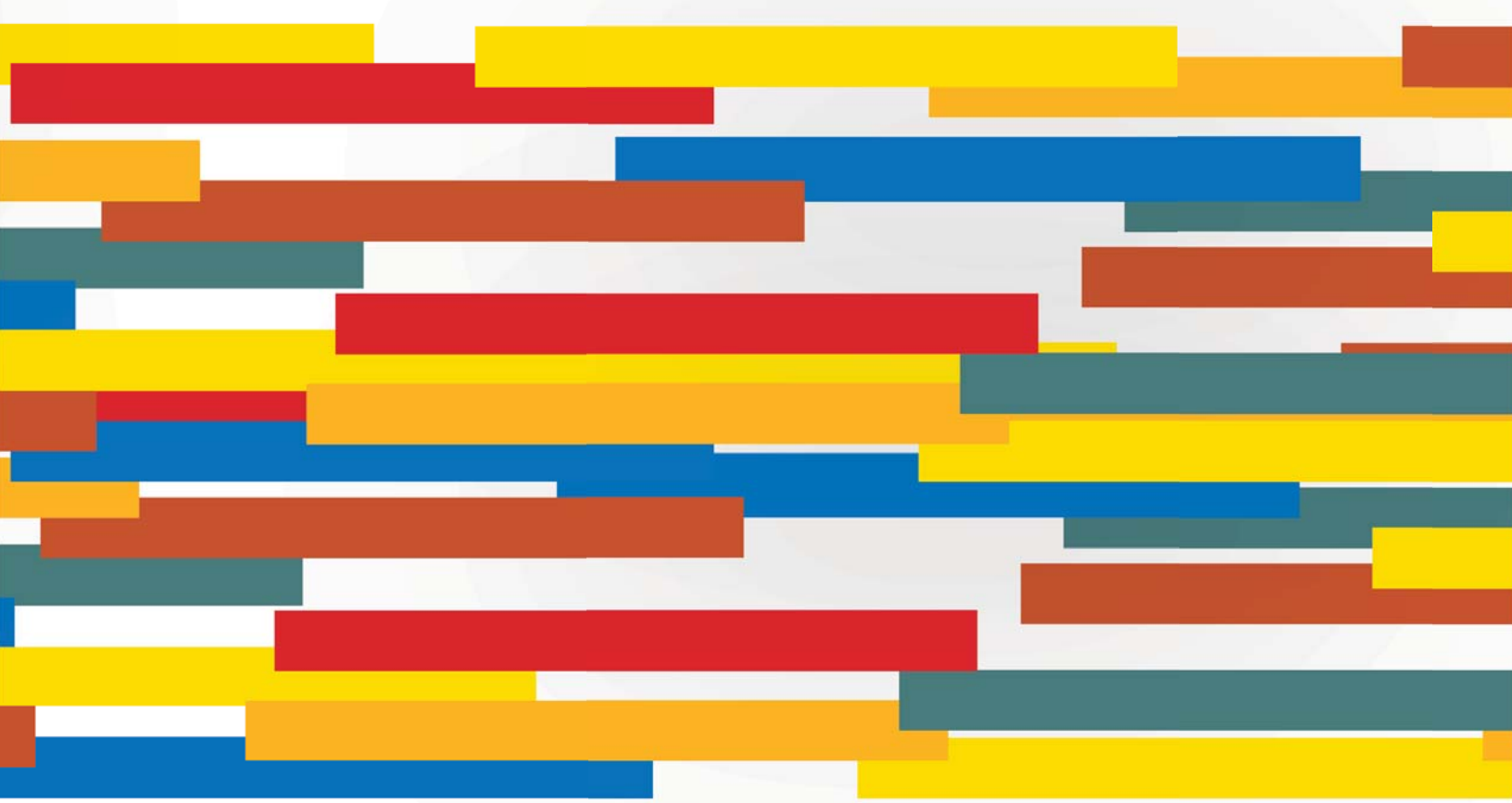# CORPORATE COLLEGE

ST. LOUIS COMMUNITY COLLEGE

Professional Development

Fall 2017

Professional Development at the speed of change!

Corporate College

The **Corporate College** is the newest addition of St. Louis Community College's growing network of facilities and programs bringing demand-driven workforce training to the region. Renovated in 2011 to have nearly 30,000 square feet of new space to serve the needs of corporate St. Louis, it is the first facility solely dedicated to corporate education and professional development, unlike any other asset the college owns.

The Corporate College is also home to the **Workforce Solutions Group**, the entrepreneurial workforce development division of the college that offers a robust menu of programs and solutions designed to advance people, businesses, and communities.

On-site Services

In addition to a full menu of professional development and personal enrichment courses, the following services are available at the facility:

Testing and Assessment Center hosts several major certification testing services for individuals and pre-employment assessments for corporate and government employers.

WorkKeys Solution Center provides a nationally recognized assessment system developed by ACT designed for both individual career seekers and employers. WorkKeys services are also available for organizations through the Corporate Services unit.

Meeting and Event Services offers a best-in-class experience for business events, conferences, and training sessions with over 18,000 square feet available.

Unique Spaces and Value-Added Features

- 360 collaboration training room
- Executive multimedia conference room
- 175-seat multipurpose room
- Two computer classrooms
- All inclusive pricing covering standard room set-up and audio-visual equipment
- Reception area and staff for conference needs
- Free on-site parking
- Free high speed wireless internet

STLCC.edu/CorporateCollege

Business and Career Development Classes

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		**Dirk Lupien**
	Sept. 16		*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. Program is presented by a Registered Educational Provider (REP). Class meets Thursdays: 10/5, 10/12, 10/19, 10/26, 11/2 (Class on 11/2 will meet in Corp. College 208) and Saturdays: 10/7, 10/14, 10/28. Lunch provided on Saturdays. Class is subject to cancellation if minimum enrollment is not met by 9/26. No refunds after this date unless class is cancelled. No senior discount..

BPCT:703 | $1,899

CD1	Th 6pm-9pm		**Dirk Lupien**
	Oct. 5 – Nov. 2		*Corp. College, 207*
	Sa 8:30am-4pm		
	Oct. 7-Oct. 28		*Corp. College, 207*
	No Class 10/21		

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 a 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 non-credit 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 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1, 11/8, 11/15 and Saturdays 11/11, 11/18. Class is subject to cancellation if minimum enrollment is not met by 9/5. No refunds after this date unless class is cancelled.

BPCT:701 | $1,899

CD1	W 6pm-9pm		**Pat Dalton**
	Sept. 13 – Nov. 15		*Corp. College, 209*
	Sa 8:30am-4pm		
	Nov. 11-Nov. 18		*Corp. College, 207*

How to Get More of What You Need and Want in Negotiations

You may not think of yourself as a negotiator, but you are. All of us negotiate every day with family, friends and co-workers, even if we don't think of what we're doing as negotiation. Negotiation is getting what we need and want through a process of interacting with others, and some of us are clearly better at it than others. Knowing how to get what you need and want from others in a principled, win-win fashion is a major life skill, and one that anyone can learn. You will learn how to identify your personal negotiating style, how to get clear on what you actually need and want, and how to use "The Magic Question" for a win-win outcome.

BUSN:702 | $35

680	Sa 9:30am-12:30pm	**Dr. Renee Huss**
	Sept. 16	*MC - SO, 107*

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 are important in cooperation, productivity, teamwork and support. Learn processes for interacting clearly with others in order to get what you need and want through negotiating styles, which can result in a win-win outcome.

BUSN:705 | $35

480	Sa 9:30am-12:30pm	**Dr. Renee Huss**
	Oct. 7	*FP - D Tower, 217A*

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. Discover blocks hindering good listening, build positive interaction, in-depth listening skills and appropriate feedback. Lunch on your own.

BUSN:713 | $69

C02	W 9am-4pm	**Jean Walters**
	Sept. 13	*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

C01	Tu 9:30am-12:30pm	
	Sept. 12	*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

C80	Sa 8:30am-12pm	**James Lombardo**
	Oct. 7	*Corp. College, 211*

Bringing Out the Best in People and Managing the Conflicts

Effectively managing people in an organization leads to outstanding individual performances and great organizational performance. Through interactive activities, you'll learn how to identify and address behavioral causes of performance challenges, as well as maximize success of current strong performers. You'll discover how to pinpoint key business results and significant behaviors that impact results. In addition, you'll be able to provide objective, positive and constructive feedback to bring out the best in others.

BUSN:745 | $39

C80	Sa 8:30am-12pm	**James Lombardo**
	Sept. 16	*Corp. College, 207*

Small Business Essentials

Business Start-Up

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 holiday 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 | $29

450	M 6pm-9pm	**Michelle Ochonicky**
	Sept. 11	*FP - G Tower, 323*
650	Th 6pm-9pm	**Michelle Ochonicky**
	Sept. 21	*MC - SO, 108*

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	**Lynette Watson**
	Sept. 16 – Sept. 23	*MC - BA, 220*
681	Sa 9am-12pm	**Lynette Watson**
	Oct. 14 - Oct. 28	*MC - BA, 220*
	No Class 10/21	

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

451	M 6pm-8pm	**Amy Hereford**
	Sept. 11	*FP - G Tower, 325*

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. No class 11/22.

