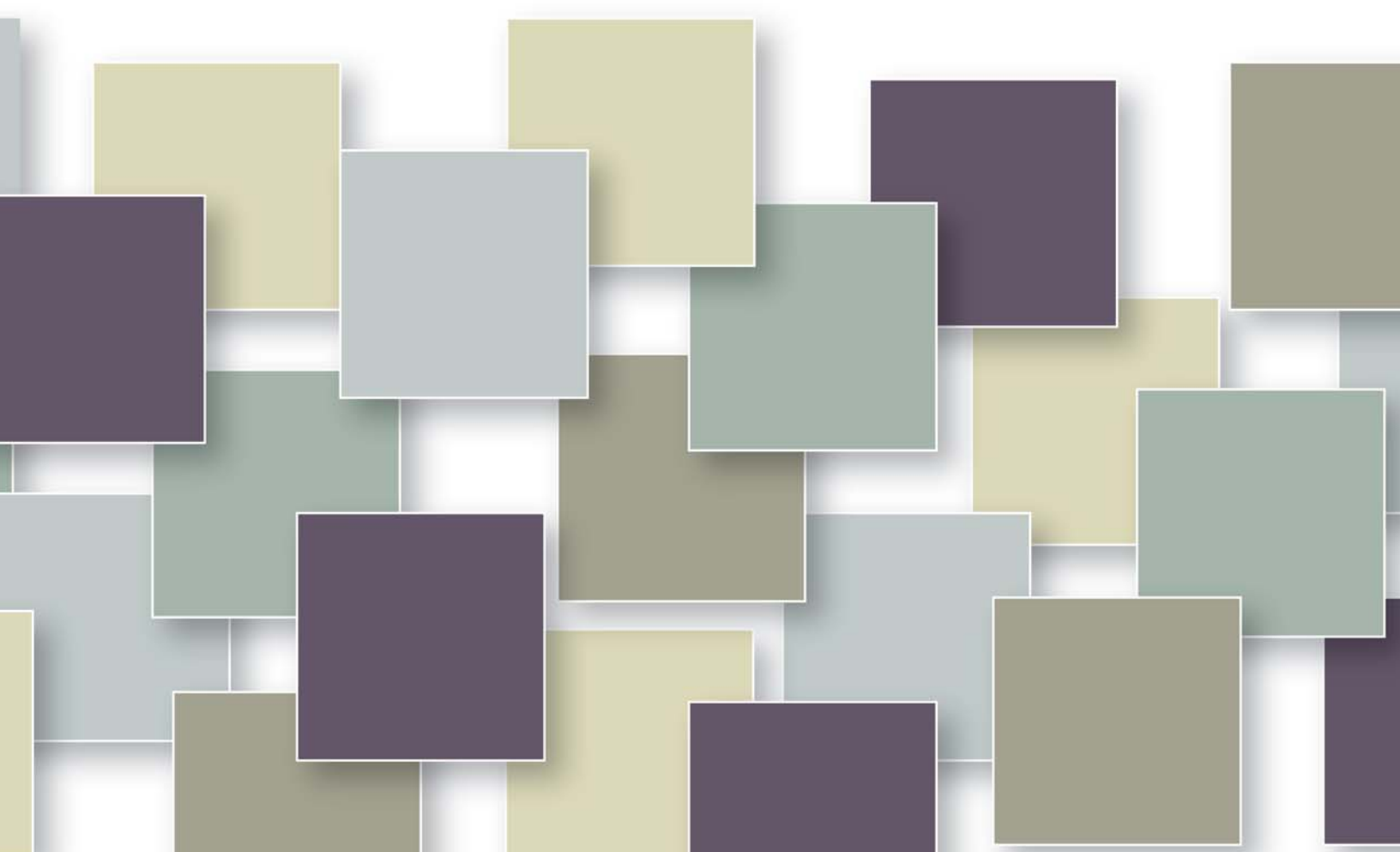


CORPORATE
COLLEGE



ST. LOUIS COMMUNITY
COLLEGE

Fall 2016



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



Business and Career Development Classes

Essentials Training

Professional *Essentials*

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 noncredit certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. 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 noncredit certification 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 9/14, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2, 11/9, 11/16 and Saturdays 11/12, 11/19. Registration by 9/6 is encouraged. No refunds after this date.

