

KNOWLEDGE - SKILLS - ENRICHMENT

The LearningForce

Spring - Summer 2016

Continuing Education Class Schedule



State Fair
Community College

[NOW ALSO OFFERING]

classes in Boonville,
Clinton and at the Lake!
See page 3 for details.

www.sfccmo.edu/thelearningforce



Choose The LearningForce!

At State Fair Community College, we believe everyone is a learner. Whether you're a company that wants its employees to gain new knowledge, a worker who wants additional training and skills or an individual who seeks personal enrichment, everyone has a desire to learn.

SFCC can be the force behind your learning needs. We've combined our Business & Technology Center and Lifelong Learning office to create The LearningForce—a new resource that can provide diverse learning opportunities for industry, professionals and individuals.

We're proud to offer this spring and summer a variety of on-campus and online continuing education classes that can help you in your professional endeavors or your personal ambitions. Each opportunity is designed to equip, motivate and develop the whole person.

Choose SFCC's LearningForce as your training and education partner! To learn more about our programs and classes, call (660) 530-5822 or visit www.sfccmo.edu/thelearningforce.

Best,
Dr. Joanna Anderson
President

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We're smoke-free.

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads.

Nondiscrimination and Accommodations Notice

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Academic and Student Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR. KansasCityed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Student Services Office, Hopkins Student Services Center, Room 751, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

HOW TO READ A COURSE DESCRIPTION

1 Protecting Your Computer

- 2 This new workshop is designed to help you understand how to protect your computer. Topics covered will include firewalls, virus protection software, adware/spyware removal, and password protection. **John Ward**, instructor. \$20 3

1552 6-9p T 3/20 1 F200

4 5 6 7 8 9

- 1 Course Title
- 2 Course Description
- 3 Fee
- 4 Course Reference Number (CRN)
- 5 Time
- 6 Day(s) of week class meets:
M-Monday, T-Tuesday,
W-Wednesday, R-Thursday,
F-Friday, S-Saturday, SU-Sunday
- 7 Date course begins
- 8 Number of sessions in class
- 9 Building/Room (see legend at right)

Building Legend:

AT - Automotive

BD - Black Dawn Industries, LLC
1511 N. Ohio, Sedalia

BNK - SFCC-Boonville
701 Third St., Boonville

CL - SFCC-Clinton
1701 N. 2nd St., Clinton

Daum - Daum Museum

F - Fielding

TCC - Thompson Conference Center B

HO - Hopkins

LOZ - SFCC-Lake of the Ozarks
3797 Osage Beach Parkway,
Osage Beach

MPC - Multipurpose Center

P - Potter-Ewing

S - Stauffacher

Y - Yeater

Locations without an address are on SFCC's Sedalia campus.

Online classes and programs offer education flexibility for busy lives. You choose when and where to participate; day or evening, weekdays or weekends. Sign up today and follow your path toward skills for the 21st century!

Ed2Go: six-week classes for exploring new careers, honing skills, or preparing for formal exams such as the GED, SAT, GMAT, GRE, or LSAT

ProTrain: professional classes, programs, and certificates in new and emerging fields such as Six Sigma, LEED, and Green Jobs

UGot Class: classes designed for educators and business professionals

Closed dates

January 18 - Martin Luther King Jr. Day

February 15 - Presidents Day

March 1 - Professional Development Day
Sedalia Campus Closed

March 25 - Spring Holiday

July 4 - Independence Day

Don't delay...enroll today!

Early enrollment increases the likelihood the class is held. If class enrollment is below the minimum one week prior to start date, the class might be canceled.

*Supply lists available online at
www.sfccmo.edu/supplylist or call
(660) 530-5822.*

The information contained in this schedule is valid at the time of printing. While SFCC makes every effort to ensure the accuracy of the information, the college reserves the right to make changes at any time without prior notice.

ARTS, CRAFTS AND HOBBIES**NEW! Boots of the Loom!**

Create boot cuffs on a knitting loom. These new fashion accessories come in a variety of styles, colors and prices. Learn to make your own so you can have a variety of the high-fashion boot toppers for every season! We'll use a knitting loom and learn techniques that will enable you to keep your style fresh. With a couple of minor changes, you can make wristlets or toboggan hats. Looms will be provided; you may purchase yours at the end of the class. **Dr. Brenda Bryan**, instructor. \$29

2195 6-9p W 1/27 1 F209

NEW! Crochet Basics

Enjoy expert instruction as you learn basic stitches. Create a beautiful scarf with the personal guidance from your instructor. Build your skills as you learn new stitches in this progressive, building block series of classes. Supplies needed: size J (6mm) crochet hook and a skein of worsted weight yarn (such as a light or bright colored Red Heart brand).

Adrienne Brigham, instructor. \$39

2200 6-8p M, W, M 2/22 3 F217

**NEW! Crochet in the Round**

In this next step above the basics class, you will learn how to crochet in a round pattern and how to read written patterns while creating a hat. Attendance of the previous class is not required, but you must have basic crochet knowledge. Supplies needed: size J (6mm) crochet hook and a skein of worsted weight yarn (such as a light or bright colored Red Heart brand). **Adrienne Brigham**, instructor. \$39

2201 6-8p M, W, M 3/21 3 F217

NEW! Crochet Granny Squares

Building on the skills learned in the basics and crochet in the round classes, you will learn how to read charted crochet patterns as you create granny squares. Attendance of previous classes is not required, but you must have basic crochet knowledge and crochet in the round. Supplies needed: size J (6mm) crochet hook and a skein of worsted weight yarn (such as a light or bright colored Red Heart brand). **Adrienne Brigham**, instructor. \$39

2202 6-8p M, W, M 4/18 3 F217

NEW! Family Pottery Fun!

Mother/child, father/child, grandparent/child, uncle or aunt/child—whatever the combination, enjoy a Saturday afternoon creating a magical moment with your family by creating your own special keepsake that will forever remind you of the beautiful things in life. This four-hour class will give you the opportunity to create a couple different projects using different techniques.

Jordan Mahalovich Fields, instructor. \$59 per pair.

2193 1-3p S 3/5 2 \$40

**NEW! Fractured Fat Quarter Quilt**

Welcome beginners! This class is suitable for newbies as well as seasoned quilters who want to take an easy class to finish a quilt top. Topics covered are: fabric selection, fussy cutting, accurate quarter-inch seams, chain stitching, pressing, safe rotary cutting techniques, figuring and cutting borders, and binding techniques.

*The first class (about 1.5 hours long) covers information about fabrics, tracing patterns and tools specific to this quilt.

Rebecca Schnakenberg, instructor. \$69

2198 6-9p M 3/7 4 M119

NEW! Haiku and Such!

Explore nature and human nature in a series of activities based on short Japanese poem forms like haiku, tanka and senryu. Consider the cultural origins, approaches and techniques these involve, and then learn to create and revise poems of your own. Join this workshop-style class to read and discuss the works of both master poets and your fellow students as you take an enjoyable and enlightening look at the vibrant, imagery-rich literary treasures of the haiku family. **Debbie Noland**, instructor. \$39

2192 6:30-8:30p T 3/1 2 Y140

Lotions, Potions and More!

This is a "make it and take it" class that will be a money saving investment you won't regret! We will begin with the basics: how and why to French mill soap, basic lotion bars, simple shampoos and hair rinse, scrubs and more.

**Lotions and Potions**

You'll learn how to customize recipes to suit the needs of you and your family. You'll learn to understand the chemistry of solids, brittle solids and liquids. Recipes to make cleaning products for everyday household use are included! This is a jam-packed three hours! **DeAnna Amos** of Misty Woods Products, instructor. \$49

2191 6-9p W 4/20 1 F255

Mesh Ribbon Wreath Making

Whether you're crafting a wreath for your home or making a gift, these wreaths stand out from the ordinary. You won't believe how easy it is to make a big, splashy wreath like those by professional decorators! The essentials to work with deco mesh are covered. You'll leave class with a spring wreath and skills to make wreaths for every occasion! Supply lists are available upon enrollment or online at www.sfccmo.edu/supplylist. **Brenda Bryan**, instructor. \$19

2197 6-9p W 2/24 1 F209

NEW! Needle Felted Flower

Felting is the process of making fabric by tangling wool or animal hair fibers. In this class, we'll be using barbed needles to create not just fabric but also a decorative flower pin. Cookie cutters will be used as forms to create a variety of decorations that can be used as jewelry, appliques or anything you can imagine! **Brenda Bryan**, instructor. \$29

2196 2-4p W 3/9 1 F253

NEW! Pottery: Projects for all Ages

Adult participants will explore ceramic technology and study construction methods, glazing and firing. Projects such as a themed hand-built mug set (4), slab canisters with lids or organic coil pots will be covered. Youth participants will jump into pottery with Air Dry Clay as they work on projects like clay pinch monsters or create small musical instruments such as shakers, bells and whistles. It's time to get your hands into it! **Jordan Mahalovich Fields**, instructor. \$49

2194 6-8p TRT 4/12 3 S40

NEW! Spinning with a Drop Spindle-Making your own Yarn

A drop spindle has been used for thousands of years to spin or twist fibers like wool, flax, hemp, cotton, etc. into yarn that can be knitted or crocheted into items. A drop spindle is a great introduction to the world of spinning without a large cash outlay. It's a fairly simple technique that is easy to master but does require a bit of practice and can become highly addictive! Class fee includes materials, a simple drop spindle and roving for spinning. This is a three-hour class with a possible additional three-hour class, depending on the needs of the class. **DeAnna Amos** of Misty Woods Products, instructor. \$49

2190 1-4p TR 3/29 & 3/31 2 F253



NEW! Star Shadows Quilt

Star Shadows give the illusion of stars floating several inches above the surface of the quilt. The Deb Tucker "Wing Clipper I" ruler is the tool used for making the flying geese that forms stars and shadows in this design, which is the same ruler used in the Atlantic Flyway class. This project measures 38" X 40." If a larger quilt is desired, the dimensions can be simply increased to the desired size. *The first class (1.5 hours) is informational and covers fabrics, tracing patterns and tools specific to this quilt.

