



Career Development

Project Management Workshops

CDV 117-80

Get practical and insightful knowledge needed to initiate, plan, execute, control, and close a project successfully. Learn how to integrate and apply the “PMBOK Guide – Fourth Edition” into effective processes for establishing priorities and proactively managing your projects. All PM Knowledge Areas identified by PMI will be examined. The material covered in this course is the basis for all CAPM/PMP certification examinations. Workshops are presented by Betty O’Connor, PMP. Choose individual workshops or register for the whole series and save!

Individual dates and times below, Fee: \$929

Project Management:

An Introduction

CDV 118-80

Foundation course for developing the skills necessary to become a successful Project Manager or a more active project contributor.

Mon., Feb. 1, 6-10p, Fee: \$129

Project Management:

Initiating Process Group

CDV 119-80

Processes that facilitate the formal authorization to start a new project or project phase.

Wed., Feb. 3, 6-10p, Fee: \$129

Project Management:

Planning Process Group

CDV 120-80

Processes that are used to plan and manage a successful project for the organization. Planning processes develop the Project Management Plan used in future phases of the project.

Mon., Feb. 8, 6-10p, Fee: \$129

Project Management:

Executing Process Group

CDV 121-80

Processes used to complete the work defined in the project management plan to accomplish the project’s requirements. Addresses project scope and management of changes to the scope during execution of the project.

Wed., Feb. 10, 6-10p, Fee: \$129

Project Management:

Monitoring Process Group

CDV 122-80

Processes performed to observe project execution so that potential problems can be identified in a timely manner.

Mon., Feb. 15, 6-10p, Fee: \$129

Project Management:

Controlling Process Group

CDV 134-80

Processes performed to observe project execution so that corrective action can be taken, when necessary, to control the execution of the project.

Wed., Feb. 17, 6-10p, Fee: \$129

Project Management:

Closing Process Group

CDV 135-80

Processes performed to formalize acceptance of the product or result and brings project or project phase to an orderly end.

Mon., Feb. 22, 6-10p, Fee: \$129

Project Management:

A Look at the Knowledge Areas

CDV 136-80

Discuss the PM Knowledge Areas and their relationship to successful project management.

Wed., Feb. 24, 6-10p, Fee: \$129

Professional Engineer Refresher SPI 014

Review courses will help participants pass the Professional Engineer (P.E.) license exam. Classes will be held in Civil, Mechanical, and Electrical Engineering. Discount cost of \$500 is for ASCE, ASME, ASHRAE, and IEEE members; discount cost of \$450 is for MSPE and SAME members. No class 4/3.

Civil Engineering

Section 11: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$450

Section 21: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$550

Section 31: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$500

Mechanical Engineering

Section 12: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$450

Section 22: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$550

Section 32: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$500

Electrical Engineering

Section 13: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$450

Section 23: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$550

Section 33: Sat., Feb. 20-April 10, 8a-Noon, Fee: \$500

Many traditional and online Continuing Education classes qualify for WIA funding assistance. Contact your local Missouri Career Center to inquire about your eligibility.

Association for Operations Management (APICS) – Certified in Production and Inventory Management (CPIM) Series:

Prepare for the CPIM exams. The APICS' CPIM program is comprised of five integrated modules: 1. Basics of Supply Chain Management, 2. Master Planning of Resources, 3. Detailed Scheduling and Planning, 4. Execution and Control of Operations, 5. Strategic Management of Resources. To become certified, candidates must pass a total of five exams. CPIM exams are administered via computer-based testing. For more information regarding the testing schedule and sites, visit www.apics.org. Courses taught by an APICS certified instructor.

NEW! APICS CPIM 1: Basics of Supply Chain Management CDV 144

Covers basic concepts in managing complete flow of materials in a supply chain from suppliers to customers. Supply chain concepts are introduced and basic terminology is emphasized.

Section 80: Wednesdays, Jan. 13-March 17, 6-8:30p,
Fee: APICS Members – \$450, Non members – \$600

NEW! APICS CPIM 2: Master Planning of Resources CDV 145

Explore processes used to develop sales and operations plans, identify and assess internal and external demand, and learn forecasting requirements. Course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints.

Section 80: Wednesdays, March 31-May 19, 6-8:30p,
Fee: APICS Members – \$450, Non members – \$600

NEW! APICS: Introduction to Enterprise Resources Planning (ERP) CDV 146

Presents material essential to successful implementation of an ERP system. ERP explores essential terminology, investigates guidelines for implementation, and incorporates manufacturing case studies.