BUSS:702 | $99

650	W 6:15pm-9:15pm	**Lynette Watson**
	Nov. 8 – Dec. 6	*MC - BA, 122*

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	**Morris Turek**
	Sept. 23	*MC - BA, 114*

DIY Background Checks on Potentials: Employees, Tenants, Contractors, Relationships and More

Protect yourself and your business using public resources and investigative techniques to learn more about the candidates you are about to hire in a legal capacity. From an employee hiring manager for a large or small business firm to a homeowner contractor or rental property manager, it's a good employment practice to learn more about potential individuals you are hiring and screen those candidates to help ensure that a potential new hire does not have anything lurking in their past that could potentially harm your business or create a safety hazard for clients and other employees. Taught by a private investigator, come learn about free and low cost options for conducting background checks, when and how to conduct background checks and the "red flags" to look for before a potential problem arises.

BUSS:765 | $25

650	Sa 10am-12pm	**Cheryl D. Ring**
	Sept. 9	*MC - SO, 107*

Finance

Keeping Records for a Small Business

As a small business owner, it is important for you to have good record keeping procedures and accurately follow tax guidelines. Taught by small business tax professional, T. Spector, CPA, class topics include internal and external financial records, different forms of business ownership (and their specific record keeping requirements), setting up your own books, management reporting, travel and entertainment expenses, home office expenses and methods for tracking and deducting vehicle expenses. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSS:705 | $75

650	Sa 9am-12:30pm	**T. Spector**
	Oct. 14 – Oct. 21	*MC - BA, 124*

Small Business Tax Seminar

If you are thinking of starting a small business or have already done so, this program is designed for you. Join small business tax professional, T. Spector, CPA, and learn the essentials of starting a business; business use of the home, recordkeeping, independent contractor versus employee, hobby versus business, federal income tax and employment tax requirements. Program is designed for sole proprietors, but much of the information relates to all forms of business ownership. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSS:706 | $39

680	Sa 9am-12:30pm	**T. Spector**
	Oct. 7	*MC - BA, 124*

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	**Bill Dorr**
	Sept. 16	*MC - BA, 124*

Career Essentials

Nonverbal Communication: How to Speak and Listen Without Words

Avoid miscommunication and become a better communicator overall! Learn about the extraordinary amount of information that can be provided through nonverbal communication and how a simple movement or facial expression can completely contradict what message you are trying to get across. Understand how to identify, interpret and use basic nonverbal cues to improve your communication skills.

COMM:711 | **$39**

| S50 | W 6:30pm-8:30pm | **Erin De Vore** |
| | *Oct. 11 – Oct. 18* | *STLCC - SC, 118* |

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**

650	Tu 6:30pm-8:30pm	**Fred Miller**
	Sept. 26 – Oct. 10	*MC - CN, 203*
C50	W 6:30pm-8:30pm	**Fred Miller**
	Nov. 7 – Nov. 21	*Corp. College, 207*

Interpersonal Communication

Learn how you can improve your interpersonal communication by taking an in-depth look at your speaking habits, modes of expression and non-verbal behavior. Role-playing exercises will give you the chance to practice and assess interpersonal strategies used in various situations and develop your skills to utilize these strategies based on your goals, needs and situations. Leave class with the ability to monitor your communication competence through self-awareness, a skill that can help you in every area of your life. No class 11/23.

COMM:765 | **$49**

| 650 | Th 6:30pm-8:30pm | **Kevin Renick** |
| | *Nov. 9 – Dec. 7* | *MC - CN, 225* |

Discover Your Career Passion

You spend a good part of your life expressing yourself 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 | **$65**

| 650 | Tu 7pm-9:30pm | **Jean Walters** |
| | *Sept. 19 – Sept. 26* | *MC - BA, 114* |

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. Class will provide you with the tools necessary to find job leads in today's market.

CPDV:705 | **$29**

| 650 | Th 6:30pm-9:30pm | **Laurie Hawkins** |
| | *Sept. 14* | *MC - BA, 124* |

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 | Th 6:30pm-9pm | **Laurie Hawkins** |
| | *Oct. 5* | *MC - SO, 108* |

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 | Tu 6pm-9pm | **Laurie Hawkins** |
| | *Sept. 19* | *MC - BA, 124* |

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 | Tu 6pm-8:30pm | **Laurie Hawkins** |
| | *Sept. 26* | *MC - BA, 124* |

Plus 50 Employment: The Purpose, Process and Payoff

Whether you have been recently laid off from your job as a result of the economy and company restructuring or are looking to get into a different career path, individuals over age fifty may find that the job seeking and employment process is vastly different from years ago. Come learn about the unique challenges that older workers may face including: researching companies; locating online job search databases; updating your resume to match your skills with prospects; networking; skill enhancement tools; interview styles; local resources; branding statements and more. You'll receive information from industry experts to help you find the path to opportunities.

CPDV:701 | **$59**

| 650 | Th 6pm-9pm | **Edwin Penfold** |
| | *Oct. 5 – Oct. 12* | *MC - BA, 203* |

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 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. Bring a sack lunch.

CPDV:702 | **$65**

680	Sa 9am-4pm	**Carol Watkins**
	Sept. 30	*MC - SO, 232*
681	Sa 9am-4pm	**Carol Watkins**
	Nov. 4	*MC - SO, 232*

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		**Amy Hereford**
	Sept. 16		MC - SO, 108
580	Sa 10am-12pm		**Amy Hereford**
	Nov. 4		FV - C, 133

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		**Amy Hereford**
	Sept. 16		MC - SO, 108
581	Sa 1pm-3pm		**Amy Hereford**
	Nov. 4		FV - C, 133

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. 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		**Jennifer Bush**
	Sept. 23		MC - SO, 111

Grant Writing for Beginners
Designed for grant writers who are just getting started or have limited experience in writing proposals, this class will cover key concepts including 501(c)(3) status, types of funders, how to identify potential funders, proposal requirements, sample MO Common Grant Application and tips on writing proposals. Lunch on your own.

NPAD:701 | **$59**

580	Sa 9am-4pm		**Hannah McClellan**
	Oct. 14		FV - B, 122

Capacity-Building in Nonprofits: Strategies and Resources
Attend this interactive course to learn capacity-building strategies and resources for supporting your nonprofit's effectiveness and sustainability towards achieving your mission. Activities will include self-assessing your nonprofit's key capacity strengths and identifying growth strategies to enhance engagement with stakeholders. Tools and methods to be discussed for finding potential partners, program planning and evaluation. Strategies will be illustrated with examples on building staff skills, applying evidence-based models and designing community programs. Instructors have partnered with numerous nonprofits over the past ten years in direct consultation and mentoring graduate students in a service learning course.

NPAD:702 | **$25**

650	Th 6:30pm-8:30pm		**Peggy Neufeld**
	Sept. 28		MC - SO, 108

Event Planning 101
From the most exciting to the most mundane tasks, you'll receive the best advice on items to consider and the roles and actions necessary to successfully and enjoyably produce and execute your event. Discussion will also focus on how to avoid potential hurdles by establishing a clearly communicated process and timeline with your team. You'll also learn to draft an outline and timeline, beginning with concept and ending with effective follow-up, which you can utilize for current or future event planning. Instructor is a producer for an international media outreach organization and former nonprofit manager for over 100 volunteers.

NPAD:704 | **$29**

650	Tu 6pm-9pm		**Sarah Guldalian**
	Sept. 19		MC - SO, 107

Industry, Quality and Safety

Drones

Introduction to Drones
Class is 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 | **$29**

680	Sa 10am-12pm		**Jack Beetz**
	Oct. 14		MC - SO, 108

Commercial Drones: FAA Part 107 Test Prep
Get prepared for the FAA test to operate a drone. To operate an unmanned aerial vehicle (UAV) commercially for hire, the new FAA Part 107 regulation now requires the operator to obtain a Remote Pilot Airman Certificate with a small UAS rating, or be under the direct supervision of a person who holds such a certificate. A former airline pilot and current drone instructor will review material to successfully pass the FAA test. Subjects include the new regulation, airspace classifications, flight restrictions, aeronautical chart study, airport operations, radio communication, weather, human factors and more. Sample test questions will also be reviewed. Optional $15 test prep book available for purchase in class. One hour lunch on your own. Deadline for withdraw is 9/14. No refunds after this date.

ENGR:706 | **$249**

CD1	Sa 8am-2pm		**Jack Beetz**
	Sept. 23 – Sept. 30		Corp. College, 207

Call 314-984-7777 to register today!

