

# Spring 2014 Professional Development



## Professional Development Continuing Education



St. Louis  
Community  
College

3221 McKelvey Road, Suite 250  
Bridgeton, MO 63044  
314-984-7777

## BUSINESS, NONPROFIT AND CAREER DEVELOPMENT

### Professional *Essentials*

#### LEAN Six Sigma Green Belt Certification

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt Certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. Certification program highlights include: how to implement the DMAIC process (Define, Measure, Analyze, Improve, Control), how to develop reliable and valid measurements for a system, how to define the cost of poor quality, how to use the correct formula to calculate ROI and more. Supplies included in cost of course. Students successfully completing this training will receive their LEAN Six Sigma Green Belt Certification and 45 hours of instruction. This training includes an 18 hour capstone simulation project on the last Tuesday session and 2 consecutive Saturdays. Attendance on these days is mandatory. If one of these days is missed, arrangements may be made with the instructor to complete the project and receive certification. However, should this be necessary, additional instructional costs will be charged to the student above and beyond the cost of the program. Lunch provided on Saturdays. This program is approved by DESE for WIA funding through the Missouri Career Center. You must be approved for funding prior to registering for the class. Class meets Tuesdays 2/4, 2/11, 2/18, 2/25, 3/11, 3/25, 4/8, 4/22, 5/6, 5/13 and Saturdays 5/10, 5/17.

**BUSN:765 | \$1,899**

<b>C50</b> Tu 6pm-9pm Feb. 4 – April 22 Sa 8:30am-4pm May 10 Sa 8:30am-4pm May 17	<b>Patricia Dalton</b> Corp. College, 207  Corp. College, 208  Corp. College, 208
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#### *New* Overview of LEAN

All businesses face the same challenge of offering more value to their customers while consuming fewer resources. LEAN is the most powerful productivity improvement process available today to make this happen. It has been used worldwide across a wide spectrum of organizations ranging from healthcare to manufacturing to service industries with remarkable results. Guided participant discussions will provide you with understanding of LEAN and how it can improve your organization. We will review the ways in which LEAN Thinking and LEAN Work Processes are driving significant increases in productivity in a variety of work environments. You will learn how to:

- Optimize the static work environment through the use of the 5S System
- Make work flow smoothly through the work environment through the use of Value-Stream Mapping
- Use the A3 process to drive process improvements

You'll receive materials to apply the tools of LEAN in your organization.

**BUSN:765 | \$149**

<b>C52</b> W 6:30pm-8:30pm March 26 – April 23	<b>George Friesen</b> Corp. College, 209
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#### Certified Public Accountant (CPA) Management Breakfast Series

This series of breakfast lectures is designed to assist CPAs who are in private practice as well as those in corporate staff positions. The lectures will help CPAs achieve their required Continuing Professional (CPE) units. Topics will be relative to the interest and needs of CPAs and will be taught by recognized experts. Fee includes continental breakfast and materials. No class 4/10, 5/8. Class on 5/29 will be held until 9 am to fulfill Ethics requirement.

**BUSN:787 | \$249**

<b>M01</b> Th 7:15am-8:45am March 20 – May 29	<b>Ces &amp; Judy's</b>
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#### CPA Breakfast Ethics Seminar Only

This session is available for participants interested in attaining the required two hour Ethics Continuing Professional (CPE) units. Fee includes continental breakfast and materials.

**BUSN:787 | \$34**

<b>M02</b> Th 7:15am-9am May 29	<b>Ces &amp; Judy's</b>
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#### Project Management Orientation

This free session is designed to provide information to individuals interested in obtaining Project Management Professional (PMP) certification. You'll learn about the concepts, test preparation and requirements needed for certification. Presentation includes an overview of the program, a look at class materials, trends in the industry and potential job opportunities for PMPs. The orientation is free but registration is required.

**BUSN:765 | No Fee**

<b>C80</b> Sa 9am-12pm March 8	<b>Dirk Lupien</b> Corp. College, 211
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#### Project Management

Project managers are sought after professionals when the need is for skills that include time, resource and financial management with a finite effort. Working knowledge of these skills is recognized by the Project Management Institute (PMI) through various levels of certification. This course helps you to prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the exam. Topics covered include the process groups and relationships, terminology and decision making practice. Session attendance in this course counts toward the project management training criteria, 35 hours, required to register for the PMP exam. This practical learning prepares the student for the PMP certification exam by lecture, online exercises, working sessions and practice exams. This program is approved by DESE for WIA funding through the Missouri Career Center and presented by a Registered Educational Provider (REP). You must be approved for funding prior to registering for the program. Class meets Wednesdays: 3/26, 4/2, 4/9, 4/16, 4/23 and Saturdays: 3/29, 4/12, 4/26. Class on 4/26 will meet in room 208. Lunch provided on Saturdays.

**BUSN:765 | \$1,699**

<b>C51</b> W 6pm-9pm March 26 – April 23 Sa 8:30am-4pm March 29 Sa 8:30am-4pm April 12 Sa 8:30am-4pm April 26	<b>Dirk Lupien</b> Corp. College, 211  Corp. College, 211  Corp. College, 211  Corp. College, 208
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Continuing Education offers a wide variety of developmental programs to build job skills for the role you have or foster the career you hope to develop. Programs extend to all segments of the workforce. Develop professional competencies with Professional *Essentials*, start or build a business with our Business *Essentials* courses, or find a new career with our Career *Essentials* courses. Check out the many opportunities — classes and workshops, career programs, leadership development and training certificate programs to advance your career!

**Call 314-984-7777 to expand your mind and change your life today!**



## Developing and Using Effective Supervisor Skills

Being an effective supervisor requires you to know the people you manage and to use good management skills, techniques, and methods. Learn the skills and tools to apply in managing, motivating, counseling, using constructive correction, resolving problems, decision-making and many other vital skills to manage others. Lunch not provided.

**BUSN:705 | \$45**

**680** Sa 9am-1:30pm **Glenda Herron**  
March 8 MC - SO, 111  
**481** Sa 9am-1:30pm **Glenda Herron**  
April 5 FP - G Tower, 119

## Dealing with Difficult People in the Workplace and Managing the Conflicts

Are there co-workers, subordinates or bosses in your office with whom there are conflicts? Would you like to learn how to enhance communication and build a better rapport? The relationships we have with others is important in cooperation, productivity, teamwork and support. Join Dr. Renee Huss and learn processes for interacting clearly with others in order to get what you need and want from others through negotiating styles which can result in a win-win outcome.

**BUSN:705 | \$35**

**480** Sa 9am-12pm **Barry Shapiro**  
Feb. 22 FP - G Tower, 113

## New Essentials of Leadership

This foundational course is designed to teach leaders how to get results through people. You'll learn a set of essential skills to meet both practical business needs and people's personal needs. Discussions will focus on acquiring a set of proven interaction skills, discovering the seven leadership imperatives for meeting today's challenges, and the role as a catalyst leader-a leader who inspires others to act. Course is approved for HRCI credit.

**BUSN:704 | \$99**

**C01** Tu 8:30am-12:30pm **Dr. Renee Huss**  
April 8 Corp. College, 211

## New Leading Change

This course will focus on leader's crucial role in initiating change in the workplace. Learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes and to help others overcome their resistance to change. These skills enhance a leader's ability to minimize the potentially negative effects of change on morale, processes, and productivity. We will also discuss how to involve others in the change process to increase their receptivity to change and how to conduct effective change discussions, and minimize the potentially negative impact of change on morale and productivity. Course is approved for HRCI credit.

**BUSN:765 | \$99**

**C01** Tu 8:30am-12:30pm **Dr. Renee Huss**  
Feb. 25 Corp. College, 211

## New Mastering the Art of Effective Facilitation

You have to pay attention to the process elements of meetings if you want them to be effective. With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea, the core competency everybody needs. Through interactive activities, you'll learn common process tools to make meetings easier and more productive, to identify the stages of team development, to identify the competencies linked to effective small group facilitation, and more. Lunch on your own.

**BUSN:714 | \$75**

**600** Tu 8:30am-5pm **Jim Lombardo**  
April 1 MC - LB, CNFL

## New Build Your Energy Star Portfolio Manager

You've heard it before: you can't manage what you don't measure. The U.S. Environmental Protection Agency's ENERGY STAR Portfolio Manager is an online, interactive energy management tool that allows you to measure and track your building's energy and water consumption, identify investment priorities, and verify improvements over time. All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type. All you need are your energy bills and some basic information about your building to get started. During this hands-on workshop, participants will utilize information they bring about their building to establish their building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. Continental breakfast included.

**BUSN:723 | \$45**

**C01** Tu 7:30am-9:30am **Randall D. Lewis, D.**  
March 25 Mgt.  
Corp. College, 213

**Professional  
Essentials**  
Earn a credential that will  
increase your value in  
the job market or develop  
competencies by learning  
new skills.

**Professional Essentials**  
will help you develop and  
maintain your competitive  
edge!

## Small Business Essentials

The Small Business Essentials certificate is designed to provide a pathway for new and current entrepreneurs interested in exploring the components of small business startup, operations, and to learn business management skills essential for success of their endeavor.

### Requirements:

- Two classes from each of the three core areas of startup, finance, management
- Three marketing classes
- Two classes from designated technology options

*Classes may be taken via CE including up to three from AMA online programs. Courses may be taken individually or towards completion of a certificate.*

### Business Start-Up

## S.C.O.R.E Seminar

You will enjoy this special short course to acquaint the small business owner or operator with current management principles as they relate specifically to small business operations. It is designed to be particularly helpful if you are planning to start your own business. Topics include business terms, forms and risks of ownership, marketing, record keeping, legal aspects and insurance needs. Finding capital, financial planning, tax considerations and other business functions will also be discussed. All students must register with the SCORE Office online at [www.stlscore.org](http://www.stlscore.org). Lunch not provided. \$50 fee for class materials payable to SCORE at registration.

