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Spring 2006 Schedule
HARRIS-STOWE STATE UNIVERSITY
Office of Continuing Education
“Where the journey of lifelong learning begins!”
Spring 2006 Schedule

Purpose
The Department of Continuing Education provides innovative educational programs and delivery systems designed to extend the resources of the college to the community and statewide. We work directly with the academic departments to offer a variety of courses and conferences for personal and/or professional development, and location and skill specific training and other provisions for individuals, groups and organizations via on-campus, off-campus or online. Training is also available for learners to earn professional certificates in business and cutting-edge technology.

To set up an appointment to discuss how Harris-Stowe State University can meet your educational needs, contact us at (314) 340-3345.

Mission
The mission of the Department of Continuing Education is to provide first-rate course offerings and customized programs to meet the educational, professional, and personal needs of our clients and to be recognized as a leader through providing viable educational programs and productive partnerships with area businesses and community organizations. As one of the oldest educational institutions in St. Louis, Harris-Stowe State University recognizes the importance of having a significant role in the education and enrichment of its community.

Registration and Fee Information
Registration is handled through the Department of Continuing Education. Enrollment in classes within this brochure is limited to age 18, with the exception of the youth-related classes.

Mail
Completing the form in this brochure can expedite your registration process. Please mail check, money order or charge authorization directly to:

Department of Continuing Education
Room 007
Harris-Stowe State University
3026 Laclede Avenue
St. Louis, MO  63103

**If you are paying by check, please include the driver’s license number of the check writer. All checks are verified through the Telecheck System.

In Person
You may register during the hours of 9am – 4 pm Monday through Friday.

Phone
You may call our office at 314-340-3345 and register with a credit or debit card.

Registration Deadline
Advanced registration is required however; registration is permitted to occur the day before class is to begin provided there is seating available.

Refunds

<table>
<thead>
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<td>First class meeting to prior to second class meeting</td>
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Online Classes Refund Policy

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<td>After first class meeting</td>
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Children on Campus
The College has a responsibility to protect the safety and welfare of children on its premises. Children are not to be left unattended in Emerson Performance Center, halls, offices, the Annex, cafeteria, or library. Students are not permitted to bring children to class. The College will take appropriate action if children are left unattended.

Notice of Non-Discrimination
Harris-Stowe State College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, marital status, parental status, handicapping condition in admission, access, treatment or employment. For details, contact the Human Resources Department, Room 115 (314) 340-3340.

Tax Education Credits Can Help at Tax Time
Are you footing the costs of higher education for yourself or your family? The IRS says that education tax credits can help offset those costs. The Hope Credit and the Lifetime Learning Credit are education credits you can subtract in full from your federal income tax, not just deduct from your taxable income. Please consult your tax professional or the Internal Revenue Service website at www.irs.gov to see if you qualify.
TEST PREPARATION

GED (GENERAL EDUCATION DIPLOMA) REVIEW
This course will prepare students to take the GED exam. Reading assessment is required prior to registration.

<table>
<thead>
<tr>
<th>Course#</th>
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<th>Sessions</th>
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<td>1/28-5/6</td>
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SMALL BUSINESS

REAL ESTATE SALES AND PROCEDURES
This course is designed to prepare students for the real estate sales license examination. Topics covered include: contracts, financing, real estate ownership, federal and state codes and regulations, taxes, etc.

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<th>Course #</th>
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STARTING A SMALL BUSINESS

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SMALL BUSINESS RECORD-KEEPING

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SMALL BUSINESS OWNER TAX WORKSHOP

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EMPLOYMENT TAX WORKSHOP

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INFORMATION SYSTEMS

MICROSOFT WINDOWS
This course provides an introduction to computers and the windows operating system environment.

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INTERNET & EMAIL FUNDAMENTALS

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MICROSOFT WORD BASIC
This course is an introduction to word processing. Learn to create letters, flyers, resumes, etc.

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MICROSOFT EXCEL BASIC
This course is an introduction to spreadsheets.

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MICROSOFT POWERPOINT BASIC
This course is an introduction to PowerPoint. Learn to create simple presentations.

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MICROSOFT ACCESS BASIC

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<td>4/28</td>
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PROFESSIONAL DEVELOPMENT

THE CERTIFIED MANAGER PROGRAM
In partnership with James Madison University, Harrisonburg, VA, we bring the Certified Manager (CM) Program. This is a professional training program sponsored by the Institute of Certified Professional Managers (ICPM). The Certified Manager Program develops and enhances general management skills and prepares individuals to take the CM management certification exams. Those who successfully complete the CM exams achieve the CM certification, a prestigious credential that recognizes competency and professionalism of managers worldwide in all fields.

MANAGEMENT SKILLS I: FOUNDATIONS OF MANAGEMENT
Learn essential skills and knowledge about managers and managing in the modern world. Content includes fundamental managerial roles and skills, entrepreneurship, managing diversity, managing globally, ethics and social responsibility, business law, communication, information systems, and economics.

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*No class 2/20, 3/6, 3/8

MANAGEMENT SKILLS II: PLANNING AND ORGANIZING
This course is a comprehensive review of two of the core functions of management, planning and organizing, as well as the skills that are needed to carry them out. Content includes planning and formulating strategy, operations management, project management, planning effective meetings, decision-making, managing teams, organizing work and structure, and human resource management.

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MANAGEMENT SKILLS III: LEADING AND CONTROLLING
This course is a comprehensive review of the core functions of leading and controlling. Content includes leadership skills, empowerment, motivation, time and stress management, delegating, managing change, conflict management, operations control, quality management, and financial management.

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ADDITIONAL FEES:
TEXTBOOKS COST $225.00  APPLICATION & EXAM FEES $360
**There are 3 CM exams. Each exam is taken at the conclusion of each course. Successful completion of all 3 exams results in CM certification.

NON-PROFIT MANAGEMENT

GRANT WRITING FOR NON-PROFITS
This six-hour seminar is for anyone interested in increasing his or her knowledge and expertise in grant writing. Participants will be able to describe and develop effective grant resources, be able to build their own grant resource database and be able to write successful grant proposal.

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<th>Course #</th>
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ADVANCED GRANT WRITING FOR NON-PROFITS

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<th>Course #</th>
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<td>2/18</td>
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<td>Staff</td>
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</table>
STARTING A NON-PROFIT ORGANIZATION
This seminar is for anyone interested in starting a non-profit organization.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 602 01 $65   TBA   9am-4pm   S   2/25   1   Staff

DEVELOPING AND MANAGING A SUCCESSFUL BOARD OF DIRECTORS
Boards can make or break your non-profit organization! Learn how to structure your board, select members and use expertise and contacts to your organization's best advantage.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 603 01 $40   TBA   6-9pm   W   3/01   1   Staff

INTRODUCTION TO STRATEGIC PLANNING
Strategic planning is not a one-time event. It is an ongoing process that balances the need for short-term financial success with long-term survival. In this “how to” class, participants will learn the steps in the strategic planning process, from developing a mission that supports organizational goals to defining and implementing long-range strategies and management objectives. Techniques for establishing priorities and project plans will also be covered.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 604 01 $65   TBA   9am-4pm   S   3/25   1   Staff

PROGRAM EVALUATION
Program evaluation helps your program measure your services and their benefits to your clients. The basics and benefits of both standard and outcome measurement will be discussed.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 605 01 $55   TBA   9am-1pm   S   4/8   1   Staff

VOLUNTEER RECRUITMENT AND MANAGEMENT
In this course you will learn how to recruit the right volunteers for the job—for free! The workshop will also focus on how to manage volunteers, including coaching and encouraging, conducting evaluations, and even how to fire a volunteer.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 606 01 $40   TBA   6-9pm   W   4/19   1   Staff

MARKETING YOUR NON-PROFIT ORGANIZATION
How do you set your non-profit organization apart from others? In this course, we’ll learn about developing a “market focus & positioning”. Begin thinking about marketing from the customers’ or donors’ point of view, as well as learn marketing basics. Learn how to develop an effective marketing communications plan to achieve organizational goals and objectives. Bring copies of marketing materials to review.

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
NPMT 607 01 $65   TBA   9am-4pm   S   4/29   1   Staff

Certified Business Professional Series
The Certified Business Professional Program is an international industry credential that validates and develops the business professional. A typical candidate is a professional who is in pursuit of excellence and is committed to surpassing all standards for the business professional. The CBP program establishes a foundation-level, industry-neutral, certification for business professionals, enabling employers and the candidate to have a platform to develop the CBP for targeted positions within corporations. The CBP also develops important life-skills that transcend the work environment into many aspects of living.

The workshops, lectures, simulations and hands-on sessions provide the training and learning environment to maximize the candidate’s potential. The certification examination measures the skills and knowledge learned from the program.

The program was developed by industry-wide and cross platform job task analysis, and by consultation with key industry representatives, to ensure the program’s effectiveness and applicability. This ensures that the candidate is exposed to functional business tasks and gains practical exposure to the work environment.

PROJECT MANAGEMENT

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
BUSN 630 01 $250   TBA   6-9pm   W   2/8-4/19   10   Staff

CUSTOMER SERVICE

Course #   Fee   Loc.   Time   Day   Date   Sessions   Instructor
BUSN 631 01 $185   TBA   6-8 pm   T   2/7-4/4   8   M. Clear
NURSING HOME ADMINISTRATOR COURSES

Harris-Stowe State University Office of Continuing Education is authorized by the Missouri Board of Nursing Home Administrators to offer certified professional units for “administrative” and “patient care” in Long Term Care Core Knowledge.

ADMINISTRATION, ORGANIZATION, & MANAGEMENT IN LONG-TERM CARE FACILITIES
This session will focus on the administration, organization, and management of long-term-care facilities with an emphasis on future health care issues and health care reform.

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<td>2/17</td>
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NURSING DEPARTMENT AND PATIENT CARE MANAGEMENT
Specific rights and needs of the nursing home resident are addressed. Interdisciplinary care planning is explored along with the promotion of interpersonal communication treatment modalities and the relevance of professional ethics and conduct in preserving the rights and confidentiality of the long-term-care resident.

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<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>NHAD 600 01</td>
<td>$55</td>
<td>TBA</td>
<td>9am-4pm</td>
<td>F</td>
<td>3/3</td>
<td>1</td>
<td>Staff</td>
</tr>
</tbody>
</table>

REHABILITATION SERVICES AND SPECIAL CARE SERVICES
This program provides an overview of service delivery systems to the resident of a long-term-care facility. It also addresses the protocols of Quality Assurance, resident assessment and the residents’ Bill of Rights.

Health Support Services: Pharmacy, Medical Records & Diagnostic Services
The Nursing Home Administrator is familiarized with the pharmaceutical requirements of the elderly as well as regulations pertaining to the safe administration of drug therapy. Diagnostic services and components of the clinical record system are also explored.

