

Spring 2017

Professional Development



Work Smart!



St. Louis Community College
Continuing Education

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

stlcc.edu/ce

Essentials Training

Professional *Essentials*

Project Management and Lean Six Sigma

Project Management Orientation

This free session is designed to provide information to individuals interested in obtaining the 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.

BPCT:703 | No Fee

C80 Sa 9am-12pm
March 4

Dirk Lupien
Corp. College, 207

Earn a credential that will increase your value in the job market and help you to develop new skills. St. Louis Community College Continuing Education will help you take your career to the next level and maintain your competitive edge!

Lean Six Sigma Green Belt

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt for professional development, this course is appropriate for you. We blend classroom instruction and online modules. 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. Materials included in cost of course. Students successfully completing this training will receive their LEAN Six Sigma Green Belt award of completion and 45 hours of instruction. This training includes an 18-hour capstone simulation project on the last two Wednesday sessions and two 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. Class meets Wednesdays 2/15, 2/22, 3/1, 3/8, 3/15, 3/22, 3/29, 4/5, 4/12, 4/19 and Saturdays 4/15, 4/22. Class is subject to cancellation if minimum enrollment is not met by 2/7. No refunds after this date unless class is cancelled.

BPCT:701 | \$1,899

CD1 W 6pm-9pm
Feb. 15 - April 19
Sa 8:30am-4:30pm
April 15-22

Pat Dalton
Corp. College, 207

Corp. College, 203 & 207

Lean Six Sigma Green Belt to Black Belt

Designed for individuals who have completed the LEAN Six Sigma Green Belt course, where participants learned how Lean Six Sigma methods and tools focused improvement efforts to drive significant improvements in speed, quality, profitability, productivity, defects, and variations. Lean Six Sigma projects follow a methodology which has been proven to work well in all business operations including operation, administrative and service. This Lean Six Sigma Black Belt course will bring all of this together to help you become a process facilitator, natural leader, and astute problem solver who are data-driven, bottom-line agents for achieving complex project breakthroughs and powering organizational changes. The course will require pre-work to assist with a concurrent class project. Students will be required to come to the course with a pre-selected project (demonstrated with a signed project charter) that can allow them to go through the DMAIC process and show improvement demonstrating understanding of the Six Sigma Black Belt Body of Knowledge (BOK). Training includes completing with a passing grade online instruction modules outside of class. You will be required to purchase a six month mini-tab software license at an additional cost of approximately \$29.99 and load onto a laptop which is required for class exercises. For individuals wanting additional assistance with statistics, a suggested book will be discussed in class. Participants will need to purchase on their own if interested. Class meets 10 Wednesday sessions: 3/1, 3/8, 3/15, 3/29, 4/5, 4/12, 4/19, 5/3, 5/10, 5/17. No class 3/22, 4/26. Registration by 2/22 is encouraged. No refunds after this date unless class is cancelled.

BPCT:701 | \$1,899

CD2 W 6pm-9pm
March 1 - May 24

Jesse Stevenson
Corp. College, 209

Project Management

Project managers are in demand 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 of 35 hours that is 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 presented by a Registered Educational Provider (REP). Class meets Thursdays: 3/30, 4/6, 4/13, 4/20, 4/27 and Saturdays: 4/8, 4/15, 4/22. Lunch provided on Saturdays. Class is subject to cancellation if minimum enrollment is not met by 3/22. No refunds after this date unless class is cancelled.

BPCT:703 | \$1,799

CD1 Th 6pm-9pm
March 30 - April 20
Sa 8:30am-4:30pm
April 8-22
Th 6pm-9pm
April 27

Dirk Lupien
Corp. College, 207

Corp. College, 207

Corp. College, 206

Listening Beyond the Words: Building Communication Skills

Ineffective listening can block the success of any business. Are you hearing your customers' needs and desires? Are your relationships with colleagues and co-workers harmonious? Learn to build skills that enhance your working and personal relationships. Class will focus on the fundamentals of effective listening and eliminating defensiveness in the communication process. You will discover blocks hindering good listening, build positive interaction, in-depth listening skills and appropriate feedback. Lunch on your own.

BUSN:713 | \$69

C01 W 9am-4pm
March 22

Jean Walters
Corp. College, 207

Your Emotional Intelligence and Why it Matters

Your IQ will get you in the door, but it's your emotional intelligence (EI), your ability to connect and manage the emotions of yourself and others, that will determine how successful you are in your professional and personal life. Emotions are all around us, and it's important to understand how to control them to cultivate productivity and positive relationships. In this interactive course, you'll learn the domains of the emotional intelligence model and how to effectively apply these core competencies in the workplace and beyond for optimum success and to enhance your skills.

BUSN:713 | \$39

C02 W 9:30am-12:30pm
March 1

Corp. College, 207

Present with Poise, Power and Punch

Want to overcome nervousness and deliver your best presentation ever? In this presentation skills course, a leadership coach and professional development expert will assist you in gaining techniques to improve your ability to confidently communicate effectively, persuasively and with presence using your own style. You'll learn how to use body language for impact and discover ways to keep the attention of your audience. You'll also learn how to develop and organize your presentation in an easy framework and respond to challenging questions.

BUSN:732 | \$35

C01 Tu 9am-11:30am
March 7

Corp. College, 207

Time Management for Your Personal Best

Are you stressed with the amount of work you have to complete each day? Do interruptions and small tasks disrupt your work flow? Learn to increase the efficiency and quality of your work through better organization, planning and prioritizing each day's activities in a more effective, productive manner. Instructor will share the essential skills necessary to maintain quality work and keep you on track while juggling and prioritizing deadlines.

BUSN:793 | \$29

C01 Tu 9am-11am
Feb. 21

Corp. College, 207

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 a focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea, the core competency everyone 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.

BUSN:714 | \$39

C01 Sa 8:30am-12pm
Feb. 25

James Lombardo
Corp. College, 207

Flawless Consulting

Flawless consulting affirms the notion that authentic behavior and personal relationships are the key to achieving technical and business success. By demonstrating your ability to be truly authentic at each step in the process, as a consultant, you can aim toward creating workplaces that are more collaborative and ultimately more successful. Through interactive discussions, you will learn the elements needed to achieve flawless consulting whether you are an internal or external consultant. Topics will include:

- Techniques are not enough
- The agonies of contracting
- Understanding resistance
- Dealing with resistance
- Preparing for feedback
- The elements of engagement
- The heart of the matter
- Getting your expertise used
- And more.