Rebecca Schnakenberg, instructor. \$69

2199 6-9p M 4/11 4 M119



NEW! Wagon Wheel Weaving

Learn to make rugs and place mats using techniques developed by pioneer women who were masters at repurposing everything. The process is simple and the result is fantastic! We will begin working on a group project and transition to a smaller, personal project. All materials provided, no need to get your own wagon wheel. Students need to bring scissors to cut fabric. **DeAnna Amos** of Misty Woods Products, instructor. \$29

2102 6-9p W 5/4 1 F255

Visit us at:
sfccmo.edu/thelearningforce
 for even more class
 offerings!

CCW AND FIREARM SAFETY

NEW! Hand Gun Fundamentals (8 hrs)

This one-day course is designed for a new shooter who may or may not have a concealed weapons permit or an experienced shooter who wants to gain more solid fundamentals on the realistic use of a handgun. Topics covered are stance, grip, sight alignment, sight picture, trigger control, draw stroke, reloading, stoppage clearing drills, and cleaning and maintaining the firearm. Class size limited to 15 students. Supply list is available at www.sfccmo.edu/supplylist. Qualified instructors and range facilities provided by **Black Dawn Industries LLC**. \$79

2220 8a-5p S 2/27 1 BD

Missouri Concealed Carry Weapons (8 hrs.)

The Missouri Concealed Carry Qualification class is a comprehensive training experience. You will receive training that exceeds the requirements for the Missouri Concealed Carry Permit. This class provides training in pistol safety, operations, mental preparation, and firearms law.

It includes the complete Basic Pistol curriculum as well as sections on personal security, tactics and the Missouri Revised Statutes. Instruction provides the following: types of firearms to be concealed; safe loading and unloading; storage and carrying firearms concealed; and current state and federal codes, including those defining lawful firearm uses.

This course is at least eight hours long and includes classroom and range time learning to shoot revolvers and semi-automatic pistols.

Upon successful completion, you will have met the classroom requirement for your CCW application, which requires you to master both the classroom and range portions of the class.

A Missouri resident must be at least 19 years old to apply for a concealed weapon endorsement. Both revolver and semi-automatic handguns are needed for this course. Black Dawn has handguns for loan if you don't have both handgun actions. Supply list is available at www.sfccmo.edu/supplylist. Qualified instructors and range facilities provided by **Black Dawn Industries LLC**. \$99

NEW! Hand Gun Fundamentals and CCW Combined Course \$159

Enjoy a full weekend of gun safety and training by taking this comprehensive course.

2220/2007 8a-5p S,Su 2/28 2 BD



COMMERCIAL DRIVING ACADEMY

Truck Driving - Class A CDL

This program is designed to train new truck drivers how to drive, the rules and regulations of the road and how to keep logs. Upon completion, you will be prepared to earn a Class A CDL. The training is a four-week program that incorporates approximately 40 hours of classroom time and 160 hours of driving time. As your driving abilities develop, you will experience increasing amounts of traffic and different types of road conditions. Both low and high loading docks are used.

Students will need to have their CDL permit with air brakes and pass drug and health screenings before starting the program.

Starts Monthly

8a-6p	M-F	1/4	20	F254
8a-6p	M-F	2/1	20	F254
8a-6p	M-F	3/7	20	F254
8a-6p	M-F	4/4	20	F254
8a-6p	M-F	5/2	20	F254
8a-6p	M-F	6/6	20	F254
8a-6p	M-F	7/5	20	F254



For more information, contact:

State Fair Community College
The LearningForce
 3201 W. 16th Street
 Sedalia, MO 65301-2199
 Phone (660) 530-5822
thelearningforce@sfccmo.edu
www.sfccmo.edu/thelearningforce

COMPUTER SKILLS TRAINING

NEW! AutoCAD: Introduction to Intermediate

This course provides you with a broad introduction into two-dimensional Computer-Aided Drafting (CAD) with a focus on construction- and architecture-specific applications. You will learn how to use industry-leading CAD software (Autodesk AutoCAD) to model a construction project and then create basic, industry-standard architectural drawings.

Students will gain from this course:

- Understanding of the power and precision of computer-aided modeling and drafting.
- Ability to construct accurate 2-D geometry.
- Ability to create 2-D representations of 3-D objects as plan view, elevations and sections.
- Ability to assemble these drawings in industry-standard plan form and produce plotted hardcopies ready for distribution.

Jacqueline Nehring, instructor. \$299
 2212 5:30-8:30p R 1/14 3 F227

NEW! Basic Computer Skills

Whether you need basic skills or just got your first computer, this hands-on course teaches you how to access websites, basic computer applications, and Operating System features that keep your computer running well. Antivirus options, using a webmail account, attaching files to email messages, and copying files are also taught. **Vern Haynes III**, instructor. \$39

2178 6-9p R 2/11 1 F229

NEW! Protect your Identity, Protect Yourself!

Two statistics from the National Criminal Justice Reference system:

The number of elderly victims of identity theft increased to 2.6 million in 2014.

Government documents/benefits fraud (34%) was the most common form of reported identity theft, followed by credit card fraud (17%), phone or utilities fraud (14%), and bank fraud (8%).

The Federal Trade Commission's Consumer Sentinel Network (CSN) reported that over 2 million fraud/identity theft complaints were filed in 2013. That figure is expected to increase, with identity theft, credit card fraud, and government documents/benefits fraud being significant contributors.

In this class we discuss the different types of scams that are out there; introduce you to some good defensive actions; and help improve your awareness of these scams.

Also a handout will be given with tips and strategies for staying safe. **Vern Haynes III**, instructor. \$59

2179 6-9p TR 3/8 2 F229
 2234 6-9p TR 6/14 2 F229

NEW! Budgeting Basics:

Know where your money goes

Whether you have too much month left at the end of your money or if you have a business, being able to predict and track your expenses is a critically important part of your financial security. In this class we will dive into a basic budget using Excel. We will discuss strategies for improving your financial health as well. Some handouts will be available to take home.

Vern Haynes III, instructor. \$49

2180 7-9p TR 4/19 2 F229
 2235 7-9p TR 6/14 2 F229



PROGRAMS AND APPLICATIONS

NEW! Excel Basics

If you have no experience with Excel, this class will help you navigate the menus, teach you the tools and give you an overview of the functions. This class is a prerequisite to the other Excel classes. **Vern Haynes III**, instructor. \$29

2181 7-9p R 3/24 1 F229

NEW! Excel Beginner's Course

If you have basic Excel skills but want to do more with it, then this course is designed for you. We will teach the use of formulas, functions, conditional formatting, and the use of "what if" scenarios, and much more. Participants must possess basic Excel skills.

Vern Haynes III, instructor. \$49

2182 7-9p TR 4/5 2 F229

DANCE

NEW! Beginning Tap Dance for Adults

Come learn to tap dance to your favorite hit songs along with some classics. Beginning tap technique, terminology and styles will be introduced through hip choreography and exercises. Tap offers great physical and mental health benefits. No experience necessary, just a pair of willing feet and a smile. **Grace Belnap**, instructor. \$39

2222 7:30-8:30p T 3/22 8 M222
 2223 7:30-8:30p T 5/24 8 M222

Beginning Country Line Dance

Do you like to dance but don't have a partner or your partner doesn't like to dance? Country Line Dancing is your answer. You will learn the Electric Slide, Red Solo Scuff, Shotgun Jenny, Moves like Jagger, and several more current line dances. So stop watching and start dancing. It's lots of fun, a great way to make new friends and good exercise! **Mary Donnell-Brown**, instructor. \$59

2177 7-9p R 1/21 7 H0714

Advanced Country Line Dance

Now that you know the basics of line dancing, let's take it a step further. Favorite dances taught in this session are BC, Miss Incredible, Blurred Lines, Next to me, The "But" Dance, Dance Off My Blues, Eat Mo' Grits, Cotton-Eye Joe, and other current dances. Gather your friends or come alone for a fun-paced class. Prerequisite: Beginning Country Line Dance or consent of the instructor. **Mary Donnell-Brown**, instructor. \$59

2001 7-9p R 3/17 7 H0714



Intermediate Country Line Dance

Prerequisite: Beginning Line Dance or instructor consent. This fun class builds on the basics taught in the beginner class with some new steps and turns. Favorite dances taught in this session are Slappin' Leather, Watermelon Crawl, Boot Scootin' Boogie, Tush Push, Walz across Texas, Cowboy Cha Cha, and other current dances. Gather your friends or come alone for a fun-paced class. **Mary Donnell-Brown**, instructor. \$39

2039 7-9p R 7/7 4 H0714

Beginning Country/Western Dance

Discover how much fun dancing can be and how easy it is to learn! This course, designed for beginners as well as people who just want to brush up on their skills, will deal with basic steps and simple variations of some of the most popular country/western dances: Two-Step, Cotton-Eye Joe, Waltz, Two-Step and Swing. You may attend alone or with a partner. Smooth-soled shoes are recommended. **Mary Donnell-Brown** and **Travis Goosen**, instructors. \$49

2176 7-9p T 1/19 7 H0714



Advanced Country/Western Dance

This course is a continuation of Beginning Country/Western Dance and is designed for students who are familiar with the basic steps and turns. The class will deal with more intermediate turns and twirls in Two-Step and Waltz, Night Club Two-Step, West Coast Swing, and couple side-by-side dances. You may attend alone or with a partner; however, a partner is suggested to do the turns and twirls. Smooth-soled shoes are recommended. Prerequisite: Beginning Country/Western Dance or consent of the instructor. **Mary Donnell-Brown** and **Travis Goosen**, instructors. \$49 per person.