Section 80: Thur., Jan. 14-March 18, 6-8:30p,
Fee: APICS Members – \$350, Non members – \$500

NEW! APICS: Fundamentals of Inventory Control and Cycle Counting CDV 147

Course teaches basic concepts, techniques, and terminology of materials and operations management. For professionals aspiring to APICS certification, this course establishes a solid entry-level base of knowledge upon which to build.

Section 80: Thursdays, March 25-June 3, 6-8:30p,
Fee: APICS Members – \$550, Non members – \$700

Green Building

NEW! Sustainable Building Advisor Program CDV 139-40

This 9-month certification program gives participants the knowledge to apply sustainable concepts to buildings they design, develop, or construct. Students must pass the CSBA exam for CSBA designation. Program gives AIA members 100 CEU's and is 400 Level Mastery Coursework through USGBC Education Provider Program. Program meets one weekend (Friday and Saturday) each month. Tuition includes all materials and exam. Course begins Friday, Jan. 29, and ends Saturday, Sept. 18. For specific dates go to www.stephensid.com/SBAP/SBAP. Fee is \$2250.

NEW! LEED Green Associate CDV 142-40

The first tier to the Green building Certification Institute's (GBCI) new tiered credentialing system. Course provides preparation to pass the LEED Green Associate Exam. Materials include general green building practices and integrated design principles and strategies. 7 AIA CEU credits available along with certificate of completion for scheduling LEED exam with GBCI.

Thur., March 25, 8:30a-4p, Fee: \$290

NEW! LEED Tier 3 Specialty Exam Preparation CDV 143-40

Prepares individuals in the areas of building design and construction, interior design and construction, and operations and maintenance.

Thur., May 20, 8:30a-4p, Fee: \$290

How to Start and Run Your Own Business CDV 097-40

Topics include: how to write a business plan, what you need to know about accounting records, legal issues for your new business, insuring your business, fundamentals of marketing your Web site, the St. Charles County Economic Development Center, and finding a lender.

Tuesdays, Feb. 9-March 16, 6:30-9p, Fee: \$89

NEW! Steps to Expand Your Business to The Web CDV-213-80

An introduction for small businesses, entrepreneurs, and home businesses to establish their company online without a lot of expense. Course will clear up confusion about building and promoting a Web site, understand the technology, and how to use your Web site for exposure and visibility on the Internet.

NEW! Advanced Web Site Management For Small Businesses CDV 216-80

Learn the basics of Web site management. Course will explain simple things like a regular newspaper, time sensitive promotions, new product introductions, and review shopping cart options. Also explores search engine optimization trades and tips.

Tues. & Thur., Jan. 26-28, 6-8p, Fee: \$129

NEW! Exploring Information Security CDV 215-80

With the ever increasing use of technology and the Internet, there is an increasing threat against personal and business information infrastructure. Whether it is to protect information or advance in a career position, understanding basic and in-depth information about security principles and best practices is a necessity in order to be successful.

Tues., Feb. 2, 6-9p, Fee: \$99

NEW! Exploring Technology For Small Business CDV 214-80

Course for small and home-based businesses will explore use of technology to help you keep a computer and network up and running, understand the ins and outs of antivirus software, learn how to backup your computer, understand parental controls and how to apply them, and how to leverage the Internet for your business.

Sat., Feb. 27, 9a-Noon, Fee: \$99

NEW! Introduction to Business Process Management (BPM) CDV 219-80

Course looks at various techniques and practical knowledge. Includes practical application of mapping, analysis, and process improvement techniques followed by exercises designed to reinforce the techniques learned and enhance the student's skills.

Wed. & Thur., March 10-11, 7-9p, Fee: \$129

NEW! Introduction to Earned Value Management (EVM) CDV-217-80

Course will explore the keys to success for a solid EVMS infrastructure (WBS, cost structure, etc.) and present a comprehensive, in-depth look at how your organization can implement earned value successfully in your project and maintain an Earned Value Management System.

Tues. & Thur., April 20-22, 7-9p, Fee: \$129

NEW! Accounting De-mystified CDV 140-40

Learn basic bookkeeping entries. Course focuses on transaction analysis and preparing entries. Calculator is helpful. All materials included.

Saturdays, March 13-27, 9a-Noon, Fee: \$59

NEW! Financial Analysis De-mystified CDV 141-40

Learn financial analysis, important ratios, and statement analysis. Gain experience with time value of money, compound interest, and present value calculations. Calculator is helpful. All materials included.