BPCT:701 | \$1,899

CD1 W 6pm-9pm
Sept. 14-Nov. 16
Sa 8:30am-4pm
Nov. 12
Sa 8:30am-4pm
Nov. 19

Patricia Dalton
Corp. College, 207
Corp. College, 207
Corp. College, 207

LEAN Six Sigma Green Belt to Black Belt

Designed for individuals who have completed the Lean Six Sigma Green Belt course, where participants learned how Lean Six Sigma methods and tools focused improvement efforts to drive significant improvements in speed, quality, profitability, productivity, defects and variations. Lean Six Sigma projects follow a methodology which has been proven to work well in all business operations including operation, administrative and service. This Lean Six Sigma Black Belt course will bring all of this together to help you become a process facilitator, natural leader and astute problem solver who is a data-driven, bottom-line agent for achieving complex project breakthroughs and powering organizational changes. The course will require pre-work to assist with a concurrent class project. Students will be required to come to the course with a pre-selected project (demonstrated with a signed project charter) that can allow them to go through the DMAIC process and show improvement demonstrating understanding of the Six Sigma Black Belt Body of Knowledge (BOK). Training includes completing with a passing grade online instruction modules outside of class. You will be required to purchase a six month mini-tab software license at an additional cost of approximately \$29.99 and load onto a laptop which is required for class exercises. Class meets Tuesdays: 9/20, 9/27, 10/4, 10/11, 10/25, 11/1, 11/8, 11/15, 11/22, 11/29. No class 10/18. Registration by 9/12 is encouraged. Pre-requisite: LEAN Six Sigma Green Belt. No refunds after 9/12.

BPCT:701 | \$1,799

CD2 Tu 6pm-9pm
Sept. 20 – Nov. 29

Jesse Stevenson
Corp. College, 207



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

Sept. 17

Dirk Lupien

Corp. College, 209

Project Management

Project managers are in demand when the need is for skills that include time management, resource management 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 Project Management Professional (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 their 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. Class meets Wednesdays 10/5, 10/12, 10/19, 10/26, 11/2 and Saturdays: 10/15, 10/22, 10/29. Lunch provided on Saturdays. Registration by 9/27 is encouraged. No refunds after 9/27.

BPCT:703 | \$1,799

CD1 W 6pm-9pm

Oct. 5 – Oct. 26

Sa 8:30am-4pm

Oct. 15-Oct. 29

W 6pm-9pm

Nov. 2

Dirk Lupien

Corp. College, 209

Corp. College, 209

Corp. College, 208

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

BUSN:713 | \$69

C01 Th 9am-4pm

Oct. 6

Jean Walters

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 its 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 | \$49

C80 Sa 8:30am-12pm

Oct. 8

James Lombardo

Corp. College, 207

Present with Poise, Power and Punch

Want to overcome nervousness and deliver your best presentation ever? In this presentation skills course, leadership coach and professional development expert, Nancy Schnoebelen Imbs, 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 | \$29

C01 Tu 9am-11:30am

Sept. 27

Nancy Schnoebelen Imbs

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 | \$49

C80 Sa 8:30am-12pm

Sept. 24

James Lombardo

Corp. College, 207



Lead with Passion

Focusing on what's important, improving execution and engaging individuals is what every organization strives to do on a daily basis. It's not enough that an individual's head is in the game, but their heart must be there as well. Through interactive activities, you'll learn about the four components that are essential for leading with passion including goal setting, tools and techniques to draw out the best in your team and encourage discussion, sustaining performance goals, and overcoming obstacles.

BUSN:765 | \$49

C80 Sa 8:30am-12pm
Sept. 10

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. Topic areas 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 | \$49

C81 Sa 8:30am-12pm
Oct. 22

James Lombardo
Corp. College, 207

Building Business Confidence: Overcoming Personal Rejection to Ensure Advancement

Are you feeling held back by concerns about what other people think of you? Your growth in business, sales, social and networking relationships can be affected by perceptions of rejection. Gaining perspective and insight is a valuable way to overcome this fear. When you follow the formula presented in this class, you will learn to increase your confidence and self-trust to improve your business advancement, sales leads, and professional and social relationships.

BUSN:765 | \$59

C01 Tu 9am-4pm
Sept. 20

Jean Walters
Corp. College, 207

Time Management for Your 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. With over 20 years experience in the corporate workplace, instructor Nancy Schnoebelen Imbs, will share the essential skills necessary to maintain quality work and keep you on track while juggling and prioritizing deadlines.