Construction

Construction Methods

This course covers many of the principles, materials, and methods used in light construction. Topics include building codes, construction standards and specializations, wood and wood products, concrete, masonry, glass, plastics, aluminum products, bituminous products, gypsum products, asbestos cement products, construction methods systems, foundation systems, slabs-on-ground, floor/ceiling systems, wood framed floors, wall systems, masonry walls, roof/ceiling systems, stucco, and terrazzo. Available for credit as CE 108 550. No class 10/17.

CONS:717 | $329

| 210 | Tu 7:05pm-9:45pm | |
| | *Aug. 22 – Dec. 17* | *FV - E, 160* |

Construction Blueprint Reading

The interpretation of construction working drawings and specifications for residential and commercial building projects. Architectural, structural, and utility drawings will be covered. Available for credit as CE 116 550. No class 9/4.

CONS:718 | $329

| 210 | M 7:05pm-9:45pm | **Richard Unger** |
| | *Aug. 21 – Dec. 17* | *FV - E, 160* |

Construction Office Practice

The interactive role of organizations in the construction process; the structure of alternative construction delivery systems, such as general contractor, construction manager, and design-build contractor; specification and building codes; cost control reporting systems for construction. Available for credit as CE 235 550. No class 11/22.

CONS:765 | $329

| 210 | W 7:05pm-9:45pm | **Todd Fisk** |
| | *Aug. 23 – Dec. 17* | *FV - E, 156* |

HVAC Operator I

A practical course dealing with the basic operation, maintenance and troubleshooting of heating, ventilating and air conditioning equipment including air, closed water stream and control systems. The dynamic equipment components of various systems will be studied with special emphasis upon preventive maintenance. Course is available for credit as ME 110 550. No class 10/17, 11/23.

CONS:765 | $329

| 211 | TuTh 7:30pm-9:10pm | **John Hope** |
| | *Aug. 22 – Dec. 17* | *FV - CWI, 130* |

National Electric Code and Calculations - Part I

Class is an introductory study of the NEC for those in related fields. This course will cover the elements, changes, applications, and design aspects of the 2017 National Electrical Code for residential and commercial properties. Certificate of participation will be awarded to those successfully finishing the course. Texts required bring to first class. No class 9/19, 10/17, 11/21.

ELEC:705 | $299

| S50 | Tu 6pm-9pm | **Michael Smith** |
| | *Aug. 29 – Dec. 12* | *STLCC - SC, 213* |

Safety and Quality: OSHA

10-Hour OSHA General Industry Safety and Health Training Certification

Class meets Tuesday 10/24 and Thursday 10/26. This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Get 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 card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 10/16 is encouraged. No refunds after this date.

CONS:736 | $125

| CD2 | TuTh 4pm-9pm | **Pat Dalton** |
| | *Oct. 24 – Oct. 26* | *Corp. College, 205* |

10-Hour OSHA Construction Safety and Health Training Certification

Class meets Tuesday 9/26 and Thursday 9/28 and meets the required laws for working on public job sites. Led by an OSHA certified trainer, 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 9/18 is encouraged. No refunds after this date.

CONS:736 | $125

| CD1 | TuTh 4pm-9pm | **Pat Dalton** |
| | *Sept. 26 – Sept. 28* | *Corp. College, 205* |

Restaurant Management

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:701 | $169

480	Sa 8am-3pm	**Tina Clark**
	Sept. 9 – Sept. 23	*FP - HSP, 219*
	No Class 9/16	
580	Sa 8am-3pm	**Almut Stephan Marino**
	Oct. 7 – Oct. 21	*FV - B, 243*
	No Class 10/14	
680	Sa 8am-3pm	**Almut Stephan Marino**
	Nov. 4 – Nov. 18	*MC - SO, 112*
	No Class 11/11	

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.

RMGT:702 | $79

480	Sa 8am-3pm	**Tina Clark**
	Sept. 23	*FP - HSP,219*
580	Sa 8am-3pm	**Almut Stephan Marino**
	Oct. 21	*FV - B, 243*
680	Sa 8am-3pm	**Almut Stephan Marino**
	Nov. 18	*MC - SO, 112*

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
550   Tu 6pm-7:30pm   **Ryan Chester**
  Aug. 15   *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, you will learn about electrical basics, photovoltaics, solar energy fundamentals, photovoltaic sizing, solar energy markets and safety basics. Class will introduce basic photovoltaic equipment and you will learn how to assess potential installation sites for their solar energy potential. 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, learn about photovoltaic system components and how they interact with each other. You 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. 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 8/16 is encouraged. No refunds after this date.

CONS:721 | $349
5D1   TuTh 5pm-8pm   **Ryan Chester**
  Aug. 24 – Sept. 14   *FV - CWI, 127*

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: Solar Basics - Part I. Registration by 9/11 is encouraged. No refunds after this date.

CONS:721 | $159
5D2   TuTh 5pm-8pm   **Ryan Chester**
  Sept. 19 – Oct. 10   *FV - CWI, 127*

Advanced PV Sizing Electrical Design
Class meets on Tuesdays and Thursdays. 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 as well as basic troubleshooting techniques. This course and the previous classes are required to sit for the NABCEP entry level exam. Registration by 10/5 is encouraged. No refunds after this date. No class 10/17.

CONS:721 | $199
5D3   TuTh 5pm-8pm   **Ryan Chester**
  Oct. 12 – Oct. 31   *FV - CWI, 127*

Advanced NEC for Photovoltaics and NABCEP for Installer Exam Prep
Class meets Tuesdays and Thursdays. 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 10/26 is encouraged. No refunds after this date. No class 11/7, 11/23.

CONS:721 | $259
5D4   TuTh 5pm-8pm   **Ryan Chester**
  Nov. 2 – Dec. 5   *FV - CWI, 127*

Solar Courses
NABCEP Certified Courses

STLCC offers 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.

Career Studies

Nursing and Allied Health

GENERAL INFORMATION for Nursing and Allied Health Programs

Allied Health Continuing Education of St. Louis Community College offers a wide selection of courses and workshops. Please take a few moments to read the course descriptions. There are new offerings that have been developed in response to requests.

Courses are approved or pending approval for continuing education credit as noted. Approval by another accrediting entity or for professional licensure is the sole responsibility of the participant.

Allied Health Continuing Education of St. Louis Community College serves as a Community Training Center for the American Heart Association whose mission is to reduce disability and death from cardiovascular disease and stroke and set guidelines for emergency cardiovascular care and training. The American Heart Association strongly promotes knowledge and proficiency in BLS and has developed instructional materials for this purpose.

Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fee charged for a course, except for a portion of the fee needed for American Heart Association course material, does not represent income to the Association.

Clinical and Field Work
Some degree and certificate programs offered by the college require students to obtain clinical or other field experience as part of their course work. Students with criminal convictions or drug use may have difficulty progressing in these programs. **Hospitals and facilities may mandate that a criminal background check and/or drug screening check (at the student's expense) may be conducted prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experience, thus rendering the student ineligible to satisfactorily meet the course/program requirements.** Students should contact an academic advisor or the program coordinator for further details.

Vision in Adult Rehab

This education activity is designed for the OT/OTA professional. Join Mary Falcetti, MA, OTR/L. FAOTA for a discussion of common adult low vision conditions seen in treatment. Review assessment tools for low vision, treatment ideas and strategies for low vision clients and suggestions for best practice of documentation and progress.

AHCE:773 | $25

650	W 6pm-8pm	**Mary Falcetti, MA, OTR/L. FAOTA**
	Oct. 18	MC - AS, 104A

EMT Core Curriculum

This course begins August 22, 2017. Attendance at first class is required. A strict attendance policy is enforced. This course meets all the current requirements for Missouri EMT-B license renewal. It includes the assessment and care of the sick and injured, pediatric and geriatric emergencies, childbirth, defibrillation, hazardous material situations and the use of adjunctive EMS equipment. Does not include CPR. Course is not for initial EMT-Basic training. Initial EMT-Basic training is offered for college credit (EMT 121). Registration deadline before class begins on 8/22. No class 10/17, 11/23.

EMSS:700 | $150

H50	TuTh 6pm-9:50pm	
	Aug. 22 – Dec. 14	Harrison Ed. Ctr, 200

Community Emergency Response Team Training

Have you ever thought, "What would I do if a tornado struck my subdivision?" or "What types of natural disasters can happen in St. Louis?" We have the answers… Community Emergency Response Team Training (CERT) is a series of classes that prepares you to help yourself, your family, coworkers and neighbors in the event of a crisis in your community. Through this interesting eight-week series of classes (Thursday evenings, September 7 – October 26) participants learn about emergency preparedness and receive training in basic response skills such as fire safety, team organization, terrorism, disaster psychology, disaster preparedness, light search and rescue and disaster medical operations. Through a partnership with local emergency responders who are trained professionals and CERT trainers you will learn lifesaving skills. Once you have completed the eight classes you will conclude training with a full-scale disaster exercise (off-campus Saturday, October 28) that will put what you have learned to work in a real-life tornado simulation. Upon successful completion of the training, you will be able to join a local St. Louis Area CERT program to continue to support and help in times where volunteers are needed. This training is free but registration is required.