**BUSS:701**

**681** Sa 8:15am-3pm  
Jan. 11 MC - SO, 108  
**682** Sa 8:15am-3pm  
March 8 MC - SO, 205  
**683** Sa 8:15am-3pm  
April 12 MC - SO, 111

## New Starting and Managing a Small Business

Are you thinking about starting and managing a small business in Missouri? Designed for individuals who are considering starting a business, have made the decision to start or who have been in business for less than two years, this program will discuss: the basics of business ownership, planning for success, organizational forms of business, legal and regulatory environment, recordkeeping and information management, marketing, financing and resources. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:701 | \$59**

**680** Sa 9am-12pm **Lynette Watson**  
Feb. 8 - Feb. 15 MC - BA, 220

## Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, then you need to know how to protect your trademark, copyright, and patents so that you can profit by their use. In this problem-solving course, you will explore topics relating to the law for intellectual property such as patents, trademarks, trade names, copyrights, and trade secrets. Taught by an attorney.

**BUSN:729 | \$55**

680 Sa 8:30am-1:30pm  
April 5

Morris Turek  
MC - BA, 114

## New Business Plan Development

An intensive, four-session, individually customized course designed to provide new and aspiring entrepreneurs with the tools and resources to create a solid business plan. Experienced business facilitators/coaches will guide group sessions, and share practical experiences to enhance your business. Participants learn with and from their peers, creating a powerful network that continues well after the program is complete. These sessions are enriched with guest speakers from various disciplines including the legal profession, marketing, human resources, and financing. In addition, each participant will begin by taking the GrowthWheel assessment and receive customized tools based on this assessment to assist as you build your plan. Weekly homework assignments are given and participation is required to be successful in the class. Continued counseling from a business counselor and certified life coach is available after the completion of the class. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:702 | \$99**

650 Tu 6pm-9pm  
March 25 - April 15

Lynette Watson  
MC - TBA

## New Artisans and Crafters: Making Money with Your Business

You've been honing your talent and finding a demand for your handmade craft or artistic products, but how do you navigate the "indie" marketplace? Learn tips from award winning artist, 35 year veteran in the arts and former Executive Director of Best of Missouri Hands, "Mike" Ochonicky as she discusses: effective marketing techniques, outlets to sell online and in-person, balancing creativity with administrative tasks, and more.

**BUSS:701 | \$29**

450 Tu 6pm-9pm  
Feb. 18

Michelle Ochonicky  
FP - G Tower, 117

650 Tu 6pm-9pm  
March 4

Michelle Ochonicky  
MC - CS, 205

## Recipe for Success: How to Start a Restaurant or Catering Business

Join Larry G., owner of Championship Catering and food service provider to the St. Louis Cardinals, Verizon Amphitheater and the Casa Loma Ballroom, as he shares his knowledge and insight about the essential aspects in opening your own restaurant or catering business. Learn concept development, finding a location with a feasibility study, lease negotiations, licensing, financing, opening and operating costs, menu planning, cost analysis and advertising your concepts.

**BUSS:716 | \$59**

680 Sa 9:30am-12:30pm  
March 1 - March 8

Larry Gerstein  
MC - BA, 220

## Finance

### Keeping Records for a Small Business

As a small business owner, you need to have current record keeping procedures and methods. This class is helpful if you are currently engaged in your own business with limited record keeping experience. Topics include: internal and external financial records, sole proprietorship and corporate records, setting up your own books, and identifying the specific heading categories for management reporting.

**BUSS:705 | \$69**

650 W 6pm-9:30pm  
May 21 - May 28

Teri Spector  
MC - BA, 118

### Small Business Tax Seminar

If you are thinking of opening a small business or have opened a business in the last year, this program is designed for you. Learn the essentials of starting a business, record keeping, business use of the home, federal income tax and employment tax requirements of small businesses, and independent contractor versus employee. The program is designed for sole proprietors and partnerships. Corporations are briefly discussed.

**BUSS:706 | \$35**

680 Sa 9am-12:30pm  
May 17

Teri Spector  
MC - BA, 118

### Understanding Accounting

Designed for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this course provides an overview of accounting terminology and processes, analyzing financial activities and statements, and applying the fundamentals of accounting. Course will cover debits, credits, general ledgers, assets, liabilities, balance sheets, profit and loss statements and more.

**BUSS:741 | \$29**

650 Th 6pm-9pm  
March 20

Kimberly Franklin  
MC - CN, 202

### New Predicting Future Cash Needs

This class is designed to teach you how to create and use a cash budget to prepare for future business performance. You will learn to estimate future sources and uses of cash, how to analyze your predictions to make more informed decisions and become more comfortable about decisions related to preparing for growth, realistic loan and financing requests, how much cash you can safely take out of the business, and how to make affordable purchases for your business. At its conclusion, you should be able to: forecast sales, receivables and expenses, use a cash budget to create a month-by-month view and calculate break-even, as it relates to business expansion, workforce additions or capital expenditures. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:741 | \$29**

680 Sa 9am-12pm  
April 12

Lynette Watson  
MC - BA, 114

## A Sensible Approach to Financial Strategies for Business Owners

Learn what you can do to reach your business financial goals while protecting all you've worked so hard to build. Topics covered include protecting your business from the potentially devastating effect of estate taxes, strategies for retaining key people that benefit both your business and your top employees, and trusts and the role they can play in your business. You will also learn effective approaches you can take to save for your own retirement and how to protect the continuity of your business in the event of death or disability.

**BUSS:741 | \$19**

651 Tu 7pm-9pm April 1

Steve Glazer, Laura Boedges  
MC - CN, 202

## Marketing

### New Creating a Breakthrough Marketing Program for Your Small Business

Get a hands-on approach to understanding the foundational pieces of a marketing program and how to create a marketing plan that can help your small business move beyond the basics of marketing. Learn to develop objectives and strategies to assist you in meeting your goals. Program is offered in collaboration with the Small Business and Technology Development Center. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:710**

650 Sa 9am-12pm  
March 22

Lynette Watson  
MC - BA, 220

### Advertising, Marketing and PR on a Dime

Explore some of the best ways to advertise, market and get public relations for your business with little or no money. Learn how to stretch your budget by maximizing the image of your product or service. Learn to take control and know the consumer you want. We'll discuss tools to create and capture customer value, managing marketing information to assess buyer behavior, communicating your brand, social responsibility and ethics.

**BUSS:710 | \$39**

H50 Tu 6pm-8pm  
Feb. 18 - Feb. 25

Robin Boyce  
Harrison Ed Ctr, 109

450 Tu 6pm-8pm  
March 18 - March 25

Robin Boyce  
FP - G Tower, TBA

### New Increase Your Bottom Line Through Exceptional Customer Service

You need more than just a good product to succeed in the marketplace. You need exceptional customer skills to maintain customer loyalty, establish repeat visitors and to get new referrals. Learn how to evaluate your customers' experience and identify any gaps that may be causing lost or reduced sales along with solutions to correct. Increase your sales, increase your profits and increase your customer base with extraordinary customer service.

**BUSS:740 | \$19**

650 Tu 6pm-9pm  
March 25

Tiffany Smith  
MC - CS, 205



# Non-Profit Administration

## Establishing and Running a Nonprofit Organization: Part I

This popular seminar provides an overview of the legal basics for establishing and running a nonprofit organization. Presented by Amy Hereford, an attorney and entrepreneur who speaks from her experience in working with nonprofit start-ups. Class includes practical tips, useful resources including the Nonprofit Tax-exempt Corporation Workbook, an e-book (PDF) that presents the process of establishing a nonprofit in a step-by-step format with ample space for notes, charts for gathering necessary information and tables for developing timelines and assigning responsibilities. An excellent tool for assisting in nonprofit formation, orienting new board members and nonprofit directors.

NPAD:703 | \$29

680 Sa 10am-12pm  
April 5

Amy Hereford  
MC - BA, 118

## Establishing and Running a Nonprofit Organization: Part II

This seminar builds on the previous session and provides more information. It will explore the legal requirements of operating a nonprofit business organization, board responsibilities, business law for nonprofits and legal compliance. Newer business models for nonprofits including fiscal sponsorship, nonprofit alliances, nonprofit/for profit joint ventures and other collaborative structures will also be discussed.

NPAD:703 | \$29

681 Sa 1pm-3pm  
April 5

Amy Hereford  
MC - BA, 118

## Basic Grant Writing Seminar for Nonprofit Organizations

In this interactive discussion course taught by Kent Hornberger of the St. Louis Regional Chapter of the Grant Professionals Association, we'll share ideas and examples to provide an overall review of the grant writing process. You'll learn practical guidelines for identifying and pursuing potential foundation and corporate funders. Research techniques and their importance in grant writing will be emphasized as well as the use of library and Internet resources. Bring a USB travel drive to class. Lunch on your own.

NPAD:701 | \$59

480 Sa 9am-4pm  
March 1

Kent Hornberger  
FP - G Tower, 113

## Basic Grant Writing for Nonprofit Organizations

This course provides an overall review of the grant writing process offering practical guidelines for identifying and pursuing potential foundation and corporate funders. Research techniques and their importance in grant writing will be emphasized as well as the use of library and Internet resources. Lunch on your own. Bring a one inch, three ring binder to class.

NPAD:701 | \$59

680 Sa 9am-4pm  
March 22

Jennifer Bush  
MC - SO, 112

## Proposal Budgeting Seminar

Proposal writers at all levels need to know the nuts and bolts of budget preparation to support their project proposals. A sound, well organized budget can help convince prospective funders that your project is worthy of their financial investment. Taught by Kent Hornberger of the St. Louis Regional Chapter of Grant Professionals Association, this course will teach you to build a budget step-by-step to provide a complete picture of your financial needs. Hands-on participation exercise: You will build your own budget for a project you are planning.