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<tr>
<th>Course #</th>
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<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHAD 600 01</td>
<td>$55</td>
<td>TBA</td>
<td>9am-4pm</td>
<td>F</td>
<td>4/7</td>
<td>1</td>
<td>Staff</td>
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</table>

OTHER PROFESSIONAL DEVELOPMENT INTERESTS

PUBLIC SPEAKING

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PRDV 650 01</td>
<td>$55</td>
<td>TBA</td>
<td>6-8pm</td>
<td>T</td>
<td>2/21-4/4</td>
<td>6</td>
<td>S. Johnson</td>
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</table>

CRITICAL INCIDENT MANAGEMENT
This course is will examine the management and stress placed on government response personnel when responding to critical incidents.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>PRDV 651 01</td>
<td>$45</td>
<td>TBA</td>
<td>11-12:30pm</td>
<td>M-F</td>
<td>2/6-2/10</td>
<td>5</td>
<td>P. Dickens</td>
</tr>
</tbody>
</table>

SURVEY OF US INTELLIGENCE
This course is offered to students interested in exploring the United States Intelligence organizations.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>PRDV 652 01</td>
<td>$45</td>
<td>TBA</td>
<td>9-10:30am</td>
<td>M-F</td>
<td>2/13-2/17</td>
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<td>P. Dickens</td>
</tr>
</tbody>
</table>

BASIC CRIMINAL INVESTIGATIONS
This course is offered to provide students with real-life exposure to how and why criminal investigations are initiated.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<td>TBA</td>
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<td>M-F</td>
<td>1/30-2/3</td>
<td>5</td>
<td>P. Dickens</td>
</tr>
</tbody>
</table>
## CHILDCARE PROVIDER COURSES

### HOW TO START A DAYCARE
Learn techniques to obtain a business as a home childcare provider or center owner.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CCP 600 01</td>
<td>$15</td>
<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>2/7</td>
<td>1</td>
<td>Staff</td>
</tr>
</tbody>
</table>

### WORKING WITH SPECIAL NEEDS CHILDREN
This workshop is designed to help caregivers understand and improve the day-to-day role they play in the lives of children with special needs.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CCP 601 01</td>
<td>$15</td>
<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>2/21</td>
<td>1</td>
<td>Staff</td>
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</tbody>
</table>

### POSITIVE DISCIPLINE
This workshop is designed to teach providers how to positively redirect the children to positive behavior patterns.

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<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<td>TBA</td>
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<td>T</td>
<td>2/28</td>
<td>1</td>
<td>Staff</td>
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</tbody>
</table>

### STRESS AND CHILDCARE
This workshop is designed to teach caregivers methods to keep from reaching burn out!

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>3/7</td>
<td>1</td>
<td>Staff</td>
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</tbody>
</table>

### IMPORTANCE OF PLAY
This workshop covers the importance of play.

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<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCP 604 01</td>
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<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>3/21</td>
<td>1</td>
<td>Staff</td>
</tr>
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</table>

### INFANT AND TODDLER SAFETY
This workshop provides information on how to make your facility safe for infants and toddlers.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CCP 605 01</td>
<td>$15</td>
<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>4/4</td>
<td>1</td>
<td>Staff</td>
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</table>

### DEVELOPMENTALLY APPROPRIATE ACTIVITIES
Learn the skill of developing age appropriate activities.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCP 606 01</td>
<td>$15</td>
<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>4/18</td>
<td>1</td>
<td>Staff</td>
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</tbody>
</table>

### LEARNING LITERACY CENTERS
In this workshop, learn how to create learning centers in your facility.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<td>TBA</td>
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<td>4/25</td>
<td>1</td>
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</table>

### MULTICULTURAL EDUCATION FOR CHILDCARE PROVIDERS
This workshop provides information on how to incorporate multiculturalism in your facility.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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<td>TBA</td>
<td>7-9pm</td>
<td>T</td>
<td>5/2</td>
<td>1</td>
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</table>

### AFTERCARE ACTIVITIES
This workshop provides resources and ideas for a successful aftercare programming.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CCP 610 01</td>
<td>$15</td>
<td>TBA</td>
<td>7-9pm</td>
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<td>5/9</td>
<td>1</td>
<td>Staff</td>
</tr>
</tbody>
</table>
INTRODUCTION TO THE SPANISH LANGUAGE AND LATIN AMERICAN CULTURE
This introductory course is designed to enable the student to begin speaking and writing simple Spanish phrases as well as an understanding of the language. Emphasis will be placed on the use of Spanish words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tr>
<td>SPAN 600 01</td>
<td>$70</td>
<td>TBA</td>
<td>6-8pm</td>
<td>T/R</td>
<td>2/28-4/13</td>
<td>12</td>
<td>Y. Olmos</td>
</tr>
<tr>
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<td></td>
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</table>

INTRODUCTION TO THE FRENCH LANGUAGE AND CULTURE
This introductory course is designed to enable the student to begin speaking and writing simple French phrases as well as an understanding of the language. Emphasis will be placed on the use of French words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 600 01</td>
<td>$70</td>
<td>TBA</td>
<td>6-8pm</td>
<td>T/R</td>
<td>3/28-5/4</td>
<td>12</td>
<td>Staff</td>
</tr>
</tbody>
</table>

INTRODUCTION TO MANDARIN CHINESE LANGUAGE AND CULTURE
This introductory course is designed to enable the students to begin speaking and writing this beautifully artistic language and gives an introduction to the rich culture.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CHIN 600 01</td>
<td>$70</td>
<td>TBA</td>
<td>9-12pm</td>
<td>S</td>
<td>2/25-4/29</td>
<td>8</td>
<td>L. Stamme</td>
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<tr>
<td>*No class 3/11, 4/15</td>
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</table>

INTRODUCTION TO JAPANESE LANGUAGE AND CULTURE
This introductory course is designed to enable the student to carry on basic conversation in Japanese as well as the culture and history of Japan.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>JAPN 600 01</td>
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<td>TBA</td>
<td>4-6pm</td>
<td>M/W</td>
<td>3/20-4/26</td>
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<td>R. Ewing</td>
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</table>

CULTURAL FILM SERIES

CONTACT
by Geoffrey O’Connor, Realis Pictures
This documentary, shot in one of the most remote corners of the Brazilian Amazon, graphically depicts the devastating impact of contact with the outside world on an isolated indigenous tribe, the Yanomani Indians. They are considered to be the last Stone Age people in the Amazon. Since 1987, as a result of the incursion of Brazilian gold miners, an estimated fifteen percent of the Yanomani Indians have died from malaria and related diseases. The mining operations have polluted rivers and scared away game animals, thereby destroying their ecosystem. Although the Brazilian government is ostensibly trying to protect the Indians, such efforts are undermined by the powerful mining interests. 58 minutes.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>CUFM 600 01</td>
<td>$25</td>
<td>TBA</td>
<td>6-8:30pm</td>
<td>F</td>
<td>2/10</td>
<td>1</td>
<td>Staff</td>
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</table>

BLACK ATLANTIC: ON THE ORIXAS ROUTE
by Renato Barbieri for Synapse Brazil
The waters of the Atlantic brought the slaves from Africa to Brazil, their bodies in chains but their souls inexorably tied to mother Africa. This Brazilian-made film takes us to both shores, to show how spiritual life, dance and song came with the captive people and took root in the new soil. Among the many traditions were the language and gods of Yoruba and Jejes from the Republic of Benin. When a group of freed slaves returned to Africa to rediscover their roots they were looked upon as outsiders. They became trades people – tailors, accountants, and builders – and they actually brought Portuguese culture to Africa. Today, when Brazilians revisit Africa, they teach the Africans the culture that these descendents of slaves keep alive in Brazil. The documentary is a testimony to some of the ironies of the Diaspora. 55 minutes.

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<th>Course #</th>
<th>Fee</th>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<tr>
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<td>2/24</td>
<td>1</td>
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</table>

FIRE EYES: FEMALE CIRCUMCISION
by Soraya Mire
This powerful film is the first to present an African viewpoint in the cultural explosive issue of female circumcision. Somali filmmaker Soraya Mire knows firsthand about the traditional African practice of female genital mutilation. At thirteen, she was subjected to it and spent the next twenty years recovering physically and emotionally from its cruel legacy. Fire Eyes explores the socio-economic, psychological, and medical consequences of this ancient custom, which affects more than 80 million women worldwide. 60 minutes.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CUFM 602 01</td>
<td>$25</td>
<td>TBA</td>
<td>6-8:30pm</td>
<td>F</td>
<td>4/7</td>
<td>1</td>
<td>Staff</td>
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</tbody>
</table>
KENNEWICK MAN by Kyle Carver and Ryan Purcell

In 1996, two college students stumbled upon one of the oldest and most complete skeletons ever found in North America. James Chatters, the anthropologist, investigated the skeleton and determined that the skull had “Caucasoid” features. The word “Caucasoid,” and the subsequent carbon dating of the bones, which found them to be over 9,000 years old, ignited a firestorm of controversy. These events pitted science against religion and scientists against Native Americans. The scientists demanded the right to study the bones. The Umatilla Tribe believed the bones to be sacred and were adamantly they be repatriated. The U.S. government, caught in the middle because the remains were found on Federal land, decided to repatriate the remains to the Tribe. Eight scientists then filed a lawsuit in order to block repatriation.

This documentary explains why so many gave claimed the bones of the Kennewick Man. The implications for the future of American anthropology, and the present day relationship between Native and non-native people are addressed. 86 minutes.

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<tr>
<th>Course #</th>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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LEISURE

YARD CARE

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<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>PERS 600 01</td>
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<td>9-11am F</td>
<td>3/24-5/5</td>
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</table>

WATERCOLORS FOR SENIORS

Learn to paint with watercolors. Fee includes materials.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
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<td>$75</td>
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<td>10-12pm S</td>
<td>2/4-3/18</td>
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DRAWING WITH CHARCOAL BEGINNERS

Fee includes materials.