EMSS:715 | No Fee

453	Th 6:30pm-10pm		Sa 9am-4pm		Oct. 28
	Sept. 7 - Oct. 26	WW, 220	WW - Off Campus		

Computed Tomography Registry Review Course - Tier 1

This review course begins Wednesday, September 6 and will meet Monday/Wednesday through November 20, each session 2 hours in length. Register in person only in Continuing Education at Forest Park, SC 125. This course is designed for the Technologist currently working in Computed Tomography or, the Nuclear Medicine Technologist who does not need clinical placement to complete clinical requirements for ARRT CT certification eligibility. This class provides instruction addressing CT history, instrumentation, applications, physics, patient care, anatomy and contrast media. It prepares successful students to take the ARRT CT Registry Exam. Prerequisite required at registration: Radiology Technologist - ARRT RT(R); Nuclear Medicine Technologist - NMTCB (CNMT) or ARRT (N). Textbooks required and will be available at the Forest Park Bookstore. Registration/refund/withdrawal deadline: 8/30. No refunds after that date.

AHCE:789 | $345

4D0	MW 7pm-9pm	**Patrick Murphy**
	Sept. 6 – Nov. 20	FP - A Tower, 413

Computed Tomography Registry Review Course - Tier 2

This review course begins Wednesday, September 6, 2017 and will meet through May 7, 2018. Register in person only in Continuing Education at Forest Park, SC 125. This course is designed for the Technologist or the Nuclear Medicine Technologist entering the field of Computed Tomography who needs the classroom instruction and clinical placement to complete clinical requirements for ARRT CT certification eligibility. This review course prepares successful students to take the ARRT CT Registry Exam. The course provides instruction addressing CT history, instrumentation, applications, physics, patient care, anatomy and contrast media. Class meets twice a week Monday and Wednesday (September 6 - November 20), each session 2 hours in length. The clinical component begins November 27, 2017 and ends May 7, 2018. Students will be placed at a STLCC clinical site. Students will have to attend a weekly clinical review on Monday evenings 7 - 9 p.m. beginning November 27, 2017 through May 7, 2018. Prerequisites required at registration: Radiology Technologist - ARRT RT(R); Nuclear Medicine Technologist - NMTCB (CNMT) or ARRT (N); and Family Care Safety Registry-Worker registration letter. Register online at www.dhss.mo.gov. Only the original letter will be accepted. Letter cannot be older than six months. No clinical dates: 12/23/2017 - 1/1/2018, 1/15, 2/19, 3/12-3/16. Textbooks required and will be available at the Forest Park Bookstore. Registration/refund/withdrawal deadline: 8/30. No refunds after that date.

AHCE:789 | $589

4D1	MW 7pm-9pm	**Patrick Murphy**
	Sept. 6 – Nov. 20	FP - A Tower, 413
	M 7pm-9pm	
	Nov. 27 - May 7	FP - A Tower, 413

Mental Health Interpreter

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: six months prior interpreting experience. All course materials included. Registration/Refund/Withdrawal deadline: 9/5.

EDUC:760 | $219

6D0	M 6:30pm-9:30pm	**Kim Osmanagic, Eduardo Vera**
	Sept. 11 – Nov. 13	MC - SW, 108

Call 314-984-7777 to register today!

Healthcare Occupations

Registration for Healthcare Occupations programs can only be completed in person at the Forest Park Campus - Continuing Education, Student Center 125.

Nurse Assistant Training for Nursing Homes

The 104 hours of on-the-job training are completed in a nursing home in addition to the scheduled class time. The on-the-job training hours are either an eight hour day shift or evening shift.

Training is held from 9/12 - 11/14. Register in person only in Continuing Education at Forest Park Student Center 125. Class meets twice a week for 20 sessions; each four hours in length. The 104 hours of on-the-job training are completed in a nursing home and in addition to the scheduled class time. The on-the-job training hours are either an 8 hour day shift or evening shift. No weekend hours for on-the-job training. Time off from work may be required to complete on-the-job training. Strict attendance policy. Any missed class or on-the-job training time will be made up at an additional expense to the student. Upon successful completion of this state approved course the student is eligible to take the Missouri written and practical nurse assistant certification exams. Prerequisite: Family Care Safety Registry Worker Registration letter is required at time of registration. Only original letter will be accepted. Letter cannot be older than six months. Register online at www.health.mo.gov/safety/fcsr/ to obtain letter. To enroll in this state approved training the student must be employable in a skilled nursing facility or intermediate care facility in direct resident care. This is assured by verification with the criminal background check, 5-Panel drug screen, Family Care Safety Registry Worker Registration, state registry for nurse assistants and EDL. Intermediate or higher proficiency in English is recommended. Required Nursing Skills Lab: Saturday, 9/16, 8 am - 4:30 pm. Registration/Refund/Withdrawal deadline: 9/5. No refunds after that date. No class 10/17.

NURS:723 | $1,099

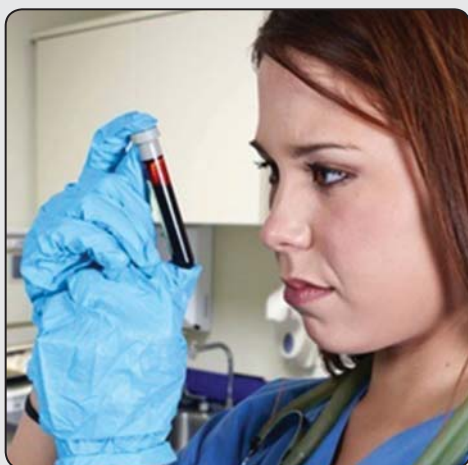| 4D0 | TuTh 4:30pm-8:30pm | **Alverta Smith** |
	Sept. 12 - Nov. 14	*FP - G Tower, 121*
	Sa 8am-4:30pm	
	Sept. 16	*FP - C Tower, 415*

Exclamation Point!

*"I loved **Alverta Smith**. She was excellent when it came to teaching us the skills and techniques on how to become a success in the world."*

Rob W., Overland, MO

Phlebotomy

The course will be held from 9/19 - 11/14 preparing the student for entry level employment as a phlebotomist. Register in person only in Continuing Education at Forest Park, Student Center 125. The course provides classroom, lab instruction and clinical experience. The 100 hours of clinical experience is in addition to the scheduled 48 hours of class time. No night shift or weekend hours for clinical experience. Time off from work may be required to complete clinical. A strict attendance policy is enforced throughout this training. Course content includes basic anatomy pertinent to blood collection, as well as communication skills, specimen processing, related interdisciplinary tasks, lab experience of blood drawing techniques and practical experience of blood drawing techniques in the clinical setting. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application; Family Care Safety Registry-Worker registration letter. Only original letter will be accepted. Letter cannot be older than six months. Register online at www.dhss.mo.gov to obtain letter. Registration/refund/withdrawal deadline: 9/12. No refunds after that date. No class 10/17.

AHCE:785 | $805

| 4D0 | TuTh 4pm-7pm | **Joann Devine** |
| | *Sept. 19 – Nov. 14* | *FP - B Tower, 417* |

Pharmacy Technician 300 Training Program

Registration for this program begins July 31, 2017.   **Refund/withdrawal deadline: 8/14 - No refunds after that date.**

This hybrid/flip instructor lead course is held from August 21, 2017 through January 29, 2018. Students must have Internet connection and be competent computer and Internet users. To assess readiness to complete an online course students should read and take the online assessment SmarterMeasure found under Online Education on the college website. Course work will be completed online. Students will be required to attend scheduled workshop sessions on campus: 8/21, 8/24, 9/7, 9/18, 10/2, 10/9, 10/23, 11/6, 11/20 and 12/4. The externship is scheduled December 5, 2017 - January 19, 2018. Students will be required to attend the final examination review on 1/22 and the final examination on 1/29. Workshops and final exam will meet 6 - 9 p.m. This training prepares the student for entry level employment as a pharmacy technician. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing. Upon successful completion of the course the student is eligible to take a certification exam. Register in person only in Continuing Education at Forest Park, Student Center 125. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test - Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application. Family Care Safety Registry-Worker registration letter: Register online at www.dhss.mo.gov. Only the original letter will be accepted. Letter cannot be older than six months. Registration/refund/withdrawal deadline: 8/14. No refunds after that date.

AHCE:786 | $2,400

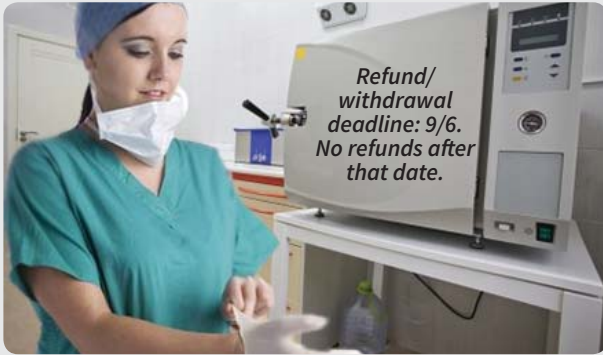| 4D0 | Dates listed in description - 6pm-9pm | |
| | *Aug. 21 – Jan. 29* | *FP - G Tower, 121* |

Section available for students using payment plan through MK Education. Student must have approval of MK Education to register. Contact MK Education at 630-929-8602 for details.