BUSN:765 | \$39

C01 Sa 8:30am-12pm
April 1

James Lombardo
Corp. College, 209



Small Business *Essentials*

Business Start-Up

Starting your Own Business - Legal Issues

As a small business owner, you are subject to some of the laws and regulations that apply to large corporations. This class will help you understand which requirements apply to your business. It will cover establishing a corporation, partnership or LLC, as well as introducing the law of marketing, employment, copyright and trademark, privacy, contracts, tax and other regulations. Taught by an attorney.

BUSS:701 | \$29

450 M 6pm-8pm
April 17

Amy Hereford
FP - G Tower, 113

Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, you need to know how to protect your trademark, copyright and patent 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.

BUSS:734 | \$55

680 Sa 8:30am-1:30pm
March 4

Morris Turek
MC - SO, 109

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, record keeping and information management, marketing, financing and resources. Program is offered in partnership with the Small Business and Technology Development Center.

BUSS:701 | \$59

680 Sa 9am-12pm
Feb. 18 - Feb. 25

Lynette Watson
MC - SO, 108

681 Sa 9am-12pm
April 1 - April 8

Lynette Watson
MC - BA, 124

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. Please bring a laptop or electronic device to class for working on your business plan. Program is offered in partnership with the Small Business and Technology Development Center.

BUSS:702 | \$99

650 Th 6pm-9pm
March 23 - April 13

Lynette Watson
MC - BA, 122

Business Start-Up Skills for Artisans and Crafters: Make 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? Get ready for the upcoming spring season and 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. Bring a notebook and pen to class.

BUSS:701 | \$35

650 Th 6pm-9pm
April 6

Michelle Ochonicky
MC - SO, 204



Finance

Understanding Accounting: An Introduction

Designed for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this introductory 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. Students may bring a sack lunch/drink to class.

BUSS:741 | \$39

680 Sa 9am-1pm
March 4

Bill Dorr
MC - BA, 112



Career Essentials

Discover Your Career Passion

You spend a good part of your life expressing through work and career. For that reason, it is important to discover a path that offers joy and value in what you do. In this class, we'll help you to convert that passion into a career path through the use of worksheets and discussions. You have always known what you love, now discover your career passion.

CPDV:702 | \$49

650 Tu 7pm-9:30pm
Feb. 28 - March 7

Jean Walters
MC - BA, 114

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 of 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

651 W 6:30pm-9pm
March 1

Laurie Hawkins
MC - SO, 205

Resume Workshop: Impress Potential Employers

Attend this interactive resume writing workshop on how to develop an effective resume for today's job market. Learn how to provide a great first impression to obtain the job interview, how to advertise your qualifications focusing on the kind of work you can do and want to do, highlight your most important accomplishments and focus on the link between the company needs and the benefits you will provide.

CPDV:704 | \$29

650 M 6pm-9pm
March 6

Laurie Hawkins
MC - BA, 124

450 W 6pm-9pm
March 22

Laurie Hawkins
FP - G Tower, 113

Interviewing: Learn How to Shine

Approach your next interview with more confidence and success. The interview is your chance to shine and to show the employer that you are the right candidate for the job. Even if you are well qualified and generally self-assured about your abilities, you need to be prepared and be able to confidently answer questions. Come learn how to prepare for the interview, watch a video with examples, and review sample questions and answers.

CPDV:703 | \$25

650 Th 6pm-8:30pm
March 30

Laurie Hawkins
MC - BA, 112

Plus 50: Employment - Purpose, Process and the Payoff

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:702 | \$55

651 Th 6pm-9pm
April 6 - April 13

Edwin Penfold
MC - CN, 221

Plus 50: 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 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. Bring a sack lunch.

CPDV:702 | \$65

680 Sa 9am-4pm
Feb. 18

Carol Watkins
MC - SO, 109

681 Sa 9am-4pm
May 6

Carol Watkins
MC - SO, 109

Nonprofit *Essentials*

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 time-lines 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 8

Amy Hereford
MC - SO, 111

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 8

Amy Hereford
MC - SO, 111

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. Students will learn methods to start a grant maker relationship, key elements of proposals and tips for developing a successful grant. Lunch on your own. Bring a 1-inch, 3-ring binder to class.

NPAD:701 | \$59

680 Sa 9am-4pm
March 11

Jennifer Bush
MC - SO, 107

Maximizing the Volunteer's Experience

Volunteers are the lifeblood of nonprofits. But if volunteers feel underutilized, unappreciated, or unnecessary they will quickly leave the organization. Join Richard Cohrs, retired District and Congregational Relations Manager for Lutheran Hour Ministries-North America Volunteer Opportunities and learn to maximize the volunteer's experience and their desire to stay involved in your organization. Topics will include job descriptions, recruitment, orientation, training, supervision, evaluation and recognition.

NPAD:710 | \$25

650 Th 6:30pm-8:30pm
March 9

Richard Cohrs
MC - SO, 109

Industry, Quality & Safety

Drones

Introduction to Drones

Designed to provide information to individuals interested in the drone industry. You'll learn how these robotic vehicles operate, the history, manufacture and the current use of drones in law enforcement, agriculture, aerial photography and more! Discussion will also focus on requirements to build and regulations to fly drones. You'll also have the chance to fly a quadcopter simulator.

ENGR:706 | \$19

5C1 Tu 6pm-8pm
March 21
680 Sa 10am-12pm
March 4

Jack Beetz
FV - CWI, 136
Jack Beetz
MC - SO, 108

Drones for Hobbyists and Entrepreneurs

Class meets Tuesdays and Thursdays. A series of 14 UAV (Unmanned Aerial Vehicles) presentations along with videos will be introduced in class. These include the history of UAVs, airspace restrictions, privacy issues, employment opportunities, current manufactures, FAA requirements as well as specifics to the small UAVs including as basic electricity, batteries, safety, GPS, motors, autopilots, ground stations and more. In addition, students will have the opportunity to become proficient in flying small quadcopters using a computer based simulator and then actual quadcopters.

