch provided. **Approved for Master/Journeyman.** *Doug King, Plumbing Inspector, Dept. of Housing, Buildings and Construction & Don Hardwick, Business Faculty, Bluegrass CTC*

Saturday, August 10

8 a.m.-4:30 p.m. (8 Hours)

\$100 (Early bird discount by 8/5) or \$150 after 8/5

Leestown Campus, Building A, Room 204

Saturday, October 12

8 a.m.-4:30 p.m. (8 Hours)

\$100 (Early bird discount by 10/7) or \$150 after 10/7

Leestown Campus, Mfg. Technology Bldg., Room 122AB

## Plumbing: 2013 Kentucky Plumbing Code Update & Worksite Safety NEW!

Get the most current information on the new codes and the latest code updates from a Division of Plumbing inspector. Ask the questions you need answers to and participate in discussions with other professionals in your field. The second half of training, led by an industry expert, will focus on the importance of a proactive approach to worksite safety and discuss issues related to chemical hazards, electrocution, confined spaces, and personal protective equipment. Lunch provided.

**Approved for Master/Journeyman.** *Doug King, Plumbing Inspector, Dept. of Housing, Buildings and Construction & Woody Ball, Deputy Chief, Danville Fire Department*

Saturday, December 14

8 a.m.-4:30 p.m. (8 Hours)

\$100 (Early bird discount by 12/9)

or \$150 after 12/9

Leestown Campus, Manufacturing Technology Bldg., Room 122AB

# LICENSURE & PROFESSIONAL CERTIFICATION

## Plumbing: Social Media: Marketing for Your Small Business

Learn about tools important for managing your reputation in a digital world in this hands-on course. You'll create a Gmail account and explore tools such as Google Alerts, Twitter, Yelp!, Facebook and others so you know what others are saying about your business. Join in the conversation to let more people know about your company and services! Lunch provided.

**Approved for Electrical Contractors, HVAC Master/Journeyman and Plumbing Master/Journeyman.** *Steve Stone, Librarian, Bluegrass CTC*

Fridays, August 16 & 23  
12 noon – 4 p.m. (8 Hours)  
Leestown Campus, Building A, Room 131  
\$75 for one certificate  
\$125 for two certificates  
\$150 for three certificates

## Plumbing: Computer Basics for the Absolute Beginner

If you've never used a computer or have little experience with one, this is the class for you! Learn the basics: turning on the computer, using a mouse, exploring the Internet, setting up an e-mail account, and other essential skills for using a personal computer. This hands-on course will help you gain confidence and give you the foundational skills needed to use your computer more effectively. Lunch provided.

**Approved for Electrical Contractors, HVAC Master/Journeyman and Plumbing Master/Journeyman.** *Jamie Clark, Business Faculty, Bluegrass CTC*

Friday, December 13  
8 a.m.-4:30 p.m. (8 hours)  
Leestown Campus, Building A, Room 131  
\$75 for one certificate  
\$125 for two certificates  
\$150 for three certificates

## Welding Certifications

Test to certification standards (vertical and/or overhead) for Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). Examinees must provide their own safety equipment during testing due to OSHA safety regulations. For additional information or to schedule an appointment, contact Donna Heath-Johnson at 859.246.6674.

\$195 per exam (vertical or overhead)

## Online Healthcare Courses

Healthcare continuing education courses run for six-weeks, are self-paced and consist of lessons and chapters, a discussion area, and a final exam for each course within the program. Individuals who successfully complete the program will be awarded a Certificate of Completion from Allegra Learning Solutions. Allegra Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

*Gerontology.* Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

*Issues in Oxygenation.* A holistic approach to the care of patients with disorders of oxygenation.

*Legal & Ethical Issues in Nursing.* Examine key legal and ethical issues to improve your practice and provide better patient care.

*Optimal Healing Environments.* Examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

*Perinatal Issues.* Stay current with emerging trends affecting childbearing women, newborns, and families.

*Spirituality, Health, and Healing.* Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

New Course Sessions Begin Each Month. Visit our Online Instruction Center at [www.ed2go.com/bluegrass](http://www.ed2go.com/bluegrass) for a complete list of classes or to enroll today!



## Assessment & Testing

At the Bluegrass Community and Technical College Assessment Center, we provide area businesses and industries, the community, college students and individuals with a broad range of testing services, including electronic and written assessments. These comprehensive services include professional state, national, and international certification and licensure testing. In addition, we assist industries in selecting, developing, and administering appropriate test instruments to evaluate skill levels of applicants or current employees. We customize our services to meet the specific needs of the community, business, organization or individual. Our skilled and knowledgeable staff looks forward to helping you meet your testing and assessment goals. For more information about our services, contact our office at 859.246.6671 or visit our website at [www.bluegrass.kctcs.edu/workforce](http://www.bluegrass.kctcs.edu/workforce).

## Customized Training

The BCTC Workforce Solutions department provides a comprehensive approach to training. It addresses many factors that influence a company's decision to provide training for their employees. Customized training programs begin with an assessment of the company goals and expected outcomes. Training can be tailored to the specific needs of the company/organization and their employees. Training can be provided at the company site or at one of the BCTC campuses located in Lexington, Winchester, Danville, Lawrenceburg, and Georgetown. **Companies may qualify for funding assistance when six or more employees need training within a specific area.**

## Computer Skills Training

Workforce Solutions' instructor-led computer productivity training offers your employees the opportunity to update their skills in line with the ever changing world of technology. From computer basics to the most advanced topics, Workforce Solutions can meet your needs. Training includes hands-on learning and practice.

.....

