

Spring 2016



**CORPORATE
COLLEGE**



ST. LOUIS COMMUNITY
COLLEGE

Corporate College

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

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

On-site Services

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

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

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

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

Unique Spaces and Value-Added Features

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



STLCC.edu/CorporateCollege

Business and Career Development Classes

Professional *Essentials*

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. This program is approved by DESE for WIOA funding through the Missouri Career Center for qualified individuals. You must be approved for funding prior to registering for the class if using these funds. Class meets Wednesdays 2/17, 2/24, 3/2, 3/9, 3/16, 3/23, 3/30, 4/6, 4/13, 4/20 and Saturdays 4/16, 4/23. Registration by 2/9 is encouraged. No refunds after this date.

BPCT:701 | \$1,899

C50 W 6pm-9pm
Feb. 17 – April 20
Sa 8:30am-4:30pm
April 16-23

Patricia Dalton
Corp. College, 207
Corp. College, 209

New 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 online instruction modules outside of class (with a passing grade). Students are 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 10 Tuesday sessions: 2/16, 3/1, 3/15, 3/29, 4/12, 4/26, 5/10, 5/24, 6/7, 6/21. Registration by 2/9 is encouraged. No refunds after this date.

BPCT:701 | \$1799

C51 Tu 6pm-9pm
Feb. 16 – June 21

Jesse Stevenson
Corp. College, 209

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 5

Dirk Lupien
Corp. College, 213

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 prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the exam. Topics covered include process groups and relationships, terminology, and decision making practice. Session attendance in this course counts toward the project management training criteria, 35 hours, required to register for the PMP exam. This practical learning prepares the student for the PMP certification exam through lecture, online exercises, working sessions, and practice exams. This program is approved by DESE for WIOA funding through the Missouri Career Center for qualified individuals and presented by a Registered Educational Provider (REP). You must be approved for funding prior to registering for the program. Class meets Wednesdays: 3/30, 4/6, 4/13, 4/20, 4/27 and Saturdays: 4/9, 4/16, 4/23. Class on 4/27 will meet in room 206. Lunch provided on Saturdays. Registration by 3/22 is encouraged. No refunds after this date.

BPCT:703 | \$1,799

C50 W 6pm-9pm
March 30 – April 27
Sa 8:30am-4:30pm
April 9-23
W 6pm-9pm
April 27

Dirk Lupien
Corp. College, 213
Corp. College, 213
Corp. College, 206

Bringing Out the Best in People and Managing the Conflicts

Effectively managing people in an organization leads to outstanding individual and 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 | \$79

C01 Tu 8:30am-5pm
March 29

James Lombardo
Corp. College, 209

New 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 Tu 9am-11am
March 1

Nancy Schnoebelen Imbs
Corp. College, 213

New 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. One hour lunch on your own.

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 | \$79

C01 W 8:30am-5pm
Feb. 24

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 its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea and a 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. Lunch on your own.