Healthcare Occupations

Registration for Healthcare Occupations programs can only be completed in person at the Forest Park Campus - Continuing Education, Student Center 125.

Refund/withdrawal deadline: 9/6. No refunds after that date.

Central Sterile Processing Technician

Whether starting a career in Central Sterile Processing or already working in the field, this program will help you establish a foundation in:
- Central service workflow and concerns
- Basic job knowledge and skills
- Basic job responsibilities

At the end of this program, you'll be prepared to take a national certification exam as well as for entry-level employment as a Central Sterile Processing Technician.

Brought to you in partnership with MK Education

Tier 1

This class is for the individual working in the field of Central Sterile Processing who only needs the 100 hours of classroom/online instruction. This hybrid/flip instructor lead course is held from 9/13 - 12/6. Students must have Internet connection and be competent computer and Internet users. To assess readiness to complete an online course students should read and take the online assessment SmarterMeasure found under Online Education on the college website. Course work will be completed online. Students are required to attend scheduled workshop sessions. A strict attendance policy is enforced throughout this training. Topics presented in the program include anatomy and physiology, medical terminology, infection prevention and control, tools for cleaning, safety and decontamination. This program will prepare successful students to take a national certification exam. Register in person only in Continuing Education at Forest Park, Student Center 125. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application. Registration/refund/withdrawal deadline: 9/6. No refunds after that date. No class 11/22.

AHCE:788 | $1,700

4D0	W 6pm-9pm		
	Sept. 13 – Dec. 6		*FP - G Tower, 121*

Tier 2

This class is for the individual entering the field of Central Sterile Processing who needs both the classroom/online instruction and externship. This course will be held from September 13, 2017 through May 21, 2018. Students must have Internet connection and be competent computer and Internet users. To assess readiness to complete an online course students should read and take the online assessment SmarterMeasure found under Online Education on the college website. Course work will be completed online. Externship begins December 11, 2017 and ends May 21, 2018. A strict attendance policy is enforced throughout this training. This program offers the student a direct pathway to success in Central Sterile Processing. Topics presented in the program include anatomy and physiology, medical terminology, infection prevention and control, tools for cleaning, safety and decontamination. This program prepares the successful student to take a national certification exam. Register in person only in Continuing Education at Forest Park, Student Center 125. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application. Family Care Safety Registry-Worker registration letter: Register online at www.dhss.mo.gov. Only the original letter will be accepted. Letter cannot be older than six months. Refund/withdrawal deadline: 9/6. No refund after that date. No class 11/22.

AHCE:788 | $2,150

4D2	W 6pm-9pm		
	Sept. 13 – Dec. 6		*FP - G Tower, 121*
	Externship: Dec. 11 - May 21, 2018		*Off Campus*

Free Healthcare Occupations Information Sessions

Information sessions are free, but registration is required.
Call 314-984-7777 to register beginning August 7

Whether you're just starting out in healthcare or looking to switch careers but aren't sure about the direction to take, our *Healthcare Occupations information sessions* will help you identify your interests and learn about career pathways that might be the *right fit for you!*

Healthcare Occupations Information Session

This free session is designed to provide information to individuals interested in the noncredit healthcare occupation trainings offered at St. Louis Community College. The information session will include an overview of each noncredit healthcare occupation training along with an explanation of all prerequisites.

AHCE:701 | No Fee

458	W 6pm-7pm		
	Oct. 11		*FP - G Tower, 323*

Pharmacy Technician Information Session

This free session is designed to provide information for individuals interested in the Pharmacy Technician Training. The presentation will include an explanation of the pre-requisites, an overview of the training and requirements needed for successful completion and certification.

AHCE:786 | No Fee

450	W 6pm-7pm		
	Nov. 1		*FP - G Tower, 323*

Central Sterile Processing Technician Information Session

This free session is designed to provide information for individuals interested in the Central Sterile Processing Technician Training. The presentation will include an explanation of the pre-requisites, an overview of the training and requirements needed for successful completion and certification.

AHCE:788 | No Fee

450	Th 6pm-7pm		
	Nov. 16		*FP - G Tower, 121*

We're saving a seat for you!
Registration begins August 7

CPR and First Aid

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

5D0 W 6pm-9:30pm		**Gary Holsapple**
Sept. 13		*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 6pm-8pm		**Marilyn Miederhoff**
Nov. 7		*MC - CE*

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

4D0 Sa 8:30am-4:30pm		**Gary Holsapple**
Oct. 7		*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	5D0 Sa 8:30am-4pm	4D0 Sa 8:30am-4pm
Carol Pikey	**Gary Holsapple**	**Carol Pikey**
Oct. 21	*Nov. 18*	*Dec. 2*
MC - CE	*FV - TC, 105*	*FP - G Tower, 121*

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 Th 5pm-10pm		**Marilyn Miederhoff**
Aug. 31		*FP - G Tower, 121*
6D0 M 5pm-10pm		**Carol Pikey**
Sept. 11		*MC - CE*
5D0 Sa 9am-3:30pm		**Gary Holsapple**
Sept. 16		*FV - TC, 105*
4D1 Sa 9am-3:30pm		**Gordon Back**
Sept. 23		*FP - G Tower, 121*
4D2 Tu 5pm-10pm		**Gordon Back**
Oct. 10		*FP - G Tower, 121*
SD0 F 9am-3:30pm		**Carol Pikey**
Oct. 13		*STLCC - SC, 125*
6D1 M 9am-3:30pm		**Carol Pikey**
Oct. 16		*MC - CE*
5D1 Th 5pm-10pm		**Gary Holsapple**
Oct. 26		*FV - TC, 105*
CD0 M 5pm-10pm		**Gary Holsapple**
Oct. 30		*Corp. College, 276*
4D3 Th 5pm-10pm		**Gordon Back**
Nov. 2		*FP - G Tower, 121*
5D2 W 5pm-10pm		**Gary Holsapple**
Nov. 8		*FV - TC, 105*
6D2 Sa 9am-3:30pm		**Carol Pikey**
Nov. 11		*MC - CE*
3D0 M 5pm-10pm		**Marilyn Miederhoff**
Nov. 13		*WW, 102A*
6D3 Tu 5pm-10pm		**Carol Pikey**
Nov. 21		*MC - CE*
HD0 W 9am-3:30pm		**Gordon Back**
Nov. 29		*Harrison Ed. Ctr, 100*
4D4 Su 9am-3:30pm		**Gordon Back**
Dec. 3		*FP - G Tower, 121*
6D4 Th 5pm-10pm		**Carol Pikey**
Dec. 7		*MC - CE*
6D5 M 5pm-10pm		**Marilyn Miederhoff**
Dec. 11		*MC - CE*
4D5 Th 5pm-10pm		**Gordon Back**
Dec. 14		*FP - G Tower, 121*

Basic Life Support Instructor Essentials Course

The American Heart Association BLS Instructor Essentials Course provides the core and discipline-specific content necessary to teach AHA CPR and First Aid courses. The course is taught in a blended-learning format. Instructor candidates will complete pre course online study, followed by the hands-on session conducted by Training Center Faculty during the AHA Instructor course. The course educates the instructor candidate in the use of AHA Instructor teaching materials; how to ensure that students meet learning objectives; student coaching skills; how to conduct an objective skills performance evaluation and to follow AHA Instructor course policies. Please note there is self-paced, pre course preparation. Access to a computer will be necessary to complete required online course work. Prerequisite required at time of registration: Current AHA BLS Healthcare Provider CPR card. Registration four 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 BLS Instructor Essentials Course, a STLCC Training Center 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: 9/25. Interested students must contact Diane Sterett at 314-539-5754 before registering for the BLS Essentials Instructor Course.

CPRR:708 | $299

4D0 M 8am-5pm		**Gordon Back**
Oct. 23		*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 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 M 6pm-10pm		**Gordon Back**
Sept. 25		*FP - G Tower, 121*
Registration/Refund/Withdrawal deadline: 9/18.		
4D1 W 9am-1pm		**Gordon Back**
Nov. 15		*FP - G Tower, 121*
Registration/Refund/Withdrawal deadline: 11/8.		

Communications

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

680	Sa 9am-12pm	**Michael Doran**
	Sept. 30	*MC - SW, 207*
580	Sa 9am-12pm	**Michael Doran**
	Nov. 4	*FV - C, 112*

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

681	Sa 12:30pm-3:30pm	**Michael Doran**
	Sept. 30	*MC - SW, 207*
581	Sa 12:30pm-3:30pm	**Michael Doran**
	Nov. 4	*FV - C, 112*

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. Class is not eligible for Senior Scholarship.

