

CORPORATE
COLLEGE



ST. LOUIS COMMUNITY
COLLEGE

Spring 2017



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:

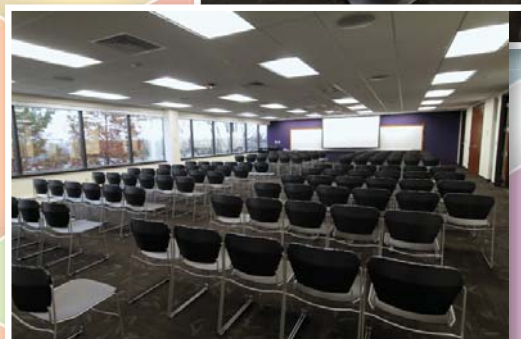
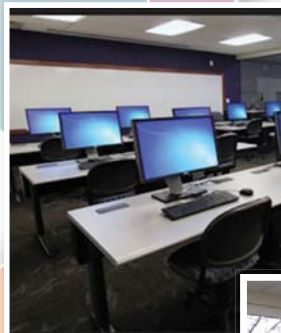
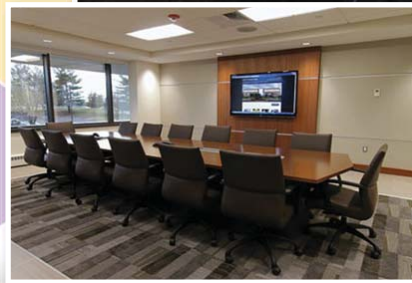
Testing and Assessment Center hosts several major certification testing services for individuals and pre-employment assessments for corporate and government employers.

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

Essentials Training

Professional *Essentials*

Project Management and Lean Six Sigma

Project Management Orientation

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

BPCT:703 | No Fee

C80 Sa 9am-12pm
March 11

Dirk Lupien
Corp. College, 207

Project Management

Project managers are in demand when the need is for skills that include time, resource and financial management with a finite effort. Working knowledge of these skills is recognized by the Project Management Institute (PMI) through various levels of certification. This course helps you to prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the exam. Topics covered include the process groups and relationships, terminology and decision making practice. Session attendance in this course counts toward the project management training criteria of 35 hours that is required to register for the PMP exam. This practical learning prepares the student for the PMP certification exam by lecture, online exercises, working sessions and practice exams. This program is presented by a Registered Educational Provider (REP). Class meets Thursdays: 3/30, 4/6, 4/13, 4/20, 4/27 and Saturdays: 4/8, 4/15, 4/22. Lunch provided on Saturdays. Class is subject to cancellation if minimum enrollment is not met by 3/22. No refunds after this date unless class is cancelled.

BPCT:703 | \$1,799

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

Dirk Lupien
Corp. College, 207

Corp. College, 207

Corp. College, 206

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

Lean Six Sigma Green Belt

Whether you are a member of a quality team, a quality manager, or desire to obtain a Lean Six Sigma Green Belt for professional development, this course is appropriate for you. We blend classroom instruction and online modules. Program highlights include: how to implement the DMAIC process (Define, Measure, Analyze, Improve, Control), how to develop reliable and valid measurements for a system, how to define the cost of poor quality, how to use the correct formula to calculate ROI and more. Materials included in cost of course. Students successfully completing this training will receive their Lean Six Sigma Green Belt award of completion and 45 hours of instruction. This training includes an 18-hour capstone simulation project on the last two Wednesday sessions and two consecutive Saturdays. Attendance on these days is mandatory. If one of these days is missed, arrangements may be made with the instructor to complete the project and receive certification. However, should this be necessary, additional instructional costs will be charged to the student above and beyond the cost of the program. Lunch provided on Saturdays. Class meets Wednesdays 2/15, 2/22, 3/1, 3/8, 3/15, 3/22, 3/29, 4/5, 4/12, 4/19 and Saturdays 4/15, 4/22. Class is subject to cancellation if minimum enrollment is not met by 2/7. No refunds after this date unless class is cancelled.