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<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
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<td>2/21-4/4</td>
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Health & Wellness

ABS WORKOUT

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<th>Time</th>
<th>Day</th>
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<td>TBA</td>
<td>5:15-6:00pm M-R</td>
<td>1/30-3/16</td>
<td>12</td>
<td>R. Tilghman</td>
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</table>

TAE KWON DO

This course is designed to enhance students emotionally, physically, and mentally. Students will develop their physical condition, flexibility, stamina, endurance, and agility. Students will also learn self-defense techniques for personal or competition purposes.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
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<td>TBA</td>
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<tr>
<td>FITN 620 02</td>
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<td>TBA</td>
<td>6-8pm M/W</td>
<td>3/20-4/26</td>
<td>12</td>
<td>R. Ewing</td>
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</tbody>
</table>

BEGINNING YOGA

Experience the relaxation and health benefits of Yoga while working out your mind and body. Strengthen and lengthen your body to release tight muscles and eliminate accumulated physical, emotional and chemical stress. Stretch and tone as you relax. This class will rejuvenate you as you learn basic breathing techniques and traditional poses. Class ends with a 5-minute deep relaxation and meditation. Empty stomach, bare feet, and yoga mat (or towel) recommended. (Ages 15-Adult)

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 610 01</td>
<td>$45</td>
<td>TBA</td>
<td>5:30-6:45pm M/W</td>
<td>2/6-3/22</td>
<td>12</td>
<td>D. Barrios</td>
<td></td>
</tr>
</tbody>
</table>

INTERMEDIATE YOGA

The continuation of our Beginning Yoga series; this class is designed for experienced yoga practitioners. It assumes the student is relatively flexible and in good shape. Class is medium paced and requires some strength, stamina and focuses on releasing energy blocks in the body by learning to control and expand the breath. This class will invigorate and stimulate as it takes you through intermediate hatha poses. Class ends with a 5-minute deep relaxation and meditation. Empty stomach, bare feet, and yoga mat (or towel) recommended. (Ages 15-Adult)

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 611 01</td>
<td>$45</td>
<td>TBA</td>
<td>5:30-6:45pm T/R</td>
<td>3/28-5/4</td>
<td>12</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>

YOGA PILATES COMBO
This class focuses on asanas (poses) that specifically strengthen the body's core (abdominal, pelvis and back muscles), and basic pilates exercises. This class is appropriate for strong bodies and people who exercise regularly.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>FITN 613 01</td>
<td>$45</td>
<td>TBA</td>
<td>11:30-12:45pm</td>
<td>W/F</td>
<td>2/15-3/31</td>
<td>12</td>
<td>D. Barrios</td>
</tr>
<tr>
<td>*No class 3/8, 3/10</td>
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**BABY YOGA**
This yoga class is designed for bodies with limited strength or flexibility. It is appropriate for bodies recovering from injuries. The focus is restorative, incorporating breathwork, gentle stretching and strength development. Many exercises are done in chairs.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 614 01</td>
<td>$45</td>
<td>TBA</td>
<td>11:30-12:45pm</td>
<td>T/R</td>
<td>3/28-5/4</td>
<td>12</td>
<td>D. Barrios</td>
</tr>
</tbody>
</table>

**AEROBIC DANCE FOR FITNESS**
This class is designed for non-dancers and non-athletes who are looking for a fun way to exercise. It is appropriate for a generally health mid-life body (30's to 50's), just starting an exercise program or those who are currently exercising lightly to moderately. Class will include a thorough warm-up focusing on strength training followed by low-impact exercised and dance combinations that will develop over the course of the class series. Comfortable exercise clothes required. Students may wear jazz shoes, jazz sneakers, ballet shoes or dance barefoot.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FITN 615 01</td>
<td>$45</td>
<td>TBA</td>
<td>9-11am</td>
<td>S</td>
<td>2/18-5/6</td>
<td>10</td>
<td>D. Barrios</td>
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<tr>
<td>*No class 3/11</td>
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</table>

**DANCE**

**BEGINNING/INTERMEDIATE BALLET & MODERN DANCE**
This class is designed for students with some previous dance experience. Class includes a ballet warm-up focusing on strength training, balance and alignment. Class concludes with several modern dance combinations focusing on rhythm, endurance and fun. Generally fitted exercise clothes required. Students may opt to wear jazz shoes, jazz sneakers, ballet shoes or dance barefoot.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>DANC 613 01</td>
<td>$45</td>
<td>TBA</td>
<td>11:30-12:30pm</td>
<td>S</td>
<td>2/18-5/6</td>
<td>12</td>
<td>D. Barrios</td>
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<td>*No class 3/11</td>
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</table>
READING, WRITING, AND ARITHMETIC
These classes will focus on target areas of the core curriculum. Mastery of these skills will improve phonics, reading, comprehension, vocabulary, and study skills.

<table>
<thead>
<tr>
<th>Course#</th>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 900 01</td>
<td>$200</td>
<td>TBA</td>
<td>9am – 1pm</td>
<td>S</td>
<td>02/04-04/01</td>
<td>8</td>
<td>Staff</td>
</tr>
<tr>
<td>YTH 900 02</td>
<td>$200</td>
<td>TBA</td>
<td>9am – 1pm</td>
<td>S</td>
<td>02/04-04/01</td>
<td>8</td>
<td>Staff</td>
</tr>
<tr>
<td>YTH 900 03</td>
<td>$200</td>
<td>TBA</td>
<td>9am – 1pm</td>
<td>S</td>
<td>02/04-04/01</td>
<td>8</td>
<td>Staff</td>
</tr>
<tr>
<td>YTH 900 04</td>
<td>$200</td>
<td>TBA</td>
<td>9am – 1pm</td>
<td>S</td>
<td>02/04-04/01</td>
<td>8</td>
<td>Staff</td>
</tr>
<tr>
<td>YTH 900 05</td>
<td>$200</td>
<td>TBA</td>
<td>9am – 1pm</td>
<td>S</td>
<td>02/04-04/01</td>
<td>8</td>
<td>Staff</td>
</tr>
</tbody>
</table>

*No class 3/11

Section 01 – 3rd graders
Section 02 – 4th & 5th graders
Section 03 – 6th graders
Section 04 – 7th & 8th graders
Section 05 – 9th graders

ART

WILD WATERCOLOR WAY
Learn to paint using water colors.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 601 01</td>
<td>$75</td>
<td>EPC</td>
<td>1-3pm</td>
<td>S</td>
<td>2/11-3/25</td>
<td>6</td>
<td>M. Clear</td>
</tr>
</tbody>
</table>

*No class 3/11

PLAY WITH CLAY
This beginning level course concentrates on the basic methods of ceramic construction: pinch, coil and slab. Students will become familiar with the steps necessary to take a ceramic object from concept to the finished product. Fee includes materials.

<table>
<thead>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 602 01</td>
<td>$75</td>
<td>EPC</td>
<td>1-3pm</td>
<td>S</td>
<td>4/1-5/13</td>
<td>6</td>
<td>M. Clear</td>
</tr>
</tbody>
</table>

*No class 4/15

FUN WITH FOTOGRAPHY
Students will become active in exploring and applying the elements of good composition, design and lighting. Ages 9-11. Fee includes materials – 2 disposable cameras and film development.

<table>
<thead>
<tr>
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<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 603 01</td>
<td>$75</td>
<td>EPC</td>
<td>9-11am</td>
<td>S</td>
<td>2/11-3/25</td>
<td>6</td>
<td>Staff</td>
</tr>
</tbody>
</table>

*No class 3/11

JUNK INTO JEWELS
Old drawings will become unique books, containers to treasure chests, used hangers will become sculpture. Recycled paper, furniture, CD’s, books, hangers, etc. will be the tools for which the students will be creating their masterpieces. Bring items to decorate.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>YTH 605 01</td>
<td>$60</td>
<td>TBA</td>
<td>10-12pm</td>
<td>S</td>
<td>2/11-3/25</td>
<td>6</td>
<td>Staff</td>
</tr>
</tbody>
</table>

*No class 3/11

THEATRE
The topics to be covered are physical movement and gestures, vocalization and proper breathing techniques, spatial awareness, understanding and developing a character, improvisation, script reading and performance.

<table>
<thead>
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<th>Sessions</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>YTH 650 01</td>
<td>$55</td>
<td>EPC</td>
<td>10-12pm</td>
<td>S</td>
<td>2/11-3/25</td>
<td>6</td>
<td>Staff</td>
</tr>
</tbody>
</table>

*No class 3/11

LIGHTS, CAMERA, ACTION!
Learn to write, direct, and star in your own movie.

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<thead>
<tr>
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<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 685 01</td>
<td>$90</td>
<td>TBA</td>
<td>1-3pm</td>
<td>S</td>
<td>2/25-4/8</td>
<td>6</td>
<td>C. Carpenter</td>
</tr>
</tbody>
</table>

*No class 3/11
## Extracurricular

### Just Drummin’
Learn how to read music and play on a drumline.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
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<th>Sessions</th>
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<tbody>
<tr>
<td>YTH 640 01</td>
<td>$60</td>
<td>TBA</td>
<td>9-11</td>
<td>S</td>
<td>2/25-4/8</td>
<td>6</td>
<td>C. Carpenter</td>
</tr>
<tr>
<td>*No class 3/11</td>
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### Play with Pawns
Learn to play chess with a champion!

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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 670 01</td>
<td>$40</td>
<td>TBA</td>
<td>9-11</td>
<td>S</td>
<td>2/25-4/1</td>
<td>5</td>
<td>P. Stamme</td>
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</table>

## Language & Culture

### Spanish Language and Latin American Culture
This introductory course is designed to enable the student to begin speaking and writing simple Spanish phrases as well as an understanding of the language. Emphasis will be placed on the use of Spanish words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles. Grades 6-8.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
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<th>Day</th>
<th>Date</th>
<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>SPNK 600 01</td>
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<td>TBA</td>
<td>1-3pm</td>
<td>S</td>
<td>2/4-4/1</td>
<td>8</td>
<td>Staff</td>
</tr>
<tr>
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</table>

### French Language and Culture
This introductory course is designed to enable the student to begin speaking and writing simple French phrases as well as an understanding of the language. Emphasis will be placed on the use of French words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles. Grades 6-8.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fee</th>
<th>Loc.</th>
<th>Time</th>
<th>Day</th>
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<th>Sessions</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>FRNK 600 01</td>
<td>$80</td>
<td>TBA</td>
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<td>S</td>
<td>2/18-4/22</td>
<td>8</td>
<td>Staff</td>
</tr>
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<td>*No class 3/11</td>
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### Introduction to Japanese Language and Culture
This introductory course is designed to enable the students to begin speaking and writing this beautifully artistic language. Grades 6-8.

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<tr>
<th>Course#</th>
<th>Fee</th>
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<th>Date</th>
<th>Sessions</th>
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<tbody>
<tr>
<td>JAPK 600 01</td>
<td>$80</td>
<td>TBA</td>
<td>1-3pm</td>
<td>S</td>
<td>2/11-4/8</td>
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<td>R. Ewing</td>
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<td>*No class 3/11</td>
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</tbody>
</table>
Harris-Stowe State University  
Department of Continuing Education  
Distance Learning Institute  
Spring 2006

8 hour course $95.00  
16 hour course $125.00  
32 hour course $185.00  
64 hour course $325.00

Computers and Technology

Adobe Acrobat  
32 hours  
Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to create PDF forms for users to complete electronically. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat Professional is available for download.

Feb 8 – Mar 29  
Mar 8 – Apr 26  
Apr 5 – May 24

**NEW** Adobe GoLive  
32 hours  
Students will learn the basics of web design using Adobe GoLive. Students will add text and graphics to their web pages and create page layouts using tables and frames. Students will add interactivity using links, smart objects, and actions. Students will add formatting using cascading style sheets. Students will design forms and manage their websites using GoLive. A copy of GoLive is required. A free 30-day trial is available.

