Continuing
Professional
Education
Catalog

January - June 2014

Website: bluegrass.kctcs.edu/workforce

Phone number: 859-246-6666

Address: 164 Opportunity Way, Suite N121

Lexington, KY 40511







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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.

BUSINESS & PROFESSIONAL DEVELOPMENT

Foundations of Investing NEW!

Geared toward individuals who want an overview of investing, this course reviews key terms and investment types and covers the basic features of bonds, stocks, and mutual funds and the importance of asset allocation. Sherry LeMaster, Financial Advisor, Edward Jones

Tuesday, January 21, 5:30-6:30 p.m., Leestown Campus, Manufacturing Technology Building, Room 128

Friday, January 24, 1-2 p.m., Leestown Campus, Manufacturing Technology Building, Room 120

Tuesday, March 25, 6:30-7:30 p.m., Cooper Campus, Oswald Building, Room 305

Saturday, April 26, 9-10 a.m., Leestown Campus, Manufacturing Technology Building, Room 120

\$10

Focus on Bonds NEW!

Interested in creating a reliable stream of income? This educational program focuses on bond characteristics and features and key strategies to get the most out of your fixed-income investments. Sherry LeMaster, Financial Advisor, Edward Jones

Friday, January 24, 3:30-4:30 p.m., Leestown Campus, Manufacturing Technology Building, Room 120

Tuesday, April 29, 6:30-7:30 p.m., Cooper Campus, Oswald Building, Room 305

Saturday, May 10, 9-10 a.m., Leestown Campus, Manufacturing Technology Building, Room 128

\$10

Take Stock in the Market NEW!

Do you have little or no stock market experience? If the answer is yes, this course is geared toward you! Course discussion will include the basic structure of the stock market and the three key principles to stock investing. Sherry LeMaster, Financial Advisor, Edward Jones

Friday, January 24, 2:15-3:15 p.m., Leestown Campus, Manufacturing Technology Building, Room 120

Tuesday, February 11, 6-7 p.m., Leestown Campus, Manufacturing Technology Building, Room 128

Tuesday, April 15, 6:30-7:30 p.m., Cooper Campus, Oswald Building, Room 305

Saturday, April 26, 10:15-11:15 a.m., Leestown Campus, Manufacturing Technology Building, Room 120

\$10

BUSINESS & PROFESSIONAL DEVELOPMENT

A Smart Start to Mutual Funds NEW!

Designed to offer individuals a foundational knowledge of mutual funds, this course introduces the features of mutual funds and the process of selecting an appropriate fund. Sherry LeMaster, Financial Advisor, Edward Jones

Tuesday, May 6, 6:30-7:30 p.m., Cooper Campus, Oswald Building, Room 305

Saturday, May 10, 10:15-11:15 a.m., Leestown Campus, Manufacturing Technology Building, Room 128

\$10

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 (cash/check only). *G. Michael Perros, President, Encompass Financial Advisors LLC*

Monday/Wednesday, April 14 & 16 6-8 p.m. (4 Hours) Leestown Campus, Building N, Room 121

\$25 (Early bird discount by 4/7) or \$35 after 4/7

Intermediate Conversational Spanish NEW!

Designed for the individual who has completed a beginner's level class or has some knowledge of the Spanish language, this course is ideal for brushing up on your current skills. Use your existing knowledge to move to the next level of the language through conversation, listening, reading, and writing. Holly Lewis, Spanish Instructor, George Rogers Clark Hiah School, Winchester

Tuesdays, January 28-March 4 6-8 p.m. (12 Hours) Winchester Campus, Room 203

\$75 (Early bird discount by 1/21) or \$85 after 1/21

Online Training (ed2go)

 Using Social Media in Business. Learn how to use the five most popular social media platforms (Facebook, Twitter, LinkedIn, Pinterest, and Google+) to grow and promote your business.



- *Medical Terminology: A Word Association Approach*. Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- *Creating WordPress Websites*. Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.
- Accounting Fundamentals. Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- Explore a Career as an Administrative Medical Assistant. Learn all about the in-demand
 career of medical information management as you explore the job of an administrative
 medical assistant in a doctor's office, from appointment scheduling and chart creation to
 medical billing and coding.

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

HEALTH AND WELLNESS

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, March 13 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, February 5-April 30 5:30-6:30 p.m. (13 Hours) Newtown Campus, Room 123

\$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.)

Tri-Yoga NEW!

Designed to help students of any age or proficiency achieve a correct alignment for their body, Tri-Yoga is a flowing form of yoga incorporating strong and graceful movements of the body to link classical yoga postures together, in synchronicity with the movement of the breath. Learn the practical elements of stretching, strengthening, and mental focus in a relaxing environment while improving emotional balance and clarity. Participants should bring a yoga mat or large towel to class. *Doraine Bailey, Certified Yoga Instructor*

Mondays, April 7-May 12 5-6 p.m. (6 Hours) Leestown Campus, Building C, Room 136

\$60 (Early bird discount by 3/31) or \$75 after 3/31

Online Courses (ed2go)



- Assisting Aging Parents. Be prepared
 to handle the challenges you and your
 parents will face in the coming years, while learning to cherish
 the transition.
- Introduction to Natural Health and Healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.
- 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!
- Handling Medical Emergencies. Every second counts during a medical emergency. Learn how to respond if someone needs your help.