BPCT:701 | \$1,899

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

Pat Dalton
Corp. College, 207

Corp. College, 203 & 207



Listening Beyond the Words: Building Communication Skills

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

BUSN:713 | \$69

C01 W 9am-4pm
March 22

Jean Walters
Corp. College, 207

Your Emotional Intelligence and Why it Matters

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

BUSN:713 | \$39

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

Corp. College, 207

Present with Poise, Power and Punch

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

BUSN:732 | \$35

C01 Tu 9am-11:30am
March 7

Corp. College, 207

Time Management for Your Personal Best

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

BUSN:793 | \$29

C01 Tu 9am-11am
Feb. 21

Corp. College, 207

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

C01 Sa 8:30am-12pm
Feb. 4

James Lombardo
Corp. College, 209

Mastering the Art of Effective Facilitation

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

BUSN:714 | \$39

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

James Lombardo
Corp. College, 207

Flawless Consulting

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

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

BUSN:765 | \$39

C01 Sa 8:30am-12pm
April 1

James Lombardo
Corp. College, 209



Industry, Quality & Safety

Drones

Introduction to Drones

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

ENGR:706 | \$19

5C1 Tu 6pm-8pm
March 21

Jack Beetz
FV - CWI, 136

680 Sa 10am-12pm
March 4

Jack Beetz
MC - SO, 108

Drones for Hobbyists and Entrepreneurs

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

ENGR:706 | \$249

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

Jack Beetz
FV - CWI, 136



Safety and Quality

10-Hour OSHA Construction Safety and Health Training Certification

Class meets Monday 4/3 and Thursday 4/6. This course meets the required laws for working on public job sites. Led by an OSHA certified trainer, the course covers the mandated OSHA topics including OSHA regulations, general safety and health, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, and more. Upon successful completion students will receive the 10-hour OSHA course completion card. Students may bring a sack dinner and/or drinks and snack to class. Registration by 3/26 is encouraged. No refunds after this date.

CONS:736 | \$125

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

Pat Dalton
Corp. College, 211

10-Hour OSHA General Industry Safety and Health Training Certification

Class meets Monday 4/24 and Thursday 4/27. This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive a 10-hour OSHA course completion card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 4/16 is encouraged. No refunds after this date.

CONS:736 | \$125

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

Pat Dalton
Corp. College, 211

**Call 314-539-5747 for information
on the 30-Hour OSHA certification.**



Solar Photovoltaics Information Session

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

CONS:721 | No Fee

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

Ryan Chester
FV - CWI, 136

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

Class meets Tuesdays and Thursdays. Join the field of solar energy. In this course, students will learn about electrical basics, photovoltaics, solar energy fundamentals, photovoltaic sizing, solar energy markets, and safety basics. Students will be introduced to basic photovoltaic equipment and will learn how to assess potential installation sites for their solar energy potential. Students will gain hands on experience with roof layout, shading analysis with Solar Pathfinder, calculation of energy production for specific sites, and calculation of load estimations. In addition, students will learn about photovoltaic system components and how they interact with each other. Students will be introduced to solar modules, charge controllers and inverters, batteries, and photovoltaic mounting and racking systems and will apply all this information to participate in a hands-on photovoltaic system build project. We will build a full string inverter system and modules on a mock roof, and a ballasted racking system with micro-inverters. Students should have fundamental mathematical and mechanical skills. Texts included. Enrollment by 1/23 is encouraged. Class subject to cancellation if minimum enrollment is not met by this date. No refunds after this date.

CONS:721 | \$299

5C1 TuTh 5pm-8pm
Jan. 31 - Feb. 21

Ryan Chester
FV - CWI, 120

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

Class meets Tuesdays and Thursdays. A continuation of the solar energy studies and hands-on experiences. Prerequisite: Must have attended Solar Basics - Part 1. No class 3/14, 3/16. Registration by 2/16 is encouraged, no refunds after this date.

CONS:721 | \$199

5C2 TuTh 5pm-8pm
Feb. 23 - March 23

Ryan Chester
FV - CWI, 120

Advanced PV Sizing Electrical Design

Class meets on Tuesdays and Thursdays. In this course, students will learn how to equate temperature differences using temp coefficients for string sizing, as required by the National Electric Code. There will be exercises in proper wire sizing, overcurrent protection sizing and system sizing for stand-alone and grid-tied systems. This course will also include basic troubleshooting techniques. This and the previous classes are required to sit for the NABCEP entry level exam. Registration by 2/21 is encouraged, no refunds after this date.