## Soft Skills Training

Customized soft-skills professional development training is a specialty of Workforce Solutions. Instructor-led professional development topics include:

*Spoken Communication.* This may include effective leadership, coaching, supervision and management, negotiation skills, presentations, conflict resolution, high performance teamwork, change management, effective delegation, staff selection, and performance evaluation

*Customer Service.* This includes providing seamless service, dealing with difficult customers, and healing customer relations.

*Written Communication.* This may include business writing, grammar refresher, performance and development reviews, technical writing, reports and proposals.

.....

## Technical Skills

Workforce Solutions offers customized short & long-term technical training programs designed to meet today's most in-demand skill areas. Training can be provided in a variety of subject areas:

*Industrial Maintenance.* Topics include CNC/ machine operations, geometric dimensioning and tolerancing, hydraulics/pneumatics, injection molding, and machine tool technology.

*Electrical.* This may include basic AC/ DC, industrial electricity or electronics, programmable logic controllers, and sequence circuits/motor controls.

*Quality.* Topics include ISO-9000, safety, fork lift safety, CPR/first aid, and injury control.

Other training areas include blueprint reading, HVAC, technical/industrial math, and technical writing.

For additional information contact our Workforce Solutions office at 859.246.6666 or visit our website at [http://www.bluegrass.kctcs.edu/Workforce\\_Solutions](http://www.bluegrass.kctcs.edu/Workforce_Solutions).

## Workforce Transitions

Workforce Transitions is a KCTCS initiative implemented to encourage the further professional and educational development of Workforce Solutions students. If you are currently enrolled, have completed BCTC workforce training courses or on-the job training, you may have earned college credit toward the completion of a degree, diploma, or certificate. Interested students are encouraged to contact John T. Ferguson at 859.246.6253 or by email at [john.ferguson@kctcs.edu](mailto:john.ferguson@kctcs.edu). For additional information regarding educational and career options, visit the Workforce Transitions website at [www.bluegrass.kctcs.edu/Workforce\\_Solutions](http://www.bluegrass.kctcs.edu/Workforce_Solutions).

# Registration Information

## Fees & Discounts

Registration fees are listed with each class description and include all instructional materials unless otherwise noted. Fee payment online or by phone, in-person, mail, or fax completes the registration process and ensures your place in the class. Payment is confirmation of your enrollment. You may call our office at 859.246.6666 for more class information or to confirm your registration.

Discounts that may apply (does not include online classes):

- BCTC Employees: 10%
- Employers: Buy 2, get 1 free of same class
- Individuals: Register for 2 or more classes, 10%

## Inclement Weather

In the event of severe weather conditions, please tune in to local radio or television stations or visit our website at [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu) for the official closure of the college. If the college is closed, all continuing education courses will be rescheduled.

## Office hours

Monday-Friday, 8 a.m.-4:30 p.m.

## Parking

Please observe all posted parking signs and park only in those areas designated as "Student Parking" during regular business hours of 8 a.m.-5 p.m., Monday-Friday.

## Refunds

Unless otherwise noted, full refunds will be given if requested 2 working days prior to the first class. Failure to attend does not constitute withdrawal. Credit card refunds take 24 hours. Cash and check refunds require a social security number and take 4-6 weeks to process.

## Register

Pre-registration is required for all classes and you are encouraged to register early to reserve a space in the class(es) you want. There are five easy ways to register.

*Online Registration.* Register online at <http://bit.ly/WFSolutions>.

*Phone.* Call the Workforce Solutions office at 859.246.6666 to register using all major credit cards including VISA, Mastercard, Discover, and American Express.

*Walk-In.* Register in-person by coming to the Workforce Solutions office located on the Leestown Campus (164 Opportunity Way, Lexington) in Suite N121. We accept cash, checks, money orders, and credit cards.

*Mail.* Mail a completed registration form with payment to Bluegrass Community & Technical College, Attn: Workforce Solutions, 164 Opportunity Way, Suite N121, Lexington, KY 40511-2623.

*Fax.* Fax a completed registration form to 859.246.6664. Be sure to include your credit card number and expiration date at the bottom of the form.

Courses may be offered online or at any one of our campuses listed below so please note the location of the course when enrolling.

- Cooper Campus  
470 Cooper Drive  
Lexington, KY 40506-0235  
859.246.6200
- Leestown Campus  
164 Opportunity Way  
Lexington, KY 40511-2623  
859.246.6200
- Regency Campus  
2659 Regency Road  
Lexington, KY 40503-2922  
859.246.6200
- Danville Campus  
59 Corporate Drive  
Danville, KY 40422-9690  
859.239.7030
- Lawrenceburg Campus  
1500 Bypass North, US 127  
Lawrenceburg, KY 40342-9465  
502.839.8488
- Newtown Campus  
500 Newtown Pike  
Lexington, Ky 40508-1207  
859.246.6200
- Winchester-Clark County Campus  
2020 Rolling Hills Lane  
Winchester, KY 40391  
859.737.3098
- Georgetown-Scott County Advanced Manufacturing Center  
Toyota Gate 3, NAPSC Building  
1001 Cherry Blossom Way  
Georgetown, KY 40324  
502.570.6357
- Downtown Adult Education Center  
120 W. High Street  
Lexington, KY 40508  
859.253.9603

Bluegrass Community and Technical College  
Workforce Solutions  
164 Opportunity Way, Suite N121  
Lexington, KY 40511-2623

Nonprofit Org  
US Postage Paid  
Permit 566  
Lexington, KY

Address service requested



You can now  
Register online!  
It's quick & Easy!



[bit.ly/WFSolutions](https://bit.ly/WFSolutions)

BCTC is an equal opportunity and education institution.