2008 7-9p T 3/15 7 H0714

HEALTH AND WELLNESS

Yogalates*

Yogalates is the fusion of yoga and Pilates. This practice provides stretching and strengthening of all major muscles in the body as it calms the mind and spirit. Yoga focuses on flexibility first and then strength. You will move through a sequence of various postures with no repetition. In Pilates, you set into a posture and then move your extremities to a repetitive motion, building strength and challenging the core.

With the combination of the two disciplines, you will improve core stability and inner strength, not to mention strengthening your lower back and toning those stomach muscles. The exercises and postures are easily modified to cater to all levels of fitness. All you need is a mat, comfortable clothes and a willingness to have fun. **Sue Guffin**, instructor. \$39 for eight sessions; *\$29 for six sessions

2024	5:30-6:30p	TR	1/5	8	H0714
2025	5:30-6:30p	TR	2/2	8	H0714
2026	5:30-6:30p	TR	3/1	8	H0714
2027	5:30-6:30p	TR	4/5	8	H0714
2028	5:30-6:30p	TR	5/3	8	H0714
2170	5:30-6:30p	TR	6/2	8	H0714
*2171	5:30-6:30p	TR	7/12	6	H0714
2205	5:30-6:30p	TR	8/2	8	H0714



Yoga*

Are you looking for a workout program that's easy to learn, requires little or no equipment and soothes your soul while toning your body? If strengthening your cardiovascular system, toning, stretching your muscles, and calming your mind sound good to you, then enroll today! You will notice improved balance, flexibility and reflexes after just a few sessions. This class is for all levels. The instructor has achieved the highest Yoga Alliance level and taught at SFCC for more than 25 years. Yoga has much to offer, whether it is for the mind, spirit or body. Bring a rug or mat and wear comfortable clothes for stretching. **Irene Renauld**, instructor. \$39 *Six session classes are \$29

2003	4-5p	TR	1/5	8	H0714
2005	5:30-6:30p	TR	1/5	8	F255
2007	4-5p	TR	2/2	8	H0714
2010	5:30-6:30p	TR	2/2	8	F255
2011	4-5p	TR	3/1	8	H0714
2012	5:30-6:30p	TR	3/1	8	F255
*2013	4-5p	TR	4/5	6	H0714
*2014	5:30-6:30p	TR	4/5	6	F255
2015	4-5p	TR	5/3	8	H0714
2016	5:30-6:30p	TR	5/3	8	F255
2172	4-5p	TR	6/2	8	H0714
2174	5:30-6:30p	TR	6/2	8	F255
2173	4-5p	TR	7/5	8	H0714
2175	5:30-6:30p	TR	7/5	8	F255
2218	4-5p	TR	8/2	8	H0714
2219	5:30-6:30p	TR	8/2	8	F255

Zumba Fitness®*

Are you ready to party yourself into shape? That's exactly what the Zumba® program is all about. It's an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party™ that's moving millions of people toward joy and health. Bring water and a towel. **Dana Thompson**



Goosen, instructor. \$39

2183	5:30-6:30p	MW	1/4	8	M Upper Level
2183	5:30-6:30p	MW	2/1	8	M Upper Level
2183	5:30-6:30p	MW	3/2	8	M Upper Level
2135	5:30-6:30p	MW	4/4	8	M Upper Level
2136	5:30-6:30p	MW	5/2	8	M Upper Level
2168	5:30-6:30p	MW	6/1	8	M Upper Level
2169	5:30-6:30p	MW	7/5	8	M Upper Level
2183	5:30-6:30p	MW	8/1	8	M Upper Level

*Multiple course discount—15% off each when you enroll in three or more at the same time.

Yoga at the Daum

Learn the art of yoga in the beautiful and reflective Daum Museum of Contemporary Art! Classes will help you create a foundation for your practice through proper alignment, breath control and body/mind awareness. Yoga helps build strength and flexibility as well as relieves stress and improves your overall health. Postures can be modified for all body types. Bring a rug or yoga mat and wear comfortable clothes. **Matthew Clouse**, instructor. \$45

2038	5:15-6:15p	W	2/3	8	Daum
2097	5:15-6:15p	W	4/6	8	Daum

INTRIGUING HOBBIES

NEW! Introduction to Beekeeping

This course includes an introduction to the basic principles of beekeeping and the importance of its role in agriculture production and maintenance of the food supply. Information provided equips the student with the appropriate skills to become established as a hobbyist beekeeper. **Bruce R. Bird**, instructor. \$69

2188	6-8:30p	R	1/14	5	P400
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NEW! Advanced Beekeeping

Advanced beekeeping helps participants become established as a hobbyist beekeeper, including obtaining bees, setting up and managing several beehives. **Bruce R. Bird**, instructor. \$69

2189	6-8:30p	R	2/18	5	P400
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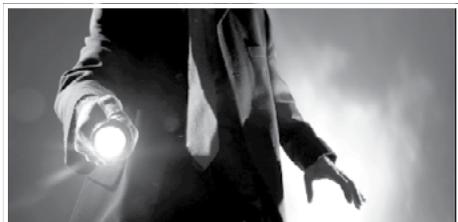


NEW! Paranormal Investigations

This class is designed for anyone who has an interest in the paranormal. It will cover two main areas: ghost hunting and UFO investigating. Background information, history and investigative techniques in both areas will be presented. Guest speakers from Sedalia Ghost Hunters and Paranormal Investigations (and hopefully, Missouri MUFON) will share their areas of expertise and experiences with the class.

Class members will become familiar with different kinds of hauntings and UFO case classifications; get a basic knowledge of how to use equipment, and how to conduct paranormal investigations. There will be a ghost hunt toward the end of the six-week session. (Who knows? There may even be a UFO investigation!) **Britt Faaborg**, instructor. \$59

2187	7-9p	R	3/17	5	F255
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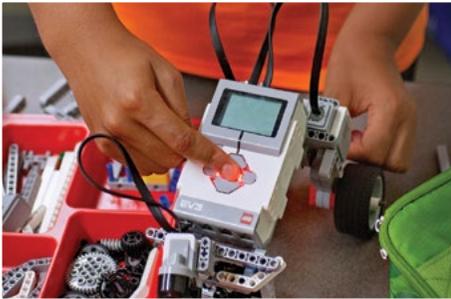


KIDS COLLEGE

LEGO® Robotics Grades 4-8

Develop problem solving and teamwork skills while working on robots! Learn to solve challenges by building robots using the LEGO® Mindstorms® EV3 robotics kit. This course is ideal if you want to know how to make things work, crawl, roll, blink, buzz, or even think! It will give you a chance to design and assemble the LEGO® Mindstorms® EV3 to compete in many challenges. Come join the fun this spring and create a robot that obeys your every command. Students are expected to cooperate and share as well. **Kevin Ditzfeld**, instructor. \$69

2031 6-8:30pm TWRF 3/1 4 F253



LEADERSHIP ACADEMY

NEW! Setting Goals and Reviewing Results

People are more engaged and strive for better results when they have a sense of ownership in their work process and outcomes. Unfortunately, leaders fail to engage and reinforce this sense during performance management discussions.

This course shows the positive effect of shifting the traditional role of planner and evaluator from the leader to a shared responsibility between leader and employee. This shift builds employee ownership and allows the leader to focus on coaching and developing throughout the performance cycle. Leaders will experience how to use effective (SMART) goals to help them and their employees track progress and fairly evaluate outcomes.

A well-written performance plan is also a powerful tool for leaders to use when determining where to focus their development and coaching discussions with their employees.

Rusty Kahrs, facilitator. \$99

2206 1-5p R 1/14 1 HETCC-B

NEW! Resolving Workplace Conflict

Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time, and reduce costs. An unfortunate but natural byproduct of these challenges is conflict. While conflict can lead to discoveries such as new ideas and innovative breakthroughs, it can, if allowed to escalate, result in damage to critical working relationships. This course teaches leaders how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and practice using the Interaction Essentials as they coach and then mediate to resolve a conflict. **Amber Scott**, facilitator. \$99

2206 1-5p R 2/11 1 HETCC-B

NEW! Making Meetings Work

Most people say they hate meetings, but what they really dislike are unproductive, poorly run meetings. Meetings are a great tool for achieving business results when the right people meet with a clear purpose and specific agenda. This course helps leaders save time and resources by leading meetings that support business needs. Leaders learn how to plan, facilitate, and follow-up on meetings (including virtual meetings) to ensure that there is a payoff for the time invested in meetings.