Jan 18 – Mar 8  
Feb 15 – Apr 5  
Mar 15 – May 3  
Apr 12 – May 31  
May 10 – Jun 28

Adobe Illustrator  
32 hours  
Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, the 3D effects, and symbols. Students will need to have a copy of Illustrator. A 30-day trial is available for download.

Jan 25 – Mar 15  
Feb 22 – Apr 12  
Mar 22 – May 10  
Apr 19 – Jun 7  
May 17 – Jul 5

**NEW** Adobe Premiere  
32 hours  
Adobe Premiere give you powerful video and audio editing tools. Students will add transitions, special effects, graphics, titles, and music to their Premiere projects. Students will adjust the image quality of the video and edit and mix the sound track. Students will build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Students will create streaming video for playback on a web site. Students must have a copy of Adobe Premiere. A 30-day trial is available.

Feb 1 – Mar 22  
Mar 1 – Apr 19  
Mar 29 – May 17  
Apr 26 – Jun 14  
May 24 – Jul 12
**NEW** ASP.Net Using C#  
Students will learn to create dynamic sites using ASP.NET with C#. During this class students will work examples to collect information from a form and to process it, and read and write records to a database. Students will learn to track user state, using session, and server variables and will learn how to create a secure web application. Students will learn to work server controls, validation controls and will learn to create their own user controls. A background in both programming and web design is helpful. Students will need a copy of Visual Studio.NET and access to a web server that supports ASP.NET.

Jan 25 – Mar 15  
Feb 22 – Apr 12  
Mar 22 – May 10

ASP.Net Using Visual Basic.Net  
Students will learn to create dynamic sites using ASP.NET with VB.NET. During this class students will work examples to collect information from a form and to process it, and read and write records to a database. Students will learn to track user state, session, and server variables and will learn how to create a secure web application. Students will learn to work server controls, validation controls and will learn to create their own user controls. A background in both programming and web design is helpful. Students will need access to a web server that supports ASP.

Jan 18 – Mar 8  
Feb 15 – Apr 5  
Mar 15 – May 3

Building Accessible Web Pages  
Create pages that are section 508 compliant. Students will learn about page layout, HTML options, tag attributes, and other requirements that will help to make their pages accessible to all users. Students will need to download a trial version of a screen reader so they can experience how their pages are "viewed" by the visually impaired.

Jan 18 – Feb 8  
Feb 15 – Mar 8  
Mar 15 – Apr 5

C# Advanced  
This course is a continuation of the C# Introduction course. Students will learn to define classes and how to build new classes by inheriting from existing classes. Students will create C# applications that read from and write to a database. Students will create C# to read and write binary files and to work XML data. Students will need a C# compiler. One is available for download for free

Feb 1 – Mar 22  
Mar 1 – Apr 19  
Mar 29 – May 17

C# Introduction  
Students will be introduced to the concepts of object-oriented programming using C#. Students will learn the fundamentals of .NET programming as they create C# applications. Students will create applications that use variables, conditional statements, looping statements, arrays and function. No programming background is required for this course. Students will need a C# compiler and is available for free download.

Jan 18 – Mar 8  
Feb 15 – Apr 5  
Mar 15 – May 3

C++ Advanced  
Students will receive a thorough introduction to object-oriented programming in C++. Students will define classes and use those classes for building applications. The classes will include overloaded operators, friend functions, constructors and destructors. Students will create new classes from existing classes using inheritance and polymorphism. In addition students will learn to read and write data to files. This class is a continuation of the Introduction to C++ class. Students will need access to a C++ compiler. There are compilers available for download.

Jan 18 – Mar 8  
Feb 15 – Apr 5  
Mar 15 – May 3
**C++ Introduction**

Students will receive a thorough introduction to the basic syntax and structure of the C++ programming language. Students will create C++ applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will create functions and pass information into functions by value and by reference using pointers. Students will build applications made up of several files. This course is a good introduction for those that have never programmed before.

- Feb 1 – Mar 22
- Mar 1 – Apr 19
- Mar 29 – May 17

**ColdFusion Advanced**

This class is a continuation of the Introduction to ColdFusion class. At the end of this class, students will be able to improve the processing of their data-driven web sites by creating user-defined functions and reusable components. Students will be able to include dynamic graphs from their database in their web applications. Students will be able to send email from their ColdFusion applications. Students will be able to create applications that gracefully recover from errors and will be able to package their data as XML for sending to other applications. Students will need access to a ColdFusion server. A free evaluation version is available.

- Jan 18 – Mar 8
- Feb 15 – Apr 5
- Mar 15 – May 3

**ColdFusion Introduction**

ColdFusion is a powerful server-side scripting language that allows users to interact with databases to produce dynamic pages. ColdFusion is a tag-based language and very easy to learn to use but also a powerful programming environment. At the end of this class, students will be able to create pages that display a requested set of records from the database. Students will be able to create forms that allow users to add, edit or delete records from the database. Students will be able to create data-driven applications using application, client and session variables. A good understanding of web page creation is useful but not necessary for this class. Students will need access to a ColdFusion server. A free evaluation version is available.

- Feb 8 – Mar 29
- Mar 8 – Apr 26
- Apr 5 – May 24

**Cool Web Pages with CSS and Layers**

Learn the latest tricks in web page design. Students will use Cascading Style Sheets (CSS) and the layer tags to create page layouts. Students will position object on the page and combine text and graphics for stylish layouts. Students should have a basic understanding of HTML. No software is required.

- Jan 18 – Feb 8
- Feb 15 – Mar 8
- Mar 15 – Apr 5

**Dreamweaver Advanced**

Students will manage sites using Dreamweaver's site management tools and templates. Students will design data driven sites using Dreamweaver's Server Behaviors. Students will also learn to customize Dreamweaver's Interface. Students will need a copy of Dreamweaver. A 30-day evaluation version is available.

- Feb 8 – Mar 29
- Mar 8 – Apr 26
- Apr 5 – May 24

**Dreamweaver Introduction**

At the end of this class students will be able to create and manage web sites using Macromedia Dreamweaver. Students will insert pictures, Flash text and buttons into web pages. Students will use Cascading Style Sheets to format web pages. Students will use frames, layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools and templates. Students will design data driven sites using Dreamweaver's Server Behaviors. Students will need a copy of Dreamweaver. A 30-day evaluation version is available.

- Feb 8 – Mar 29
- Mar 8 – Apr 26
- Apr 5 – May 24

**Fireworks**

This course will instruct the learner how to create images for web pages. Students will learn how to work with Bitmap images, how to effectively use Vector drawing tools, how to create buttons, and how to optimize images for your web page. Students will need a copy of Fireworks. A 30-day trial is available.

- Jan 25 – Mar 15
- Feb 22 – Apr 12
- Mar 22 – May 10
Flash 32 hours
Students will create vector graphics using Flash's drawing tools. Students will create basic animations using motion and shape between. Students will create interactive Flash projects using ActionScripting. Students will create a web-based application that reads from files and links to other pages. Students will create accessible content using Flash. Students will import sound and video into their Flash animations.

Feb 8 – Mar 29
Mar 8 – Apr 26
Apr 5 – May 24

Flash ActionScripting 32 hours
This course will give the student an overview of the workings of Flash MX ActionScripting. Students will learn how to use ActionScripting to create content, create and manipulate components, to detect browsers, to load movies, and to animate and process data. Students will need a copy of Flash. A 30-day trial is available.

Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 15 – May 3

Mar 8 – Apr 26
May 3 – Jun 21
May 31 – Jul 19

Freehand 32 hours
This course introduces the learner to Macromedia FreeHand. Students will learn how to use FreeHand's tools to design a logo. Students will use the logo to create a document that will serve as a corporate identity. Students will organize and manage complex illustrations, and even create an animation that will then be used in a Flash animation. Students will need a copy of Freehand. A 30-day trial is available.

Jan 25 – Mar 15
Feb 22 – Apr 12
Mar 22 – May 10

**NEW** Game Programming with Flash MX 32 hours
Students who are comfortable designing in Flash MX and are familiar with ActionScript will learn the basics of designing games using Flash MX. Students will start with creating a basic game and progress through adding scripts, sound, and the physics of games. Students will save data and create 3D interactive games. Students will need a copy of Flash MX 2004. A 30-day evaluation is available for free.

Feb 1 – Mar 22
Mar 1 – Apr 19
Mar 29 – May 17

**NEW** Getting Started with Blogging 8 hours
Blogging is the latest thing in internet development. If you have thought about starting your own blog, then this is the course for you. Students learn to start their blog and to write to their audience. Topics to be discussed include telling others about you, getting others to contribute, hosting your blog and getting the word out about your blog.

Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12

HTML: Jumpstart 8 hours
Students will learn the basics of creating HTML documents by hand coding HTML. Students will create web pages that contain text and formatting. Students will learn to add graphic images to their web pages, as well as adding images as backgrounds. Students will learn the basics of using tables for page layout. No software or book is required for this course.

Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12
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<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
<th>Start Dates</th>
<th>End Dates</th>
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<tbody>
<tr>
<td>HTML/XHTML</td>
<td>32</td>
<td>This class is a must for anyone who will be building web pages. Although there are many graphical applications that can be used to build web pages, anyone who is serious about building high-quality web sites will need a strong understanding of HTML. All web pages are built using HTML. Students will create web pages by hand by typing HTML code to add structure and formatting to the web pages. Students will add graphics, formatting using Cascading Style Sheets, and interactivity using JavaScript. HTML is being upgraded to XHTML, so students will be learning the next generation of web design. No software is needed.</td>
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<tr>
<td>Java Advanced</td>
<td>32</td>
<td>This class is a continuation of the Introduction to Java class. At the end of this class, students will be able to create applications that read and write to files, handle exceptions, and use threads. Students will be able to create applications that make use of the Java Collection classes. Students will learn the basics of working with JavaBeans, databases and networking. Students will need a Java compiler. Compilers are available for download.</td>
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<td>Java Introduction</td>
<td>32</td>
<td>Students will receive a thorough introduction to the basic syntax and structure of the Java programming language. Students will create text-based Java applications that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will define classes and use those classes to create applications. Students will learn to create new classes based on existing classes using inheritance. Students will create graphical applications and applets. A background in programming or a familiarity with C++ is helpful but not necessary for this class. Students will need a Java compiler. Compilers are available for download.</td>
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<td>Java Server Pages (JSP)</td>
<td>32</td>
<td>In this course, students will receive instruction in arrays; how to develop sort routines and menus; and how to manipulate string data. Students will also learn how to add, delete and change a string field; as well as how to build, manipulate, and maintain sequential files; direct-access files; and keyed-index files. Students familiar with programming in Java will expand their skills to include development of web applications using Java Server Pages. Students will need a version of Apache Tomcat, which is available for download free.</td>
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<td>JavaScript</td>
<td>32</td>
<td>This class will give students a thorough introduction to the JavaScript language. At the end of this class, students will be able to create JavaScript functions that define variables and arrays and that use if statements, switch/case statements, for loops and while loops. Students will be able to work with the Document Object Model (DOM) for manipulating web pages and testing user input in forms. Students will be able to write scripts that create and read cookies and respond to user interaction through mouseovers and clicks. An understanding of HTML/XHTML and programming is useful but not necessary for this course. No software is needed.</td>
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<tr>
<td>Microsoft Access Comprehensive</td>
<td>32</td>
<td>This course will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries, and reports that use relational databases. Students will learn to build macros in Access and to use the macros to expand the capabilities of the switchboard. Students will be introduced to the basics of creating VBA applications in Access. Students will need a basic understanding of Access to complete this course. Students will need a copy of Office. A 30-day trial version is available.</td>
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<td>Microsoft Access for Beginners</td>
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<td>Microsoft Access for Professional Users</td>
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<tr>
<td>Microsoft Excel: Financial Management</td>
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**Microsoft Access for Beginners**
This class will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial is available.