NPAD:701 | \$29

481 M 6pm-9pm  
March 24

Kent Hornberger  
FP - G Tower, 111

## The Missouri Common Grant Application

In 2011, many Missouri foundations began accepting the Missouri Common Grants Application from nonprofit organizations seeking funding for their projects and operating expenses. Taught by Kent Hornberger of the St. Louis Regional Chapter of Grant Professionals Association, learn more about how to find and complete the common application form and how to use it as a template for other grant applications.

NPAD:701 | \$29

482 M 6pm-9pm  
April 14

Kent Hornberger  
FP - G Tower, 111

## Cause Related Marketing in Nonprofit Organizations

Learn the essentials of cause related Marketing to raise funds and create awareness of your organization by aligning with businesses and corporations. Kent Hornberger of the St. Louis Regional Chapter of the Grant Professionals Association, will present "how to" essentials and case studies.

NPAD:765 | \$29

480 M 6pm-9pm  
April 7

Kent Hornberger  
FP - G Tower, 111

## Think Outside the Box: Target Potential Funding through PR

Going to potential donors for support of your nonprofit requires sales skills. We'll discuss how to attract target Markets and the techniques you can use through social media and traditional forms of advertising. Learn to think outside the box using public relations to get potential donors interested in your cause based on their needs and wants.

NPAD:707 | \$45

651 Tu 6pm-8:30pm  
April 1 - April 8

Robin Boyce  
MC - CS, 209

## Now Get More Money-Mastering the Evaluation Section of a Nonprofit Grant Application

Grant funds are limited and many organizations apply for the money. Learn to master the evaluation section of a grant application and provide a quantitative outcome evaluation that will enable you, the nonprofit employee, to write a congruent, consistent, urgent grant application in order to get the money you need to thrive as an organization. Join Suzy Shepard, PhD, LCSW and former professor at Washington University as she teaches you practical methods for defining precise program/outcomes, finding measures, choosing a design and fitting the nonprofit concepts into the grant application requirements. Bring an application to class or use the class example. A chapter checklist will accompany the manual to assist you in applying the concepts.

NPAD:701 | \$29

681 Sa 9am-12pm  
April 5

Suzy Shephard  
MC - BA, 112

## Volunteer Management

Get the community involved with your program. Learn helpful information with an overview of volunteer management: internal needs assessment, organizational readiness, recruitment, training, orientation, supervision, evaluation and recognition.

NPAD:704 | \$25

770 W 7pm-9pm  
March 26

Barbara Hughes  
Hixson Mid. School, 112

## Setting Up a Board of Directors

Are you interested in learning the basics of recruiting, training and managing a nonprofit board of directors? This program will discuss the roles and responsibilities of board members, organizational development, planning, conflict, behavioral styles, communication, effective leadership, "the ask", sustained effectiveness, board orientation, and a board member's responsibility with respect to fundraising and development.

NPAD:706 | \$25

770 W 7pm-9pm  
April 2

Barbara Hughes  
Hixson Mid. School, 112

## Resume Writing and Job Search

### Writing Your Resume to Impress

First impressions are everything. Your resume makes your first impression to a potential employer. Make sure it stands out and you'll be receiving that phone call in no time. Work with an expert in the employment field to construct your perfect resume: one that will play up your experience, play down liabilities, and improve your chances to land an interview. Choose the best type of resume for the job, tailor it to the employer's needs and write a great cover letter. We'll explore online submission of resumes and cover letters while building your best resume ever.

**CPDV:704 | \$39**

651 Tu 6pm-8pm **Jacqueline Meaders-Booth**  
April 1 – April 15 MC - SW, 208

### Finding Job Leads

Learn how to find job leads (i.e. internet, recruiters, staffing companies, placement services, associations, and job fairs), navigate job boards, the importance of networking, and the role social networking can now play in your job search. This interactive workshop is necessary for all those job seeking-no matter the industry. It will provide you with the tools necessary to find job leads in today's market.

**CPDV:705 | \$25**

651 Tu 6:30pm-9:30pm **Laurie Lombardo**  
March 4 MC - LH, 102

### Online Applications/Electronic Resume Workshop

Computer skills are vital to today's job seekers, and this interactive workshop will provide you with the ability to conduct your job search more efficiently and effectively than you could before. Designed for individuals with little or no computer experience, this workshop will supply you with the knowledge of and familiarity with the computer that you will need to conduct an employment search in today's job market. Attend this interactive workshop to learn how to navigate around the internet to search for information about potential companies you might want to work for, fill out job applications, copy and paste information from your resume to online forms, save/print online forms, and save a document to a disk or flash drive. Please bring a flash drive to class to save your work.

**CPDV:704 | \$29**

550 W 6:30pm-8:30pm **Laurie Lombardo**  
Feb. 19 – Feb. 26 FV - B, 125

650 Tu 6:30pm-8:30pm **Laurie Lombardo**  
March 18 – March 25 MC - TBA

### New Behavioral Interviewing Success Strategies

Behavioral Interviewing is fast becoming the preferred interview method and developing these critical skills is essential to job search success! Learn how to strategize, prepare, and respond to the interviewer while differentiating yourself from other qualified candidates. Take away expanded knowledge of the screening, selection and hiring process and guide the interview process by preparing success stories that stand out and support landing your next great opportunity!

**CPDV:703 | \$29**

650 TuTh 6pm-8pm **Cathleen Sloane**  
March 4 – March 6 MC - BA, 205

### New We Are ALL Self-Employed-It's the New Normal, Here's What You Must Do

How many jobs have you had in your life? Today, many individuals no longer work for one company their entire career. Acknowledging this 'new normal' there are things you can do, things you need to do, to ensure you'll be a survivor rather than one of the many unemployed and under-employed. Join speaker, author, and coach, Fred Miller for a discussion on building an 'EXPERT Stool'. You'll learn practical tips for speaking, writing and internet marketing to help you highlight your strengths on resumes, cover letters and on websites to secure that new job!

**CPDV:765 | \$19**

650 Tu 7pm-9pm **Fred Miller**  
Feb. 18 MC - BA, 208

## Networking

### Network Your Way into a Job

Learn the benefits of effective and strategic networking and how your interpersonal resources and contacts could lead to a new job. You will develop a networking plan and 30-second summary to present to networking groups and individuals, a networking source list and a list of the types of networking groups. In addition, you will learn to successfully navigate a career fair and how social networking is important to an effective job search. Time will be allotted after classroom instruction to open and/or edit your social media accounts.

**CPDV:705 | \$25**

653 Tu 6:30pm-9:30pm **Laurie Lombardo**  
April 8 MC - CN, 230

### Using LinkedIn for Your Job Search

This introductory session will allow you to start using this powerful tool that should be a part of your professional networking. LinkedIn operates the world's largest professional network on the Internet with more than 150 million members in over 200 countries and territories. Learn the basics on using LinkedIn, how to build your network, make connections (past and present colleagues and classmates), join and get involved in groups, perform job searches, and find answers from industry experts.

**CPDV:705 | \$25**

650 Tu 6:30pm-9:30pm **Laurie Lombardo**  
Feb. 25 MC - CS, 209

### New Get Noticed and Get Hired Using Twitter

Social Media is an essential part of the networking and career transition process. Organizations continue to expand their selection and hiring practices to innovate and use cost efficient tools, including Twitter to source qualified talent! Learn how to tweet your way to branding yourself, developing critical relationships and expanding your knowledge of company culture, products, services and people! Making Twitter a strategic part of your career transition toolkit gets you noticed and gets you hired!

**CPDV:705 | \$19**

652 Tu 6pm-7:30pm **Cathleen Sloane**  
March 18 MC - CN, 202

### New How to Craft Your Elevator Speech: Floor-by-Floor

Competition for jobs and business opportunities is strong and you need to stand out. Whether you are at a networking event, meeting or called upon to speak at a seminar, you have only a limited amount of time to capture the attention of the listeners, introduce yourself and get noticed. In this class, you'll use a template to develop and refine your "elevator speech", wow your audience and open up a whole new set of opportunities.

**CPDV:765 | \$25**

651 Tu 6pm-9pm **Fred Miller**  
March 4 MC - CN, 202

*Maximize your  
potential with*

**Career  
Essentials**





## Plus 50: Re-Wired Employment Seminar

Is retirement not your immediate plan? Whether by design or a result of the economy, you want to find employment where you can earn a living and perhaps make a difference. Re-inspired? A career counselor will work with you to determine your values and goals. Re-hired? We will explore resumes and interview strategies. Re-wired? By networking, using LinkedIn, Craigslist, submitting online applications and cover letters, you will use new skills to land the next opportunity.

**CPDV:730 | \$45**

<b>550</b>	Th 7pm-9pm Feb. 13 – March 6	<b>Edwin Penfold</b> SCEUC, 120
<b>550</b>	Th 7pm-9pm March 20 – April 10	<b>Edwin Penfold</b> FV - B, 125
<b>650</b>	Th 7pm-9pm April 17 – May 8	<b>Edwin Penfold</b> MC-CN, 221

## Plus 50: Re-Inspired : A Workshop

Do you need to retool your professional skills after many years? Are you a Baby Boomer nearing retirement? Do you need a new direction? Determine what may replace the traditional retirement path in your life through a powerful interactive learning experience. Clarify your intentions, set your goals and take action all while supporting other group members who share similar objectives.

**CPDV:730 | \$59**

<b>680</b>	Sa 9am-12:30pm Feb. 22 – March 8	<b>Carol Watkins</b> MC - SO, 109
<b>450</b>	Tu 6pm-9:30pm April 15 – April 29	<b>Carol Watkins</b> FP - G Tower, 119

## New Finding Purpose and Passion in the Third Chapter

Are you facing the uncharted post-career years and wondering what's next? Many of us in the third chapter of life feel unsettled, restless, and adrift. We believe the years between 50 and 75 can be some of the best, but don't know how to make sense of the changes we're facing. If you are looking for new meaning in work and life, this powerful interactive learning experience will teach you how to tap into the power of purpose. Whether you're seeking an encore career, looking for enlivening volunteer work, or reinventing your sense of identity, knowing your purpose will guide you to increased vitality, creativity, and fulfillment.