ENGR:706 | \$249

5C2 TuTh 6pm-9pm
April 4 - April 20

Jack Beetz
FV - CWI, 136



Safety and Quality

10-Hour OSHA Construction Safety and Health Training Certification

Class meets Monday 4/3 and Thursday 4/6. 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 safety and health, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, and more. Upon successful completion students will receive the 10-hour OSHA course completion card. Students may bring a sack dinner and/or drinks and snack to class. Registration by 3/26 is encouraged. No refunds after this date.

CONS:736 | \$125

CD1 MTh 4pm-9:30pm
April 3 - April 6

Pat Dalton
Corp. College, 211

10-Hour OSHA General Industry Safety and Health Training Certification

Class meets Monday 4/24 and Thursday 4/27. 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 a 10-hour OSHA course completion card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 4/16 is encouraged. No refunds after this date.

CONS:736 | \$125

CD2 MTh 4pm-9:30pm
April 24 - April 27

Pat Dalton
Corp. College, 211



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 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:701 | \$169

480 Sa 8am-3pm
Feb. 18 – March 4
No Class 2/25

580 Sa 8am-3pm
Feb. 25 – March 11
No Class 3/4

680 Sa 8am-3pm
April 8 – April 22
No Class 4/15

Shirley Rauh
FP - HSP, 219

Almut Stephan Marino
FV - B, 243

Almut Stephan Marino
MC - SO, 107

ServSafe Food Safety Certification Review and Retest

This class is only for those who were not successful on a recent exam or who took the ServSafe online course and require a proctored 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. Bring a sack lunch to class. Assigned room is Hospitality 219.

RMGT:702 | \$79

480 Sa 8am-3pm
March 4

580 Sa 8am-3pm
March 11

680 Sa 8am-3pm
April 22

Shirley Rauh
FP - HSP, 219

Almut Stephan Marino
FV - B, 243

Almut Stephan Marino
MC - SO, 107

Solar Photovoltaics Information Session

Join us for this informational session on how to become a part of the solar field. The application, design, installation and operation of photovoltaic systems will be introduced. Explore the path for certification through the North American Board of Certified Energy Professionals (NABCEP). Program is free but registration is required.

CONS:721 | No Fee

5C0 Tu 6pm-7:30pm
Jan. 17

Ryan Chester
FV - CWI, 136

Solar Basics, Solar Site Survey, Components, and System Build - Part I

Class meets Tuesdays and Thursdays. Join the field of solar energy. In this course, students will learn about electrical basics, photovoltaics, solar energy fundamentals, photovoltaic sizing, solar energy markets, and safety basics. Students will be introduced to basic photovoltaic equipment and 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. In addition, 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 and will apply all this information 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. Students should have fundamental mathematical and mechanical skills. Texts included. Enrollment by 1/23 is encouraged. Class subject to cancellation if minimum enrollment is not met by this date. No refunds after this date.

CONS:721 | \$299

5C1 TuTh 5pm-8pm
Jan. 31 – Feb. 21

Ryan Chester
FV - CWI, 120

Solar Basics, Solar Site Survey, Components and System Build - Part II

Class meets Tuesdays and Thursdays. A continuation of the solar energy studies and hands-on experiences. Prerequisite: Must have attended Solar Basics - Part I. No class 3/14, 3/16. Registration by 2/16 is encouraged, no refunds after this date.

CONS:721 | \$199

5C2 TuTh 5pm-8pm
Feb. 23 – March 23

Ryan Chester
FV - CWI, 120

Advanced PV Sizing Electrical Design

Class meets on Tuesdays and Thursdays. 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. This course will also include basic troubleshooting techniques. This and the previous classes are required to sit for the NABCEP entry level exam. Registration by 2/21 is encouraged, no refunds after this date.

CONS:721 | \$199

5C3 TuTh 5pm-8pm
March 28 – April 11

Ryan Chester
FV - CWI, 120

Advanced NEC for Photovoltaics and NABCEP for Installer Exam Prep

In this course, students will learn the 2011/2014 requirements for photovoltaic systems. This is an advanced class and an electrical background is needed. This is a continuation education class that is worth 24 advanced hours and is meant to prepare students for the NABCEP installers test. Text Included. Registration by 4/6 is encouraged, no refunds after this date.

CONS:721 | \$259

5C4 TuTh 5pm-8pm
April 13 – May 9

Ryan Chester
FV - CWI, 120

Solar Courses NABCEP Certified Courses

STLCC is now offering North American Board of Certified Energy Practitioners (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.

Mental Health

Mental Health Interpreter Program

This is a 10-week non-credit certificate program to train foreign language interpreters for work in the mental health field. Those who complete the course and earn a certificate may receive priority employment by local agencies who provide foreign language translation services. Required: 6 months prior interpreting experience. All course materials included. No class 3/13.

EDUC:760 | \$185

650 M 6:30pm-9:30pm
Feb 27 - May 8

Kim Osmanagic, Eduardo Vera
MC - CS, 204

New Mental Health First Aid Certification

Mental Health First Aid (MHFA) teaches you how to recognize when someone is experiencing a crisis and how to help them. You will learn the signs and symptoms of common mental illnesses, substance use disorders and a five-step action plan. This 8-hour class teaches the learner with limited or no medical background how to become a mental health first-aid for adults. Student manual included in cost of course. Registration/refund/withdrawal deadline: 3/11.

EDUC:766 | \$65

4D0 Sa 8am-4:30pm
Apr 1

Gwen Boyd
FP - G Tower, 121

CPR and First Aid

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

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.

No transfers between sessions or refunds given within five business days of class date.

Heartsaver CPR AED: Adult and Pediatric

The Heartsaver CPR 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 documenting completion of a CPR course that includes use of an AED for job, regulatory or other requirements. This course is for the learner with limited or no medical training. Registration one week prior to course start date is recommended. Due to the nature of the course, you must arrive on time. No refund for late arrival.