The LearningForce. \$99

2206 1-5p R 3/10 1 HETCC-B

NEW! Addressing Poor Performance

A single employee with chronic performance problems can dominate a leader's time and drag down the productivity and morale of an entire work group. This course builds leaders' skills in handling chronic performance problems. They learn how to document and present a solid case for needed improvement and use effective interaction skills. Leaders identify the steps to take after the performance problem discussion to provide ongoing feedback and support, and determine if it is necessary to impose formal consequences.

Roy Dietzman, facilitator. \$99

2206 1-5p R 4/21 1 HETCC-B

NEW! Valuing Differences

Today, the organizations with the greatest competitive advantage are those that create an inclusive environment that makes the most of their people's diverse experiences, ideas and talents. Valuing Differences gives people effective skills and tools for exploring others' unique perspectives, understanding and leveraging people's inherent differences, challenging devaluing behavior, and creating an environment in which people's differences are respected and utilized. **Darla Arni**, facilitator. \$99

2206 1-5p R 5/12 1 HETCC-B

LEADERSHIP/OFFICE SKILLS

NEW! Customer Service

Each and every one of us serves customers whether we realize it or not. Maybe you're on the front lines of a company serving the people who buy your products. Perhaps you're an accountant serving the employees by producing their pay checks and keeping the company running. Or maybe you're a company owner serving your staff and your customers. This workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. **Lisa C. Kelley**, facilitator. \$99

2206 1-5p R 2/25 1 HETCC-B

NEW! First-Time Supervisors

Transitioning into a first time supervisor position can be tough. Between managing your own time and projects, helping your team members solve problems and complete tasks, helping other supervisors, and transitioning from employee to supervisor, creates a full and challenging work load. This workshop helps first-time supervisors become more efficient. They will also become more proficient with delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline. **Lisa C. Kelley**, facilitator. \$99

2206 1-5p R 3/31 1 HETCC-B



NEW! Public Speaking: Become a Confident Speaker

Whether presenting in a team meeting or in front of an audience, we all have to speak in public from time to time. Learn basic public speaking skills, including in-depth information on developing an engaging program and delivering your presentation with power. **The LearningForce**, instructor. \$99

2215 Noon-4p R 4/7 1 F253

NEW! Train-the-Trainer: Become an Engaging Trainer

This workshop gives all types of trainer tools to create and deliver engaging, compelling workshops that encourage trainees to come back for more. Skills such as facilitating, needs analyses, understanding participant's needs, and managing tough topics will give your trainees what they need to become a trainer themselves. **Roy Dietzman**, facilitator. \$99

2216 Noon-4p R 2/18 1 F253



NEW! Workplace Communication Strategies

The Communication Strategies workshop helps you understand the different methods of communication and how to make the most of each of them. These strategies provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved. **Amber Scott**, facilitator. \$99

2217 Noon-4p R 3/17 1 F253

KIDS COLLEGE

June 13-17
June 20-24

July 11-15
July 18-22

Adventures in Science
Junk Art
Mad Scientist
Creative Kiddos
Robotics
Pre-School Picaso
Picture Perfect Photography

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

The LearningForce staff is committed to providing training to all businesses in our community area. Periodically, courses will be added to our online catalog to address an expressed need but will be open to the general public. If what you need is not listed in our catalog, please call, and we will be happy to look into a customized class for you and your company.

OSHA 10-Hour Certification for Construction

The need for OSHA training in the construction industry has changed. Are you and your employees ready? The OSHA 10-Hour Training course assists employers in introducing and training employees on the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. It is designed to teach individuals to recognize hazards and prevent injury and illness in the workplace. Two-day sessions include a one-hour lunch (on your own). **Steve Bloess**, instructor. \$99



2185	9a-3p	TW	1/12	2	F255
2186	6-10p	TWR	4/12	3	F253

OSHA 10-Hour Certification for General Industry

The OSHA Outreach Training Program for General Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities and how to file a complaint. This is a voluntary program that focuses on workplace safety and does not meet training requirements for any OSHA standards. **The LearningForce**, instructor. \$199

2232	9a-3p	WR	1/20	2	F253
2233	9a-3p	WR	3/17	2	F226A



HazWoper Refresher Certification (OSHA 8-Hour)

This refresher course meets OSHA requirements for Hazardous Waste Operations and Emergency Response training per 29 CFR 1910.120 for eight hours of annual training as outlined for workers at hazardous waste sites. The purpose of this refresher course is to ensure awareness and promote safety among employees who may be exposed to chemical hazards on the worksite. The objective is to ensure that employees operate in the safest possible manner in situations where contact with potentially hazardous materials is likely.

HazWoper Training Course Certification (OSHA 24-Hour)

Hazardous Waste Operations and Emergency Response HAZWOPER refers to many types of hazardous waste operations and emergency services conducted around the world, especially those conducted under the auspices of the United States federal government. The term appears in hazardous waste treatment regulations currently published by the OSHA. This course is required for employees visiting an Uncontrolled Hazardous Waste Operation. The course covers 24 hours of instruction as required by 29 CFR 1910.120(e) (3), OSHA's Hazardous Waste and Emergency Response training. Participants will recognize and recall OSHA regulations and requirements and demonstrate an understanding of site characterization.

Participants will:

- Understand how hazardous materials are handled, identified and human responses to exposure
- Learn the importance of the Health and Safety Plan (HSP)-Incorporate the knowledge of what to do in case of site emergencies
- Use appropriate safety methods and work practice controls
- Recognize signs and labels that are used to alert personnel of danger involving hazardous material

HazWoper General Site Worker (OSHA 40-Hour)

HazWoper 40 is required for workers who perform activities that expose or potentially expose them to hazardous substances. This course is specifically designed for workers who are involved in cleanup operations, voluntary cleanup operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Hazwoper 40 is comprised of the 24-hour Hazwoper and an additional 16 hours that includes training with Self-Contained Breathing Apparatus (SCBA) and hands-on exercises.



MOTORCYCLE RIDER

Basic Rider Course

The Basic Rider course is geared toward beginning or re-entry riders of all ages. A minimum of five hours of classroom instruction prepares you for at least 10 hours of practical riding in a controlled, off-street environment.

The use of a motorcycle is included in the course fee. Students are encouraged to bring their own helmets, but loan helmets are available. All helmets must be Department of Transportation (DOT) three-quarter or full face certified and in good condition with labeling intact. Most motorcycles used in the course are 500 cc or less and are street machines.

Instructors are certified by the Motorcycle Safety Foundation and the Missouri Motorcycle Safety Program. You'll learn how to operate a motorcycle safely, with emphasis on the special skills and mental attitude necessary for dealing with traffic.

In the classroom, you'll learn about the different types of motorcycles, their controls and how they operate. A very important segment of the course will show you how to create your own strategy for riding in traffic and dealing with critical situations.

For the riding portion of the course, come dressed appropriately with:

- A DOT approved helmet (three-quarter or full face)
- Long sleeve shirt or jacket
- ID—driver license or photo ID
- Full-fingered gloves
- Eyeglasses, sunglasses or goggles
- Long pants without holes (e.g. NO fashion jeans with ripped spots)
- Boots or high top shoes that cover the ankle
- Rain gear in case of rain
- Drinking water and snacks

To enroll in this course you must:

- Be able to ride a bicycle
- A motorcycle learner's permit is required if student doesn't possess a valid driver's license
- Have parents or guardians sign a consent/release form if under the age of 18
- Use motorcycles that are provided (personal motorcycles may not be used)
- Enroll early, read the study guide and complete the pre-course assignment (one week prior to class is recommended)
- Arrive on time
- Participate in all course sessions; failure to do so will result in dismissal with no refunds

The course concludes with a knowledge test and a skill evaluation. Riders who pass will receive a Missouri Motorcycle Safety Program Completion Card. Students may take the completion card to the Missouri State Highway Patrol examination station, and the skill portion of the licensing exam is waived. You will simply be required to take the knowledge test and eye exam to obtain your endorsement. Additionally, some insurance companies give a discount on rates for successfully completing the course. There is no guarantee that an individual enrolling in this course will pass or get his or her motorcycle operator's license.

Each class is limited to 10 students. You may withdraw or change class sessions one week prior to the first class meeting date. Changes or refunds will only be allowed after that time if your slot can be filled in the session for which you registered. Classes meet Friday 6-10 p.m., Saturday and Sunday 8 a.m. to 5 p.m. Cost is \$199.

2002	6-10p	F	3/25-3/27	3	AT609
2004	6-10p	F	4/1-4/3	3	AT609
2006	6-10p	F	4/8-4/10	3	AT609
2009	6-10p	F	4/15-4/17	3	AT609
2084	6-10p	F	4/29-5/1	3	AT609
2085	6-10p	F	5/13-5/15	3	AT609
2086	6-10p	F	5/20-5/22	3	AT609
2087	6-10p	F	6/3-6/5	3	AT609
2106	6-10p	F	6/10-6/12	3	AT609
2107	6-10p	F	7/8-7/10	3	AT609
2108	6-10p	F	8/26-8/28	3	AT609

SFCC Boonville Campus

ARTS AND CRAFTS

New! Beginner Quilting

Learn the basic art of quilting. Class consists of a proper use of tools and supplies, hand sewing, use of templates, how to choose fabric and correct thread, machine piecing and correct pressing. During class you will complete a basic project. **Karen Boggs**, instructor. \$69

2225 9-11a M 2/8 6 BNK



CCW AND FIREARM SAFETY

Missouri Concealed Carry Weapons (8 Hours)

The Missouri Concealed Carry Qualification class is a comprehensive training experience. You receive training that exceeds the requirements for the Missouri Concealed Carry Permit. This class provides training in pistol safety, operations, mental preparation, and firearms law.