**CPDV:730 | \$65**

<b>681</b>	Sa 9am-4pm May 3	<b>Carol Watkins</b> MC - SO, 109
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## CAREER STUDIES

### COMMUNICATIONS

#### No Sweat Public Speaking

Speaking Opportunities are Business Opportunities! Speaking Opportunities are Career Opportunities! Those who embrace, take and make those occasions to speak, and do it well, grow their businesses and careers. Learn the skills necessary to reduce the fear of public speaking, improve presentations, and deliver a 'Knock Your Socks Off!' speech with - No Sweat. Class taught by a published author.

**COMM:715 | \$39**

<b>350</b>	Tu 6:30pm-8:30pm April 22 – May 13 No class 5/6	<b>Fred Miller</b> WW, 222
<b>650</b>	W 6:30pm-8:30pm Feb. 19 – March 5	<b>Fred Miller</b> MC - AS, 108
<b>920</b>	W 6:30pm-8:30pm April 2 – April 16	<b>Fred Miller</b> U. City H.S., 110
<b>C50</b>	Tu 7pm-9pm April 1 – April 15	<b>Fred Miller</b> Corp. College, 211

#### Better Communication to Control Conflict in the Workplace

Learn to make yourself (and others) heard and negotiate solutions to resolve and control conflict in the workplace. You can manage combative conversations with practical communication tips. Improve your skill in handling current situations with role-playing.

**COMM:765 | \$39**

<b>C50</b>	Th 6:30pm-9:30pm April 10 – April 17	<b>Marlo Hamilton</b> Corp. College, 211
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## Get Paid to Talk: Breaking Into the Voiceover Industry

Have you been told that you have a great voice? Have you always wanted the independence to work from home doing something you love? Learn how to get started in the voiceover industry! This introductory course will include a real-world overview of the industry, including the good, the bad and the ugly parts, from a St. Louis voice artist that has been in the industry for almost 30 years.

**PERD:765 | \$39**

<b>480</b>	Sa 9am-12pm March 29	<b>Troy Duran</b> FP - G Tower, 113
<b>651</b>	W 6pm-9pm April 2	<b>Troy Duran</b> MC - SW, 207
<b>680</b>	Sa 9am-12pm April 26	<b>Troy Duran</b> MC - SW, 207
<b>350</b>	W 6pm-9pm April 30	<b>Troy Duran</b> WW, 220

## Voiceovers: Making Money with Your Voice

If you enjoyed our introductory course, Get Paid To Talk - Breaking Into the Voiceover Industry, this is your next step! Voiceover professional Troy Duran will guide you through real-life voice training exercises and techniques to help you become a performing professional. You should arrive with a basic understanding of the voiceover business, because this course dives right into the mechanics of reading copy. At the end of the class, you'll also have a basic grasp of capturing your performance using recording software, and be able to take home a copy of your personal session's voiceover! Pre-requisite: Get Paid to Talk - Breaking Into the Voiceover Industry. Bring 1Gb flashdrive.

**PERD:765 | \$39**

<b>481</b>	Sa 12:30pm-3:30pm March 29	<b>Troy Duran</b> FP - G Tower, 113
<b>652</b>	W 6pm-9pm April 16	<b>Troy Duran</b> MC - SW, 207
<b>681</b>	Sa 12:30pm-3:30pm April 26	<b>Troy Duran</b> MC - SW, 207



## CPR AND FIRST AID

### DUE TO THE NATURE OF CPR AND FIRST AID COURSES, YOU MUST ARRIVE ON TIME, NO ADMITTANCE AFTER STATED TIME.

Registration is required **one week** prior to course start date to ensure appropriate student-to-instructor ratios.

Late registrations will be considered on a space-available basis only.

### Healthcare Provider CPR

This American Heart Association course is designed for the healthcare provider. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include adult, child and infant CPR, FBAO management of the conscious victim, adult/infant/child two rescuer CPR, mouth-to-mask ventilation and automatic external defibrillation (AED). Written and practical skills (hands-on manikin simulation) evaluation and testing are required for course completion. Upon successful completion each participant will receive a BLS course completion card in approximately two weeks. Registration one week prior to course start date is required. Due to the nature of the course, you must arrive on time. No admittance after stated start time. This course meets the STLCC nursing department admission requirements.

#### CPRR:707 | \$69

350	Th 5pm-10pm Feb. 13	Carol Pikey WW, 224
400	Tu 9am-3:30pm Jan. 7	Carol Pikey FP - G Tower, 121
451	M 5pm-10pm Feb. 3	Gail Back FP - G Tower, 121
452	W 5pm-10pm Feb. 26	Gordon Back FP - G Tower, 121
453	W 5pm-10pm March 26	Carol Pikey FP - G Tower, 121
454	M 5pm-10pm April 14	Carol Pikey FP - G Tower, 121
455	W 5pm-10pm April 30	Gordon Back FP - G Tower, 121
456	M 5pm-10pm May 19	Gail Back FP - G Tower, 121
480	Su 9am-3:30pm Jan. 12	Gordon Back FP - G Tower, 121
500	Th 5pm-10pm Jan. 9	Gordon Back FV - TC, 105
501	Tu 9am-3:30pm April 29	Gordon Back FV - CWI, 136
580	Sa 9am-3:30pm Feb. 15	Gordon Back FV - TC, 105
600	Tu 9am-3:30pm March 4	Gail Back MC - CP
601	W 9am-3:30pm May 7	Gail Back MC - CP
650	W 5pm-10pm Jan. 8	Gail Back MC - CP
651	Th 5pm-10pm April 3	Gail Back MC - CP
680	Sa 9am-3:30pm Jan. 11	Gail Back MC - CP
C01	Tu 5pm-10pm Jan. 28	Gordon Back Corp. College, 207
S01	F 9am-3:30pm May 9	Carol Pikey SCEUC, 125
H80	Sa 9am-3:30pm March 8	Gordon Back Harrison Ed Ctr, 100
H81	Sa 9am-3:30pm May 3	Gordon Back Harrison Ed Ctr, 100

### Heartsaver First Aid CPR/AED

Heartsaver First Aid CPR/AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Written and practical skills (hands-on-manikin simulation) evaluation and testing are required for course completion. Upon successful completion each participant will receive a course completion card in approximately two weeks. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

#### CPRR:706 | \$97

C01	W 8:30am-4:30pm April 23	Gordon Back Corp. College, 207
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### CPR Instructor Course

The Instructor Course is designed to prepare American Heart Association (AHA) instructors to disseminate the science, skills and philosophy of resuscitation programs to participants enrolled in AHA courses. The purpose of the AHA BLS/CPR Instructor Course is to provide instructor candidates with the knowledge and skills necessary to reach and teach potential BLS providers. The AHA BLS/CPR Instructor course provides a structured initiation for the instructor candidates and serves as the foundation for their development. It provides instructor candidates the opportunity to develop and refine their presentation skills. Please note there is extensive self-paced course work. Access to a computer will be necessary for this course work. Prerequisite: Current AHA Healthcare Provider CPR status.

#### CPRR:708 | \$250

400	W 8am-5pm March 19	Gail Back FP - G Tower, 121
401	F 8am-5pm Jan. 10	Gail Back FP - G Tower, 121

### CPR Instructor Renewal

To successfully complete the American Heart Association CPR Instructor Renewal course, the instructor will demonstrate acceptable provider skills and successful completion of the provider written examination. The renewal course may include an update addressing new course content or methodology and review TC, regional and national ECC information. Prerequisite: The instructor must have taught at least four CPR courses and attended updates as required within the previous two years. The instructor must be monitored while teaching before instructor status expiration.

#### CPRR:709 | \$65

450	W 6pm-10pm Feb. 19	Gail Back FP - G Tower, 121
451	W 6pm-10pm April 23	Gail Back FP - G Tower, 121

### Heartsaver AED: Adult and Pediatric Campus

The Heartsaver AED Course teaches lay rescuers when to dial 911, how to give CPR, how to use an AED and how to provide relief of choking. The course targets individuals who are expected to respond to cardiovascular emergencies in the workplace. The course may be used to teach CPR to lay rescuers who are required to obtain a course completion card, a credential, documenting completion of a CPR course that includes use of an AED. The course is for the learner with limited or no medical training and needs a course completion in first aid, CPR and AED for job, regulatory or other requirements. Registration one week prior to the course start date is required. No admittance after stated start time.

#### CPRR:710

##### On Campus | \$55

550	Tu 5pm-8:30pm May 13	Gordon Back FV - TC, 105
600	Th 1pm-4:30pm April 10	Gail Back MC - CP

##### Off-site | \$59

For this section, last day to enroll or drop is 3/6. No refunds after 3/6. No admittance after stated start time.

7D1	M 6pm-9:30pm March 24	Gail Back Selvidge Mid. School, LIBR
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### Heartsaver Pediatric First Aid CPR/AED

The Heartsaver Pediatric First Aid CPR/AED course is designed to meet the regulatory requirements for child care workers in all fifty United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. It covers the four steps of first aid and first aid skills such as finding the problem, stopping bleeding, bandaging and using an Epinephrine pen, as well as child CPR/AED, infant CPR and optional modules in adult CPR/AED, child mask, infant mask and Asthma Care Training for Child Care Providers. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

#### CPRR:711 | \$97

680	Sa 8:30am-4:30pm Jan. 25	Carol Pikey MC - CP
480	Sa 8:30am-4:30pm Feb. 15	Carol Pikey FP - G Tower, 121
580	Sa 8:30am-4:30pm March 1	Carol Pikey FV - CDC, 112
681	Sa 8:30am-4:30pm April 26	Carol Pikey MC - CP
581	Sa 8:30am-4:30pm May 17	Carol Pikey FV - CDC, 112

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St. Louis  
Community  
College  
Continuing  
Education





### ServSafe Food Safety Certification

St. Louis City and St. Louis County Health Departments require that at least one person within each food service facility be certified in food safety. This nationally recognized class offers this training to individuals who are employed by, manage, or own food service operations in the hospitality industry. The second class concludes with the exam. Fee includes textbook, answer sheet, and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded a ServSafe certificate. Bring a sack lunch to class.