BUSN:714 | \$79

C01 W 8:30am-5pm
March 2

James Lombardo
Corp. College, 207

New 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 | \$59

C01 W 9am-4pm
March 9

Jean Walters
Corp. College, 207

New 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
April 5

Nancy Schnoebelen Imbs
Corp. College, 213

Career *Essentials*

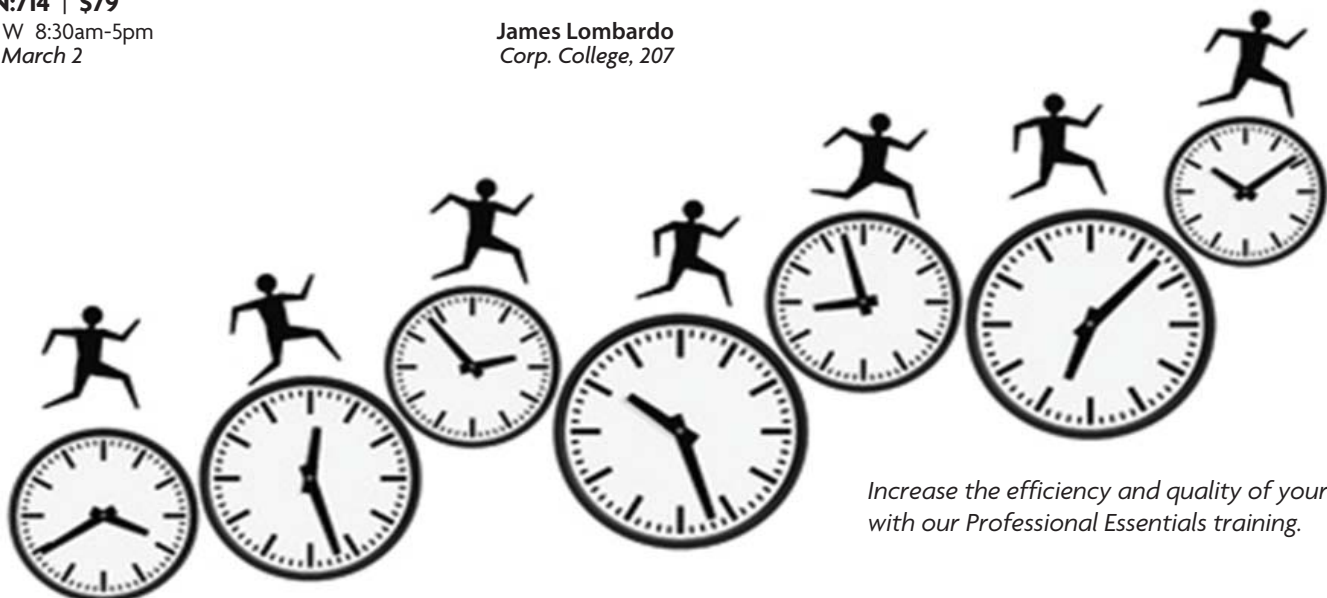
New Building Business Confidence: Overcoming Personal Rejection

Are you feeling held back by concerns about what other people think of you? Your growth in business, sales, social, and family 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, professional, and social relationships, and interaction with family.

CPDV:765 | \$55

651 Tu 6pm-8:30pm
March 22 – March 29

Jean Walters
Corp. College, 210



Increase the efficiency and quality of your work with our Professional Essentials training.

CPR and First Aid

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

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

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

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.

CPRR:701 | \$45

CD0 Tu 4pm-6pm
April 5

Gary Holsapple
Corp. College, 276

Heartsaver First Aid CPR AED

Heartsaver First Aid CPR/AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Written and practical skills (hands-on-manikin simulation) evaluation and testing are required for course completion. Upon successful completion, each participant will receive a course completion card.

CPRR:706 | \$97

CD0 W 8:30am-4:30pm
April 13

Gordon Back
Corp. College, 276

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 BLS completion card at the end of the class. No transfers between sessions or refunds given within five business days of class date. This course meets the STLCC nursing department admission requirements.

CPRR:707 | \$69

CD0 Th 5pm-10pm
Jan. 28

Gary Holsapple
Corp. College, 276

CD1 Sa 9am-3:30pm
Feb. 20

Gary Holsapple
Corp. College, 276

Healthcare Occupations

Pharmacy Technician Certification Training

*Refund/withdrawal deadline: February 1
No refunds after that date.*

This training is held from February 11 - June 20, 2016. Required orientation: Monday, February 8, 6 - 8 p.m. Register in person only in Continuing Education at Forest Park, G 322. This training prepares the student for entry level employment as a pharmacy technician. The course provides 105 hours of class room instruction and 60 hours of externship experience. Class meets twice a week, Monday and Thursday (February 11 - May 16), for 28 sessions. Primary textbook is an E-book. The 60 hours of externship experience (May 17 - June 10, 2016) follows the classroom experience. Class review: June 13, 2016. Final exam: June 16, 2016. Last class day: June 20, 2016. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing. A strict attendance policy is enforced throughout this training. Upon successful completion of the course the student is eligible to take a certification exam. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test - Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application. Family Care Safety Registry-Worker registration letter: Register online at www.dhss.mo.gov. Only the original letter will be accepted. Letter cannot be older than six months. Class will meet Tuesday, 2/15, 3/7, 3/10.