CPRR:701 | \$65

3D0 W 6pm-9:30pm
March 22

Carol Pikey
WW, 204

5D0 M 6pm-9:30pm
May 1

Gary Holsapple
FV - TC, 110

Heartsaver CPR AED: Adult

The Heartsaver CPR 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 and may be used to teach CPR to lay rescuers who are required to obtain a course completion card documenting completion of a CPR course that includes use of an AED for job, regulatory or other requirements. This course is for the learner with limited or no medical training. Registration one week prior to course start date is recommended. Due to the nature of the course, you must arrive on time. No refund for late arrival.

CPRR:701 | \$49

6D0 Tu 6:30pm-8:30pm
March 7

Carol Pikey
MC - CE Classroom

CD0 Tu 4pm-6pm
April 4

Gary Holsapple
Corp. College, 276

BLS for Healthcare Providers

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. Students who enroll at least one week in advance and successfully complete the course will receive BLS completion card at the end of the class. No transfers between sessions or refunds given within five business days of class date. Due to the nature of the course, you must arrive on time. No admittance after stated start time. No refund for late arrival. This course meets the STLCC nursing department admission requirements.

CPRR:707 | \$75

4D0 F 9am-3:30pm
Jan. 6

5D0 Tu 9am-3:30pm
Jan. 10

6D0 Th 9am-3:30pm
Jan. 12

4D1 Th 5pm-10pm
Feb. 2

6D1 Tu 5pm-10pm
Feb. 7

4D2 F 9am-3:30pm
Feb. 24

CD0 Sa 9am-3:30pm
March 4

4D3 Th 5pm-10pm
March 9

6D2 Th 9am-3:30pm
March 23

4D4 W 5pm-10pm
March 29

HD0 Sa 9am-3:30pm
April 1

6D3 Tu 5pm-10pm
April 18

SD0 F 9am-3:30pm
April 21

4D5 W 5pm-10pm
April 26

6D4 Th 5pm-10pm
May 4

5D1 W 9am-3:30pm
May 10

4D6 F 9am-3:30pm
May 19

Marilyn Miederhoff
FP - G Tower, 121

Gary Holsapple
FV - CWI, 136

Carol Pikey
MC - CE Classroom

Gordon Back
FP - G Tower, 121

Marilyn Miederhoff
MC - CE Classroom

Gordon Back
FP - G Tower, 121

Gary Holsapple
Corp. College, 276

Marilyn Miederhoff
FP - G Tower, 121

Carol Pikey
MC - CE Classroom

Gordon Back
FP - G Tower, 121

Gordon Back
Harrison Ed Ctr, 100

Carol Pikey
MC - CE Classroom

Carol Pikey
SCEUC, 125

Gordon Back
FP - G Tower, 121

Marilyn Miederhoff
MC - CE Classroom

Gary Holsapple
FV - CWI, 136

Gordon Back
FP - G Tower, 121

Heartsaver First Aid CPR AED

Heartsaver First Aid CPR/AED is a classroom, DVD-driven, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency during the first few minutes before emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn the skills to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. 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. Registration one week prior to course start date is recommended. Due to the nature of the course, you must arrive on time. No refund for late arrival.

CPRR:706 | \$99

CD0 W 8:30am-4:30pm
April 12

Gordon Back
Corp. College, 276



**Call 314-984-7777
to register today!**

CPR Instructor Course

The purpose of the AHA BLS/CPR Instructor Course is to provide instructor candidates the knowledge and skills necessary to reach and teach potential BLS providers enrolled in AHA courses the science, skills and philosophy of resuscitation programs. 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 self-paced, pre-course preparation. Prerequisite required at time of registration: Current AHA BLS Healthcare Provider CPR card. Registration three weeks prior to course start date is required to ensure arrival of pre-course materials and completion of pre-course preparation. Per AHA requirements, within six months of the initial CPR Instructor Course, a STLCC TC faculty member must monitor the instructor candidate's teaching and verify the performance of the candidate's provider skills. The instructor candidate will pay an additional fee for this monitoring. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. No refund for late arrival. Registration/Refund/Withdrawal deadline: 2/1. Interested students must contact Diane Sterett at 314-539-5754 before registering for the CPR Instructor Course.

CPRR:708 | \$299

4D0 W 8am-5pm
March 1

Gordon Back
FP - G Tower, 121

CPR Instructor Renewal Course

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 and be a current CPR Instructor as evidenced by a current CPR Instructor card. At time of registration the instructor must provide documentation meeting all prerequisites. Registration is required one week prior to course start date. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. No refund for late arrival. Interested students must contact Diane Sterett at 314-539-5754 before registering for the CPR Instructor Renewal Course.

CPRR:709 | \$99

4D0 W 6pm-10pm
Feb. 15

Registration/Refund/Withdrawal deadline: 2/8.

Gordon Back
FP - G Tower, 121

4D1 W 8am-12pm
May 3

Registration/Refund/Withdrawal deadline: 4/26.

Gordon Back
FP - G Tower, 121

Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course teaches lay rescuers 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, 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. No transfers between sessions or refunds given within five business days of class date. Due to the nature of the course, you must arrive on time. No admittance after stated start time. No refund for late arrival. Bring a sack lunch. Child Care Providers DO NOT register for this course. Child Care Providers needing Approved Clock Hours MUST enroll in the Specialized Child Care Provider Course CCPR 711.

CPRR:711 | \$97

6D0 Sa 8:30am-4pm
Jan. 21

Carol Pikey
MC - CE Classroom

4D0 Sa 8:30am-4pm
Feb. 18

Carol Pikey
FP - G Tower, 121

5D0 Sa 8:30am-4pm
March 11

Gary Holsapple
FV - TC, 105

6D1 Sa 8:30am-4pm
April 8

Carol Pikey
MC - CE Classroom

5D1 Sa 8:30am-4pm
May 13

Gary Holsapple
FV - TC, 105



Real Estate

How to Start a Career in Real Estate

Do you enjoy helping people? Have you considered getting into the business of real estate and wondered what it takes to be successful? The real estate profession offers one of the widest career opportunities in the business world. There is the buying and selling of homes, office buildings, industrial property and corporation farmland; property management, land development, mortgage banking, urban planning, real estate counseling and appraisal. Come find out about the licensure process to becoming a real estate agent and the starting opportunities. We'll show you how you can build a new career in real estate.