**RMGT:700 | \$169**

**580** Sa 8am-3pm **Almut Stephan Marino**  
Feb. 22 – March 8 FV - B, 243  
No class 3/1

**680** Sa 8am-3pm **Almut Stephan Marino**  
April 12 – April 26 MC - SO, 108  
No class 4/19

### ServSafe Food Safety Certification Review and Retest

This class is only for those who were not successful on a recent exam. It is recommended that you study the text before coming to class. An opportunity to ask review questions will be provided before re-attempting the exam. Fee includes answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded the nationally-recognized ServSafe certificate.

**RMGT:700 | \$79**

**581** Sa 8am-3pm **Almut Stephan Marino**  
March 8 FV - B, 243

**681** Sa 8am-3pm **Almut Stephan Marino**  
April 26 MC - SO, 108



### ACE Personal Trainer Certification

Ready for a career change? Become a CERTIFIED PERSONAL TRAINER! Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training (ACE IFT®) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered and the ACE IFT Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/ GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to re-take exam. Voucher for exam must be used within 6 months of course start date. Class is not eligible for Senior Scholarship. No class 2/17, 3/10.

**PEDU:753 | \$695**

**680** M 5pm-9pm  
**Baumgartner**

Feb. 3 – April 21

**Melissa**

**Lori Patterson**  
MC - SO, 206



### APPLICATIONS AND SYSTEMS

#### Personal Computers and Technology - Introduction: In a Day

Learn the basics of using a PC in a day! Do you call yourself "computer illiterate"? Does current technology boggle your mind? Then this class is for you! Build a strong foundation for your computer skills and get familiar with other digital technologies. This course emphasizes hands-on experience using a PC to teach essential concepts and commands and develop user confidence. Basic terms regarding computer hardware, software and current technology are covered, as are basics regarding the use of computers, printers, and drives. It's a class designed for those with little or no computer skills. This class will move at a fast pace.

**COMP:701 | \$99**

**580** Sa 9am-4pm  
April 5

**Kevin Adams**  
FV - B, 125

#### Personal Computers and Technology: Introduction

Do you call yourself "computer illiterate"? Does current technology boggle your mind? Then this class is for you! Build a strong foundation for your computer skills and get familiar with other digital technologies. This course emphasizes hands-on experience using a PC to teach essential concepts and commands and develop user confidence. Basic terms regarding computer hardware, software and current technology are covered, as are basics regarding the use of computers, printers, and drives. It's a class designed for those with little or no computer skills.

**COMP:701 | \$99**

**501** W 9am-12pm  
Feb. 5 – Feb. 26

**Patti Bossi**  
SCEUC, 206

#### Ease Into Personal Computers

Do you have the desire to learn but need extra time to grasp new information? This class will move at a slower pace to allow you to become familiar with computer equipment and concepts. This is an introductory course for people with little or no computer experience.

**COMP:701 | \$99**

**300** F 9am-11:20am  
Feb. 7 – March 7

**Michelle Murray**  
WW, 206

#### Microsoft Windows 7: In a Day

Learn the basics of Windows 7 in one day! Students learn mouse techniques and examine the desktop interface; including the menu, taskbar, and standard icons. Topics include using computer, managing files and folders, using Help, working with applications, creating shortcuts, customizing the desktop, and exchanging information between applications. Prerequisite: Personal Computers Introduction class or equivalent experience.

**COMP:705 | \$99**

**C01** Sa 9am-4pm  
Feb. 8

**Corp. College, 206**

**S01** F 9am-4pm  
April 4

**Kevin Adams**  
SCEUC, 206

# Microsoft Office Specialist Certifications

## Microsoft Office Specialist (MOS) Certification for Access 2010

Master Microsoft Access 2010 and gain an edge in today's competitive job Market. Earning a Microsoft Office Specialist (MOS) certification in Access helps you differentiate yourself in today's Market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills.

**COMP:725 | \$499**

**CP1** TuTh 5pm-9pm  
March 25 – May 8

Corp. College, 206

## Microsoft Office Specialist (MOS) Certification for Excel 2010

Master Microsoft Excel 2010 and gain an edge in today's competitive job Market. Earning a Microsoft Office Specialist (MOS) certification in Word helps you differentiate yourself in today's Market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills.

**COMP:720 | \$499**

**CP1** TuTh 5pm-9pm  
Jan. 28 – March 13  
Sa 8am-4pm  
March 15

Corp. College, 208

Corp. College, 208

## Microsoft Windows 7: Introduction

Explore Windows 7 and all its user-friendly features in this course. Students learn mouse techniques and examine the desktop interface; including START menu, taskbar, and standard icons. Topics include using computer, managing files and folders, using Help, working with applications, creating shortcuts, customizing the desktop, and exchanging information between applications. Prerequisite: Windows Introduction class or equivalent experience. Class will move at a slower pace.

**COMP:705 | \$109**

**S03** W 9am-12:10pm  
March 19 – April 16

Kevin Adams  
SCEUC, 206

## Microsoft Word 2010: In a Day

Learn the basics of MS Word in one day! You'll create and save documents; enter and edit text; learn to indent, set tabs, and enhance documents; make block moves, deletes, and copies; use spell checker; find and replace text; use shortcut keys; and print. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:715 | \$99**

**S01** W 9am-4pm  
April 30

Kevin Ward  
SCEUC, 206

**C02** Sa 9am-4pm  
Feb. 22

Corp. College, 208

## New Microsoft Excel 2013: Introduction

Create spreadsheets using Microsoft Excel. Learn Excel terminology, to navigate the Excel window, and the basic characteristics of a worksheet and workbook. Enter text values and formulas, move and copy data, format worksheet appearance, and work with charts. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:720 | \$149**

**750** W 6:30pm-9:40pm  
Feb. 5 – March 5

Roy Lenox  
Kirkwood Sr. H.S., W 205

## New Microsoft Windows 8: Introduction: In a Day

Explore Windows 8 and all its user-friendly features in this course. Topics include using Start Screen, Live tiles, Hot corners, Charm Bar, Sky Drive and many others. Prerequisite: Personal Computers Introduction class or equivalent experience. This course is not for tablets or touch screen and students will use a mouse to navigate. Personal Computers Introduction class or equivalent experience.

**COMP:705 | \$109**

**S02** W 9am-4pm  
March 5

Patti Bossi  
Corp. College, 208

## Overview of Microsoft Office 2010: In a Day

Learn the basics of MS Office 2010 in one day! In this class you'll touch on the basics of Word, Excel, Access and PowerPoint spending about 1.5 hours on each application. If you need a crash course or a basic understanding of the applications in Office 2010 then this class is for you! Prerequisite: Windows Introduction class or equivalent experience.

**COMP:713 | \$89**

**C80** Sa 9am-4pm  
Feb. 15

Tracy McMurtry  
Corp. College, 206

## Overview of Microsoft Office 2010 for Business

Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, and develop PowerPoint presentations. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:713 | \$129**

**C01** F 9am-4pm  
Jan. 31

Corp. College, 208

## Introduction to Microsoft Word 2010 for Business

Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the toolbar ribbon. Leave with the skills to create a document, format, change styles and fonts, cut/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:715 | \$129**

**C01** F 9am-4pm  
Feb. 7

Cris Heffernan  
Corp. College, 206

## New Intermediate Word 2010 for Business

If you are familiar with the basics, here's your opportunity to learn the more advanced features of Word. Learn to customize the Word environment, use advanced formatting techniques, work with styles, advanced table features, create and manage large documents, and use auto text, macros, and templates. Prerequisite: Microsoft Word Introduction class or equivalent experience.

**COMP:716 | \$129**

**C01** F 9am-4pm  
Feb. 21

Cris Heffernan  
Corp. College, 208

## Microsoft Excel 2010: In a Day

Learn the basics of MS Excel in one day! In this introductory course you'll learn how to create spreadsheets for all kinds of applications including accounting, expense analysis, budgeting, etc. Topics include setting up worksheets, labeling, entering values, editing cells, copying, saving, and other commands. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:720 | \$99**

**C02** Sa 9am-4pm  
Feb. 8

Roy Lenox  
MC - BA, 208

**C80** Sa 9am-4pm  
March 8

Cris Heffernan  
Corp. College, 208

## New Microsoft Excel 2013: Intermediate

This course is a continuation of our Introduction to Excel class. Further your spreadsheet skills by managing multiple sheet workbooks, creating more complex formulas and functions, enhancing the appearance of your document, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

**COMP:721 | \$149**

**750** W 6:30pm-9:40pm  
March 26 – April 23

Roy Lenox  
Kirkwood Sr. H.S., W 205

## Introduction to Microsoft Excel 2010 for Business

In this introductory class you will learn the business basics of Excel. Topics covered include setting up worksheets, labeling, entering values, editing cells, copying, formatting, and saving. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:720 | \$129**

**C01** F 9am-4pm  
March 7

Cris Heffernan  
Corp. College, 208

## Exploring Topics in Excel: Advanced Functions, Lookup Tables, Macros, and More

Continue to expand your Excel expertise as you work with lookup tables, create macros and explore many more of Excel's advanced features. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

**COMP:722 | \$129**

**C01** F 9am-4pm  
March 21

Cris Heffernan  
Corp. College, 208



## Microsoft PowerPoint 2010: In a Day

Learn the basics of MS PowerPoint in one day! This is an introductory course in using PowerPoint to create effective graphic presentations. Learn to use word processing and drawing tools to create and edit text, logos, and artwork. Additional topics include importing clip art, using templates, and rearranging your presentation. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:730 | \$99**

C80 Sa 9am-4pm amanda Yancey  
March 22 Corp. College, 208

## Microsoft Access 2010: In a Day

Learn the basics of Access in one day! In this class you'll learn how to plan and design a database system, add, change, and delete information as well as how to create simple reports and how to query the database to find display data. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:725 | \$99**

C80 Sa 9am-4pm Cris Heffernan  
April 5 Corp. College, 208

## Introduction to Microsoft Access 2010 for Business

Learn the foundations to plan and design a database system. Learn to create and work with tables, forms, and reports; use queries; and create and maintain a database.