Saturdays, April 17-May 24, 9a-Noon, Fee: \$59

Judgement and Ethical Decision Making CDV 125-40

Designed to help individuals recognize common pitfalls of poor decision-making processes and to construct methods for improving decision quality. Understand and avoid twelve decision-making flaws.

Wed., Feb. 10, 6:30-9:30p, Fee: \$29

NEW! Working Through Conflict CDV 218-80

Course covers how to manage conflict by dealing with differing ideas, interests, or perceptions.

Tues., Feb. 9, 8a-Noon, Fee: \$129

Trust: The Currency Of Business and Life CDV 124-40

Class is predicated on the notion that trust is the real element of value in any relationship. Using current examples of corporate missteps, participants will identify and employ good relationship habits that engender trust.

Wed., March 17, 6:30-9p, Fee: \$29

Résumé Workshop CDV 001-40F

Learn how to create an eye-catching, informative, grammatically correct résumé. Students will develop their résumé while in class. Students should recall their previous employers, dates, and job descriptions. Learn what you should incorporate into a résumé and what to leave out. \$6 supply fee payable with tuition.

Sat., Jan. 23, 12:30-5p, Fee: \$29

Interview Pro CDV 003-40

Learn successful interviewing skills and helpful hints on how to get the job you are interviewing for. All ages and career levels will benefit from this course.

Sat., March 6, 12:30-4p, Fee: \$29

Job Searches Using Social Media Web Sites

CDV 138-40

Job seekers should be aware of social media Web sites and how they can be leveraged. Understand how Web sites like LinkedIn, Twitter, Plaxo, and Facebook work and how to use them for job searches.

Sat., April 17, 8:30a-12:30p, Fee: \$29

Surviving a Layoff

CDV 123-40F

Learn ways to cope, reduce stress, and use this time in a positive way to better yourself. Learn successful job search strategies and tools. Ways to reduce expenses and save money will be discussed. \$6 supply fee payable with tuition.

Sat., Feb. 20, 12:30-5p, Fee: \$29

Enhance Your Professional Image

CDV 149-40

Discover specific techniques and apply action steps to enhance your professional image in your present job, a new job search, or for advancement.

Thur., March 11, 6-9:30p, Fee: \$29

Certificate Programs

Paralegal Certificate Course

CDV 063-40B

For beginning as well as advanced legal workers. Learn how to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in case preparation for courtroom litigation. Textbooks required. Last date to cancel is Tuesday, Jan. 12.

Tues. & Thur., Jan. 19-Feb. 25, 7-10p, AND

Sat., Jan. 23-Feb. 27, 9a-5:30p, Fee: \$1089

Food Protection Manager Protection

MDV 306

Prepares students for the Food Safety Certification exam. Addresses food safety practices, prevention of food borne illness, personal hygiene guidelines. ServSafe book and materials included. Successful completion of the manager certification examination at the end of class meets the requirements of St. Charles County Health Department.

Section 40: Mon., Feb. 22, 8a-5p

Section 41: Thur. & Fri., Apr. 15-16, 8a-Noon

Section 42: Mon., March 22, 8a-5p

Section 43: Mon., May 17, 8a-5p

Section 44: Tues. March 23 (Spanish), 8a-5p

Fee: \$150

Child Care Providers/Parenting

For child care providers, these classes qualify for clock hours.

NEW! Engaging Young Children In Reading and Writing

CDV 203-40

Introduction to the techniques of shared reading and interactive writing to engage children ages 3-7 in the process of reading and writing. Emphasis is placed on research-based teaching methods, capitalizing on children's natural motivation for learning, and the interrelatedness of reading and writing in everyday life.

Mon., Jan. 25, 6:30-9:30p, Fee: \$19

NEW! Designing Learning Spaces

CDV 204-40

Course will present easy, affordable ideas to transform basic classrooms into cozy, creative spaces where children will thrive! Furniture arrangement, selection of materials, and aesthetics will all be addressed to help make your classroom more organized, more intriguing, and more child-centered.

Mon., April 26, 6:30-9:30p, Fee: \$19

NEW! Raising Media Savvy Kids

PDV 074-40

Learn the basics of media literacy and strategies for implementing critical thinking in children of elementary to high school ages. Feel free to bring examples of media related concerns to class.

Mon., April 19, 6-8p, Fee: \$29