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**Microsoft Access for Professional Users**
Students will advance their Microsoft Access skills by exploring more advanced topics in Access. Students will create relational databases and learn to create forms, queries, and reports that use relational databases. Students will learn to build macros in Access and to use the macros to expand the capabilities of the switchboard. Students will be introduced to the basics of creating VCA applications in Access. Students will need a basic understanding of Access to complete this class. Students will need a copy of Office. A 30-day trial version is available.

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**Microsoft Excel Comprehensive**
This course will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will be able to create and format Excel spreadsheets that include charts and multiple worksheets. Students will be able to create and execute formulas and use the Excel functions. Data sorting and manipulation are also covered. Students will learn to work with the workbook features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel. Students will create Excel macros and will learn the basics of VBA. Students will need a basic understanding of Windows to complete this course. Students will need a copy of Office. A 30-day trial version is available.

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**Microsoft Excel for Beginners**
This course will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will learn to create and format a basic Excel spreadsheet that includes multiple worksheets. Ranges and simple formulas are also covered. Students will create Excel spreadsheets for evaluation and “hands on” experience. Students will need a basic understanding of Windows to complete this course. Students will need a copy of Office. A 30-day trial version is available.

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**Microsoft Excel for Professional Users**
Students will advance their Microsoft Excel skills by exploring more advanced topics in Excel. Students will learn to create three-dimensional workbooks, and to link workbooks. Students will create financial forecast spreadsheets using the Excel financial functions. Students will learn to work with the workbook features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel. Students will create Excel macros and will learn the basics of VBA. Students will need a basic understanding of Excel to complete this class. Students will need a copy of Office. A 30-day trial version is available.

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**Microsoft Excel: Financial Management**
Learn to manage your money with Excel! Students will create spreadsheets to manage their money from balancing a checkbook to financial analysis. Students will create spreadsheets that use the Excel financial functions for calculating a return on investment or calculating payments on a loan. Students will need a copy of Excel. A 30-day trial is available.

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Microsoft FrontPage  
This class will give students a working knowledge of creating websites using Microsoft FrontPage. Students will learn to create web pages that contain text, graphics, tables and lists. Students will learn to layout pages with frames and tables. Students will learn to format their sites using styles and templates. Students will learn to create forms and collect form data. Students will need a basic understanding of Windows to complete this class. Students will need a copy of FrontPage. A 30-day trial version is available.

Jan 25 – Mar 15
Feb 22 – Apr 12
Mar 22 – May 10
Apr 19 – Jun 7
May 17 – Jul 5

Microsoft Office for Beginners  
This class will give students an overview of the Microsoft Office applications and how they work together. Students will be able to create and edit Word documents that include outlines, tables, styles and sections. Students will be able to create and edit Excel spreadsheets that include charts and “what-if” analysis. Students will be able to create and edit PowerPoint presentations. Students will be able to create Access databases that include tables, forms, queries and reports. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available.

Feb 1 – Mar 22
Mar 1 – Apr 19
Mar 29 – May 17
Apr 19 – Jun 14
May 24 – Jul 12

Microsoft Office for Professional Users  
Students will advance their Microsoft Office skills by exploring more advanced topics in Word, Excel and Access. In Word, students will create newsletters, web pages and macros. In Excel, students will create 3-D workbooks and link Excel files, create formulas using the financial functions, manage worksheets that contain databases and create macros. In Access, students will create relational databases, and create queries, forms and reports that use relational databases. Students will be introduced to Access macros and VBA. Students will need a basic understanding of Word, Excel and Access to complete this class. Students will need a copy of Office. A 30-day trial version is available.

Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 15 – May 3
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May 10 – Jun 28

Microsoft Outlook  
Students will use Outlook to create email, schedule events, and define contacts and tasks. Students will learn to organize their email, add formatting and personalize their email. Students will learn to share their calendar across the Internet. Students will need a copy of Outlook. A 30-day trial version is available.

Jan 25 – Mar 1
Feb 22 – Mar 29
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Apr 19 – May 24
May 17 – Jun 21

Microsoft PowerPoint  
This class will give students a working knowledge of creating presentations with Microsoft PowerPoint. Students will learn to work with the various PowerPoint views to create and view their presentations. Students will learn to give slideshows using PowerPoint and use PowerPoint to create web-based presentations. Students will learn to incorporate Excel data, charts and animations into their presentations. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available.

Jan 25 – Mar 1
Feb 22 – Mar 29
Mar 22 – Apr 26
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May 17 – Jun 21

Microsoft Project Comprehensive  
Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and publish the project information using various reports, charts, and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available.

Jan 25 – Mar 15
Feb 22 – Apr 12
Mar 22 – May 10
Apr 19 – Jun 7
May 17 – Jul 5
**Microsoft Project for Beginners**  
**16 hours**  
Students will learn the basics of project management using Microsoft Project. During this course students will build a project plan that includes tasks and resources. Students will learn to manage the project as tasks are completed and to see whether or not the project is on schedule and on cost. Students will use various reporting tools to print and view the project status. Students will need a copy of Project. A 30-day trial version is available.

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**Microsoft Project for Professional Users**  
**16 hours**  
Students will be able to track the progress of a project and troubleshoot problems with schedules and resource usage. Students will be able to customize the Project environment and to publish the project information using various reports, charts and web page options. Students will be able to pool resources within a project and to link multiple projects together. Students will need a copy of Project. A 30-day trial version is available.

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**“NEW” Microsoft Publisher**  
**32 hours**  
Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. In this course we will learn to create documents using templates and learn to add and format text and images. Students will learn design techniques as well as how to use publisher. Students will need a copy of Microsoft Publisher. A 30-day trial is available.

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**“NEW” Microsoft Visio**  
**16 hours**  
Visio is a powerful tool for creating diagrams and layouts. Students will learn to use Visio by creating and formatting diagrams and connection shapes. Students will design a project schedule, an organizational chart, an office layout and a network diagram. Students will learn to integrate Visio with the Office applications and to customize templates. Students will need a copy of Visio. A 30-day trial is available.

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**Microsoft Word Comprehensive**  
**32 hours**  
The course will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format, and print Word documents that include outlines, tables, styles, and sections. Other essential topics including printing, saving, and retrieving files are also covered. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents, and Macros. Students will need a basic understanding of Windows to complete this course. Students will need a copy of Office. A 30-day trial is available.

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**Microsoft Word for Beginners**  
**16 hours**  
This class will give students a working knowledge of word processing. Students will be able to create, edit, format and print WORD documents that include outlines, tables, styles and sections. Other essential topics including printing, saving and retrieving files are also covered. Students will create WORD documents for evaluation and “hands on” experience. Students will need a basic understanding of Windows to complete this class. Students will need a copy of Office. A 30-day trial version is available.

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**Microsoft Word for Professional Users**  
**16 hours**  
Students will advance their Microsoft Word skills by exploring more advanced topics in Word. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will create web pages using Word and learn how to create a website. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents and Macros. Students will need a basic understanding of Word to complete this class. Students will need a copy of Office. A 30-day trial is available.

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Microsoft Word: Long Document Tools 8 hours  
Learn to create professional-looking research papers and proposals. Students will add headers and footers, set page layout, create title pages, and tables of contents and indices. Students will create outlines and use the outlines for organizing and managing long documents. Students will create references for automatically generating tables of illustrations. An introduction to end- and foot- notes will also be provided. Students will create a master document for combining multiple files into one. Students will need a copy of Word. A 30-day trial is available.

Jan 25 – Feb 15  
Feb 22 – Mar 15  
Mar 22 – Apr 12  
Apr 19 – May 10  
May 17 – Jun 7

**NEW** MySQL Introduction 8 hours  
This course will give students the skills they need to set up and manage MySQL database. Students will learn the basics of designing a relational database and learn to use SQL statements to create databases, tables and manage data in the data tables. Students will create a MySQL database and will identify the types of data that can be stored in data tables. Students will use the PHPMyAdmin tool to view and manage their MySQL databases. Students will learn to write applications which use MySQL databases.

Feb 1 – Mar 22  
Mar 1 – Apr 19  
Mar 29 – May 17  
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May 24 – Jul 12

PageMaker Introduction 32 hours  
This class will introduce students to the basics of creating documents using Adobe PageMaker. Students will apply their skills by creating flyers, letterhead, proposals, booklets, newsletters and catalogues. Students will learn to insert text and graphics into a PageMaker document and format text using styles. Students will learn to create master page layouts and templates for their documents. Students also will learn to generate a table of contents and an index for their long publications. Students will need a basic understanding of Windows to complete this class. Students will need a copy of PageMaker. A 30-day trial version is available.

Jan 25 – Mar 15  
Feb 22 – Apr 12  
Mar 22 – May 10  
Apr 19 – Jun 7  
May 17 – Jul 5

PERL Scripting for the Web 32 hours  
PERL is the scripting language most used in developing web-based applications. Students will learn the syntax and structure of PERL and how to read from and write to files. Students will learn to create functions and classes in PERL. Students will learn to read and write to a database and how to generate output. Students will learn to collect data users submit on a web-based form and to use it to generate custom web pages. Students will need access to a web-server that uses PERL.

Jan 25 – Mar 15  
Feb 22 – Apr 12  
Mar 22 – May 10  
Apr 19 – Jun 7  
May 17 – Jul 5

Photoshop Intermediate 32 hours  
During this course you will learn more about how Photoshop can be used to retouch and restore digital images. You will learn how to correct, change and improve the color of an image, get rid of stains and scratches on scanned images, combine images, add special effects and filters to images and to create images using Photoshop’s artistic tools. It is recommended that you take the Photoshop Introduction or have worked with Photoshop before taking this class. Students will need a copy of Photoshop. A 30-day trial version is available.