REAL:715 | \$29

650 Th 7pm-9pm
Feb 16

480 Sa 7pm-9pm
Apr 22



Jill McCoy
MC - SW, 108
Jill McCoy
FP - G Tower, 115

How to Be a Successful Landlord

Increase the income on your real estate investments by improving your skills as a landlord. You can lower property damages and eviction costs by performing effective initial screening of potential tenants. Our experienced instructor will explain how to be creative and to use the telephone, interview, computer, rental application and lease expectations to avoid an undesirable tenant-landlord relationship. Lunch on your own.

REAL:720 | \$69

480 Sa 9am-5pm
Mar 4

Mary Hankins
FP - G Tower, 115



Communications

No Sweat Public Speaking

Speaking opportunities are business, career and leadership opportunities! Are you making the most of those speaking opportunities? Learn how to develop, practice and deliver Knock Your Socks Off presentations with - NO SWEAT! Instructor will present: the components, parts and elements of a presentation; tips for taking a presentation from 'blah' to 'ah'; and the fear of public speaking. Class taught by a local speaker, coach and author.

COMM:715 | \$39

C50 Tu 6:30pm-8:30pm
March 7 - March 21
650 W 6:30pm-8:30pm
March 29 - April 12

Fred Miller
Corp. College, 207
Fred Miller
MC - AS, 108

Are You Ready for Radio?

Are you thinking about a career as a radio personality? Get a better understanding of what the radio industry is really like and see whether or not this is the right choice for you. Learn basic announcing skills through reading exercises, ad libs and group critiques. Do you have what it takes? Come find out!

COMM:720 | \$29

680 Sa 9:30am-12:30pm
May 13

Laurie Beakley
MC - CN, 225

Voiceovers: Get Paid to Talk

Have you been told that you have a great voice? 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 one of St. Louis' own voice artists.

PERD:765 | \$39

480 Sa 9am-12pm
April 22
680 Sa 9am-12pm
May 6

Michael Doran
FP - G Tower, 323
Michael Doran
MC - SW, 207

Voiceovers II: Making Money With Your Voice

If you enjoyed our introductory course, Voiceovers - Get Paid to Talk, this is your next step! Go through real-life voice training exercises and techniques with a voiceover professional. Arrive with a basic understanding of the voiceover business, because you will dive right into the mechanics of reading copy. At the end of the class, you'll 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: Voiceovers - Get Paid to Talk. Bring 1Gb flashdrive.

PERD:765 | \$39

481 Sa 12:30pm-3:30pm
April 22
681 Sa 12:30pm-3:30pm
May 6

Michael Doran
FP - G Tower, 323
Michael Doran
MC - SW, 207



Fitness Training

ACE Personal Trainer Certification Prep Course

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. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within 6 months of date received. Registration/withdrawal deadline: 12pm on 2/16. No refunds after that date.

PEDU:753 | \$695

4D1 F 9am-1pm
Feb. 24 - May 5
No Class 3/17
6D1 M 5pm-9pm
Feb. 27 - May 8
No Class 3/13

Melissa Baumgartner
FP - G Tower, 323

Melissa Baumgartner
MC - SO, 105

Explore ACE Fitness Certifications!



Computers & Technology

Applications and Systems

Microsoft Windows 10: Introduction In a Day

Explore Windows 10 and all its user-friendly features in this course. Topics include using Start Screen, Live Tiles, Hot Corners, Charm Bar, One Drive and many others. This course is not for tablets or touch screen and students will use a mouse to navigate. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:705 | \$99

C80 Sa 9am-4pm
Feb. 18

James Prater
Corp. College, 208

680 Sa 9am-4pm
March 25

Michael Georg
MC - BA, 203

C81 Sa 9am-4pm
April 8

James Prater
Corp. College, 208

681 Sa 9am-4pm
May 6

Michael Georg
MC - BA, 203

New Microsoft Word 2016: 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

680 Sa 9am-4pm
April 29

Rachel Bufalo
MC - BA, 203

580 Sa 9am-4pm
March 4

Rachel Bufalo
FV - B, 127

New Microsoft Excel 2016: 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

680 Sa 9am-4pm
April 22

Roy Lenox
MC - BA, 203

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. No class 3/15.

COMP:720 | \$149

750 W 6:30pm-9:40pm
Feb. 8 - March 8

Roy Lenox
Kirkwood H.S., W205

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 charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$149

750 W 6:30pm-9:40pm

Roy Lenox

March 29 - April 26 Kirkwood H.S., W205

New Introduction to Microsoft Excel 2016 for Business

Build on previous knowledge and further your spreadsheet skills by managing multiple workbooks, creating more complex formulas and functions, enhancing the appearance of your reports, using the benefits of Range Names and working with Tables and Structured Referencing. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:720 | \$129

C01 F 9am-4pm

Cris Heffernan

Feb. 24

Corp. College, 206

New Intermediate Microsoft Excel 2016 for Business

Build on previous knowledge and further your spreadsheet skills by managing multiple workbooks, creating more complex formulas and functions, enhancing the appearance of your reports, using the benefits of Range Names and working with Tables and Structured Referencing. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:721 | \$129

C01 F 9am-4pm

Cris Heffernan

March 3

Corp. College, 206

New Advanced Microsoft Excel 2016 for Business

Continue to expand your Excel expertise as you work with advanced functions (including Lookups, Conditionals, financial and Date functions), create Pivot Tables/Charts, use Data Analysis tools and validation, create and edit macros and explore more of Excel's advanced features. Prerequisite: Windows Introduction class and Introduction to Excel or equivalent experience. Recommended to bring a flash drive.

COMP:722 | \$129

C01 F 9am-4pm

Cris Heffernan

March 10

Corp. College, 206

New Microsoft Access 2016: 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

Feb. 18

Cris Heffernan

FV - B, 127

New Introduction to Microsoft Access 2016 for Business Part I

Learn the foundations to plan and design a database system. Learn to create, manage, and maintain tables and table relationships. Discover sorting and filtering records within tables. Explore field properties, including Input Masks and Data Validation. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:725 | \$129

C01 F 9am-4pm

March 31

Cris Heffernan

Corp. College, 206

New Introduction to Microsoft Access 2016 for Business Part II

Learn to get the most from your data collection by building Select Queries, including Boolean logic and calculations. Create data entry and date retrieval forms; manage form layout, including Conditional Formatting. Summarize your data by building reports using the Report Wizard and incorporate subtotal and grand total calculations. Prerequisite: Microsoft Access 2013 for Business: Introduction, part 1. Bring a flash drive.