**COMP:725 | \$129**

C01 F 9am-4pm Cris Heffernan  
April 4 Corp. College, 208

## Intermediate Access 2010 for Business

Get the skill you need to enhance your database designs. Learn to query multiple tables for customized forms and reports, create more complex queries, and customize forms. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Excel or equivalent experience.

**COMP:726 | \$129**

C01 F 9am-4pm Cris Heffernan  
April 18 Corp. College, 208

## QuickBooks Pro 2013

This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. Topics to be covered include: setting up customer and vendor lists, entering sales and invoices, receiving payments, making deposits, handling expenses and bills, working with bank accounts, analyzing financial data, handling sales tax, and managing inventory. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:734 | \$149**

750 Tu 6:30pm-9:30pm Kerry Woodruff  
Jan. 28 - Feb. 25 Kirkwood Sr. H.S., W 200

751 W 6:30pm-9:30pm Kerry Woodruff  
March 5 - April 9 Kirkwood Sr. H.S., W 200

752 W 6:30pm-9:30pm Kerry Woodruff  
April 16 - May 14 Kirkwood Sr. H.S., W 200

## COMPUTER MAINTENANCE

### How to Tune Up a PC

Does your computer need a performance boost? You know you should keep your car in tip-top running shape, so why not do the same for your computer? In this hands-on course, you'll spend one evening learning a variety of tips and techniques to speed up Windows performance. Our user-friendly computer instructor will teach you how! Just a few examples: add more RAM, optimize your hard drive's performance with defrag and scandisk, convert to a permanent swap file, reduce the number of fonts in use, convert to FAT32, and many more. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:793 | \$25**

680 Sa 9am-12pm Patrick Karl  
April 12 MC - BA, 208

### How to Troubleshoot Your PC

This course will cover the concepts of diagnosing and troubleshooting a PC that isn't running correctly. Learn the basics of paring down issues to find what a probable cause and subsequent fix may be. Learn the basics of how the computer's components work together and how you can work with them to discover what may be causing issues that cause poor performance. Topics will include common issues with PC hardware and software and how to resolve them. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:794 | \$35**

680 Sa 8am-12pm Patrick Karl  
April 19 MC - BA, 202

## DESKTOP PUBLISHING

### Microsoft Publisher 2010: In a Day

Learn the basics of MS Publisher in one day! You will learn to design publications which are ready for printing. Topics include: importing and formatting text, inserting clip art, creating multi-column pages, using page wizard and design galley, and adding type effects. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:731 | \$99**

C80 Sa 9am-4pm Amanda Yancey  
April 12 Corp. College, 208

### Adobe InDesign CS6: In a Day

Learn the basics of InDesign in one day! In this course you will gain an understanding of the tools, menus and palettes required to produce digital page layout, including placement of text and pictures and typographic design control. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:731 | \$99**

680 Sa 9am-4pm Jane Kaiser  
March 8 MC - BA, 202

### Adobe Illustrator CS6: In a Day

Learn the basics of Illustrator in one day! In this course you will gain an understanding of creating vector art objects or typographic designs for print, as well as the tools, menus and palettes required to create and edit vector art object and typographic designs using color on layers. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:752 | \$99**

C80 Sa 9am-4pm Jane Kaiser  
May 3 Corp. College, 208

## Adobe Photoshop CS6: In a Day

Learn the Basics of Adobe Photoshop in one day! You will learn how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Cloning. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:755 | \$99**

680 Sa 9am-4pm Zak Zych  
March 29 MC - BA, 203

C80 Sa 9am-4pm Zak Zych  
April 26 Corp. College, 206

## Adobe Photoshop CS6: Introduction

This course, utilizing Adobe Photoshop CS6 software, shows students how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:755 | \$129**

C50 Th 6pm-9pm Zak Zych  
Feb. 6 - Feb. 27 Corp. College, 206

## Adobe Photoshop CS6: Intermediate

Adobe Photoshop CS6 Intermediate covers advanced techniques of the concepts learned in the introductory class, along with Channels, Sharpening, Actions, Advanced Filters, Color control, and Basic Web Graphics Creation. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class.

**COMP:755 | \$129**

C51 Th 6pm-9pm Zak Zych  
March 20 - April 10 Corp. College, 206

## Adobe Photoshop CS6: Advanced

Adobe Photoshop CS6 advanced builds on the skills learned in the beginning and intermediate classes covering subjects including the Brush Engine, Displacement Maps, Channels, Sharpening, Actions and Shadow and Highlight adjustments. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Intermediate class.

**COMP:755 | \$135**

C52 Th 6pm-9pm Zak Zych  
April 17 - May 8 Corp. College, 206

## MOBILE BASICS

### New Mobile Applications Android

This course provides an overview of the basic principles and strategies for developing Android mobile applications. The course introduces students to all aspects of Android (beyond the code itself) and describes the components used to build applications. Students gain the skills and knowledge needed to write Android applications. This course is taught in a hybrid format with both on-line learning activities and hands-on, instructor facilitated lab activities. Labs will be held on 3/5, 3/19, 4/2, 4.16.

**COMP:798 | \$329**

C01 W 6:30pm-9pm  
March 5 - April 16 Corp. College, 209

## **New** Cloudy with a Chance of Confusion

What is this cloud everyone keeps talking about and where is it? The cloud is everywhere and more and more people are using it for their personal computing needs. In fact, there is a good chance you are already using it and don't even know. Come to this class to find out more.

**COMP:742 | \$25**

**C01** F 9am-12pm  
March 7

**Rachel Bufalo**  
Corp. College, 206

## **Learn the Basics of an iPad**

Did you finally break down and purchase an iPad only to discover that you can barely use it? Come to this class to learn the basics and functionality of an iPad. Please note universal functions of the iPad platform will be taught and that specific "apps" may vary from iPad to iPad. Students must bring their own iPad to the class. This class will only discuss the Apple iPad. Other tablet devices will not be covered.

**COMP:765 | \$25**

**S50** W 6pm-9pm  
Feb. 5

**Jeffrey Morgan**  
SCEUC, 206

**C80** Su 12:30pm-3:30pm  
April 13

**Jeffrey Morgan**  
Corp. College, 211

## **Learn the Basics of an iPhone**

Did you finally break down and purchase an iPhone only to discover that you can barely use it? Come to this class to learn the basics and functionality of an iPhone. Please note universal functions of the iPhone platform will be taught and that specific "apps" may vary from phone to phone. Students must bring their own iPhone to the class. This class will only discuss the Apple iPhone. Other smart phone devices will not be covered.

**COMP:765 | \$25**

**680** Sa 9am-12pm  
Feb. 15

**Jeffrey Morgan**  
MC - SW, 210

## **Android Smart Phone Basics**

Did you finally break down and purchase an Android smart phone only to discover that you can barely use it? Come to this class to learn the basics and functionality of an Android smart phone. Please note universal functions of the Android Operating system will be taught and that specific "apps" may vary from phone to phone. Students must bring their own Android phone to the class. This class will only discuss Android phones. Other smart phone devices will not be covered.

**COMP:765 | \$25**

**650** Sa 9am-12pm  
March 22

**Robert Lewis**  
MC - BA, 208

**681** Sa 9am-12pm  
May 3

**Patrick Karl**  
MC - BA, 208

## **NETWORKS AND SECURITY**

### **How to Network Computers**

Learn how to create a computer network. Prerequisite: Windows Introduction class or equivalent experience. Bring a USB flash drive.

**COMP:792 | \$25**

**580** Sa 9am-12pm  
April 26

**Robert Lewis**  
FV - B, 120

## **Combatting Viruses, Spyware and Other Malicious Software**

Learn how to deal with the great plague of our time, Malware. Short for Malicious Software, Malware is a constant threat to any computer that has Internet access. Malware encompasses such malefactors as Spyware, Viruses, Worms and Spam, among many others. Is your computer running slower than when you bought it, even with upgrades? Chances are you have some form of Malware on your system. Find out about the tools and practices available to keep your computer running in tip-top shape and Malware free! Prerequisite: Windows Introduction class or equivalent experience

**COMP:795 | \$49**

**580** Sa 8:30am-12:15pm  
May 3 - May 10

**Robert Lewis**  
FV - B, 120

## **PERSONAL COMPUTING**

### **Introduction to Craigslist**

Craigslist is a fantastic website and provides a wonderful community service to cities all over the United States. This site is about more than just buying and selling. Come find out what all of the hype is about! Prerequisite: Windows Introduction class or equivalent experience.

**COMP:742 | \$25**

**S51** Tu 6pm-9pm  
May 6

**Rachel Bufalo**  
SCEUC, 207

**C04** F 9:30am-12:30pm  
Feb. 28

**Rachel Bufalo**  
Corp. College, 206

### **Introduction to eBay: Buying and Selling**

Come join the millions buying and selling on eBay. This hands-on course will teach you: to choose a UserID, to search for items, to bid, win auctions, to sell items-including fees, to add a picture, to complete a sale, ship and what to do if an item doesn't sell. Look at other eBay issues: safety measures, feedback, what to do if you receive "spam" from eBay and keeping updated on changes. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:742 | \$49**

**S52** Tu 6:30pm-9pm  
Feb. 25 - March 4

**William Bearden**  
SCEUC, 207

### **Keyboarding: Learn to Type on the Computer**

Do you use the hunt and peck method of typing? Keyboarding skills are essential fundamentals for all computer software applications. Learn where each key is and how to type more efficiently. Increase speed and accuracy. You will learn correct hand positions and how to use the alphabetic, numeric, symbol and shortcut keys. No class 3/17.