Jan 25 – Mar 15  
Feb 22 – Apr 12  
Mar 22 – May 10  
Apr 19 – Jun 7  
May 17 – Jul 5

Photoshop Introduction 32 hours  
This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to edit images using the painting tools, clone stamp and drawing tools. Students will be able to create new images using the pen tool and the drawing and painting tools. Students will be able to create and edit images using layers. Students will need a copy of Photoshop. A 30-day trial version is available.

Feb 8 – Mar 29  
Mar 8 – Apr 26  
Apr 5 – May 24  
May 3 – Jun 21  
May 31 – Jul 19

Photoshop Jumpstart 8 hours  
Students will learn the basics of image correction in Photoshop. Students will learn to correct the overall appearance of the image by improving contrast, color and composition. Students will learn to save their images to be used on web pages. Students will need a copy of Photoshop. A 30-day trial version is available. No book is required for this course.
Photoshop: Digital Scrapbooking 8 hours
Create scrapbook pages using your digital photos! Students will use Photoshop to touch up their images and to create scrapbook pages. Students will learn to create patterned backgrounds, add text and embellishments to their pages. Students will need a copy of Photoshop. A 30-day trial is available.

Photoshop: Text Effects 8 hours
Create cool text for your web pages or other projects. Students will create and edit text objects in Photoshop. Students will work with layer effects and filters to create text that looks like it is made of wood, metal, plastic, or marble. Students will need a copy of Photoshop. A 30-day trial is available.

PHP Web Programming 32 hours
PHP is used to create dynamic web sites. Students will learn to syntax and structure of PHP. Students will learn to create classes in PHP, how to read from and write to files, and read from and write to databases. Students will learn to collect data from a web-based form and use it to create dynamic web pages for their users. Students will need access to a web server that supports PHP.

Programming Introduction 32 hours
This course will introduce students to the basics of computer programming. Students will learn about the concepts of looping, functions, conditional statements and program design. This course prepares students to enter introductory level courses in any programming language. No prior knowledge of computer programming is needed for this course.

**NEW** RSS Basics 8 hours
RDF Site Summary (RSS) is a tool that allows web site developers to share information about their sites with other sites or include information from other sites in their own. It can be used to show weblogs or newsfeeds on a website. Students will explore the XML code behind RSS and how to create and use syndicated text in their own web site.

SQL Programming 32 hours
Structured Query Language (SQL) is the language use to work with databases and the information stored within them. In this course students will learn to query a database to SELECT the data with which they want to work. Students will use SQL to create, edit and delete data tables. Students will learn to create views, functions, and stored procedures. Students will need access to a database that uses SQL commands. The book for the course includes a trial edition of Microsoft's SQL Server 2000.

**NEW** VBA Programming 32 hours
This course will introduce students who are familiar with Word, Excel or Access the basics of writing and debugging VBA code. VBA is Microsoft's Visual Basic for Application and is the tool used to create custom macros and user-interfaces in the Office applications. Students will learn to define variables, create loops and branching statements, define functions, get user input and interface with the application of their choice. Students will need a copy of Microsoft Word, Excel or Access. A 30-day trial is available.
Visual Basic.Net Advanced 32 hours
This class is a continuation of the Introduction to Visual Basic class. At the end of this class students will be able to create classes and objects and use them to create new classes and objects using inheritance and polymorphism. Students will be able to create graphics, read and write data to files and work with databases. Students will be introduced to using Visual Basic for building web-based applications. Students will need a copy of Visual Studio. A 30-day trial version is available.

Jan 25 – Mar 15  Apr 19 – Jun 7
Feb 22 – Apr 12  May 17 – Jul 5
Mar 22 – May 10

Visual Basic.Net Introduction 32 hours
This class will give the students a thorough introduction to the basics of programming with Visual Basic. At the end of this class, students will be able to create Visual Basic programs that define variables and arrays and that use if statements select case statements, for loops and while loops. Students will be able to define subroutines and functions. Students will be able to interact with objects on Visual Basic forms. This class is good for students that have no experience with programming. Students will need a copy of Visual Studio. A 30-day trial version is available.

Feb 8 – Mar 29  May 3 – Jun 21
Mar 8 – Apr 26  May 31 – Jul 19
Apr 5 - May 24

**NEW** Web Development with Dreamweaver and ASP.Net 32 hours
If you use Dreamweaver and want to create dynamic web applications using ASP.Net then this is the course for you. Students will learn to use Dreamweaver to design a database-driven web site. Students will also learn the basics of the ASP.Net programming language, SQL language, database design with Access and SQL Server and how to use Dreamweaver to design a web site. Students will need a copy of Dreamweaver and a web server that supports ASP.Net.

Feb 1 – Mar 22  Apr 26 – Jun 14
Mar 1 – Apr 19  May 24 – Jul 12
Mar 29 – May 17

**NEW** Web Development with Dreamweaver and ColdFusion 32 hours
If you use Dreamweaver and want to create dynamic web applications using ColdFusion then this is the course for you. Students will learn to use Dreamweaver to design a database-driven web site. Students will also learn the basics of the ColdFusion programming language, SQL language, database design with Access and SQL Server and how to use Dreamweaver to design a web site. Students will need a copy of Dreamweaver and a web server that supports ColdFusion.

Jan 25 – Mar 15  Apr 19 – Jun 7
Feb 22 – Apr 12  May 17 – Jul 5
Mar 22 – May 10

**NEW** Web Development with Dreamweaver, PHP and MySQL 32 hours
If you use Dreamweaver and want to create dynamic web applications using PHP then this is the course for you. Students will learn to use Dreamweaver to design a database-driven web site. Students will also learn the basics of the PHP programming language, SQL language, database design with MySQL and how to use Dreamweaver to design a web site. Students will need a copy of Dreamweaver and a web server that supports PHP.

Jan 18 – Mar 8  Apr 12 – May 31
Feb 15 – Apr 5  May 10 – June 28
Mar 15 – May 3

Web Graphics 8 hours
What are your options for including graphics in your web pages? Students will learn about the various image formats that can be used on web pages and the advantages of each. Students will add images, background images, bullets, and graphics to their pages. Students should have a basic understanding of building web pages. No software is required.

Jan 18 – Feb 8  Apr 12 – May 3
Feb 15 – Mar 8  May 10 – May 31
Mar 15 – Apr 5

XML Introduction 32 hours
This class will give students an introduction to creating XML documents and the tools that are available for working with XML documents. Students will be able to create well-formed and valid XML documents. Students will be able to create Document Type Definitions (DTD) and Schemas for validating their XML documents. Students will be able to describe the use of the Document Object Model (DOM) and Simple API for XML (SAX) for processing XML documents. Students will be able to create style sheets using Cascading Style Sheets (CSS) and the Extensible Style sheet Language with Transforms (XSLT). Students will be able to identify XML-based applications. This class does not require a background in programming or web design, but both would be helpful. Students will need to download and install some free applications to complete some exercises.
Professional Development

Basic Management Skills 32 hours
This course will provide students the necessary tools for moving into a management position and staying there. Students will be taught how to navigate through the 'management minefield' with ease, how to deal with peer as well as upper management pressure, methods for dealing with unruly employees, how to understand office politics and listening techniques for knowing what your boss is really saying. The impact of effective management on corporate goals and profitability will also be covered. Upon completion, the successful student will be empowered in dealing with all aspects of a position at the management level.

Feb 1 – Mar 22
Mar 1 – Apr 19
Mar 29 – May 17
Apr 26 – Jun 14
May 24 – Jul 12

Basic Occupation Skills 128 hours
This online course will give students an in depth understanding of the proven techniques of becoming the successful candidate for an available entry-level position. This course is perfect for the individual currently seeking a job. Included are intensive instruction of MS OFFICE application skills needed in today's job market, how to maximize your current skills, and how to create an effective personalized resume. Students will also learn how to develop a job finding strategy, how to utilize traditional and online job search methods, the elements of an effective job interview and how to successfully navigate your first day on your new job. Keyboarding skills are developed by using a state-of-the-art online typing application with progress monitored by the instructor. Optimizing use of the internet is an important part of this course, along with using MS WINDOWS. Downloading media/data, effectively using e-mail and an overview of networking is also presented. This course will give students a working knowledge of word processing. Students will be able to create, edit, format, and print WORD documents that include outlines, tables, styles, and sections. Other essential topics including printing, saving, and retrieving files are also covered. Students will create WORD documents for evaluation and "hands on" experience. This course will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will be able to create and format EXCEL spreadsheets that include charts and multiple worksheets. Students will be able to create and execute formulas and use the EXCEL functions. Data sorting and manipulation are also covered. Students will create EXCEL spreadsheets for evaluation and "hands on" experience.

Jan 18 – Apr 12
Feb 15 – May 10
Mar 15 – Jun 7
Apr 12 – Jul 5
May 10 – Aug 2

Becoming an Extraordinary Problem-Solver 8 hours
Identified by many as a career-survival skill for the new millennium, problem solving is increasingly important at all levels in the organization. We are all problem solvers. Problems arise and we find ways to avoid them, adapt to them, or solve them. The extraordinary problem solver does much more by turning problems into opportunities. Learn the skills that take you beyond ordinary problem solving. Tools and techniques give you step-by-step guidance for solving your most challenging problems.

Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12
Apr 19 – May 10
May 17 – Jun 7

Brain Boosters 8 hours
Most workers today, regardless of their position and responsibilities, face an overwhelming need to use their brains more effectively. Learning and adapting to changing demands are the critical survival skills for today and the future. This course will help you sharpen your learning, remembering, and thinking skills through stimulating exercises and practical experiences. During the course, you'll explore your current strategies for learning and remembering as you map out techniques for dealing with new information and skills. Hands-on practice with concentration boosters and learning techniques can help you increase your effectiveness at work while decreasing fatigue. Your success in the business environment today and in the future depends on life-long learning. This course will help you develop personalized strategies for meeting this critical challenge.

Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14

Business and the Media: I 8 hours
Students will learn the important role that building relationships with reporters plays in getting stories about their businesses publicized as well as the techniques they should use when dealing with the media. Students will also learn how and when to address the media, which will include information about understanding reporters' deadlines and the varying focuses of certain trade publications and/or newspapers and broadcast media.

Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12
Apr 19 – May 10
May 17 – Jun 7
Business and the Media: II 8 hours
This course will build on the general information in Part I, which covers relationship-building with reporters and the different focuses of different media. Students will gain a better understanding of why working with the media is crucial when it comes to getting the word out about their businesses. Many businesspeople have reservations about dealing with the media, especially when it comes to answering pointed questions about profits and losses and mergers and acquisitions. Students will walk away from this course with a clear understanding of how and why they should make efforts to answer, or at least respond, to questions from the media, even when the focus is not necessarily positive.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14

Business Writing for Busy Professionals – Part 1 8 hours
Students will learn strategies to write documents faster and better. They will learn how to customize their documents for a specific reader and to accomplish their writing purpose. They will discover ways to create documents when time is limited. Students will also master models to organize and format letters, emails, and reports in order to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered.
Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12
Apr 19 – May 10
May 17 – Jun 7

Business Writing for Busy Professionals – Part 2 8 hours
Students will practice using different writing styles and determining which is most appropriate for a specific reader and purpose. They will learn to properly manage active and passive verbs, transitions, and words with a positive or negative connotation. They will acquire techniques to simplify documents and make them more concise. Students will be able to recognize common surface errors that undermine their professional written image and understand how to fix them. The writing essentials covered in Part 1 will be revisited and reinforced through practice.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14

Dealing Positively with Conflict 8 hours
Conflict is an inevitable part of work life. It can block effectiveness or boost results, depending on how you deal with it. Explore your preferred approaches to conflict resolution and learn new strategies for resolving workplace conflict in this dynamic on-line course. Apply conflict resolution skills using practice scenarios and real situations. Prepare for anticipated conflict and lay the groundwork for positive interactions using the practical tools provided in this course.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14

Editing and Proofreading for Business Writers – Part 1 8 hours
This class will give students a working knowledge of the quality standards required of all business correspondence. Standard procedures to follow before a document is sent and professional techniques to spot errors will be covered. Students will be able to construct complete sentences and punctuate clauses, phrases, and appositives. They will also learn how to correctly use quotation marks, dashes, parentheses, colons, and semicolons. Students will be able to avoid confusing common look-alike and sound-alike words. They will be able to locate and correct these surface errors in a variety of documents of differing lengths.
Feb 8 – Mar 1
Mar 8 – Mar 29
Apr 5 – Apr 26
May 3 – May 24
May 31 – Jun 21

Editing and Proofreading for Business Writers – Part 2 8 hours
This class will continue the essentials of editing begun in Part 1. Students will be able to match subjects and verbs, use correct verb tenses, use pronouns correctly, and make headings, bullets, and sentences parallel. They will be able to recognize when to use the active verb instead of the passive, and they will be able to avoid shifting between active and passive verbs. They will understand how to locate and correct surface errors in long and complicated documents. The editing essentials covered in Part 1 will be revisited and reinforced through practice.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14
Essentials of Managing Successful Meetings 8 hours
This class will cover guidelines to plan and organize a meeting, create an agenda, keep a meeting on-track, conduct a discussion, maintain control, and close a meeting on time. Students will learn how to deal with problem meeting participants and review the roles and responsibilities of both meeting leaders and participants. They will discover the common frustrations most people have with meetings and how to avoid them. Students will also be able to improve future meetings through evaluation and feedback.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19

Envisioning Your Desired Future 8 hours
This course will give the student a new recognition that they are able to construct a very large part of their own future. There is a relationship between what we want and what we can do and create. If you are seeking a new challenge in your current profession, a change of direction that seriously engages your intellect, passion and energy, or if you are ready to get a life-long ambition underway, then this course is for you. Through a process designed to ask tough questions, you will examine your current life, your values and beliefs, and chose a better future in your career and family life. In this course, students will review their past to create a sense of appreciation for their history. The course will also clarify the underlying values and beliefs that have determined the students’ actions and the values and beliefs that they want in the future. Students will identify their current life situations and determine what’s working and what isn’t. Students will also create a preferred future vision and link their vision into actionable steps to propel them to the future they desire.
Feb 8 – Mar 1
Mar 8 – Mar 29
Apr 5 – Apr 26

**NEW** Fundamentals of Instructional Design 16 hours
Students will explore ways in which courses can be designed. Students will be introduced to the ADDIE design model and other design models that may work in other environments. Students will write instructional objectives and design a unit of instruction and assessments that support the instructional objects. Students will plan an evaluation of their instructional materials.
Feb 1 – Mar 8
Mar 1 – Apr 5
Mar 29 – May 3
Apr 26 – May 31
May 24 – Jun 28

**NEW** Fundamentals of Project Management 32 hours
Only about one-quarter of all business projects are successful. The discipline of Project Management aims to improve those dismal results with a systematic approach to the unique tasks that abound in an enterprise. This hands-on course will acquaint the student with world-recognized methodologies used to produce more successful projects.
Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 15 – May 3
Apr 12 – May 31
May 10 – Jun 28

Improving What We Do: Process Improvement Fundamentals 8 hours
In today’s business environment, not improving is not an option. If you aren’t moving forward, you are moving backward - there is no staying even. Continuous improvement has become a part of our organizations. Successful organizations constantly measure and improve every internal and external process that contributes to customer satisfaction and organizational goals. Process improvement is used to advance those goals or to improve a measurement that is not acceptable – to obtain continuous improvement. In this course, students will learn to identify process issues, problems, and opportunities, and how the customer affects process improvement. Students will learn the steps that lead to improving a process and the importance of a process improvement team and their roles. Students will also learn the tools for understanding and accessing the current process and what is happening now. The difference between process improvement and redesign will also be covered.
Feb 8 – Mar 1
Mar 8 – Mar 29
Apr 5 – Apr 26
May 3 – May 24
May 31 – Jun 21

Introduction to Project Management 8 hours
Project management provides significant benefits to companies and to managers when the principles and methodologies are consistently applied. A successful project manager uses both art and science, or more succinctly, both project leadership and management. Regardless of your position in an organization, good project management skills are essential. Everyone leads projects of some type, and the principles are the same for all projects – big or small. This course will help you understand those principles and apply them in both your professional and personal life. In this course, the student will learn the art and science of leading a project and the importance of being an active sponsor. Students will learn the different phases in a project’s life cycle and the key steps to leading and managing a successful project. How to manage “scope creep” and how to use structured tools such as work breakdown structure, PERT diagrams, and GANTT charts will also be covered.
Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19
Apr 26 – May 17
May 24 – Jun 14
**NEW** Introduction to Six Sigma  
8 hours
Six Sigma methodologies are fast becoming a model for doing business in our global economy. Controlling costs and functioning at the highest level of quality has become a necessity in order to compete. This course shows the student the basic concepts of Six Sigma and instructs the student in performing some basic calculation and analysis.

Feb 8 – Mar 1  
Mar 8 – Mar 29  
Apr 5 – Apr 26

Introduction to Successful Grant Writing  
16 hours
In this course, students will learn how to prepare effective grant applications to develop new services, support existing programs, and strengthen your operating budget. This course provides a practical step-by-step approach to identifying a funding need, researching funding sources, preparing a winning proposal, and laying the groundwork for successfully completing the grant project. At the end of the course students will be able to develop ideas and research funding resources, write a need statement, define goals and objectives, develop methods, work plans, and budgets, and evaluate and leverage future funding strategies.

Feb 8 – Mar 15  
Mar 8 – Apr 12  
Apr 5 – May 10

Leading Change  
8 hours
Managers face a tough set of challenges each time they lead change efforts within their organizations. They must manage their personal reactions to change while guiding their employees through transitions. This course helps managers and supervisors explore their role as change managers. Practical scenarios and real examples will help you understand the predictable phases of change management and develop strategies for managing them. Checklists and tools provide the practical link you need to stabilize and re-energize your workforce.

Feb 8 – Mar 1  
Mar 8 – Mar 29  
Apr 5 – Apr 26

**NEW** Learning Styles in the Classroom  
16 hours
Does it seem like some of your students get it with very little help from you while others never seem to even after a lot of one-on-one coaching? If so, it could that you are not speaking their learning language. Every person brings their own learning style to the classroom, even young children. By learning about your own learning style and the learning styles of others you will learn ways to reach all of your students and to help them to learn better.

Jan 25 – Mar 1  
Feb 22 – Mar 29  
Mar 22 – Apr 26

Microsoft Access: Forms  
8 hours
Design forms to help speed up data entry. Students will create Forms using the Forms Wizard and by hand. Students will create subforms and combine data from multiple tables or queries. Students will learn ways to apply formatting. Students will create macros that will help to automate form data entry. Students will need a copy of Access. A 30-day trial is available.

Jan 18 – Feb 8  
Feb 15 – Mar 8  
Mar 15 – Apr 5

Microsoft Access: Queries  
8 hours
Master the art of queries! Students will create Queries of their data using the Query Wizard and by hand. Students will create queries to update data, delete data and view data. Students will create queries that will combine data from multiple tables. Students will need a copy of Access. A 30-day trial is available.

Jan 25 – Feb 15  
Feb 22 – Mar 15  
Mar 22 – Apr 12

Microsoft Access: Reports  
8 hours
Learn to create reports like a pro! Students will create reports in Access using the Reports Wizard and by hand. Reports will include calculations, and data summaries. Students will combine data from multiple tables or queries. Students will learn to format reports. Students will create reports that allow for dynamic queries. Students will need a copy of Access. A 30-day trial is available.

Jan 18 – Feb 8  
Feb 15 – Mar 8  
Mar 15 – Apr 5
Microsoft Excel: Charting  8 hours
Learn to create charts like a pro! Students will create and format charts using Excel's charting features. Students will format charts and learn the best charts to use for various situations. Students will need a copy of Excel. A 30-day trial is available.

Jan 18 – Feb 8  Apr 12 – May 3
Feb 15 – Mar 8  May 10 – May 31
Mar 15 – Apr 5

Microsoft Excel: Data Management Features  8 hours
Learn to manage data using Excel! Students will import data from a database and sort and query the data. Students will summarize data using the database function and subtotals command. Students will create Pivot tables and Pivot charts. Students will need a copy of Excel. A 30-day trial is available.

Jan 25 – Feb 15  Apr 19 – May 10
Feb 22 – Mar 15  May 17 – Jun 7
Mar 22 – Apr 12

Microsoft Outlook: Taming Your Inbox  8 hours
Is there more than Spam cluttering your Inbox? Students will configure Outlook to route their incoming mail to various mailboxes based on the sender or recipient. Students will use the Find command to locate messages. Students will archive old mail. Students will color-code messages for follow-up. Students will need a copy of Outlook. A 30-day trial is available.

Jan 25 – Feb 15  Apr 19 – May 10
Feb 22 – Mar 15  May 17 – Jun 7
Mar 22 – Apr 12

Microsoft PowerPoint: Multimedia Presentations  8 hours
Wow your audience with a multimedia extravaganza at your next presentation. Students will add sound, animation, and video to their presentations.
Students will create a presentation that is synchronized to music or a recorded speech. Students will add slide transitions to their presentations.
Students will need a copy of PowerPoint. A 30-day trial is available.

Jan 25 – Feb 15  Apr 19 – May 10
Feb 22 – Mar 15  May 17 – Jun 7
Mar 22 – Apr 12

Microsoft Word: Desktop Publishing  8 hours
Learn to create newsletters and flyers using Microsoft Word. Students will format their page using column layout. Students will add graphics, tables and embellishments to their documents. Students will use styles to make formatting and updating the newsletter easier. Students will need a copy of Word. A 30-day trial is available.