COMP:725 | \$109

C02 F 9am-4pm

April 7

Cris Heffernan

Corp. College, 206

New Intermediate Microsoft Access 2016 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 Access or equivalent experience.

COMP:726 | \$129

C01 F 9am-4pm

April 21

Cris Heffernan

Corp. College, 206

Call 314-984-7777 to register today!

Mobile Technologies

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

C50 W 6pm-9pm
April 12

Gregory Ray
Corp. College, 211

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

651 W 6pm-9pm
April 5

Gregory Ray
MC - BA, 208

Android Smart Phones Small Group Workshop

Does your Android smart phone make you feel like a dummy? Or are you still only using it to make phone calls knowing it can do so much more? In this small group work-shop you will learn some basics to get you up and running. There are dozens of models of Android phones and operating systems available on the market so this class will cover general topics such as app usage, camera, downloading and settings. Class is hands on so bring your Android phone. This class will not cover other types of smart phones.

COMP:765 | \$25

S51 Th 6pm-9pm
May 11
680 Sa 9am-12pm
April 8
S50 W 6pm-9pm
Feb. 15

Rachel Bufalo
SCEUC, 202
Patrick Karl
MC - SW, 207
Patrick Karl
SCEUC, 208



Personal Computing

PCs and Technology: Introduction In a Day

Learn the basics of using a PC & Technology 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.

COMP:701 | \$99

680 Sa 9am-4pm
May 6

Rachel Bufalo
MC-BA, 216

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 3/20.

COMP:702 | \$109

780 M 7pm-9pm
Feb 27 - May 8

Helen Ralston
Lindbergh H.S., 108

New Google Docs and Sheets

How to create and edit a text document in Google Docs and a spreadsheet in Google sheets. In Docs, learn how to format text, create a table of contents and insert images and tables. In Sheets, learn how to edit cells, insert and delete rows and columns and use simple formulas. Instructor works extensively in Google Drive. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful. Please have your Google account set up before class and bring user ID & password.

COMP:742 | \$25

C51 Th 6pm-9pm
Feb 23

Laura Warren
Corp. College, 208

New Google Draw and Slides

How to create flyers and slide presentations using tools in Google Drive. In Google Drawings, learn how to insert images, word art, text boxes and tables. This can be used for flyers, Facebook banners, certificates and infographics. Use Google Slides to create presentations. Everything from Google Drawing is available in Google Slides in addition to templates and transitions. Instructor works extensively in Google Drive. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful. Please have your Google account set up before class and bring user ID & password.

COMP:742 | \$25

C52 Th 6pm-9pm
Mar 30

Laura Warren
Corp. College, 208

New Google Gmail and Calendar

Gmail is Google's email's system that seamlessly ties into all of the Google products. Anyone can create an account for free. Hint: If you have an Android phone, you most likely already have a google account. Google Calendar is an amazing tool that you are probably not utilizing or utilizing to its full potential. Google calendar allows you to create one or more, free personal or public calendars, stores these calendars within its cloud and you don't even have to download special software. It also allows you to share your calendar with others or subscribe to someone else's calendars like your child's school. You can also embed your calendar in another site or blog. Come to this class to learn how to navigate these truly helpful tools! Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful. Please have your Google account set up before class and bring user ID & password.

COMP:742 | \$25

C53 Tu 6pm-9pm
Apr 25

Rachel Bufalo
Corp. College, 208

Personal Online Security

Learn to ensure your terrestrial and digital footprints are secure. Learn to exercise the best security practices to protect your personal information, help prevent identity fraud, and preserve data integrity, confidentiality and availability. Conduct your corporal and electronic and communications using the most current/effective techniques/methodologies.

COMP:795 | \$39

C80 Sa 9am-1pm
Mar 11

Cortez Tillman
Corp. College, 206

Internet Research and Investigations: Consumer Information

Does my doctor have a high malpractice rate? Does my hospital have a high infection rate? Does Grandma's nursing home use restraints more frequently than others? What is the crime rate in my neighborhood? How much did my neighbors pay for their house? Does my contractor have a lengthy list of lawsuits? How do I find free online classifieds? What will be the total costs for repair and maintenance on my vehicle? What are the crash test results? What happens if something goes wrong with a PayPal transaction? What recalled products am I still using at home? If you are curious about the answers to any of these questions then this class is for you! Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful.

COMP:742 | \$29

682 Su 12:30pm-3:30pm
Apr 16

Jean Bradley
MC - BA, 216



New Buying and Selling Online

There are so many venues for buying and selling online: eBay, Craigslist, Etsy, Amazon, Facebook groups, Offer Up and many, many more. This class will discuss several different platforms and the advantages and disadvantages of each. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

653 Tu 6pm-9pm
May 2

Rachel Bufalo
MC - BA, 202

654 Th 6pm-9pm
Mar 30

Rachel Bufalo
MC - BA, 203

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 use and keeping up to date on changes. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$49

551 Tu 6:30pm-9pm
Mar 28 - Apr 4

William Bearden
SCEUC, 207

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
Mar 11

Patrick Karl
MC - BA, 203

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 many more. Prerequisite: Windows Introduction class or equivalent experience.

COMP:793 | \$25

680 Sa 9am-12pm
Feb 25

Patrick Karl
MC - BA, 202



Publishing and Media Technologies

Publishing Technologies

Photoshop Elements 14: 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

550 Tu 6pm-9pm
April 4 - April 18

Rachel Bufalo
SCEUC, 206

Adobe Photoshop Creative Cloud (CC): In a Day

Learn the Basics of Adobe Photoshop in a day! You will learn how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Topics may include but are not limited to: layers, history, the clone stamp, the spot healing brush tool and content-aware fill, transformations and the difference between destructive and non-destructive editing. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$89

C80 Sa 9am-4pm
March 25

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Intermediate

Picking up right where the introductory class left off - topics may include but are not limited to: understanding the histogram and how to adjust exposure, smoothing wrinkles and brightening teeth, changing the size of your image and canvas, the power of crop tool and blending modes. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Certificate. No class, 3/14.