PEDU:753 | $695

6D1	M 5pm-9pm	**Melissa Baumgartner**	4D1	F 9am-1pm	**Melissa Baumgartner**
	Sept. 25 – Nov. 27	*MC - SO, 105*		*Sept. 29 – Dec. 8*	*FP - G Tower, 323*
		Registration/withdrawal deadline: 9/18. No refunds after this date.			*Registration/withdrawal deadline: 9/21. No refunds after this date. No Class 11/24*

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

450	W 7pm-9pm	**Jill McCoy**
	Oct. 25	*FP - G Tower, 325*
650	Th 7pm-9pm	**Jill McCoy**
	Sept. 21	*MC - CN, 202*

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	**Mary Hankins**
	Oct. 14	*FP - G Tower, 325*

TRUCK DRIVERS ARE IN HIGH DEMAND!

Learn about the 5-week Class A CDL Truck Driving Program, 2-week Class B CDL Program, and the Refresher CDL Program.

Attend an Information Session at the Forest Park campus for program details.

Information sessions are free but registration is required. Truck Driving Class A CDL and Class B CDL Information sessions are held weekly on Thursdays at 9:30am or on the second Tuesday of the month at 5pm.

Call 314-984-7777 to register.

WORKFORCE SOLUTIONS GROUP
ST. LOUIS COMMUNITY COLLEGE

stlcc.edu/truckdriving

Applications and Systems

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	**Rachel Bufalo**	
	Sept. 9	*MC - BA, 202*	
681	Sa 9am-4pm	**Rachel Bufalo**	
	Nov. 11	*MC - BA, 203*	

Microsoft Word 2016 for Business: Part I
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 ribbon and Quick Access Toolbar. Leave with the skills to create a document, format, change styles and fonts, cut/copy/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience. Recommended to bring a flash drive.
COMP:715 | $129

C01 F 9am-4pm **Cris Heffernan**
Aug. 25 *Corp. College, 208*

Microsoft Word 2016 for Business: Part II
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. Recommended to bring a flash drive.
COMP:716 | $129

C01 F 9am-4pm **Cris Heffernan**
Sept. 1 *Corp. College, 208*

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

C02	Sa 9am-4pm	**Cris Heffernan**	
	Sept. 16	*Corp. College, 208*	
580	Sa 9am-4pm	**Cris Heffernan**	
	Sept. 23	*FV - B, 120*	
681	Sa 9am-4pm	**Roy Lenox**	
	Nov. 18	*MC - BA, 203*	

Microsoft Excel 2016: 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

650 Th 6:30pm-9:40pm **Roy Lenox**
Sept. 7 – Oct. 5 *MC - CN, 221*

Microsoft Excel 2016: 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

650 Th 6:30pm-9:40pm **Roy Lenox**
Oct. 12 – Nov. 9 *MC - CN, 221*

Microsoft Excel 2016 for Business: Part I
You will learn tips and tricks to navigate efficiently and create effective spreadsheets in one of Microsoft's most powerful programs. Learn to build basic formulas and functions, with an emphasis on Relative and Absolute referencing. Learn to make your sheets and printouts easier to read with special formatting techniques. An important class for the beginner as well as for the self-taught Excel user. Prerequisite: Windows Introduction class. Recommended to bring a flash drive.
COMP:720 | $129

C01 F 9am-4pm **Cris Heffernan**
Sept. 8 *Corp. College, 208*

Micrsoft Excel 2016 for Business: Part II
Build on previous knowledge and further your spreadsheet skills by creating more complex formulas using a variety of Functions. Learn techniques of data management and analyzing your data with lists, tables, common charts, pivot tables, and pivot charts. Discover the ease of using range names and conditional formatting. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Recommended to bring a flash drive.
COMP:721 | $129

C01 F 9am-4pm **Cris Heffernan**
Sept. 22 *Corp. College, 208*

Microsoft Excel 2016 for Business: Part III
Continue to expand your Excel expertise as you manage multiple workbooks and worksheets, and build 3 dimensional calculations and file linking. Explore the power of the all-important Lookup Functions and related concepts. Become adept at using Formula Auditing tools, Data Validation, and sharing and protecting workbooks. Also, explore the use of major Data Analysis tools, such as Scenarios and Data Tables. Create and edit macros to save you time and create consistency across workbooks. Prerequisite: Introduction to Excel or equivalent experience. Recommended to bring a flash drive.
COMP:722 | $129

C01 F 9am-4pm **Cris Heffernan**
Sept. 29 *Corp. College, 208*

Microsoft Access 2016: In a Day
Learn the basics of Access in one day! In this class, you will 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. Recommended to bring a flash drive.
COMP:725 | $99

650 Sa 9am-4pm **Cris Heffernan**
Oct. 7 *MC - BA, 203*

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. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.
COMP:725 | $129

C01 F 9am-4pm **Cris Heffernan**
Oct. 20 *Corp. College, 208*

Microsoft Access 2016 for Business: Part II
Get the skill you need to enhance your database designs. Work with Data Normalization, Table Relationships and Join techniques, including Inner and Outer joins. Learn to query multiple tables for customized reports. Create more complex queries using parameters, and action queries. Learn to use more advanced Reporting techniques. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Access or equivalent experience. Recommended to bring a flash drive.
COMP:725 | $129

C02 F 9am-4pm **Cris Heffernan**
Oct. 27 *Corp. College, 208*

Microsoft Access 2016 for Business: Part III
Round out development of your Access skills by learning advanced Forms design techniques, including the addition of controls, improved navigation, and effective use of Conditional Formatting. You will link tables, import and export data, and use your database in a Word Mail Merge. Learn to build Macros to validate and automate data, and be introduced to VBA to enhance your database even further. Topics also include documenting and securing your DB, and creating and managing a Switchboard to control user interaction with your DB. Prerequisite: Microsoft Access 2016 for Business: Part 1 and Part 2. Bring a flash drive.
COMP:726 | $129

C01 F 9am-4pm **Cris Heffernan**
Nov. 3 *Corp. College, 208*

QuickBooks Pro 2017
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. This course does not cover the QuickBooks online version. Prerequisite: Windows Introduction class or equivalent experience.
COMP:734 | $149

C50 W 6pm-9pm **Dawn Jones**
Oct. 4 – Nov. 1 *Corp. College, 208*

Gmail and Google 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 and password.

COMP:742 | $25

654	Tu 6pm-9pm		**Rachel Bufalo**
	Sept. 12		*MC - TBA*

Introduction to Google Drive

In this class you will learn how to create docs, sheets, slides and more using Google's free web based system. Access your documents from any computer and easily share them with others. This class will be an overview of the tools available in Google Drive. Instructor works extensively in Google Drive. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful. It is also helpful, but not required, to have your Google account set up prior to class. Bring user ID and password.

COMP:742 | $25

C53	W 6pm-9pm		**Laura Warren**
	Nov. 1		*Corp. College, 206*

Google Docs and Sheets

In this class you will learn 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 and password.

COMP:742 | $25

C50	W 6pm-9pm		**Laura Warren**
	Oct. 18		*Corp. College, 206*

Introduction to AutoCAD I

Fundamentals of the AutoCAD drafting system. Drawing setup units, limits, layers, linetypes, colors. Drawing procedures points, lines, arcs, circles. Special features polylines, blocks, dimensioning, cross-hatching, plotting. Prerequisite: EGR 050. Available for credit as EGR 133 550. No class 11/22.

COMP:770 | $219

210	W 7pm-9:55pm		**Walter Staas**
	Sept. 13 – Dec. 17		*FV - E, 278*

Introduction to AutoCAD II

Continuation of Introduction to AutoCAD I. DOS for AutoCAD, Blocks, attributes, symbol libraries, bill of material extraction, screen and tablet menus, digitizing drawings, slides and slide shows, introduction to LISP language. Prerequisite: EGR 133. Available for credit as EGR 141 550. No class 10/17.

COMP:770 | $219

211	Tu 7pm-9:55pm		**Walter Staas**
	Sept. 12 – Dec. 17		*FV - E, 278*

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

C81	Sa 9am-12pm		
	Oct. 28		*Corp. College, 211*
652	Th 6pm-9pm		
	Sept. 14		*MC - SW, 108*

Learn the Basics of an iPhone or iPad

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

COMP:765 | $25

C80	Sa 9am-12pm		
	Nov. 18		*Corp. College, 209*

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 usuage, 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 | $29

651	Tu 6pm-9pm		**Rachel Bufalo**
	Nov. 28		*MC - AS, 204*
C83	Sa 9am-12pm		**Patrick Karl**
	Sept. 23		*Corp. College, 205*

Personal Computing

PCs 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 | $109

S01	Th 9am-12pm		**Jerry Bearden**
	Sept. 7 – Sept. 28		*STLCC - SC, 209*

PCs and Technology: Introduction In a Day

Learn the basics of using a PC and 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

580	Sa 9am-4pm		**Rachel Bufalo**
	Nov. 18		*FV - B, 127*
680	Sa 9am-4pm		**Rachel Bufalo**
	Sept. 30		*MC - BA, 203*

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.