CONS:721 | \$199

5C3 TuTh 5pm-8pm
March 28 - April 11

Ryan Chester
FV - CWI, 120

Advanced NEC for Photovoltaics and NABCEP for Installer Exam Prep

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

CONS:721 | \$259

5C4 TuTh 5pm-8pm
April 13 - May 9

Ryan Chester
FV - CWI, 120

Solar Courses NABCEP Certified Courses

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

Communications

No Sweat Public Speaking

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

COMM:715 | \$39

C50 Tu 6:30pm-8:30pm
March 7 - March 21

Fred Miller
Corp. College, 207



CPR and First Aid

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

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

Gary Holsapple
FV - CWI, 136

6CDO Sa 9am-3:30pm
March 4

Gary Holsapple
Corp. College, 276

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

Gary Holsapple
FV - CWI, 136

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

CD0 Tu 4pm-6pm
April 4

Gary Holsapple
Corp. College, 276

Heartsaver First Aid CPR AED

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

CPRR:706 | \$99

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

Gordon Back
Corp. College, 276

Computers & Technology

Applications and Systems

Microsoft Windows 10: Introduction In a Day

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

COMP:705 | \$99

C80 Sa 9am-4pm
Feb. 18

James Prater
Corp. College, 208

C81 Sa 9am-4pm
April 8

James Prater
Corp. College, 208

New Introduction to Microsoft Word 2016 for Business

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

COMP:715 | \$129

C01 F 9am-4pm
Feb. 3

Cris Heffernan
Corp. College, 206

New Intermediate Microsoft Word 2016 for Business

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

COMP:716 | \$129

C01 F 9am-4pm
Feb. 10

Cris Heffernan
Corp. College, 206

New Introduction to Microsoft Excel 2016 for Business

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

COMP:720 | \$129

C01 F 9am-4pm
Feb. 24

Cris Heffernan
Corp. College, 206



New Intermediate Microsoft Excel 2016 for Business

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

COMP:721 | \$129

C01 F 9am-4pm
March 3

Cris Heffernan
Corp. College, 206

New Advanced Microsoft Excel 2016 for Business

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

COMP:722 | \$129

C01 F 9am-4pm
March 10

Cris Heffernan
Corp. College, 206

New Introduction to Microsoft Access 2016 for Business Part I

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

COMP:725 | \$129

C01 F 9am-4pm
March 31

Cris Heffernan
Corp. College, 206

New Introduction to Microsoft Access 2016 for Business Part II

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

COMP:725 | \$109

C02 F 9am-4pm
April 7

Cris Heffernan
Corp. College, 206

New Intermediate Microsoft Access 2016 for Business

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

COMP:726 | \$129

C01 F 9am-4pm
April 21

Cris Heffernan
Corp. College, 206

QuickBooks Pro 2015

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
Feb. 8 - March 8

Rita Goliday
Corp. College, 208

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

C51 Sa 9am-12pm
Feb. 4

Gregory Ray
Corp. College, 211

C50 W 6pm-9pm
April 12

Gregory Ray
Corp. College, 211

Personal Computing

New Introduction to Google Drive

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 & password.

COMP:742 | \$25

C50 Th 6pm-9pm
Feb 9

Laura Warren
Corp. College, 208

New Google Docs and Sheets

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

COMP:742 | \$25

C51 Th 6pm-9pm
Feb 23

Laura Warren
Corp. College, 208

New Google Draw and Slides

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

COMP:742 | \$25

C52 Th 6pm-9pm
Mar 30

Laura Warren
Corp. College, 208



Google Drive

New Google Gmail and Calendar

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

COMP:742 | \$25

C53 Tu 6pm-9pm
Apr 25

Rachel Bufalo
Corp. College, 206

Personal Online Security

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

COMP:795 | \$39

C80 Sa 9am-1pm
Mar 11

Cortez Tillman
Corp. College, 206

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 | \$89

C80 Sa 9am-4pm
March 25

Zak Zych
Corp. College, 206

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

C51 Tu 6pm-9pm
Feb. 7 - Feb. 28

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Intermediate

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

COMP:755 | \$129

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

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Advanced

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

COMP:755 | \$129

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

Zak Zych
Corp. College, 206

Social Media

Facebook for Business

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

COMP:742 | \$35

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

Rachel Bufalo
Corp. College, 206

Web Development

Create Your Own Website with WordPress

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

COMP:745 | \$99

C01 F 9am-4pm
May 5

Jerry Bearden
Corp. College, 206

Personal Finance

Creative Arts

Finance & Investing

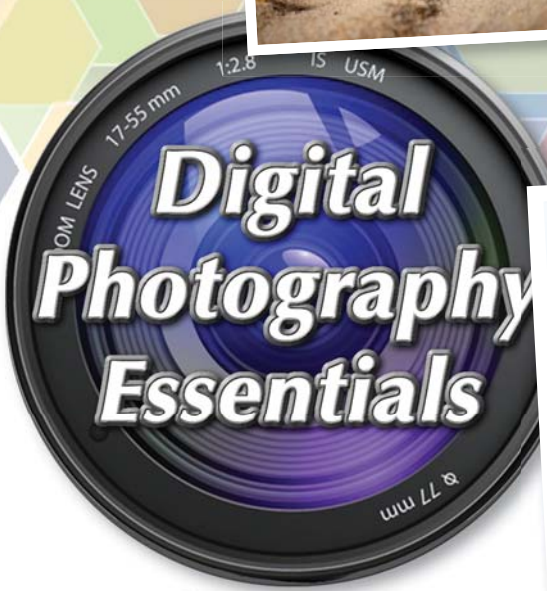
Preserving Capital and Making it Grow: A Winning Strategy for Good Times and Bad

This class is designed to empower the individual investor with strategies for stock market success as used by successful investors of our time. We'll discuss: historical precedent and how it applies today, selecting and purchasing the best investments, determining when to protect yourself by selling investments and minimizing potential risk while maximizing potential gain. Instructor will relate first-hand experience in the oil market the last time oil collapsed in 1986, similar to the recent decline - and the similar opportunities this may present based on the 18-year cycle (oil bottomed in 1998) and a large shift in investment dollars currently underway. A discussion of the crash of 1987, 2008, and others, and the warning signs ahead of time will also be discussed. Lunch on your own.