COMP:755 | \$129

C53 Tu 6pm-9pm
March 7 - April 4

Zak Zych
Corp. College, 206



Adobe Photoshop Creative Cloud (CC): Advanced

Adobe Photoshop Advanced builds on the skills learned in the beginning and intermediate classes. Topics may include but are not limited to: Coordinating adjustment layers with layer masks, smart objects, blurring and sharpening and shadows and highlights. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Intermediate class. This course meets the curriculum requirements of the Digital Photography Essentials program.

COMP:755 | \$129

C54 Tu 6pm-9pm
April 11-May 2

Zak Zych
Corp. College, 206

Adobe Lightroom: Introduction

This workshop introduces the basics of Lightroom. A software that contains a powerful and comprehensive set of digital photography that enable you to organize and bring out the best in your images. Lightroom is designed as an end-to-end photographic workflow for both amateur and professional photographers.

CVTW:701 | \$139

602 Sa 8:30am-4:30pm
March 11

Charles LaGarce
MC - HE, 232

Adobe Lightroom: Advanced Development Techniques

This workshop will focus on advanced image development techniques for both amateur and professional photographers. Students will be taught both global and selective enhancement tool to optimize images. Emphasis will be placed on preparing images for Lightroom output modules: Print, Slideshow, Book, and Web.

CVTW:701 | \$139

680 Sa 8:30am-4:30pm
April 29

Charles LaGarce
MC - HE, 232

Adobe Illustrator: Raster to Vector

This workshop will take you through the steps to convert a raster image or logo into a vector format. Specific tools in Illustrator will be explored to learn all the aspects of this unique and important function of Illustrator. Explore the Image Trace menu, editing paths, and the pen tool to clean up a rasterized file. This class will be offered on the Mac platform. Basic knowledge of Illustrator helpful but not necessary.

CVTW:702 | \$134

680 Sa 8:30am-12:30pm
March 25

John Schmitt
MC - HE, 233

Adobe InDesign: The Next Step

Don't know the best way to set up your brochure or multi-page document? Learn how to optimize your page set up for better productivity. Modern typesetting techniques, including examples from the top magazines, show you how to make your document look great. Introduction to style sheets allows you to keep your work looking consistent and professional.

CVTW:702 | \$139

600 F 8:30am-4:30pm
March 3

David Haley
MC - HE, 233

 = Digital Arts and Technology Alliance Workshops

Video

AfterEffects: The First Step

Gain understanding and skill in utilizing AfterEffects to create motion graphics. We focus on learning the interface in AfterEffects, putting graphics in motion and rendering finished movie and animation projects. Participants will also explore a workflow between Photoshop and AfterEffects. Be prepared for an intensive hands-on learning experience.

CVTW:704 | \$139

600 F 8:30am-4:30pm
Feb. 24

Timothy Linder
MC - HE, 233

AfterEffects: The Next Step

Now that you know the basics of adding assets and key framing motion in AfterEffects, investigate more advanced techniques. Get a deeper understanding of options in the effects panel and other topics including background keying, motion tracking and the 3D workspace. Be prepared for an intensive, hands-on learning experience.

CVTW:704 | \$139

601 F 8:30am-4:30pm
March 24

Timothy Linder
MC - HE, 233

Final Cut Pro X Video Editing: The First Step

Learn how to share your projects in one click to your Apple devices, the web, Blu-ray Disc, and DVD. Collaborate in real time from anywhere in the world with support for iChat Theater. Change clip speeds with ease using redesigned speed tools. Enjoy dozens of additional enhancements, including native support for AVC-Intra, streamlined alpha transition creation, improved markers, large timecode window, and more.

CVTW:706 | \$139

680 Sa 8:30am-4:30pm
March 4

Anthony Carosella
MC - HE, 232

Maya

Learn the concepts and basic tools for creating imagery in 3D using Autodesk's Maya. Starting with a road-map to the main interface, students will be shown how to construct shapes and geometry using polygons. Once built, they will learn how to "texture" these polygons so that they appear to have surface detail, followed by how to use the lighting tools to illuminate the objects they've created. We will discuss the basics of animation, making our objects and camera move through time. Finally, we will learn "rendering" or the final output of our work to a finished, playable animation file which each student will have created.

CVTW:704 | \$139

680 F 8:30am-4:30pm
March 31

Joseph Rollins
MC - HE, 232



Social Media

Facebook Basics

Come and learn how to navigate this fun and exciting site! This beginner's class is hands-on and will include an overview of topics such as posting, basic navigation, basic profile editing, tagging, privacy settings, security and notifications. If you do not have an account, try to create one prior to class. Bring your log-in and password. Students needing assistance creating an account should come to class 10 minutes early and must have a valid email address and password and the ability to check email from the classroom. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

351 Th 6pm-9pm
April 20

Erin De Vore
WW, 206

652 Tu 6pm-9pm
Feb. 21

Rachel Bufalo
MC - BA, 202

Facebook: Profile, Photos, Friendships and Home Page

You've already got an account and regularly stalk your friends, but now you want to know more. This class is for you! Topics will include editing your profile, creating albums, tagging posts and photos, posting and organizing photos, navigating the home page and customizing your newsfeed and relationships with your friends. Prerequisite: Facebook Basics class or equivalent experience. Students should be comfortable with navigating Facebook prior to this class.

COMP:742 | \$15

651 Tu 6pm-9pm
March 7

Rachel Bufalo
MC - BA, 202

350 Th 6pm-9pm
May 4

Erin De Vore
WW, 206

Twitter

Hashtag? What the heck is a hashtag? If you've ever asked this question, then this class is for you! Twitter is all the rage for Gen Y, celebrities and an increasingly important source of information. Come to this class to find out more about one of the most popular social media sites. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$29

655 W 6pm-9pm
March 8

Richard Vagen
MC - BA, 208

Facebook: Events, Groups, Apps and Friend Distribution Lists

Do you want to take your Facebook account to the next level? Take advantage of this awesome, free platform by learning some advanced techniques. Topics will include creating and managing event invitations, creating and managing groups, both public and private, interfacing with various apps and creating post distribution lists to customize which friends see your specific posts. Prerequisite: Facebook Basics class or equivalent experience. Students should be comfortable with navigating Facebook prior to this class.