The class includes the Basic Pistol curriculum in its entirety, as well as sections on personal security, tactics and the Missouri Revised Statutes. Instruction provides the following: the types of firearms to be concealed; safe loading and unloading; storage and carrying firearms concealed; and current state and federal codes, including those defining lawful firearm uses. This course is at least eight hours long and includes classroom and range time learning to shoot revolvers and semi-automatic pistols.

Upon successful completion, you will have met the classroom requirement for your CCW application, which requires you to master both the classroom and range portions of the class.

A Missouri resident must be at least 19 years old to apply for a concealed weapon endorsement. Both revolver and semi-automatic handguns are needed for this course. Black Dawn has handguns for loan if you don't have both handgun actions. Supply list is available at www.sfccmo.edu/supplylist. Qualified instructors provided by **Black Dawn Industries LLC**. \$99

2224 8a-5p S 6/4 1 BNK

COMPUTER SKILLS TRAINING

New! Basic Computer Skills

Whether you need basic skills or just got your first computer, this hands-on course teaches you how to access the basic applications of your computer. The course covers email, saving files, attaching documents and the basics of Microsoft Words. You also learn the uses of other applications like Excel and PowerPoint.

Kinsey Dona, instructor. \$39

2231 9-12p S 2/13 1 BNK

KIDS COLLEGE

LEGO® Robotics Grades 4-8

Develop problem solving and teamwork skills while working on robots! Learn to solve challenges by building robots using the LEGO® Mindstorms® EV3 robotics kit. This course is ideal if you want to know how to make things work, crawl, roll, blink, buzz, or even think! It will give you a chance to design and assemble the LEGO® Mindstorms® EV3 to compete in many challenges. Come join the fun this spring and create a robot that obeys your every command. Students are expected to cooperate and share as well. **Kevin Ditzfeld**, instructor. \$69

2227 6p-8:30p TWR 4/12 4 BNK

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

OSHA 10-Hour Certification for Construction

The need for OSHA training in the construction industry has changed. Are you and your employees ready? The OSHA 10-hour Training course assists employers in introducing and training employees on the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. It is designed to teach individuals to recognize hazards and prevent injury and illness in the workplace.

Steve Bloess, instructor. \$99

2139 6-10p TWR 4/5 3 BNK



SFCC Clinton Campus

CCW AND FIREARM SAFETY

New! Missouri Concealed Carry Weapons (8 Hours)

The Missouri Concealed Carry Qualification class is a comprehensive training experience. You receive training that exceeds the requirements for the Missouri Concealed Carry Permit. This class provides training in pistol safety, operations, mental preparation, and firearms law.

The class includes the Basic Pistol curriculum in its entirety, as well as sections on personal security, tactics and the Missouri Revised Statutes. Instruction provides the following: the types of firearms to be concealed; safe loading and unloading; storage and carrying firearms concealed; and current state and federal codes, including those defining lawful firearm uses. This course is at least eight hours long and includes classroom and range time learning to shoot revolvers and semi-automatic pistols.

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2018 8a-5p S 4/9 1 CL



KIDS COLLEGE

LEGO® Robotics Grades 4-8

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CRN 6-8:30p TWRF 3/22 4 CL

Spring Break Blast - Coming Soon!

Exciting, fun-filled days of creative, challenging and intriguing workshops. Step out of your classroom and into the world of mystery; dabble with your artistic gifts; experiment with the mad scientist that is inside of you; and explore career paths to get a feel for the future! Opportunities for students in grades 3-5 as well as 6-8.

Watch for the flyer coming to a school near you! Spring break is going to be a **blast** this year!

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

OSHA 10-Hour Certification for Construction

The need for OSHA training in the construction industry has changed. Are you and your employees ready? The OSHA 10-hour Training course assists employers in introducing and training employees on the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. It is designed to teach individuals to recognize hazards and prevent injury and illness in the workplace. Two-day sessions include a one-hour lunch (on your own). **Steve Bloess**, instructor. \$99

2138 9a-3p TW 3/1 2 CL

SFCC Lake of the Ozarks Campus

ARTS AND CRAFTS

NEW! Mesh Ribbon Wreath Making

Whether you're crafting a wreath for your home or making a gift, these wreaths stand out from the ordinary. You won't believe the ease in making a big splashy wreath like those of professional decorators! The essentials you need to work with deco mesh are covered. You will leave class with a spring wreath and skills to make wreaths for every occasion! Supply lists are available upon enrollment or at www.sfccmo.edu/supplylist.

Dr. Brenda Bryan, instructor. \$29
 2229 1-4p F 3/11 1 LOZ



COMPUTER SKILLS TRAINING

NEW! Basic Computer Skills

Whether you need basic skills or just got your first computer, this hands-on course teaches you how to access websites, basic computer applications and Operating System features that keep your computer running well. Antivirus options, using a webmail account, attaching files to email messages, and copying files also are taught. **Dr. Brenda Bryan**, instructor. \$39

2230 1-4p F 3/18 1 LOZ

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

OSHA 10-Hour Certification for Construction

The need for OSHA training in the construction industry has changed. Are you and your employees ready? The OSHA 10-hour Training course assists employers in introducing and training employees on the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. It is designed to teach individuals to recognize hazards and prevent injury and illness in the workplace. Two-day sessions include a one-hour lunch (on your own). **Steve Bloess**, instructor. \$99

2137 9a-3p TW 3/8 2 LOZ

KIDS COLLEGE

New! LEGO® Robotics Grades 4-8

Develop problem solving and teamwork skills while working on robots! Learn to solve challenges by building robots using the LEGO® Mindstorms® EV3 robotics kit. This course is ideal if you want to know how to make things work, crawl, roll, blink, buzz, or even think! It will give you a chance to design and assemble the LEGO® Mindstorms® EV3 to compete in many challenges. Come join the fun this spring and create a robot that obeys your every command. Students are expected to cooperate and share as well. **Kevin Ditzfeld**, instructor. \$69

2228 6-8:30p TWRF 5/3 4 LOZ



SFCC Online Class Opportunities

BUSINESS COMMUNICATIONS

Jump-Start Your Career with LinkedIn

Did you know that 95% of all job opportunities aren't made public? Did you know that most people get their jobs through their "connections?" If you've been frustrated in your career or job search, LinkedIn is the solution. Whether you already have an account or you're just thinking about signing up, this course will give you the knowledge you need to succeed with LinkedIn. **Ron Nash**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. In this six-week online course, you'll discover the dynamite methods for bringing out the best in your team, measuring customer service and learning what you need to do to anticipate the needs of reps and customers. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business. **Tony Swaim**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Keys to Effective Communication

At a loss for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. If you often find yourself lacking confidence in your communication abilities, you'll appreciate this course. With the help of a patient instructor and a supportive community of fellow students, you'll work step-by-step through the process of becoming a great conversationalist. **Dawn Lianna**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Extraordinary Customer Service

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan focused on key elements to get you started on the path to success. One-month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Fred Bayley**, instructor. \$145

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	T	7/5 - 7/29	4 Weeks

Business and Marketing Writing

Are you a writer working in the business world? Or a marketing professional responsible for obtaining great marketing copy? Maybe your boss made you the company writer, but you've never had any training. Or maybe you're just interested in a writing or marketing career. Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, knowledge, company's image, and your chances of getting hired, promoted or applauded! **Lisa Adams**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Negotiation: Get What You Want

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what's essential. Having the skills to help others get what they want will improve relationships and increase your odds of success. Work with a pro to learn how to plan, implement and win in the bargaining process.

Layne J. Harpine, instructor. \$195

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	T	7/5 - 7/29	4 Weeks

Don't delay;
enroll today!

[www.sfccmo.edu/
thelearningforce](http://www.sfccmo.edu/thelearningforce)

Writing Essentials

Master the essentials of writing and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills needed to excel at business communications, express yourself clearly online and take your creative literary talents to a new level. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Ann Linquist**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

COMPUTER SKILLS TRAINING

Private Computer Tutoring

Campus instructors will offer two hours of one-on-one instruction giving you the opportunity to learn at a faster, much more personalized pace. Working in an SFCC computer lab, the class will focus on software programs of your choice, including Microsoft Word, Excel, Access, and PowerPoint. Businesses also may arrange classes. Multiple instructors are available! Specific date, time and lab location will be arranged upon enrollment. \$99

2002 Date, day, place, and time TBD One two-hour session

Introduction to Microsoft Excel 2013

Do you work with numbers? Then you need to master Microsoft Excel 2013. In this easy, online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn how to write powerful formulas, use functions, sort and analyze data, design custom charts, create three-dimensional workbooks, and more. At the end of the class, you'll be using Excel like a professional. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Chad Wambolt**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Intermediate Microsoft Excel 2013

Take your Excel skills to the next level! In these hands-on lessons, you'll master charting, PivotTables, slicers, sparklines, and other advanced features of Microsoft Excel 2013. You'll learn how to harness the power of Excel's data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. You'll also add other time-saving functions to your repertoire by learning VLOOKUP, INDEX and MATCH. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Chad Wambolt**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

What's New in Microsoft Office 2013

Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher. With this latest version of Microsoft Office, you'll be able to store and share your work "in the cloud" on Microsoft SkyDrive, a great, free online location that lets you access your files from any computer. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more, and enroll today! **Barbara Clemens**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Intermediate Microsoft Word 2010

Master the more advanced features of Microsoft Word 2010 and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more, and enroll today!