FINC:705 | \$89

C80 Sa 9am-4pm
March 4 - March 11

Brian Bingham
Corp. College, 208



Photography

Digital Photography Introduction

Come learn the basic skills involved in photography, such as camera skills, and the use of light, exposure, and composition. Understand aperture, shutter speed, ISO, basic composition, depth of field and histograms. You will need a digital camera and memory card. Provide own transportation.

PHOT:720 | \$79

650 Tu 6:30pm-9pm
March 21 - April 11

MC - SW, 108

651 Th 6:30pm-9pm
Feb. 2 - Feb. 23

Gary Hesse
MC - SS, 108

C50 M 6:30pm-9pm
Jan. 30 - Feb. 27

Corp. College, 207

Digital Photography: Intermediate

This class is geared for you to continue and expand on learning about composition and lighting techniques. You will learn how lighting and composition will change the way you take photos and enhance your skills as a photographer. This class is the next step for introductory photography students or those who have a fundamental knowledge of their camera functions. Bring your camera and accessories. Prerequisite: Digital Photography: Introduction or Take Better Pictures: Introduction or equivalent experience.

PHOT:721 | \$79

651 Th 6:30pm-9pm
March 9 - April 6

Gary Hesse
MC - SW, 207

C50 M 6:30pm-9pm
March 20 - April 10

Corp. College, 207

Digital Photography: Advanced

This class is geared for you to continue and expand on learning about composition and lighting techniques. You will learn how lighting and composition will change the way you take photos and enhance your skills as a photographer. This class is the next step for introductory photography students or those who have a fundamental knowledge of their camera functions. Bring your camera and accessories. Prerequisite: Digital Photography: Intermediate or Take Better Pictures: Intermediate or equivalent experience.

PHOT:722 | \$79

C50 M 6:30pm-9pm
April 17 - May 8

Corp. College, 207



No-cost or Low-cost Accelerated Training!



Train today for a new career in these industry pathways:

- Patient Care Technician (PCT)
- Community Health Worker
- Medical Assistant (MA)

This workforce product is funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



The MoSTEMWINS grant serves unemployed, underemployed, low skill participants, Trade Adjustment Assistance (TAA) eligible participants and Veterans ready to gain new job skills for St. Louis area high-demand job opportunities.



To learn more and complete an online application visit **STLCC.edu/MoSTEMWINS**

TRUCK DRIVERS ARE IN HIGH DEMAND!

Quality Training Options at Forest Park Campus:

- **Class A CDL Program**
 - 5-Week, Mon-Fri Day Classes
 - 8-Week, Evening & Saturday Classes
- **Class B CDL Program**
 - 2-Week, Day and Evening Classes available
- **CDL Refresher Training**
 - 20-hour private lesson

Attend an Information Sessions for program details.

Information sessions are free but registration is required.

Call 314-984-7777 to register.



stlcc.edu/truckdriving

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
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.

LaunchCode is a non-profit organization that creates pathways to economic opportunity and upward mobility through apprenticeships and job placement in technology.

launch  code

St. Louis Community College and LaunchCode have partnered to offer CS50X - free to all qualified participants.

Students are accepted on a rolling basis. A limited number of seats are available. Apply today!

www.launchcode.org/cs50x



St. Louis Community College
Expanding Minds. Changing Lives.

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

802 Couch Avenue
St. Louis, MO 63122

Florissant Valley

At the Center for Workforce Innovation
3344 Pershall Rd., Ferguson, MO 63135

Forest Park

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

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



By Phone

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

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

Before calling to register, have this information ready:

1. Course Title / Course Code (letter prefix with number) / Section Number
2. Student Contact Info (name / address / phone number /email)
3. Student Number or UIN
4. Credit Card Number with Expiration Date



Online: www.stlcc.edu

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

Enrollment in classes within this brochure, except for youth 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 (address above).

Credit Card Payment:

Charge fees to:

- MasterCard
 VISA
 Discover
 American Express

Email Address: _____

Student#: _____ Birthdate: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: _____ Work: _____

CARD NUMBER Expiration Date: _____

Signature: _____

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



Non Discrimination and Accommodations statements

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran, and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact Patricia Henderson of Human Resources, 314-539-5214.

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

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