**COMP:702 | \$109**

**780** M 7pm-9pm  
Feb. 24 - May 5

**Helen Ralston**  
Lindbergh Sr. H.S., 107

### **Photoshop Elements 9: Basic Overview**

This entry level course will introduce you to the basics of this incredible program. First we will learn the terminology of the program. Then we will touch on the "organizer" feature of Elements and learn what it does and what it can do for you. Next you will launch into the "editor" section including the tool bar and palette and edit a photo with basic techniques. Finally, we will embark on the "create" section and catch a glimpse of its amazing creativity. This course is designed to prepare you for the specialty classes of Adobe Elements. Prerequisite: Windows Introduction class and Digital Pictures Introduction class or equivalent experience.

**COMP:755 | \$59**

**S50** Tu 6pm-9pm  
April 1 - April 15

**Rachel Bufalo**  
SCEUC, 207

## **Photoshop Elements 9: Special Techniques and Retouching Faces**

Bye-bye crow's feet! Want whiter teeth? No problem! Look fantastic in every picture from now on. In this course you'll learn the basics such as removing red-eye and blemishes to more advanced techniques such as making the subject thinner with a smaller nose! Learn to remove unwanted objects, make a photo black and white or sepia and put someone's head on a different body and more! This course will use the "editor" portion of Elements 9. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

**COMP:755 | \$39**

**S51** Tu 6pm-9pm  
April 22 - April 29

**Rachel Bufalo**  
SCEUC, 207

## **PRODUCTIVITY**

### **Internet Research and Investigations: Public Records**

Explore a wide range of public records on the internet. We'll look at real estate records, criminal records, court judgements, Marriages, births, deaths, etc. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful.

**COMP:742 | \$29**

**680** Su 12:30pm-3:30pm  
Feb. 9

**Jean Bradley**  
MC - BA, 216

**681** Su 12:30pm-3:30pm  
April 27

**Jean Bradley**  
MC - BA, 216

## **SOCIAL NETWORKS**

**New**

## **NISM Social Media Certification**

Ready to take your marketing skills to the next level? Get hands-on training in this rapidly evolving industry and increase your employment value through our new Social Media Certification course! Designed to give you the knowledge and skills necessary to be proficient in strategic social media methodologies and prepare for the NISM Social Media Strategist certification examination. Fee includes cost of exam, textbook, worksheets, and all other course materials. Additional fee to retake exam. Candidates must meet the following requirements and pass the exam to earn the certification: minimum of an Associate's Degree or two years of business experience related to social media. Registration/Withdrawal deadline 2/26. No refund after that date.

**COMM 720 | \$1,295**

**CD1** W 6pm-9pm  
March 5-May 7

Corp. College, 208

### **Free Information Session**

Get more information on our new Social Media Certification course through this FREE Information Session! All participants must register.

**COMM 720 | No Fee**

**C50** W 6pm-7pm  
Feb. 19

Corp. College, 208



## Facebook

Facebook has over one billion users! That means one out of every seven people in the WORLD are on Facebook! In a few more years communicating on this social networking site will be as second nature to you as email. Don't get left in the dust. Come and learn how to navigate this fun and exciting site! Prerequisite: Windows Introduction class or equivalent experience.

**COMP:742 | \$25**

550 Tu 5:30pm-8:30pm  
Feb. 18

Rachel Bufalo  
FV - B, 125

550 Tu 6pm-9pm  
May 13

Rachel Bufalo  
SCEUC, 207

## Facebook for Business

Facebook is proving to be a powerhouse tool for small and large businesses everywhere. Come to this class to learn how to utilize Facebook to grow and promote your business. This class will not cover the functionality of Facebook for personal use and students should already have a basic knowledge of Facebook prior to class. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:742 | \$25**

C03 F 9am-12pm  
March 21

Rachel Bufalo  
Corp. College, 206

## Build Your Business with Pinterest

Here's a news flash: Pinterest already beats Facebook for the number of purchasing customers it sends to retail sites, according to a recent Social Shopping 2012 survey. Designed in the style of a digital corkboard, Pinterest users can pin images and videos they find on the web to themed pages called boards. Other users can then re-pin images to their own boards, give it a "like", or add a comment. Unlike other networks such as Twitter, Pinterest is a major driver of e-commerce traffic. A recent Bizrate Insights survey found 32% of north American buyers bought a product after seeing it on a social site such as Pinterest. Come to this class and find out what its all about! Prerequisite: Windows Introduction class or equivalent experience.

**COMP:742 | \$25**

C02 F 9am-12pm  
April 4

Rachel Bufalo  
Corp. College, 208

## WEB DEVELOPMENT

### Ease into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience. This class will move at a slow pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

**COMP:745 | \$109**

550 Th 6pm-9pm  
March 20 - April 3

Jerry Bearden  
SCEUC, 207

## Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience and Basic Introduction to WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

**COMP:745 | \$99**

551 Th 6pm-9pm  
April 10 - April 17

Jerry Bearden  
SCEUC, 207

## Optimizing WordPress for Your Business

Take your basic WordPress site to the next level! Learn more advanced techniques such as template optimization, site customization and search engine optimization. Prerequisite: Windows Introduction class and Create Your Own Website with WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

**COMP:745 | \$39**

C02 W 9am-12pm  
Feb. 12

Jerry Bearden  
Corp. College, 208

552 Th 6pm-9pm  
April 24

Jerry Bearden  
SCEUC, 207

## Web Development Certificate

Our exceptional course is intense and comprehensive. You'll learn how to develop websites using two methods: 1) hand-coding HTML using a text editor and 2) using a powerful design and development tool, Dreamweaver CS6. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class. No class 3/12.

**COMP:745 | \$299**

553 W 5:30pm-9:30pm  
Feb. 26 - April 30

Donna Peck  
SCEUC, 209

## CONSTRUCTION AND INDUSTRIAL TECHNOLOGIES

### CONSTRUCTION

#### Blueprint Reading for Construction Trades

The Blueprint Reading for Construction Trades course provides students with a basic overview of blueprint reading concepts. This introductory-level course reviews the key concepts applicable to reading blueprints generated for a variety of skilled trade and technical applications, including carpentry, electrical systems, plumbing systems, and sprinkler fitting systems in light commercial and residential construction. This is a hybrid course taught through on-line learning lectures and in-class lab activities. Labs will meet on 2/10, 2/24, and 3/10.

**CONS:718 | \$329**

C01 M 6:30pm-8:30pm  
Feb. 10 - March 10 Corp. College, 211

### INDUSTRIAL ENGINEERING

#### Composites Fabrication

This class covers the composite fabrication aspect of aircraft production as well as other applications using composite materials (carbon fiber) - material control, mold preparation, lay-up, vacuuming bagging, curing process.

**IENG:702 | \$299**

5C1 W 6:30pm-9:30pm  
Jan. 29 - Feb. 26

CWI, 128

#### Control Logix and PLCs

This course provides a thorough, hands-on familiarity with RSLogix5000 software and ControlLogix System. This course covers programming and details that allow for optimal use of a ControlLogix system. This session includes an overview of a ControlLogix System, wiring, tagging/addressing and ControlLogix functionality. Students will have the opportunity build comfort with the RS5000 software, utilize learned troubleshooting tools and develop strategies necessary to demonstrate troubleshooting ability. This class provides students with knowledge and concepts of, DataHighway+, Ethernet and Remote I/O networks components and functionality as it relates to a ControlLogix system. This class does not cover motion control instruction sets.

**IENG:701 | \$589**

To be offered Spring 2014. For more information call 314-539-5730.

### OSHA

#### 10 Hour OSHA Construction Health and Safety Training Certification

This course meets the required laws for working on public job sites. Led by an OSHA certified trainer the course covers the mandated OSHA topics including OSHA regulations, general health and safety, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, etc. Upon successful completion students will receive the 10 hour OSHA course completion card. Class meets Thursday evening and Saturday.

**CONS:736 | \$119**

C01 Th 5pm-9pm  
Jan. 30  
Sa 8am-3:30pm  
Feb. 1

Patricia Dalton  
Corp. College, 209  
Corp. College, 209

## 10 Hour OSHA General Industry Certification

This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive an OSHA card after completion of the course. Class meets Thursday evening and Saturday.

**CONS:736 | \$119**

**C02** Th 5pm-9pm **Patricia Dalton**  
Feb. 20 *Corp. College, 209*  
Sa 8am-3:30pm  
Feb. 22 *Corp. College, 209*

## 30 Hour OSHA Construction Safety and Health Certification Completion

This is a 20 hour completion course for those who have completed OSHA 10 Hour Construction Health and Safety Certification within the past six months and wish to pursue the OSHA 30 Hour Certification. Class meets four times - Thursday evenings 3/20 and 4/3 and Saturdays 3/22 and 4/5.

**CONS:736 | \$239**

**C03** Th 5pm-9pm **Patricia Dalton**  
March 20 – April 3 *Corp. College, 209*  
Sa 8am-3:30pm  
March 22-April 5 *Corp. College, 209*

## SUSTAINABILITY

### **NEW! Build Your Energy Star Portfolio Manager**

You've heard it before: you can't manage what you don't measure. The U.S. Environmental Protection Agency's ENERGY STAR Portfolio Manager is an online, interactive energy management tool that allows you to measure and track your building's energy and water consumption, identify investment priorities, and verify improvements over time. All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type. All you need are your energy bills and some basic information about your building to get started. During this hands-on workshop, participants will utilize information they bring about their building to establish their building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. Continental breakfast included.

**CONS:701 | \$45**

**C01** Tu 7:30am-9:30am **Randall D. Lewis, D. Mgt.**  
March 25 *Corp. College, 213*

## **NEW! Solar Courses = NABCEP Certified Courses**

STLCC is now offering North American Board of Certified Energy Practitioners North (NABCEP) approved solar training courses, from beginner to advanced levels. Simply curious to know more about solar energy? Register for Solar Basics. Perhaps you require more in-depth knowledge to begin or advance your career in solar. Need training for your current employees, or are looking to expand your business into solar? If this sounds like you, register for the series of solar courses listed here and be eligible to take the NABCEP Photovoltaic Entry Level Exam. If you complete these courses, you will also receive 34 advanced CEUs. Don't let this moment pass you by. Now is the time to start making a change in the world and yourself.