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

AHCE:786 Section CD0 | \$2,100

Orientation:

M 6pm-8pm
Feb. 8

Corp. College, 276

Class:

MTh 6pm-9:45pm
Feb. 11-May 16

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Externship:

M-F
May 17-June 10

Final Exam Review:

M 6pm-9:45pm
June 13

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Final Exam:

Th 6pm-9:45pm
June 16

Corp. College, 276

Last Day of Class:

M 6pm-9:45pm
June 20

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Applications and Systems

Microsoft Windows 10: Introduction: In a Day

Explore Windows 10 in detail and all of its user-friendly features in this course. Topics will include the newly redesigned Start Menu, an introduction to the Windows Store, Cortana, and the new Action Center. Many other topics will be discussed and we'll also have some question and answer time for those individual issues that affect everybody. This class will be using Windows 10 with a mouse. Prerequisite: Personal Computers Introduction class or experience using any version of Microsoft Windows.

COMP:705 | \$99

C01 Sa 9am-4pm
April 16

C81 Sa 9am-4pm
Feb. 20

James Prater
Corp. College, 208

James Prater
Corp. College, 208

Transitioning From Windows 7 to Windows 10

Check out the new changes with Windows 10. During this three-hour session we will go through the new user-friendly features of Windows 10. This class will be using Windows 10 with a mouse. Prerequisite: Personal Computers Introduction class or equivalent experience and experience with Windows Vista or Windows 7.

COMP:705 | \$49

681 Sa 9am-12pm
April 2

James Prater
Corp. College, 208

Transitioning From Windows 8 to Windows 10

Check out the new changes with Windows 10. In this three hour session we will break it all down for you. This class will be using Windows 10 with a mouse. Prerequisite: Personal Computers Introduction class or equivalent experience and experience with Windows 8..

COMP:705 | \$49

C80 Sa 9am-12pm
March 12

James Prater
Corp. College, 208

Microsoft Windows 8: Introduction In a Day

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

COMP:705 | \$99

C02 Sa 9am-4pm
March 26

Corp. College, 206

Microsoft Word 2013: In a Day

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

COMP:715 | \$99

C02 Sa 9am-4pm
March 5

Rachel Bufalo
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
Feb. 5

Cris Heffernan
Corp. College, 206

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, 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
Feb. 12

Cris Heffernan
Corp. College, 206

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. Recommended to bring a flash drive.

COMP:720 | \$99

C80 Sa 9am-4pm
Feb. 6

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, cutting and copying, 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
Feb. 19

Cris Heffernan
Corp. College, 208

Intermediate 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
March 4

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
March 11

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
April 1

Cris Heffernan
Corp. College, 208

Introduction to Microsoft Access 2013 for Business Part 2

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. Recommended to bring a flash drive.

COMP:725 | \$109

C02 F 9am-4pm
April 8

Cris Heffernan
Corp. College, 208

Microsoft Access 2013: In a Day

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

COMP:725 | \$99

C80 Sa 9am-4pm
April 16

Cris Heffernan
Corp. College, 206

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
April 15

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 Tu 9am-12pm
April 12 – May 10