COMP:702 | $109

750	M 7pm-9pm		**Helen Ralston**
	Sept. 18 – Nov. 20		*Lindbergh H.S., 108*

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		
	Sept. 9		*Corp. College, 208*
C82	Sa 9am-4pm		
	Nov. 18		*Corp. College, 208*

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

S52	Th 6pm-9pm		**Rachel Bufalo**
	Oct. 26		*STLCC - SC, 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, search for items, to bid, win auctions, sell items-including fees, add a picture, tcomplete 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

S54	W 6:30pm-9pm		**William Bearden**
	Oct. 18 – Oct. 25		*STLCC - SC, 208*

Internet Research and Investigation: 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		**Jean Bradley**
	Oct. 1		*MC - BA, 208*

Call 314-984-7777 to register!

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 | $25

682 Su 12pm-3pm		**Jean Bradley**
Nov. 19		*MC - BA, 208*

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		**Patrick Karl**
Sept. 16		*MC - BA, 202*

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 | $39

680 Sa 8am-12pm		**Patrick Karl**
Oct. 28		*MC - BA, 202*

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, electronic and communications using the most current/effective techniques/methodologies.

COMP:795 | $39

C80 Sa 9am-12pm		**Cortez Tillman**
Nov. 11		*Corp. College, 208*

Publishing and Media Technologies

Publishing Technologies

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 | $99

680 Sa 9am-4pm		**Zak Zych**
Nov. 4		*MC - BA, 212*

Adobe Photoshop Creative Cloud (CC): Introduction

This course, utilizing Adobe Photoshop Creative Cloud software, shows students 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, the quick selection tool, the magic wand and color range, 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. This course meets the curriculum requirements of the Digital Photography Essentials Program.

COMP:755 | $129

C50 M 6pm-9pm		**Zak Zych**
Sept. 11 – Oct. 2		*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.

COMP:755 | $129

C51 M 6pm-9pm		**Zak Zych**
Oct. 9 – Oct. 30		*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 M 6pm-9pm		**Zak Zych**
Nov. 13-Dec. 4		*Corp. College, 206*

= **Digital Arts and Technology Alliance Workshops**

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 | $89

S50 W 6pm-9pm		**Rachel Bufalo**
Oct. 11 – Oct. 25		*STLCC - SC, 206*

Photoshop Elements 14: 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 12. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

COMP:755 | $39

S51 W 6pm-9pm		**Rachel Bufalo**
Nov. 1 – Nov. 8		*STLCC - SC, 206*

Adobe Photoshop Creative Cloud: The First Step

This workshop introduces practical methods for working with the software. Carefully crafted tutorials provide an overview and reinforce the student's understanding of Photoshop tools, including Layers, Making Selections, Masking, Basic Color, the Type tool, Extraction Filter, Image Resolution, and the conversion from RGB to Grayscale. Image repairs with the Healing Patch and Clone Stamp will be explored. The ability to create unique fictional images without a camera or scanner will be introduced. Lots of discussion and guided demonstrations by a Photoshop expert will encourage class participation in an atmosphere of mutual support.

CVTW:701 | $139

600 F 8:30am-4:30pm		**Zak Zych**
Sept. 1		*MC - HE, 233*

Adobe Photoshop Creative Cloud: The Next Step

This workshop presents essential techniques for graphic designers, photographers and digital artists who are already regular users of Photoshop. This level of instruction will demonstrate precise selections using the pen tool and compositing two images together based on displacement maps. You will explore the brush engine, typography, filters, channels, advanced masking and the new vanishing point tool. Be prepared for an intensive hands-on learning experience that will assist you in expanding creativity.

CVTW:701 | $139

601 F 8:30am-4:30pm		**Zak Zych**
Oct. 6		*MC - HE, 233*

Adobe Lightroom: Introduction

This workshop introduces the basics of Lightroom, a software that contains a powerful and comprehensive set of digital photography tools 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

682 Sa 8:30am-4:30pm		**Charles LaGarce**
Aug. 26		*MC - HE, 232*

New Adobe Lightroom: Advanced Development with PhotoShop

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

CVTW:701 | $139

680 Sa 8:30am-4:30pm   **Charles LaGarce**
Nov. 4   *MC - HE, 232*

New Adobe Lightroom: Print and Publish

This workshop will focus on advanced image layout and printing techniques from Lightroom Print Module, and creating a Photo Book with the Lightroom Book Module for both amateur and professional photographers.

CVTW:701 | $139

681 Sa 8:30am-4:30pm   **Charles LaGarce**
Dec. 2   *MC - HE, 232*

Adobe Lightroom: Introduction

This workshop introduces the basics of Lightroom. A powerful and comprehensive set of digital photography tools that enable you to organize and bring out the best in your images, achieving amazing image quality. Lightroom is designed as an end-to-end photographic workflow process for both amateur and professional photographers.

CVTW:701 | $139

684 Sa 8:30am-4:30pm   **Charles LaGarce**
Sept. 16   *MC - HE, 232*

Adobe InDesign Creative Cloud: The First Step

Enhance your graphic design skills and productivity with InDesign. Learn how to import illustrations and photos and set type correctly for flyers, brochures, and other basic applications. Learn how to convert Quark documents into Adobe InDesign documents. Learn key commands and other great tips for making easy work of your layouts.

CVTW:702 | $139

680 F 8:30am-4:30pm   **David Haley**
Oct. 13   *MC - HE, 233*

New Adobe Illustrator: Pen Tool Boot Camp

Have you struggled with drawing in a vector format? The Pen tool is a key component for image creation in vector design and difficult to master. This half day workshop will focus on lessons to help understand line creation in vector software. Learn best practices on how to place anchor points, control handles and use modifier keys for path creation. Brief experience with illustrator is helpful. This class will be offered on the Macintosh platform with current version of Adobe Illustrator CC 2017.

CVTW:702 | $79

681 Sa 8:30am-12:30pm   **John Schmitt**
Sept. 9   *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 | $79

683 Sa 8:30am-12:30pm   **John Schmitt**
Oct. 14   *MC - HE, 232*

New Adobe InDesign Creative Cloud: Basic Core Tools

The objective of this workshop is to give you an introduction to the basic core tools of Adobe lnDesign. It is targeted to those with little or no experience with lnDesign. The course covers the basics of the application; the preferences, tool bar, control bar and tool panels, what each is used for and how to use them. In addition you will work with type setting, formatting, type spacing, placing of photos, artwork and basic excel data import for tables. Included is the completion of a Flyer so that an understanding of how everything works together to complete a page layout. The completion of this workshop will give you the skills to do basic page layout. It is recommende4 that you take the follow-up course "Adobe lnDesign - Beyond the Basics" to build on what you learned in the previous course.*

CVTW:702 | $79

682 F 8:30am-12:30pm   **David Haley**
Oct. 13   *MC - HE, 233*

3D Printing for Basic Prototyping

This four-part workshop will take you through the workflow of 3D printing. Learn terminology, history, and an overview of 3D printing in software and hardware developments. Design, build and create a 3D printed object. Software such as TinkerCad, Cura, Adobe Illustrator, and Photoshop will be covered. This multi session format will allow students to learn in class and then modify and design between sessions for comprehensive learning.

CVTW:713 | $139

600 Th 6pm-8pm   **John Chihak**
Oct. 5 – Oct. 26   *MC - HE, 136*

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   **Timothy Linder**
Sept. 15   *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   **Timothy Linder**
Sept. 29   *MC - HE, 233*

New Maya: 3D Modeling Basics

This course is designed for the true beginner. We will start by touring the Maya interface, then move into creating and texturing simple objects. From there we will learn techniques and tools to create and texture characters and complex shapes. This class will focus on polygon extruding, sculpting, texturing and lighting. No previous experience with 3D art or Autodesk Maya is necessary.

CVTW:704 | $139

602 F 1pm-6pm   **Joseph Rollins**
Sept. 22   *MC - HE, 232*

= *Digital Arts and Technology Alliance Workshops*

Call 314-984-7777 to register!

New Maya: 3D Animation

This course is created for someone new to animation. You will learn the core concepts, tools and techniques to build a solid foundation in animating with Autodeask Maya. The focus will be on animanting along paths, dynamics, rigging and character movement.

CVTW:704 | $79

603 F 1pm-5pm   **Joseph Rollins**
Oct. 20   *MC - HE, 232*

Digital Movie Making: Introduction

This class will teach the basics of shooting video with a camcorder or DSLR with the intent of creating, editing, and presenting short movies. Topics covered will include: video shooting skills, cameras, lenses, resolution, and frame rates. Adobe and Apple software will be used for editing. Video codec compression and video file formats will be discussed. Students will be taught how to optimize their movies for a DVD or to be shared on YouTube, Vimeo, or Instagram. Students must provide their own digital video camera or DSLR (No Smart Phones please).