BUSN:793 | \$29

C01 Th 9am-11am
Sept. 8

Nancy Schnoebelen Imbs
Corp. College, 207

CPR and First Aid

Healthcare Provider CPR

This American Heart Association course is designed for the healthcare provider. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include adult, child and infant CPR, FBAO management of the conscious victim, adult/infant/child two rescuer CPR, mouth-to-mask ventilation, and automatic external defibrillation (AED). Written and practical skills (hands-on manikin simulation) evaluation and testing are required for course completion. Students who enroll at least one week in advance and successfully complete the course will receive their 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 | \$69

5D3 W 9am-3:30pm
Dec. 7
CD0W 5pm-10pm
Sept. 28

Gary Holsapple
FV - CWI, 136
Gary Holsapple
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

Sept. 3

681 Sa 9am-4pm

Oct. 7

C82 Sa 9am-4pm

Nov. 19

James Prater

Corp. College, 206

James Prater

Corp. College, 208

James Prater

Corp. College, 208

Introduction to Microsoft Word 2013 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 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

Aug. 26

Cris Heffernan

Corp. College, 208

Intermediate Microsoft Excel 2013 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

Sept. 23

Cris Heffernan

Corp. College, 208

Advanced Microsoft Excel 2013 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

Sept. 30

Cris Heffernan

Corp. College, 208

Introduction to Microsoft Access 2013 for Business Part 1

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. Recommended to bring a flash drive.

COMP:725 | \$129

C01 F 9am-4pm

Oct. 14

Cris Heffernan

Corp. College, 208

Intermediate Access 2013 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. Recommended to bring a flash drive.

COMP:726 | \$129

C01 F 9am-4pm

Nov. 4

Cris Heffernan

Corp. College, 208

QuickBooks Pro 2015

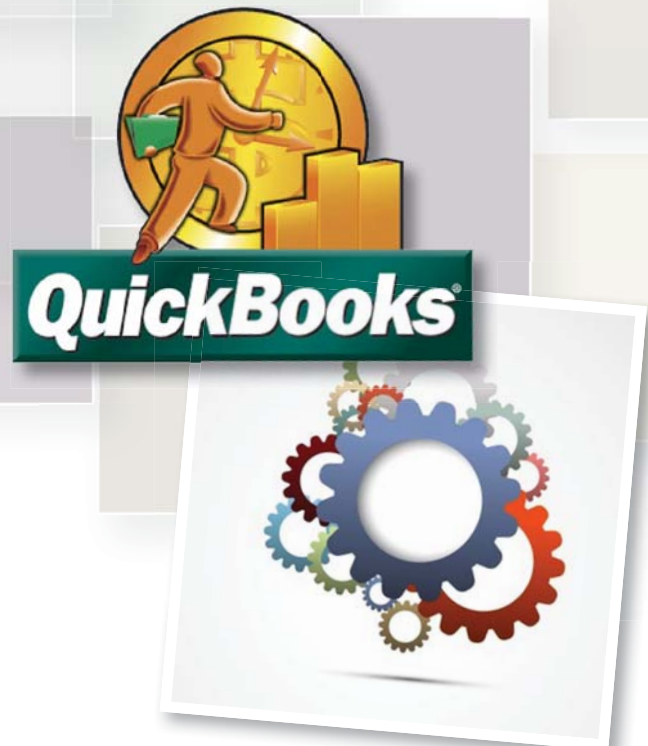
This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. Topics to be covered include: setting up customer and vendor lists, entering sales and invoices, receiving payments, 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

C01 Th 6pm-9pm

Oct. 20 – Nov. 17

Corp. College, 208



Intermediate Microsoft Word 2013 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 and 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

Sept. 2

Cris Heffernan
Corp. College, 208

Introduction to Microsoft Excel 2013 for Business

In this introductory class you will learn the business basics of Excel, including setting up worksheets, entering and editing cells, cut and copy, making your sheets more readable, saving, and printing. You will also learn the basics of building formulas, functions and charts. Prerequisite: Windows Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:720 | \$129

C01 F 9am-4pm

Sept. 16

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: 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

Dec. 3

Cris Heffernan
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

C81 Sa 9am-12pm

Oct. 29

CE Org Staff
Corp. College, 211

Learn the Basics of an iPad

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

COMP:765 | \$25

C80 Sa 9am-12pm

Nov. 19

CE Org Staff
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 workshop you will learn basics to get you up-and-running. There are dozens of models of Android phones and operating systems available on the market so this class will cover general topics such as app usage, camera, downloading and settings. Class is hands-on so bring your Android phone. This class will not cover other types of smart phones.