### **Solar Basics**

In this course students will learn about electrical basics, photovoltaics, solar energy fundamentals, introduction to photovoltaic sizing, solar energy Markets, and safety basics. Students will be introduced to basic photovoltaic equipment. This course will prepare students for other solar classes and introduce students to the path to NABCEP certification. Students should have fundamental mathematical and mechanical skills. Text included.

**CONS:721 | \$199**

<b>5C1</b> TuTh 5pm-8pm	<b>Jeffrey Foster</b>	Jan. 28 – Feb. 6	FV - CWI, 120
<b>5C6</b> MW 5pm-8pm	<b>Jeffrey Foster</b>	Feb. 24 – March 5	FV - CWI, 120

### **Solar Site Survey**

In this course students will learn how to assess potential installation sites for their solar energy potential. Students will gain hands on experience with roof layout, shading analysis with Solar Pathfinder, calculation of energy production for specific sites, and calculation of load estimations. Prerequisite: Solar Basics course. Text included.

**CONS:721 | \$179**

<b>5C2</b> TuTh 5pm-8pm	<b>Jeffrey Foster</b>	Feb. 11 – Feb. 18	FV - CWI, 120
<b>5C7</b> MW 5pm-8pm	<b>Jeffrey Foster</b>	March 17 – March 26	FV - CWI, 120

### **Photovoltaic System Components**

In this course students will learn about photovoltaic system components and how they interact with each other. Students will be introduced to solar modules, charge controllers and inverters, batteries, and photovoltaic mounting and racking systems.

**CONS:721 | \$149**

<b>5C3</b> TuTh 5pm-8pm	<b>Jeffrey Foster</b>	Feb. 20 – March 6	FV - CWI, 120
<b>5C8</b> MW 5pm-8pm	<b>Jeffrey Foster</b>	March 31 – April 14	FV - CWI, 120

### **Photovoltaic System Build**

In this course students will use the information learned in Solar Basics, Site Survey and Photovoltaic System Components to participate in a hands-on photovoltaic system build project. We will build a full string inverter system and modules on a mock roof, and a ballasted racking system with micro-inverters.

**CONS:721 | \$99**

<b>5C4</b> TuTh 5pm-8pm	<b>Jeffrey Foster</b>	March 18 – March 20	FV - CWI, 120
<b>5C9</b> MW 5pm-8pm	<b>Jeffrey Foster</b>	April 21 – April 23	FV - CWI, 120

### **Advanced PV Sizing, Electrical Design**

In this course students will learn how to equate temperature differences using temp coefficients for string sizing, as required by the National Electric Code. There will be exercises in proper wire sizing, overcurrent protection sizing and system sizing for stand-alone and grid-tied systems. We will also be covering important National Electric Codes pertaining to Photovoltaics. This course will also include basic troubleshooting techniques.

**CONS:721 | \$189**

<b>5C5</b> TuTh 5pm-8pm	<b>Jeffrey Foster</b>	March 25 – April 10	FV - CWI, 120
<b>5W1</b> MW 5pm-8pm	<b>Jeffrey Foster</b>	April 28 – May 14	FV - CWI, 120





# GENERAL INFORMATION

Enrollment in classes within this brochure, except for youth section classes, is limited to persons 16 years or older.

## Accommodations Statement

St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities. If you have accommodation needs, please contact the Continuing Education Access office at least six weeks prior to the start of class to request accommodations. Event accommodation requests should be made with the event coordinator at least two working days prior to the event. Documentation of disability may be required. Contact Anne Marie Schreiber at 314-984-7704.

## Students Rights and Responsibilities

All students are responsible for adhering to college policies and procedures. Please refer to [www.stlcc.edu/Document\\_Library/FactFinder.pdf](http://www.stlcc.edu/Document_Library/FactFinder.pdf) to review and/or download a copy of the Fact Finder Student Handbook including student rights and responsibilities or call the Continuing Education office.

## Postponement/Cancellation Due to Inclement Weather

Occasionally, continuing education classes are cancelled due to inclement weather. Cancellations will be broadcast on KMOX-AM (1120) and on KMOV-TV, KSDK-TV and KTVI/Fox 2. When St. Louis Community College cancels classes, off-campus classes are also cancelled. In addition, when a particular host school district or institution closes, the continuing education classes at that location will not meet.

## Refund of Fees

Since continuing education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. The college reserves the right to cancel if sufficient enrollment is not achieved. Registrants will be notified by phone or mail if a class is cancelled. Full refunds will be issued for classes cancelled by the college.

If you drop a class, you will receive a 100 percent refund for most classes if the class is dropped one business day before the first meeting. A 50 percent refund will be given for most classes dropped between one business day before the first class meeting and prior to the second meeting of the class. See the course schedule for classes (such as daytrips) that require notice beyond one business day for cancellation and eligibility for a refund.

Requests of withdrawals should be submitted in writing to the Continuing Education office. Calculation of refunds will be based on the date the written request is received by the office. If you have a situation that warrants an override of the above policy, an explanation of the circumstances should be made in writing to the Continuing Education office. Refunds should be received within 30 days.

## Fee Reduction for Older Adults

Older adults (those 60 years and older) may enroll in most courses for a reduced fee. This reduction is half the price of the class fee only, plus whatever material costs are associated with the class. Material costs include fees for expenses such as books and materials, facility usage, tour and travel costs, computer lab usage, online courses, food supplies and other items needed for the class. NOTE: Those wishing to take advantage of this fee reduction must do so at the time of registration. Before registering, please contact the Continuing Education office to see if your course contains a material fee.

## Senior Citizen Scholarship

Missouri residents who are at least sixty-five years of age will be awarded a scholarship to be exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of \$5 per course to a maximum of \$25 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

## Safety and Program Guidelines for Youth Classes

All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education, must be accompanied to and signed-in at the beginning of each program session by a responsible party. In addition, a responsible party must also meet the participant at the end of the session and sign them out. Appropriate behavior is expected. Students may be disenrolled for misbehavior.

## Unattended Children

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, library or common areas. The college reserves the right to protect the safety and welfare of unattended children. If students leave children unattended, the college will institute disciplinary action.

**Textbooks** — can be purchased at the campus bookstores.

## Library and Computer Lab Privileges

If you are registered in continuing education courses, you may enjoy library and computer lab privileges by showing your student ID. To obtain a student ID take your paid fee receipt to the Campus Life office and the personnel there will provide you with one.

## Firearms on College Property

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on college property (including college buildings and grounds leased or owned by the college-college athletic fields and parking lots) or in any college van or vehicle or at college-sponsored activities. College employees, students and visitors who hold concealed carry endorsements as allowed by Missouri law may not carry or bring any firearms, visible or concealed, on college property, owned or leased or at any college activities.

## Notice of Non-Discrimination

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. For information contact:

### Corporate College

Lesley English-Abram, Manager, Community Services  
STLCC Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044  
314-539-5480

### Cosand Center/Employment

Patricia Henderson, Senior Manager of Employment  
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5214

### Florissant Valley

Joe Worth, Vice President, Student Affairs  
3400 Pershall Road, St. Louis, MO 63135-1408, 314-513-4250

### Forest Park

Thomas Walker, Jr., Vice President, Student Affairs  
5600 Oakland Avenue, St. Louis, MO 63110-1316, 314-644-9212

### Meramec

Linden Crawford, Vice President, Student Affairs  
11333 Big Bend Road, St. Louis, MO 63122-5720, 314-984-7609

### Wildwood

Marilyn Taras, Director of Student Affairs  
2645 Generations Drive, Wildwood, MO 63040-1168, 636-422-2004

### Section 504/Title II Coordinator

Dr. Donna Dare, Vice Chancellor of Academic and Student Affairs  
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5285

# Registration is Easy!!!



## Mail

Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:

**STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044**

Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777.



## In Person at STLCC Continuing Education Offices M-F 8:30 am - 4 pm

### Meramec

802 Couch Avenue  
St. Louis, MO 63122

### Florissant Valley

At the Center for Workforce Innovation  
3400 Pershall Rd., Ferguson, MO 63135

### Forest Park

Forest Park, G Tower-320-322  
5600 Oakland Ave., St. Louis, MO 63110

You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.



## By Phone

*Call to complete your registration by charging fees to MasterCard, Visa, American Express or Discover.*

## Telephone: 314-984-7777

*Before calling to register, have this information ready:*

1. Course Title / Course Code (letter prefix with number) / Section Number

2. Student Contact Info (name / address / email/phone number)

3. Student Number or UIN

4. Credit Card Number with Expiration Date



## Online: [www.stlcc.edu](http://www.stlcc.edu)

Visit our website and click on the "Continuing Education" link — where you can view current class offerings and to register for classes.

Enrollment in classes within this brochure, except for youth section classes, is limited to persons 16 years or older.

**Registration Deadline** – All non-credit courses are limited in enrollment. Advanced registration is required.

**Automatic Bank Payment (ACH)** – All checks will be converted to an electronic Automated Clearing House (ACH) transaction whether the payment was made in person or mailed.

## Mail-In

**Registration form** *Please print in ink.*

*Please register me for the following courses:*

Course Code	Section	Course Title	Day/Time	Fees
<b>Total</b>				

☐ Male ☐ Female

Senior Citizen?

☐ Yes ☐ No

### Check Payment:

*Please make checks payable to St. Louis Community College, and mail with form (address above).*

### Credit Card Payment: Charge fees to:

- ☐ MasterCard  
☐ VISA  
☐ Discover  
☐ American Express

Email Address: \_\_\_\_\_

UIN or Student#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address: \_\_\_\_\_  
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

CARD NUMBER Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_