CVTW:706 | $139

681 Th 6:30pm-9pm   **Russell Rosener**
Oct. 12 – Oct. 26   *MC - HE, 233*

Social Media

Facebook Basics

Come and learn how to navigate this fun and exciting site! This beginnerís 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

C52 Tu 6pm-9pm   **Rachel Bufalo**
Aug. 29   *Corp. College, 208*
350 W 6pm-9pm   **Erin De Vore**
Sept. 27   *WW, 206*
S50 W 6pm-9pm   **Erin De Vore**
Oct. 25   *STLCC - SC, 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 for personal use prior to class. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | $39

650 Th 5:30pm-9pm   **Rachel Bufalo**
Aug. 31   *MC - BA, 203*
C51 Th 5:30pm-9pm   **Rachel Bufalo**
Sept. 28   *Corp. College, 206*
653 Tu 5:30pm-9pm   **Rachel Bufalo**
Nov. 14   *MC - TBA*

Facebook: Settings, Security and Notifcations

Do you know the basics, but are feeling nervous about your settings? Then this class is for you! Topics will include modifying your settings and news feed to create a more personalized experience, editing your security and privacy settings to fit your preferences and setting up notifications. Prerequisite: Facebook Basics class or equivalent experience. Students should be comfortable with navigating Facebook prior to this class.

COMP:742 | $25

652 Tu 6pm-9pm   **Rachel Bufalo**
Oct. 10   *MC - TBA*

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 | $25

683 Sa 9am-12pm   **Rachel Bufalo**
Oct. 28   *MC - BA, 203*

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

S51 W 6pm-9pm   **Erin De Vore**
Nov. 15   *STLCC - SC, 207*

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 | $25

S53 W 6pm-9pm   **Richard Vagen**
Oct. 25   *STLCC - SC, 209*

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

S57 Th 6pm-9pm   **Stephanie Bearden**
Nov. 2   *STLCC - SC, 208*

Social Media Marketing

Marketing through social media has become a must, but there are so many sites to navigate. This workshop will cover the concepts and application of social media marketing and will equip you with skills needed to plan and implement a successful social media marketing strategy. Topics will include the use of email marketing, social media sites such as Facebook, Instagram, Twitter, Pinterest, Youtube, LinkedIn and blogging sites.

CVTW:713 | $139

601 F 8:30am-4:30pm   **Rachel Bufalo**
Dec. 8   *MC - HE, 233*

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. 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

650 F 9am-4pm   **Jerry Bearden**
Nov. 10   *MC - BA, 202*
C80 Sa 9am-4pm   **Jerry Bearden**
Aug. 26   *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 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. 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   **Jerry Bearden**
Oct. 5 – Oct. 19   *STLCC - SC, 206*

Education and Test Prep

Test Prep

ACT Test Preparation Workshop
Ready to do your best on the ACT? Toshi Floyd, an experienced ACT Test prep instructor, will use a proven curriculum to review all subject areas and test-taking strategies to maximize your ACT scores. Using retired ACT Tests students can compare their pre and post test scores. Text and practice tests included - bring a calculator to class. Students must attend the first and last sessions of the test prep.

EDUC:712 | $195

6D0	W 6pm-9pm	**Toshi Floyd**
	Aug. 30 – Oct. 11	*MC - BA, 118*
	Registration/withdrawal/refund deadline: 8/23.	

4D0	Sa 9am-12pm	**Toshi Floyd**
	Oct. 7 – Nov. 18	*FP - G Tower, 321*
	Registration/withdrawal/refund deadline: 9/29.	

Chemistry Warm-up: 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

500	M-Th 8:30am-11:30am	**Donna Mabbs**
	Aug. 14 – Aug. 17	*FV - SM, 130*
400	Tu-Th 9am-1pm	**Joe Wilson**
	Aug. 15 – Aug. 17	*FP - B Tower, 415*
600	Tu-Th 1pm-5pm	**Suzanne Saum**
	Aug. 15 – Aug. 17	*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.)

Meeting and Event Services

Room Type	Seating	Dimensions	Sq. Ft.	Video Display	Daily Rate
Large Classroom	25	29x29	722	120" Projector	$400
Standard Classroom	11	23x22	448	70" Flat Panel	$300
	14	22x29	538	70" Flat Panel	$300
	15	36x19	702	Dual 55" Flat Panels	$300
	21	27x21	549	120" Projector	$300
Large Classroom (with in-room sink)	16	38x24	1,218	70" Flat Panel	$400
Computer Classroom (12 stations)	12	28x21	542	120" Projector	$500
(24 stations)	24	33x30	936	120" Projector	$800
Conference Room	12	14x19	270	70" Flat Panel	$250
	8	12x21	250	70" Flat Panel	$250
360° Collaboration Room	24	32x37	919	120" Projector	$500
Executive Multimedia Conference Room	14	16x25	381	70" Flat Panel	$400
Executive Board Room	14	20x18	491	70" Flat Panel	$400
Multipurpose Room	Up to 170	33x57	1,760	140" Projector	$600

Large Classroom features:
- Facilitator/instructor station
- High-performance computer
- Blu-Ray/DVD player.
- 120″ widescreen data/video projectors.

Standard Classroom features:
- Facilitator/instructor station
- High-performance computer
- Blu-Ray/DVD player
- 70″ flat panel displays
- Seating for up to 14 participants

Computer Classroom features:
- 12 or 24 stations
- 24″ widescreen displays
- Facilitator/instructor station
- 120″ widescreen video/data projector.
- Dedicated networked LaserJet printer.

Conference Room features:
- Built-in Conference table technology
- Wireless mouse and keyboard
- 70″ flat panel display
- Configure to a laptop or tablet (VGA/HDMI)
- Seating for up to 12 participants

"360" Collaboration Room features:
- Three collaboration tables (up to 8 each)
- Facilitator/instructor station
- High-performance computer
- 120″ widescreen data/video projector
- Up to 24 participants

Executive Conference Room features:
- Built-in Conference table technology
- Wireless mouse and keyboard
- 70″ flat panel display
- Configure to a laptop or tablet (VGA/HDMI)
- Seating for up to 14

We've got space for you! www.stlcc.edu/corporatecollege

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 KMOV-TV, 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. NOTE: Those wishing to take advantage of this fee reduction must do so at the time of registration. Class costs vary, so prior to registering, please contact the Continuing Education office or see the online class schedule for the total cost of the senior reduced rate.

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.

How to Register

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 at 314-984-7777.

In Person at STLCC Continuing Education Offices M-F 8:30 a.m. - 4 p.m.

Meramec	**Florissant Valley**	**Forest Park**
802 Couch Avenue	At the Center for Workforce Innovation	Forest Park, G Tower-320-322
St. Louis, MO 63122	3344 Pershall Rd., Ferguson, MO 63135	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

Telephone: 314-984-7777   NEW-Call Center Hours: M-Th 8:30 am - 5 pm; Fridays 8:30 am-4 pm

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

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 class sections, 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 **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 (addess 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: _____

_____ Expiration Date:_____
CARD NUMBER

Signature: _____

Workforce Solutions Group

Leveraging Education for Growth

St. Louis Community College's Workforce Solutions Group (WSG) leverages education for growth by offering programs and services designed to advance people, businesses, and communities. We accomplish this through our three operating units: Corporate Services, Continuing Education and Community Services. The WSG and all of its operating units are centrally located at the STLCC Corporate College, a state-of-the-art facility solely dedicated to corporate education and professional development.

Advancing People
Continuing Education

Continuing Education (CE) advances people by enrolling over 30,000 individuals annually in professional development or personal enrichment courses. Each year, CE offers more than 3,000 courses at various locations throughout the greater St. Louis region, including campuses and community partner locations. CE also offers a menu of educational opportunities online.

Advancing Businesses
Corporate Services

Corporate Services offers a comprehensive assortment of workforce solutions both locally and globally. The unit is one of the largest providers of training and consulting services in the St. Louis metro area, annually advancing more than 10,000 employees representing 200 regional companies in a variety of training topics. Corporate Services also coordinates the onsite services available at the Corporate College through the Testing and Assessment Center, WorkKeys Solution Center, and meeting and event services.

Advancing Communities
Community Services

Community Services advances local communities by partnering with employers, the community, and education and government organizations to develop job training opportunities for residents as well as a talent pipeline for employers. Community Services also provides an assortment of accelerated job training programs and reaches out to underserved communities through its Metropolitan Education and Training (MET) Center, a collaborative neighborhood training and support center.

STLCC.edu/workforce

CORPORATE COLLEGE

ST. LOUIS COMMUNITY COLLEGE

Corporate College
3221 McKelvey Road, Bridgeton, MO 63044
Call 314-984-7777
STLCC.edu/CorporateCollege