Wallace Wang, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Introduction to QuickBooks 2014

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts and statements, track payables, inventory and receivables, create estimates, and generate reports. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more, and enroll today! **Scott Paxton**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Introduction to QuickBooks 2015

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more, and enroll today! **Scott Paxton**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic; how to use search engine optimization to get greater visibility and exposure in Google searches; and how to redesign your website copy to increase visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. One month course, offered through UGotClass. **Dan Belhassen** and **Susan Hurrell**, instructors. \$195

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	T	7/5 - 7/29	4 Weeks

Creating Cell Phone Apps for your Business

Smart organizations across the globe are investing in building smartphone applications. The challenge with traditional smartphone applications is that development is highly technical and very expensive. In this four-week course, we will provide step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. This course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand to how quickly deploy smartphone applications. One month course offered through UGotClass.

Dan Belhassen and **Susan Hurrell**, instructors. \$245

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	T	7/5 - 7/29	4 Weeks

ENTREPRENEUR AND SMALL BUSINESS SKILLS

Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business. One month course offered through UGotClass. **Conrad Brian Law**, COI, instructor. \$195

Online	M	2/1 - 2/26	4 Weeks
Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks

FINEarts
2015-2016 Season

Go to
www.sfccmo.edu/thearts
for schedule of events.

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the business plan one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of the business plan enables you to uncover hidden risks and assess the business from a marketing, management and financial vantage point. One month course offered through UGotClass. **Mary Beth Izard**, instructor. \$195

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	T	7/5 - 7/29	4 Weeks

Entrepreneurial Marketing

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. This course offers a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts. One month course offered through UGotClass.

Kathy Nadlman, instructor. \$195

Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks
Online	M	8/1 - 8/26	4 Weeks

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. You'll begin by discovering the tricks to picking the right opportunity for you. Next, you'll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we'll discuss traditional and nontraditional financing options. Finally, you'll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. **Kris Solie-Johnson**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Starting Your Own Consulting Practice

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help you set up a consulting practice and get started. You will learn the complete process of starting and operating a consulting practice. The course begins with surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for a consulting firm that details finances, pricing policies, contracting, and marketing. The course concludes with a discussion of recordkeeping and tax concerns. There will also be an online discussion area where you can exchange valuable business ideas and resources with other students and the instructor. The instructor will keep you updated by citing resources such as books, periodicals, and organizations designed to help small businesses.

William Flood, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing but also keeps your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. **Kris Solie-Johnson**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Marketing Your Business on the Internet

Find out how to market your business on the Internet even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing and social media (including blogs) to drive business to your website. Finally, you'll learn how to keep your visitors coming back again and again!

Lisa Adams, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Small Business Marketing on a Shoestring

As you build your own customized marketing plan step-by-step, you'll discover how to attract your target audiences, entice customers to buy your product or service and keep buyers coming back for more. In addition, you'll find out how to generate the referrals that are crucial to your company's success. You'll get tips on evaluating your tactics, tracking your results and fine-tuning your approach, so it gets better every year. Best of all, the small business marketing strategies you'll learn will fit into any budget—and some are even free! **Glynns Thomas**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Start and Operate Your Own Home-Based Business

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless!

Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics, and more! Learn how to develop entrepreneurial qualities—motivation, discipline, creativity—that you need to succeed! This class is a great way to start your own business or enhance the one you already have.

Helene K. Liatsos, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

HUMAN RESOURCES

Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support, with benefits for both the employer and employee. Acquire skills in the development, implementation and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Building on Coaching and Mentoring in the Workplace Course I, C/M II takes a further in-depth look at variables involved in employee support. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs.

Two-month course consisting of Mentoring and Coaching in the Workplace Level 1 and Level 2 (only available as a Certificate), average of 32 hours (3.2 CEU's) offered through UgotClass.

Marie Johnson and **Sherri Restauri Carson**, instructors. \$395

Online Level 1	M	2/1 - 2/26	4 Weeks
Online Level 1	M	4/4 - 4/29	4 Weeks
Online Level 1	M	6/6 - 7/29	8 Weeks
Online Level 2	M	4/4 - 4/29	4 Weeks
Online Level 2	M	6/6 - 7/1	4 Weeks
Online Level 2	M	8/1 - 8/26	4 Weeks

Visit www.sfccmo.edu/thelearningforce
for even more class offerings!

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. You'll gain an inside view of the law with court examples, real situations and prevention strategies that prepare you to effectively resolve workplace issues. You'll learn effective communication techniques, negotiation strategies and what to expect if you do go to court. This course is a must for anyone who is (or aspires to be) a supervisor, manager or human resources professional. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Ann Nevers**, instructor. \$99

Online	W	1/13	6 Week Duration
Online	W	2/10	6 Week Duration
Online	W	3/16	6 Week Duration
Online	W	4/13	6 Week Duration
Online	W	5/18	6 Week Duration
Online	W	6/15	6 Week Duration
Online	W	7/13	6 Week Duration
Online	W	8/17	6 Week Duration

Professional in Human Resources Management Career Prep

Learn about the exciting world of human resource management throughout this online course. This HR management course weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. This course highlights important challenges facing managers and employees in today's business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today's most effective, unique approaches in dealing with HR issues. This self-paced course is estimated to require 135 hours to complete within 12 months and is offered through ProTrain. This course prepares a student to take the HR Certification Institute (HRCI) PHR certification exam. \$2,450

Open Anytime 135 hours / 12 months / self-paced

LEADERSHIP / MANAGEMENT

Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical

techniques that will increase your effectiveness and enhance your career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. One-month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Sharon DeFonteny**, instructor. \$195

Online M 9/8-10/2 4 Weeks

Building Teams That Work

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Vivian Harte**, instructor. \$99

Online W 9/16 6 Weeks Duration
Online W 10/14 6 Weeks Duration

Leadership Principles

Especially for Generation Y (born 1980-1999), the course serves as the first of three in a series addressing leadership development. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion; building relationships with your subordinates; becoming socially perceptive to changes in the workplace; utilizing your emotions in a positive and effective manner, and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class. Offered through UGotClass. **Constance Yates**, instructor. \$145

Online M 9/8-10/2 4 Weeks

Developing Your Professional Career

Have you ever wondered how to get to that next level in your career? This course will help you identify those skills that all great leaders possess, while learning new skills. Learn how to incorporate a developed image and communication skills that will rocket you to that next level. One-month course through UGotClass. **Tawanda McLaurin**, instructor. \$145

Online M 11/2-11/27 4 Weeks

NEW! Developing Your Leadership Skills

Especially for future and emerging leaders of Gen Y, this course reveals the key concepts of being a leader and the best strategies for developing leadership skills and influence. You can become a leader if you know the dos and don'ts; what to say and what not to say; what to do and what not to do. One-month through UGotClass. **William A. Draves**, instructor. \$145
Online M 10/5-10/30 4 Weeks

Supervisory and Leadership Certificate

Your employees are your most valuable resource. Ensuring the efficiency of your team is key to your success and is your most important responsibility. Get practical, easy to understand and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities and strategies for improving overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Two-month course, average of 32 hours (3.2 CEUs) offered through UGotClass. **Sally Klaus**, instructor. \$395

Online M 9/8-10/30 8 Weeks

LEED GREEN WORKPLACE

LEED v4 Green Associate Exam Prep and Study Group

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners or anyone who wants to develop their knowledge in this area. The course prepares you to earn the LEED Green Associate credential from the Green Building Certification Institute. Case studies of LEED certified building projects, concepts of integrated design, third-party verification, and the LEED administration process are examined. In each of the first seven units, all specification sections listed by the Green Building Certification Institute as exam content areas are covered. The final unit focuses on exam preparation. **Kelly Gearhart**, instructor, holds the designations LEED AP BD+C, LEED AP O+M and will answer your questions in the online discussion. Two-month, average of 32 hours (3.2 CEUs) offered through UGotClass. \$695

Online M 9/8-10/30 8 Weeks

LEED AP Building Design and Construction Career Prep

This course LEED® AP Building Design and Construction prepares you for the Leadership in Energy and Environmental Design (LEED®) Accredited Professional (AP) Building Design + Construction (BD+C) exam. This course provides a road map to studying for the LEED AP BD+C exam as administered by Green Building Certification Institute (GBCI). Guide to the LEED® AP Building Design and Construction (BD+C) Exam is aimed at those professionals seeking more information about the basic knowledge and understanding that is required in order to pass the exam and earn the LEED AP BD+C accreditation. Offered by ProTrain. \$595
Online / 12 months / self-paced

LEED AP Operations and Maintenance Career Prep

This course prepares you for the Leadership in Energy and Environmental Design (LEED®) Accredited Professional (AP) Operations + Maintenance (O+M) exam. It provides a road map to studying for the LEED AP O+M exam as administered by Green Building Certification Institute (GBCI). The course is aimed at those professionals seeking more information about the basic knowledge and understanding that is required in order to pass the exam and earn the LEED AP O+M accreditation. Offered by ProTrain. \$595.00

Online / 12 Months / Self-Paced

NEW MEDIA MARKETING

eMarketing Essentials Certificate

Get a fundamental and advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and successfully employing online advertising. These courses are relevant for any type of organization, including businesses, companies, nonprofits, and government agencies.