COMP:742 | \$25

S52 Th 6pm-9pm
March 2

Rachel Bufalo
SCEUC, 20

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 for personal use prior to class. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$35

650 Th 5:30pm-9pm
April 13

Rachel Bufalo
MC - BA, 203

C54 Th 5:30pm-9pm
Feb. 16

Rachel Bufalo
Corp. College, 206

S50 Tu 5:30pm-9pm
March 21

Rachel Bufalo
SCEUC, 208

New Advanced Facebook for Business: Facebook Advertising

Organic reach on Facebook has declined from 16 percent in 2012 to 2 percent in 2016. So if you want your business to be in front of users then Facebook ads are the way to go. But how do Facebook ads work? How much do they cost? How much should I spend? Come to this class to find out all of the answers.

COMP:742 | \$35

656 M 6pm-9pm
May 8

MC - BA, 216

Introduction to Instagram and Snapchat

Ask any teen what their social network of choice is and they will likely say Instagram or Snapchat. These social networking sites are up and coming social networks that are all about visual sharing. Come to this class to learn more. Topics Include: An introduction and overview, signing up for an account, posting photos, editing and enhancing photos, applying effects, adding captions and locations, tagging photos and sharing photos with social networks. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

S53 Tu 6pm-9pm
April 18

Stephanie Bearden
SCEUC, 208



Web Development

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. 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! Do It Yourself 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

600 F 9am-4pm

Jan. 27

C01 F 9am-4pm

May 5

Jerry Bearden

MC - BA, 202

Jerry Bearden

Corp. College, 208

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. 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. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class. Please note that the same content will be covered as in Create Your Own Website with WordPress. This class just moves at a slower pace and is designed for those that are not generally comfortable with computers.

COMP:745 | \$109

S50 Th 6pm-9pm

March 30 - April 13

Jerry Bearden

SCEUC, 208

Education & Test Prep

Test Prep

ACT Test Preparation

Statistics show that preparation is the key to maximizing ACT scores. All subjects of the ACT exam are covered. This is a complete review for the ACT exam using materials developed by Cambridge Education services. Text and practice test included - bring a calculator to class.

EDUC:712 | \$195

4D0 Sa 9am-12pm

Jan. 28 - March 11

Registration/withdrawal/refund deadline: 1/20.

6D0 M 6pm-9pm

April 10 - May 22

Registration/withdrawal/refund deadline: 4/3.

3D0 Tu 6pm-9pm

April 11 - May 23

Registration/withdrawal/refund deadline: 4/3.

Toshi Floyd

FP - G Tower, 113

Toshi Floyd

MC - CE Classroom

Toshi Floyd

WW, 208

Math Review for Chemistry Students

Don't let Chemistry get you down! Get a head start on the materials you will need to succeed in Chemistry (CHM: 101 or CHM: 105). Topics include algebra review, calculator operations, scientific notation, metric system, dimensional analysis and study skills. Please bring a TI-30, TI-35, or any scientific calculator to class. Over 80% of the students completing this review went on to pass their Chemistry courses with a grade of "C" or higher.

MATH:752 | \$69

400 TuWTh 9am-1pm

Jan. 10 - Jan. 12

500 TuWTh 8:30am-12:30pm

Jan. 10 - Jan. 12

600 TuWTh 1pm-5pm

Jan. 10 - Jan. 12

Joe Wilson

FP - B Tower, 415

Elizabeth Levenhagen

FV - SM, 130

Suzanne Saum

MC - SS, 108

Adult Basic Education and English as a Second Language

St. Louis Community College offers programs at Meramec and Forest Park and in the following school districts: Affton, Bayless, Kirkwood, Lindbergh, Mehlville, Valley Park and Webster Groves.

Call 314-984-7777 for more information

Please note: Graduates of the STLCC-Meramec Adult Education and Literacy program who are also Mehlville School District residents are eligible to receive an honorary degree from Mehlville and participate in their commencement ceremonies at the end of the school year. For more information, contact John DeWalle at dewallej@mehlvilleschooldistrict.net or call 314-467-5267.

City of St. Louis Public Schools - 314-367-5000

Serving the school districts of St. Louis city, Ferguson-Florissant, Hancock Place, Jennings, Normandy, Riverview Gardens and Wellston

Parkway Schools - 314-415-4940

Serving the school districts of Brentwood, Clayton, Hazelwood, Pattonville, Ladue, Maplewood, Richmond Heights and Parkway

Rockwood Schools - 636-733-2161

Serving the school district of Rockwood

Ritenour Schools - 314-426-7900

Serving the school district of Ritenour

University City Schools - 314-290-4052

Serving the school district of University City. (www.ucityaelprogram.org)

Call 314-984-7777 to register today!

General Information

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

Non-Discrimination/Accommodations Statement

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. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact Patricia Henderson of Human Resources, 314-539-5214.

If you have accommodation needs, please contact Ann Marie Schreiber, 314-984-7704, at least three weeks prior to the class or event.

Students Rights and Responsibilities

All students are responsible for adhering to college policies and procedures. Please refer to stlcc.edu/need2know.

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 KMOVTV, KSDK-TV and KTVI/Fox 2. In addition, all location closings will be posted on the college website: stlcc.edu. 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, mail or email 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 and signed-in by a responsible party at the beginning of each program session. 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

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 an ID.

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.

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
 3344 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

NEW-Call Center Hours: M-Th 8:30 am - 5 pm; Fridays 8:30 am-4 pm

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 / phone number /email)
3. Student Number or UIN
4. Credit Card Number with Expiration Date



Online: 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, unless otherwise noted.

Registration Deadline – All non-credit courses are limited in enrollment. Advanced registration is required prior to first class meeting. Some classes have additional registration deadline requirements, please check course descriptions.

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
Total				

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: _____

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: _____