COMP:765 | \$29

C82 Sa 9am-12pm

Oct. 22

C83 Sa 9am-12pm

Sept. 24

Patrick Karl
Corp. College, 213
Patrick Karl
Corp. College, 213

Personal Computing

Personal Online Security

Learn to ensure your terrestrial and digital footprints are secure. 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 communications using the most current/effective techniques and methodologies.

COMP:795 | \$39

C80 Sa 9am-12pm

Nov. 19

Fernando Tillman
Corp. College, 206

Desktop Publishing

Adobe Photoshop Creative Cloud: Introduction

This course, utilizing Adobe Photoshop Creative Cloud software, shows students how to manipulate 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, 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 W 6pm-9pm

Aug. 31 – Sept. 21

Zak Zych

Corp. College, 206

Adobe Photoshop Creative Cloud: 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 the 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 W 6pm-9pm

Oct. 5 – Oct. 26

Zak Zych

Corp. College, 206

Adobe Photoshop Creative Cloud: 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 Certificate. No class 11/23.

COMP:755 | \$135

C52 W 6pm-9pm

Nov. 2 – Nov. 30

Zak Zych

Corp. College, 206

Social Media

Facebook

Facebook has over one billion users! That means one out of every seven people in the WORLD are on Facebook! Communicating on this social networking site has become as second nature as email. Don't get left in the dust. Come and learn how to navigate this fun and exciting site! Class is hands-on and will include topics such as posting, basic navigation, tagging, privacy settings, security and notifications. If you do not have an account, please try to create one prior to class or come 10 minutes before class starts so that we can assist you in creating your account. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C01 F 9:30am-12:30pm

Sept. 30

Rachel Bufalo

Corp. College, 206

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

C02 F 9:30am-1pm

Oct. 7

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 percent of the top 1 million websites and, as of August 2011, powers 22 percent 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! Do it yourself with creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. 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 | \$100

C01 F 9am-4pm

Oct. 21

Jerry Bearden
Corp. College, 208



Industry, Quality & Safety

Safety and Quality

ISO 9001:2015 The New Standard

Recently released, the new ISO 9001:2015 standard changes the requirements from the 2008 standard and its updates. It takes into account changes in technology, business diversity and global commerce, and focuses on management aspects such as leadership involvement, process and risk management. Learn how this new standard effects your current ISO certification or how you will be impacted in getting ISO 9001 certified for the first time. Class will discuss an overview of the new ISO 9001:2015 standard including:

- Key themes in the revision and how to go about implementing them such as risk-based thinking
- Timeline, and tips for transitioning from ISO 9001:2008 to ISO 9001:2015
- Developing a thoughtful strategy for transitioning and dealing with these new requirements
- Tips on training and more

CONS:765 | \$249

C01 W 8:30am-11:30am

Oct. 5 – Oct. 12

Patricia Dalton
Corp. College, 207

Risk-Based Thinking: Turning Your Organization into a Quality and Safety Risk-Based Company

Whether your focus in your company is quality, safety or both, risk-based management is a foundation requirement for many quality and safety compliance systems. For example, a main theme in the newly published ISO 9001:2015 standard is the concept of managing by risk, embedded throughout, in addition to safety compliance systems like OSHA 81001 and its upcoming replacement ISO 45001:2016.

Risk-based thinking will be explored by focusing on issues and questions such as:

- The theory of risk-based thinking
- Defining risk
- Building a solid risk-based foundation
- How risk-based thinking fits into all aspects of the business
- How to assess your company's current ability to manage risk
- Managing from a risk perspective as a day-to-day living process
- Developing a strategic plan to transition to risk-based thinking in your organization
- Communication, handling and organizing risk within your organization

CONS:765 | \$249

C02 Th 8:30am-11:30am

Oct. 20 – Oct. 27

Patricia Dalton
Corp. College, 207

Quality and Safety Internal Auditing

Do you have quality and/or safety responsibilities for your organization that require internal audits? Thinking about combining standard system requirements such as ISO 9001 for quality and OSHAS 81001 for safety, or other regulatory requirements into one audit program? This course will help you become an effective and efficient internal auditor. We will overview basic fundamentals of internal auditing, demonstrate how to interpret specific elements of any standard, what types of audit questions are most effective and learn how to put those being audited at ease. You will learn what the intent of an audit is, what types of audits are conducted and how to prepare for an audit.

