

# Johnson County Community College Continuing Education Training Outline

Certificate name:		Student Name:	
Start Date:		Student ID# (if known):	
Completion Date:		Student Date of Birth:	
Funding Source:		Student Phone:	
Career Advisor Name:		Student Email:	
Career Advisor Phone:		Student Address:	
Career Advisor Email:		City, State, Zip Code:	

Course Code	Days of Week	Start Date	End Date	Start Time	End Time	Class Name	Contact Hours	Fee
						<b>Subtotal</b>		
						<b>Take 3 - 15% Discount</b>		
						<b>Total</b>	Hrs	

*This plan has been developed based on historical evidence of course availability.  
The college cannot guarantee the completion date of any program due to variance in course scheduling.  
Take 3 Discount only applies when student is taking 3 or more courses.*

**When your course outline has been approved, please call Continuing Ed Registration at 913.469.2323 to create your student account. This document is for planning purposes only. Enrollment will not be completed until funding authorization is received at JCCC Third Party Billing.**

JCCC Program Coordinator Signature:	
Printed Name:	
Phone:	
E-mail:	
Date:	