Three one-month courses, including readings.

Dan Belhassen, lead instructor. \$495 for eMarketing certificate (all three courses, including: Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising), or \$195 each.

Improving Email Promotion

Discover new ways to improve your email promotions, including when to email, what to email and testing email copy. Then find out how to analyze your email response rates, including the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass.

Dan Belhassen, lead instructor. \$195

Online	M	2/1 - 2/26	4 Weeks
Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks

Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze visitor traffic; how to use search engine optimization to get greater visibility and exposure in Google searches; and how to redesign your website copy to increase visitors and results. No experience necessary, but if you are at an advanced level, your instructor is a Search Engine Optimization (SEO) expert and can answer your toughest questions as well. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Dan Belhassen**, lead instructor. \$195

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	M	7/5 - 7/29	4 Weeks

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWord campaigns. Learn how to target local audiences. Then discover Facebook advertising and how to determine the demographics and numbers of people you want to reach. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Dan Belhassen**, lead instructor. \$195

Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks
Online	M	8/1 - 8/26	4 Weeks

Google Analytics

This If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on

investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Dan Belhassen**, instructor. \$195

Online	M	2/1 - 2/26	4 Weeks
Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks

NONPROFIT MANAGEMENT

A to Z Grant Writing

Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders; how to organize a successful grant writing campaign; and how to put together a complete proposal package. New lessons released on Wednesday and Friday for six weeks. Visit www.ed2go.com/sfccmo to learn more and enroll today!

Linda Vallejo, instructor. \$99

Online	W	1/13	6 Weeks	Online	W	2/10	6 Weeks
Online	W	3/16	6 Weeks	Online	W	4/13	6 Weeks
Online	W	5/18	6 Weeks	Online	W	6/15	6 Weeks
Online	W	7/13	6 Weeks	Online	W	8/17	6 Weeks

Certificate in Nonprofit Administration

Non-profits today need to be run like a business in many respects. Get the best training on revenue generation for nonprofits and program evaluation for nonprofits with our Certificate in Nonprofit Administration. You will come away with the latest and best information from instructors who train people in nonprofits. Two-month course, average of 48 hours (4.8 CEUs) offered through UGotClass. **Fred Bayley** and **Myia Welsh**, instructors. \$595 for both courses and certificate!

Program Evaluation for Nonprofits

Enhance your understanding of program evaluation within the nonprofit context. Special attention will be paid to the real-world challenges when conducting evaluations, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Myria Welsh**, MSW, instructor. \$245

Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks
Online	M	8/1 - 8/26	4 Weeks

Revenue Generation for Nonprofits

Revenue streams are essential not only to keep the doors open but also to expand services. Discover how to increase revenue from current activities. Develop strategies for building new ones. Learn how to effectively set prices or fees. After taking this course, you will have the knowledge to improve your revenue generation and generate a better surplus. One two-month online course, offered through UGotClass.

Fred Bayley, instructor. \$495

Online	M	2/1 - 3/25	8 Weeks
Online	M	4/4 - 5/27	8 Weeks
Online	M	6/6 - 7/29	8 Weeks

Cyber Security for Managers

This class helps you get up-to-date on cyber security basics and fundamentals. Designed for nontechnical managers, this class discusses threats and vulnerabilities, safeguards, intrusion detection/prevention, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to safeguard your business and work information. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Stan Waddell**, Information Security executive director at University of North Carolina, instructor. \$245

Online	M	3/7 - 4/1	4 Weeks
Online	M	5/2 - 5/27	4 Weeks
Online	M	7/5 - 7/29	4 Weeks

PROFESSIONAL DEVELOPMENT

Genealogy Basics

If you are a newcomer to this hobby this course will get you off to a good start. You will explore many Internet sites to search for family names and learn where to look, who to contact and how to use the genealogical research tools. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today. **Bob Moyer**, instructor. \$99

Online	W	1/13	6 Weeks	Online	W	2/10	6 Weeks
Online	W	3/16	6 Weeks	Online	W	4/13	6 Weeks
Online	W	5/18	6 Weeks	Online	W	6/15	6 Weeks
Online	W	7/13	6 Weeks	Online	W	8/17	6 Weeks

Workplace Ethics and Etiquette

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Learn the keys of making ethical business decisions and the five secrets of how to interact properly in business and social settings. One month course, offered by UGotClass. **Cathy Proffitt Boys**, instructor. \$145

Online 4 Weeks

Powerful Presentations and Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. You will learn how to effectively deliver a presentation to one person across a table, to a small group in a boardroom, to a large audience in an auditorium; and how to host teleseminars or webinars. One month course. **Bridget Brady**, instructor. \$195

Online	M	2/1 - 2/26	4 Weeks
Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks

Grammar Refresher

An understanding of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts like logic and clarity. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Ellen Feld**, instructor. \$99

Online	W	1/13	6 Weeks	Online	W	2/10	6 Weeks
Online	W	3/16	6 Weeks	Online	W	4/13	6 Weeks
Online	W	5/18	6 Weeks	Online	W	6/15	6 Weeks
Online	W	7/13	6 Weeks	Online	W	8/17	6 Weeks

The Flipped Classroom

The flipped classroom concept changes routine, boring education into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. We will explore why it is important, the advantages, how to implement, and some examples of how others have benefited from this process. One month course, offered by UGotClass;

Dr. John Meyer, instructor. \$195

Online	M	4/4 - 4/29	4 Weeks
Online	M	6/6 - 7/1	4 Weeks
Online	M	8/1 - 8/26	4 Weeks

MUSICarts
2015-2016 Season
Go to
www.sfccmo.edu/thearts
for schedule of events.

PROJECT MANAGEMENT INSTITUTE

PMP® Prep Certification 1

Learn how to prepare for the Project Management Institute's prestigious Project Management Professional® (PMP) certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK®, Guide), 5th edition—the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts and formulas.

This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI® credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit pmi.org to learn more about PMI's credentials and how they may fit into your continuing education plans. **Tony Swaim**, instructor. \$109

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

PMP® Prep Certification 2

Prepare to take and pass the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts and formulas.

In the second part of the two-part certification preparation series, the instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the

PMBOK® Guide, you'll gain insight into PMI®'s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI® credential. It's also an excellent choice for existing PMI® credential holders looking for an approved activity for PMI®'s continuing certification PDUs. At the end of this course, you'll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. Please visit pmi.org to learn more about PMI®'s credentials and how they may fit into your continuing education plans. **Tony Swaim**, instructor. \$109

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Project Management Fundamentals

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control, and close any type of project.

You'll learn about project politics and ethics, project measurements and project closure. You'll be able to develop all sections of a project plan. You'll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

This course and its follow-up, Project Management Applications, also include essential information that will help you prepare for the PMP® and the Certified Associate in Project Management (CAPM®) exams offered by PMI®. Certification Magazine recently identified PMP® Certification as "the highest-paying certification" of the year. **Tony Swaim**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Project Management Applications

Increase your value to your employer by discovering and mastering essential quantitative and qualitative project management applications. A successful project begins with process definition, data collection and the scoping of project requirements. Every project ends with a motivated project team able to accomplish objectives on time and within budget. Winning projects rely on accurate cost

and time estimates, identification of the critical path, and use of tracking and control tools.

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis.

The course also includes essential information that will help you prepare for the PMP® and the Certified Associate in Project Management (CAPM®) exams offered by the PMI®. **Tony Swaim**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

High Speed Project Management

With accelerated schedules driving many technology projects today, smart project managers must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks. **Tom Myers**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Distribution and Logistics Management

Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course not only shows how to create and operate a logistics function but will also show how to achieve success through a combination of strategies and tactics.

All elements of distribution and logistics management are covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores, and returned goods. The course also addresses key technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP). New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Tony Swaim**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Keys to Effective Communication

With the help of a patient instructor and a supportive community of fellow students, you'll work step by step through the process of becoming a great conversationalist. You'll learn to use communication to build rapport and create environments of trust, warmth and respect. Become more confident; create a great first impression; get along well with others; and create more and better personal and professional relationships. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Dawn Lianna**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Tony Swaim**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Purchasing Fundamentals

Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company's bottom line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Tony Swaim**, instructor. \$99

Online W 1/13 6 Weeks	Online W 2/10 6 Weeks
Online W 3/16 6 Weeks	Online W 4/13 6 Weeks
Online W 5/18 6 Weeks	Online W 6/15 6 Weeks
Online W 7/13 6 Weeks	Online W 8/17 6 Weeks

Understanding the Human Resources Function

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It prepares both managers and business owners to handle basic human resource functions in a way that ensures the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. New lessons released on Wednesday and Friday for six weeks. Visit Online Instruction Center at www.ed2go.com/sfccmo to learn more and enroll today! **Ann Nevers**, instructor. \$99

Online W	1/13	6 Weeks	Online W	2/10	6 Weeks
Online W	3/16	6 Weeks	Online W	4/13	6 Weeks
Online W	5/18	6 Weeks	Online W	6/15	6 Weeks
Online W	7/13	6 Weeks	Online W	8/17	6 Weeks

QUALITY ASSURANCE

Lean Six Sigma

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000 and the Malcolm Baldrige National Quality Award. **Tony Swaim**, instructor. \$99.