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

LEISURE

Introduction to Welded Sculpture NEW!

Learn to sketch and develop your ideas on paper and quickly turn those ideas into joined pieces of metal using arc (or "stick") welding. Slice through ferrous metals with the oxygen jet of an oxyacetylene cutting torch and use power and hand tools to finish your work. Learn to fuse, cut, bend and shape metal. In-depth demonstrations and one-on-one guidance will be given on the safe and effective operation of welding equipment as the instructor helps you create a small welded sculpture or project to take home. Participants must provide their own personal protective equipment, i.e. heavy cotton shirt, heavy cotton hat or scarf, and safety glasses. Shawn Gannon, Welding Faculty. Bluegrass CTC

Monday-Thursday, March 17-20 6-8 p.m. (8 hours) Leestown Campus, Building S, Room 116

\$120 (Early bird discount by 3/10) or \$150 after 3/10

Knitting is Cheaper Than Therapy NEW!

Learning to knit may be frustrating at first but a fun approach will help you through the winter doldrums and possibly keep you off the therapist's couch! Learn to knit a full scarf from yarn you choose and bring to class. Materials needed: (2) size 10 needles and (2) skeins of bulky yarn. *Linda Bridgewater, Bluegrass CTC*

Mondays, February 24-March 31 6-8 p.m. (12 hours) Winchester Campus, Room 203

\$75 (Early bird discount by 2/17) or \$85 after 2/17

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.ket. org/childcare 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, March 4-April 17 (No class March 18 & 20) 6-9 p.m. (36 hours) Leestown Campus, Building B, Room 105

\$275 (Early bird discount by 2/25) or \$325 after 2/25

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, February 10 & 12 5:30-8:30 p.m. (6 hours) \$50 (Early bird discount by 2/3) or \$65 after 2/3

Monday/Wednesday, April 14 & 16 5:30-8:30 p.m. (6 hours) \$50 (Early bird discount by 4/7) or \$65 after 4/7

Monday/Wednesday, June 16 & 18 5:30-8:30 p.m. (6 hours) \$50 (Early bird discount by 6/9) or \$65 after 6/9

Leestown Campus, Manufacturing Technology Building, Room 128

HVAC Exam Preparation for Journeyman and Master

Get prepared for the Kentucky Journeyman or Kentucky Master 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, January 13-March 5 5-8 p.m. (45 Hours) Leestown Campus, Building S, Room 111

\$450

HVAC: Combustion Analysis and 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*

Monday/Wednesday, January 13 & 15 5:30-9:30 p.m. (8 Hours) Leestown Campus, Manufacturing Technology Building, Room 128

\$100 (Early bird discount by 1/6) or \$150 after 1/6 (Class Only)

\$120 (Class and Certification Exam)

HVAC: Carbon Monoxide and 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, March 15 8 a.m.-4:30 p.m. (8 Hours) Leestown Campus, Manufacturing Technology Building, Room 122AB

\$100 (Early bird discount by 3/10) or \$150 after 3/10 (Class Only)

\$120 (Class and Certification Exam)

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, May 7 & 8 12:30-4:30 p.m. (8 Hours) Leestown Campus, Building S, Room 111

\$100 (Early bird discount by 4/30) or \$150 after 4/30 (Class Only)

\$120 (Class and Certification Exam)

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

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 led by industry experts, discussions, and weekly coursework. A current code book is required and will be available for purchase the first night of class for \$7 or may be printed for free from the DHBC website at dhbc.ky.gov/Plb. Approved for 2 years of continuing education (16 hours) upon successful completion of course and 4 hour safety class on Saturday, April 12.

Doug King and Geno Washington, Plumbing Inspectors, Dept. of Housing, Buildings and Construction

Mondays/Thursdays, March 3-April 10 6-9 p.m. (36 hours) Newtown Campus, Room 302

\$100 (Early bird discount by 2/24) or \$150 after 2/24

Plumbing: 2013 Kentucky Plumbing Code Update and 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 and Roger Cline/Todd Gray, Bluegrass CTC*

Saturday, February 8 8 a.m.-4:30 p.m. (8 Hours) \$100 (Early bird discount by 2/3) or \$150 after 2/3

Saturday, April 12 8 a.m.-4:30 p.m. (8 Hours) \$100 (Early bird discount by 4/7) or \$150 after 4/7

Saturday, June 14 8 a.m.-4:30 p.m. (8 Hours) \$100 (Early bird discount by 6/9) or \$150 after 6/9

Leestown Campus, Manufacturing Technology Building, Room 122AB

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.

Food, Nutrition, and Health. Gain a holistic overview of current food and nutrition issues and the impact on physical, social, emotional, and spiritual health.

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

Meditation. Explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

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

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

Healthy Aging. Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

New Course Sessions Begin Each Month. Visit our Online Instruction Center at 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
for more information.

WORKFORCE SOLUTIONS

Assessment and 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.

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 and 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 www.bluegrass.kctcs.edu/workforce.

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. For additional information regarding educational and career options, visit the Workforce Transitions website at www.bluegrass.kctcs.edu/workforce.

REGISTRATION INFORMATION

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

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 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 www. bluegrass.kctcs.edu/workforce.

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 and 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
- 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

BCTC is an equal opportunity and education institution.