CONS:765 | \$625

C03 W 8:30am-11:30am

Oct. 19 – Nov. 16

Patricia Dalton
Corp. College, 207

Personal Finance

Finance and Investing

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

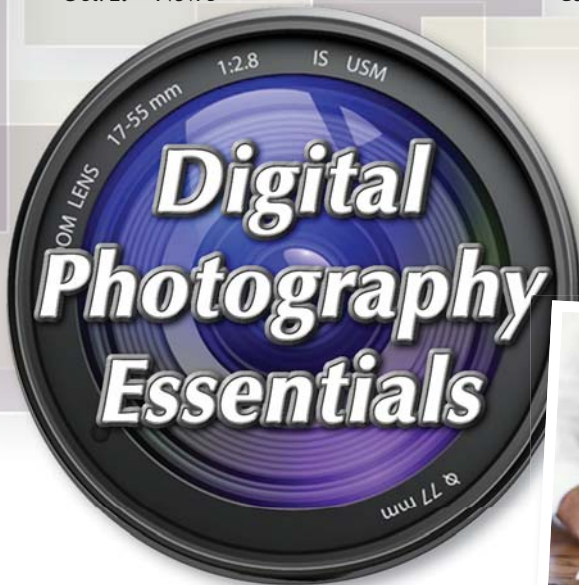
This class is designed to empower the individual investor with strategies for stock market success as used by successful investors. We'll discuss historical precedent and how it applies today, selecting and purchasing the best investments, determining when to protect yourself by selling investments, 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

Oct. 29 – Nov. 5

Brian Bingham
Corp. College, 208



Creative Arts

Photography

Digital Photography: Introduction

Learn the basic skills involved in photography, such as camera skills, 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. This course meets the curriculum requirements of the Digital Photography Essentials Program.

PHOT:720 | \$69

C50 Th 7pm-9pm

Aug. 25 – Sept. 22

Gary Hesse
Corp. College, 207

Digital Photography: Intermediate

This class is the next step for introductory photography students or those who have a fundamental knowledge of their camera functions. This class is geared for you to expand your understanding of light, color, and exposure. Special emphasis will be placed RAW image file support. Learn how to photograph in more challenging lighting situations and how to correct and enhance your images and improve your skills as a photographer. You will need to bring your digital camera to class. Prerequisite: Digital Photography: Introduction or equivalent experience..

PHOT:721 | \$69

C51 Th 7pm-9pm

Sept. 29 – Oct. 27

Gary Hesse
Corp. College, 207

Digital Photography: Advanced

This is a continuation of the introductory and intermediate digital photography classes. Students are expected to have a fundamental knowledge of their camera functions and the basics of digital photography. The goal of this class is to expand the student's understanding of digital photography and to explore more advanced features of their cameras and equipment. The class will also examine alternative and experimental methods and techniques for capturing and enhancing their photographic images. Prerequisite: Digital Photography: Introduction and Intermediate.No class 11/23.

PHOT:722 | \$69

C50 Th 7pm-9pm

Nov. 3 – Dec. 8

Gary Hesse
Corp. College, 207



No-cost or Low-cost Accelerated Training!



Train today for a new career in these industry pathways:

- Medical Assistant
- Patient Care Technician
- Community Health Worker
- IT Help Desk
- Precision Machining

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**

PROFESSIONAL TRUCK DRIVER TRAINING

EARN YOUR Class-A Commercial Driver's License (CDL)

- *Five-week program, meets Monday - Friday*
- *Experienced staff, low student-to-teacher ratio*
- *More than 50 hours of drive time*
- *More drive time equals a greater chance for success*
- *Entry-Level commercial truck driving jobs average \$35,000 yearly*

For more information or to get started visit stlcc.edu/TruckDriving or call 314-539-5775.

Eligibility Requirements: Minimum age 21 years old. Good driving record. DOT Physical and negative drug test required. WorkKeys Assessment Level 4 or higher required. Valid Missouri Driver's License.



This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution 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. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.



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!

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

Senior Citizen Scholarship

Missouri residents who are at least 65 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. Students are 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. The college will institute disciplinary action on students leaving children unattended.

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 a 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 **for 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: stlcc.edu/ce

Visit our website and view current class offerings and 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 – 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 check 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: _____

_____ 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 and 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 many online 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 Ann Marie Schreiber, 314-984-7704, at least six weeks prior to the class or event

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