Online W	1/13	6 Weeks	Online W	2/10	6 Weeks
Online W	3/16	6 Weeks	Online W	4/13	6 Weeks
Online W	5/18	6 Weeks	Online W	6/15	6 Weeks
Online W	7/13	6 Weeks	Online W	8/17	6 Weeks

SOCIAL MEDIA FOR BUSINESS

NEW! Google +

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile and connect with current and potential new contacts. You'll learn the advantages of using Google+; how it can help your organization to engage existing users and grow your base; and techniques for using the platform to create relationships and expand your reach and knowledge in particular subject matter areas. One-month course, average of 16 hours (1.6 CEUs) offered through UGotClass.

Jeff Kart, instructor. \$195

Online M	4/4 - 4/29	4 Weeks
Online M	6/6 - 7/1	4 Weeks
Online M	8/1 - 8/26	4 Weeks

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. These courses are for businesses, nonprofits, government, and other organizations. From Facebook and Twitter to blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Online, three one-month courses offered through UGotClass. **Jennifer H. Selke** and **Suzanne Kart**, instructors. \$495
Online certificate, three one-month courses for \$49

Introduction to Social Media

Learn what social media is and its role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment, and serving customers and clients. Your instructor is a nationally known speaker, consultant and trainer on social media and social networks. One-month course, average of 16 hours (1.6 CEUs) offered through UGotClass.

Jennifer H. Selke, instructor. \$195

Online M	2/1 - 2/26	4 Weeks
Online M	4/4 - 4/29	4 Weeks
Online M	6/6 - 7/1	4 Weeks

Give the Gift of Learning

Give a gift that lasts a lifetime... education. Just call The LearningForce office at (660) 530-5822 and request a gift certificate for any amount or for the course of your choosing. Learning always fits!

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social media. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each and learn what's right for your work and organization. Your instructor writes and speaks on this topic. One-month course, average of 16 hours (1.6 CEUs) offered through UGotClass.

Suzanne Kart, instructor. \$195

Online M 3/7 - 4/1 4 Weeks
Online M 5/2 - 5/27 4 Weeks
Online T 7/5 - 7/29 4 Weeks

Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars and move your website to an interactive Web 2.0 site. The instructor will help you choose which social media tools are right for your situation and discuss how integrate them into your website to develop a social media strategy for your organization. Find out what you can be doing and take back a plan to integrate social media into your communication and marketing. One month course, average of 16 hours (1.6 CEUs) offered through UGotClass. **Jennifer H. Selke**, instructor. \$195

Jennifer H. Selke, instructor. \$195

Online M 4/4 - 4/29 4 Weeks
Online M 6/6 - 7/1 4 Weeks
Online M 8/1 - 8/26 4 Weeks

Online certificate, three one-month courses for \$495

Commercial Driving Academy



State Fair Community College

The LearningForce

3201 W. 16th Street

Sedalia, MO 65301-2199

Phone (660) 530-5822

thelearningforce@sfcemo.edu

www.sfcemo.edu/thelearningforce

For details see page 6.

POLICIES AND INFORMATION

PRIME TIME LEARNERS

Adults age 60+ are Prime Time Learners and may receive 10 percent off most on-ground courses in this schedule.

AGE REQUIREMENTS

Students must be 16 years of age to participate in campus classes. Anyone 15 and younger must be accompanied by an adult and have a paid registration unless otherwise specified in the course descriptions.

REFUND

Refund Policy: Because LearningForce continuing education 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. Every effort will be made to notify registrants by phone or email if a class is canceled. Full refunds will be issued for classes canceled by the college.

If you need to cancel a class please contact our office seven (7) days before the start date to receive a full refund. Expenses such as supply fees, food costs, tour fees or other costs associated with the course besides the course fee will be refunded only if The LearningForce has not incurred those costs. If a course has an enrollment deadline, that date is also considered the cancellation deadline.

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 LearningForce office. The request will

be reviewed to determine if a refund can be granted, and you will be notified accordingly. Refunds should be received within 30 days.

INCLEMENT WEATHER

Anytime State Fair Community College is closed due to inclement weather, LearningForce courses are canceled. In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. For inclement weather notices visit www.sfccmo.edu.

The college will contact local media with inclement weather announcements as soon as possible but cannot guarantee when notices are broadcast on radio or TV stations. Media will be notified by 5:30 a.m. for day classes or by 3 p.m. for evening classes (5 p.m. or later start). Many media are notified, but locally the media include: KDRO (1490 AM); KPOW (97.7 FM); KSIS (1050 AM); KSDL (92.3 FM); KXXK (105.7 FM); KAYQ (97.1 FM); KOMU, Channel 8; KMIZ, Channel 17; KRCG, Channel 13; and, KCTV, Channel 5. Please do not call the stations for information, but listen or watch during the scheduled inclement weather announcement periods.

ENROLL TODAY TO ENSURE YOUR PLACE!

Call (660) 530-5822 OR

Email TheLearningForce@sfccmo.edu

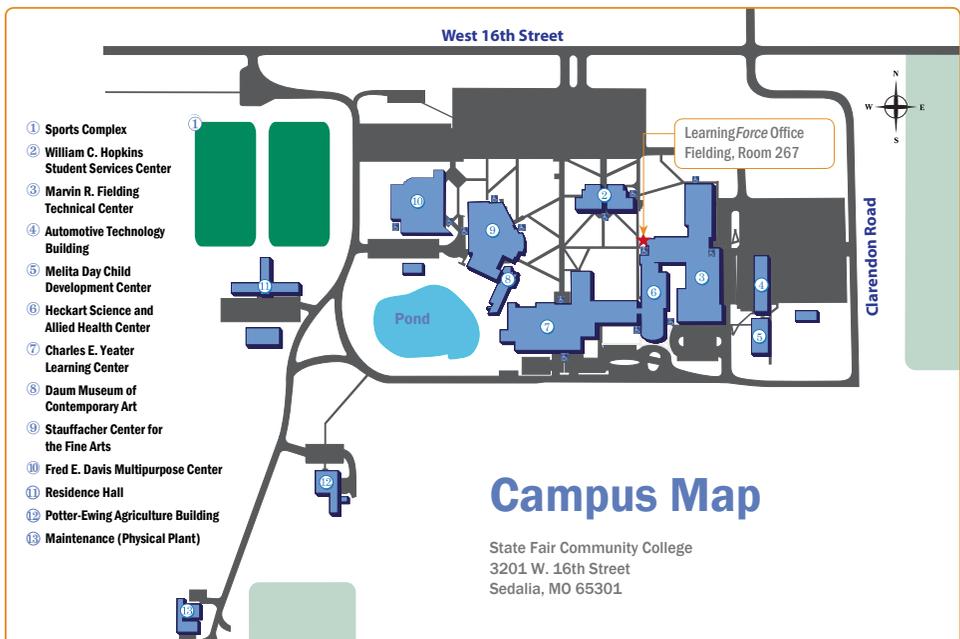
Website - www.sfccmo.edu/thelearningforce

The LearningForce

State Fair Community College

3201 West 16th St.

Sedalia, MO 65301



FIVE WAYS to enroll



Mail -

Enrollment form and payment to:
 State Fair Community College
 The LearningForce
 3201 West 16th Street
 Sedalia, MO 65301-2199



Fax -

Completed enrollment form with
 complete credit card information
 to: (660) 530-5855



Phone -

(660) 530-5822



Walk-In -

The LearningForce
 Fielding Technical Center
 Room 267 (map page 30)
 Office Hours -
 8 a.m. - 5 p.m., Mon.-Fri.



Online -

www.sfccmo.edu/thelearning-
 force

*You are enrolled as soon as we receive your
 enrollment form and fees. You will not be
 notified unless there is a problem.*

ENROLLMENT FORM

Please fill out form completely!

Legal Name _____ Student ID/last 4 digits of SSN _____

Address _____ City / State / Zip _____

Phone _____ Work/Cell _____

Date of Birth _____ Email _____

I want to receive LearningForce Announcements by email

CRN	Course Title	Start Time	Start Date	Fees
Total:				



Payment Method:

Credit Card: Visa MasterCard American Express Discover Cash Money Order Check (made payable to SFCC)

Credit Card No. _____ Exp. Date _____ Security Code _____

Name of Card Holder _____

Signature _____

State Fair Community College

The LearningForce
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www.sfccmo.edu/thelearningforce

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The LearningForce Spring 2016

Is your company ready for the future?

Customized Training Solutions

The journey begins with the goals you want to achieve.

- What skills will your workforce need?
- What improvements do you plan to make?
- What will help make the needed changes?
- What is the timeline to make these changes?

Look to The LearningForce for all your training needs. Your ideas and needs are aligned into course content with clearly defined learning outcomes—delivered at the times and locations that fit your schedule.

For more information, contact

The LearningForce | Your training partner
knowledge + skills + enrichment

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