Barbara Primm
Corp. College, 208

C52 W 6pm-9pm
March 9 – April 13
No class 3/16

Barbara Primm
Corp. College, 208

C51 Tu 6pm-9pm
Jan. 26 – Feb. 23

Barbara Primm
Corp. College, 208

Mobile Technologies

Android Smart Phones Small Group Workshop

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

COMP:765 | \$29

C50 W 6pm-9pm
Feb. 3

Barbara Primm
Corp. College, 205

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. 13

Corp. College, 210

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 12:30pm-3:30pm
Feb. 6

Corp. College, 210

Personal Computing

PCs and Technology: Introduction In a Day

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

COMP:701 | \$99

C50 Sa 9am-4pm
Feb. 27

Jerry Bearden
Corp. College, 208

Google Docs

Have you ever wanted to type up a short document but couldn't because you only had your tablet or smart phone with you? With Google docs, you can create a document from nearly any device for free. Google Docs is a comprehensive suite of online productivity software (documents, spreadsheets, presentations, and more) that is the must-use program. There's no need to download and install software on a particular machine. Any computer, tablet, or smart phone connected to the Internet can access Google Docs. Because your creations are automatically saved on Google's cloud system, you can access the same file from anywhere. Another advantage is that multiple users can make edits to the same files at the same time. Come to this class to find out more about this exciting program. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C01 F 9am-12pm
Feb. 19

Rachel Bufalo
Corp. College, 206

Strategies for Selling on eBay

Get more out of your listings. This course covers, among other topics, appropriate listing formats, opening an Ebay store, effective pricing, marketing your business, managing larger numbers of listings, packing and shipping inventory effectively, and using PayPal for online payments. You will learn how to improve your item descriptions, photography, and pricing. We will also review the Seller's Dashboard, including the feedback, seller rating, resolution center, and more. Prerequisite: Introduction to eBay: Buying and Selling class or equivalent experience and must have previous eBay experience buying or selling.

COMP:742 | \$29

C80 Sa 9am-12pm
April 30

Barbara Primm
Corp. College, 208

Personal Online Security

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

COMP:795 | \$39

C80 Sa 9am-1pm
April 9

Cortez Tillman
Corp. College, 208



Publishing and Media Technologies

Desktop Publishing

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. Concepts covered include Selection Tools, Paintbrush Tools, layers, and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$99

C80 Sa 9am-4pm
April 30

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 Certificate.

COMP:755 | \$129

C50 Th 6pm-9pm
Feb. 4 – Feb. 25

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Intermediate

Picking up right where the introductory class left off - topics may include but are not limited to: understanding the histogram and how to adjust exposure, smoothing wrinkles and brightening teeth, changing the size of your image and canvas, the power of crop tool, and blending modes. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Certificate. No class 3/17.

COMP:755 | \$129

C51 Th 6pm-9pm
March 10 – April 7

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 Certificate.

COMP:755 | \$129

C52 Th 6pm-9pm
April 14 – May 5

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

C02 F 9:30am-1pm
March 11

Rachel Bufalo
Corp. College, 206



Photography

Digital Pictures: Introduction

What's a jpeg? How do I get a photo from my digital camera into my computer? Where do I put my photos in my computer? How do I download a picture that someone sent me in an email? How do I find the photos once they are in my computer? If you don't know the answer to one or more of these questions, then this course is for you. This course is an introduction to digital images, digital photos, and digital cameras and will cover the technology side of photography but only touch on photography composition. This is an entry level class. Because digital cameras vary, the class will cover universal methods of inputting digital images into your computer including using SD (secure digital) and CF (compact flash) memory cards. In some cases, the methods may not apply to your specific digital camera. Bring your camera, manual, and cords to both classes if possible.

PHOT:707 | \$49

C01 Th 9:30am-12:30pm
May 5 – May 12

Rachel Bufalo
Corp. College, 206

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 | \$69

C50 M 6:30pm-9pm
Feb. 1 – Feb. 29
No class 2/15

Gary Hesse
Corp. College, 207

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 and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie. 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

C02 F 9am-4pm
Jan. 29

Jerry Bearden
Corp. College, 208

Internet Marketing with WordPress

Internet marketing is a different concept than traditional marketing and employs different techniques. Learn about resources available to you, strategies to get noticed, and ways to measure how your methods are working for you. The class will be focused on WordPress websites, but the techniques learned are equally applicable to any website. Prerequisite: Create Your Own Website with WordPress or equivalent experience.

COMP:745 | \$39

C03 F 9am-12pm
May 13

Jerry Bearden
Corp. College, 208

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 | \$69

C50 M 6:30pm-9pm
March 7 – April 4
No class 3/14

Gary Hesse
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 intermediate 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 | \$69

C50 M 6:30pm-9pm
April 18 – May 9

Gary Hesse
Corp. College, 207



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 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 5 – March 12

Brian Bingham
Corp. College, 206

Mastering Investing Psychology: Understanding Why You Will Succeed Where Others Fail

Proper psychology and mental preparedness can help you better understand how the investing business and news flow works against you, and how to succeed where countless others fail. This course will provide timeless examples of how proper investing knowledge and mindset keep great investors in the game. Specific examples from investment history, and what it took to succeed then, and how it applies to today will be discussed. Simply put, applying theory to the real world, explained by someone who does it every day. This class will add deeper understanding to the forces at work while applying the knowledge from the required prerequisite class, Preserving Capital and Making It Grow. One hour lunch on your own.

FINC:705 | \$55

C81 Sa 9am-4pm
May 7

Brian Bingham
Corp. College, 208

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

launch  code

Washington University in St. Louis and St. Louis Community College have partnered with LaunchCode 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.

OSHA Training at STLCC

St. Louis Community College Continuing Education offers courses to deliver occupational safety and health training to public and private sector workers, supervisors and employees.

Call 314-984-7777 to register today.

Students may bring a snack or sack lunch to class.

10-Hour OSHA Construction Health and Safety Training Certification

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

CONS:736 | \$125

C01 Tu 4pm-9:30pm
Feb. 2 – Feb. 9

Patricia Dalton
Corp. College, 211

10-Hour OSHA General Industry Certification

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

CONS:736 | \$125

C02 Tu 4:30pm-9:30pm
Feb. 23 – March 1

Patricia Dalton
Corp. College, 211

OSHA Safety Update

What's new? How compliant are you? How does your company's safety program size up? Are you responsible for overseeing, communicating, and upholding OSHA guidelines at your workplace? The goal of this 6-hour class is to provide guidance on:

- OSHA's HazCom Compliance Directive - required interface between SDS, labels, and your company's hazardous chemical inventory.
 - How to transition from your existing hazardous chemicals communications program to the newly required one.
 - Due dates/deadlines for your company and chemical manufacturers and for transitioning from MSDS to the new 16 section SDS format
- In addition, this course will also overview:
- Other new directives coming from OSHA
 - Recordkeeping responsibilities
 - Risk-based management: what is it and why do we keep hearing about it lately?

CONS:736 | \$99

5C1 Sa 8:30am-3:30pm
March 5

Patricia Dalton
Corp. College, 211

STLCC NO-FEE, HIGH-VALUE TECHNICAL JOB TRAINING PROGRAMS

Offered for a limited time at no cost to qualified students

**STLCC
NO-FEE

HIGH-VALUE
TRAINING

Logistics, Warehouse and Distribution Specialist

Need a job? Want a career?

Come and learn about Logistics Careers in this dynamic five-week class.

What is Logistics? Logistics is how a banana gets from a farm in South America to your grocery store or how oil becomes gasoline and made available to pump into your car at a local gas station. Logistics shapes everything we buy and do.

- **Gain practical experience while learning about the following:**
 - logistics environments
 - material handling equipment
 - teamwork and problem solving
 - resume-building
 - global supply chain
 - quality and inventory control
 - product receiving and shipping
 - mock interviews
 - safety
 - workplace communication
 - order picking and packaging
 - LinkedIn profile and networking
- Develop essential computer skills while improving your resume
- Tour local distribution centers
- Meet employers and learn about job opportunities



Classes start soon at STLCC-Forest Park • Monday-Friday 9:00am-4:00 pm
Apply today at stlcc.edu/Logistics



Meeting and Event Services

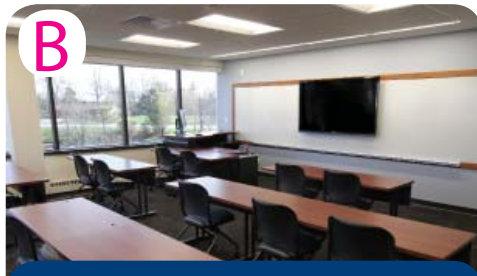
Rooms and Fees
CorporateCollege

Download Rental Brochure @ STLCC.edu/

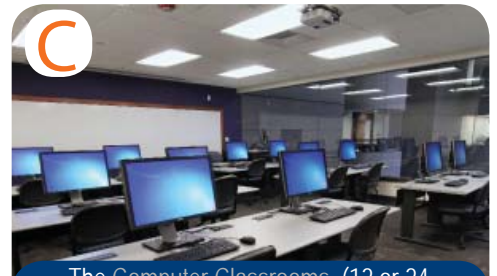
	Room Type	Seating	Dimensions	Sq. Ft.	Video Display	Daily Rate
A	Large Classroom	25	29x29	722	120" Projector	\$400
B	Standard Classroom	11	23x22	448	70" Flat Panel	\$300
		14	22x29	538	70" Flat Panel	\$300
C	Computer Classroom (12 stations)	12	28x21	542	120" Projector	\$500
	(24 stations)	24	33x30	936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



A Large Classrooms have a facilitator/instructor station with a high-performance computer and Blu-Ray/DVD player. Large classrooms feature 120" widescreen data/video projectors. Our 25-participant 29x29 large classrooms are \$400/day.



B Each Standard Classroom has a facilitator/instructor station with a high-performance computer and Blu-Ray/DVD player. Standard classrooms feature 70" flat panel displays. Standard classrooms for 11 to 14 participants are available at \$300/day.



C The Computer Classrooms (12 or 24 stations) have 24" widescreen displays, quad-core computers, plus a matching instructor station with 120" widescreen video/data projector. The 12-station lab (pictured here) is available for \$500/day, and the larger 24-station lab is only \$800/day. Each lab has an in-room networked LaserJet printer.



D The Conference Rooms have a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70" flat panel. You can also connect your own laptop or tablet (VGA or HDMI). 8 and 12 participant standard conference rooms are \$250/day.



E In the "360" Collaboration Room participants work in groups of up to eight each at the three collaboration tables in the room. The facilitator's computer is connected to a 120" widescreen data/video projector. This 32x37 room seats 24 participants at \$500/day.



F The Executive Multimedia Conference Room has a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70" flat panel. You can also connect your own laptop or tablet (VGA or HDMI). Seating 14, this room is available for \$400/day.

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. 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.

No-cost or low-cost accelerated training is available now.



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.

Train today for a new career in these industry pathways:

Patient Care Technician or
Community Health Worker



Life Science Lab Assistant



Precision Machining



IT Help Desk



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

This workforce solution is 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.

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

Call Center Hours: M-Th 8:30 a.m. - 7:30 p.m.; Fridays 8:30 a.m-4 p.m.

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: _____

_____ 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 in the knowledge economy by offering programs and services designed to advance people, businesses, and communities. We accomplish this through its 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 40,000 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, extension centers, 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. In addition, Corporate Services coordinates the onsite services available at the Corporate College through the Testing and Assessment Center, WorkKeys Solution Center, and meeting/event services.

Advancing Communities

Community Services

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



[STLCC.edu/workforce](https://www.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 Bill Woodward, Associate Vice Chancellor Student Affairs, 314-539-5374.

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



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