Jan 18 – Feb 8  Apr 12 – May 3
Feb 15 – Mar 8  May 10 – May 31
Mar 15 – Apr 5

Microsoft Word: Proofing Tools  8 hours
Learn to edit Microsoft Word documents like a pro! Students will edit their documents with the spell-checker, thesaurus, and grammar checker. Students will use the proofing tools to track changes in a document. Students will cut, copy, and paste text using the clipboard, spike and drag and drop tools. Students will need a copy of Word. A 30-day trial is available.

Jan 18 – Feb 8  Apr 12 – May 3
Feb 15 – Mar 8  May 10 – May 31
Mar 15 – Apr 5

Moving a Course From the Classroom to Cyberspace  8 hours
Building an online course is not the same preparing to teach in the classroom. A well-designed online course requires more preparation. And since learning online is different than learning in the classroom, you will need to be aware of what works and what doesn't. This course will introduce you to the process of instructional design for online learning and walks you through the process of building one unit of study for your course. You will learn how to build online interactions and to make your courses more student-centered.

Feb 1 – Feb 22  Apr 26 – May 17
Mar 1 – Mar 22  May 24 – Jun 14
Mar 29 – Apr 19
**NEW** Multiple Intelligences in the Classroom  16 hours
Every student in your class is intelligent. The trick is to finding out just how he or she is intelligent and tapping that to help your student to learn more easily and to allow him or her to add a new a dimension to your course. Howard Gardner’s Multiple Intelligence Theory defines students as intelligent in one of eight areas. By teaching to a student’s intelligences and by allowing those to express themselves using their preferred intelligences the entire classroom can be enriched. Students will explore the Multiple Intelligences theories and learn to design lesson plans that appeal to various intelligences.

Jan 18 – Feb 22  
Feb 15 – Mar 22  
Mar 15 – Apr 19  
Apr 12 – May 17  
May 10 – Jun 14

Overcoming Chaos  8 hours
Multiple demands, conflicting priorities, and impossible deadlines are a way of life for many professionals. It doesn't have to be that way! This course will help you refocus your energy and regain control over your workday and your life. Focus begins within as you explore your personal preferences for organizing and thinking. You will develop a personal mission statement to guide you as you improve your skills to prioritize and focus. Worksheets and questionnaires provide tangible tools to help you plan, manage, and track responsibilities while managing multiple priorities. You’ll complete this course with renewed energy and personalized tools that will help you get results!

Feb 8 – Mar 1  
Mar 8 – Mar 29  
Apr 5 – Apr 26  
May 3 – May 24  
May 31 – Jun 21

**NEW** Personality Types Among Us  8 hours
Does your cube-mate seem to be speaking a language you don't understand? Is your boss impossible to get along with? Are you having a hard time motivating one of your employees? Is your spouse from another galaxy? The key could be their personality and yours don't mesh. This course will explore personality theories and allow you to discover your own personality and how that affects the way you think and work. You will also explore how other personalities think and work and some communication and motivational tools you can use to be able to work better with them.

Jan 18 – Feb 8  
Feb 15 – Mar 8  
Mar 15 – Apr 5  
Apr 12 – May 3  
May 10 – May 31

Planning to Succeed: Fundamentals of Strategic Planning  8 hours
Fail to plan, plan to fail. We've all heard that piece of wisdom before. It's true in our personal lives and well as for organizations. Combining two activities – thinking strategically and long term planning – strategic planning can provide goals, communicate priorities, and keep an organization focused on what is important. Successful organizations have learned that a few people in a conference room cannot develop a strategic plan. Whether you are leading a planning effort, participating on a planning team, or just need to understand your organization’s strategic plan, this course will provide the fundamentals to build upon. In this course, students will learn the importance of strategic planning and who should be involved. Students will be taught how to build a model for strategic plans and a methodology for creating a strategic plan. Students will also learn how to evaluate the external and internal environment of your organization as well as how to ensure that the organization will follow the plan. The importance and differences between business level, corporate level, and functional level strategies will also be covered.

Feb 8 – Mar 1  
Mar 8 – Mar 29  
Apr 5 – Apr 26  
May 3 – May 24  
May 31 – Jun 21

Preventive Stress Management  8 hours
This course will challenge your thinking and about how you view stressor in your life and in organizations. Stress is inevitable and essential to push individuals and organizations to grow, develop, perform and succeed. This program recognizes that work life is stressful and at times risky. The challenge and opportunity in stressful and changing times is to learn more about ourselves and how we may better respond to a changed world of work and organizational life. Students will learn about stress and its relationship to a healthy lifestyle and productivity. Students will also examine their methods of dealing with stress and their personal stress reactions. Students will be given instruction on practical new coping skills to reduce the negative impact of stress and to how to convert stress into energy. This course offers a historical perspective of stress and provides tools to enable students and the organization to be stronger, healthier and more productive. It is about achievement and health, not achievement or health.

Feb 1 – Feb 22  
Mar 1 – Mar 22  
Mar 29 – Apr 19  
Apr 26 – May 17  
May 24 – Jun 14
**Principles of Management**

Principles of Management is an introductory course which explores the role of the manager in modern organizations. This course looks at who managers are, what management is, what managers do, and what an organization is. In addition to providing some history to how management has evolved, it will provide some insight in what it takes for a manager to be successful in the 21st century. In this course, students will learn basic management concepts and terminology as well as the history of management theory. Students will also learn how organizations are structured and why managers are important. The different roles of a manager in today's organizations and the different skills a manager must hone to be successful will also be covered.

Feb 8 – Mar 1
Mar 8 – Mar 29
Apr 5 – Apr 26

May 3 – May 24
May 31 – Jun 21

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**QuickBooks Introduction**

This course is developed for employees, managers and owners, all of which may have different needs. You will learn step-by-step, how to set-up QuickBooks, track customer information that is important to you and handle all of the day-to-day accounting needs of a business. With this software you will have options to create estimates, track job costs and progress, track inventory, invoice customers, track receivables, pay bills including sales tax, handle payroll, track employees' time worked, write form letters in Microsoft Word, create reports in Microsoft Excel, create financial statements. Students will need to have a copy of QuickBooks. A 30-day trial is available for download.

Jan 25 – Mar 1
Feb 22 – Mar 29
Mar 22 – Apr 26

Apr 19 – May 24
May 17 – Jun 21

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**Teaching Online Successfully**

The role of the teacher in the online classroom is no less important than it is in the traditional classroom, it is just different. Get insights in to how to make the move from "stage on the stage" to "guide on the side" as you move your classroom into cyberspace. This course will introduce you to the tools used in the online classroom, the concepts of student-centered learning, give you ideas on how to encourage student participation. All of this will help you find your place in the virtual classroom.

Jan 25 – Feb 15
Feb 22 – Mar 15
Mar 22 – Apr 12

Apr 19 – May 10
May 17 – Jun 7

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**Telephone Techniques for Excellent Customer Service**

Students will raise their awareness about the image they are projecting over the telephone through their words and tone of voice. They will explore ways to develop an appropriate telephone personality and convey information clearly, tactfully, and professionally. Good and bad telephone practices will be covered, along with current business telephone etiquette. Students will learn the real sources of customer satisfaction and analyze the tension between the need to handle many calls and the need to satisfy each caller. Techniques to manage angry and other difficult callers will be offered.

Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19

Apr 26 – May 17
May 24 – Jun 14

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**Thriving on Change**

In today's business environment, change is the only constant. Let this course help you explore your personal and professional reactions to change as you identify ways to positively manage transition. After reviewing the psychology of change, your instructor will guide you through a self-discovery and planning process. Next, you'll begin developing a personalized resilience plan to help you prepare for and handle a wide range of transitions. Strategies for managing reactions at all stages of the change cycle are also offered.

Feb 1 – Feb 22
Mar 1 – Mar 22
Mar 29 – Apr 19

Apr 26 – May 17
May 24 – Jun 14

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**Understanding and Solving Performance Issues**

This course will help both you and your employees understand the true nature of performance problems and take positive action to solve them. A wide range of performance issues will be addressed, including low productivity, unacceptable quality, tardiness, and poor attendance. This course provides a step-by-step tool kit to help you analyze any performance problem, identify the best strategy for solving it and carry out the solution. The techniques empower both managers and employees to take control of their work performance. Take the course together for even greater benefit.

Feb 8 – Mar 1
Mar 8 – Mar 29
Apr 5 – Apr 26

May 3 – May 24
May 31 – Jun 21
**Personal Development**

**NEW** An Expedition to Aztlán – the Treasures of Mexico 32 hours
Since Communism has largely fallen, it is said that perhaps nowhere in the world do two countries that are as different as the US and Mexico share a border. The US and Mexico have long had a very bizarre relationship. **Note:** when you are there, avoid mentioning the Texas thing. This course uses an innovative mix of tips, language, music, links and anecdotes to provide travelers and businesspeople a unique insight into the beauty of the “enigma” that is the US’ neighbor to the South.

Feb 8 – Mar 29
Mar 8 – Apr 26
Apr 5 – May 24

Feb 8 – Mar 29
Mar 8 – Apr 26
Apr 5 – May 24

**NEW** Basic Church Administration 32 hours
This course provides an overview of the church administration functions and skills necessary for planning, organizing, staffing, budgeting and coordinating the work of a local church. Upon completion of this course the student should better understand how a minister: relates to organization and to people; performs administrative functions; and develops leadership and ministry skills.

Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 15 – May 3

Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 15 – May 3

GED Math Review
This course will review the skills necessary to pass the Mathematics portion of the GED. Topics that will be covered include: Whole numbers and Operations, Decimal Numbers and Operations, Fraction and Operations, Statistics and Data, Percents, Probability, Algebra and Geometry.

Jan 18 – Mar 8
Feb 15 – Apr 5
Mar 18 – Mar 29

GED Reading Review
This course will review the skills necessary to pass the Reading portion of the GED. Topics that will be covered include: Interpreting Prose Fiction, Interpreting Poetry, Interpreting Drama and Interpreting Prose Nonfiction.

Feb 1 – Mar 8
Mar 1 – Apr 5
Mar 29 – May 3

GED Review
This course will review the skills necessary to pass the GED. Students will review the basic skill needed to pass each of the five tests: Reading, Writing, Mathematics, Science and Social Studies.

Jan 18 – Apr 12
Feb 15 – May 10
Mar 15 – Jun 7

GED Science Review
This course will review the skills necessary to pass the Science portion of the GED. Topics that will be covered include: Biology, Earth and Space Science and Physical Science.

Feb 8 – Mar 15
Mar 8 – Apr 12
Apr 5 – May 10

GED Social Studies Review
This course will review the skills necessary to pass the Social Studies portion of the GED. Topics that will be covered include: World History, US History, Civics and Government, Economics and Geography.

Feb 1 – Mar 8
Mar 1 – Apr 5
Mar 29 – May 3

GED Writing Review
This course will review the skills necessary to pass the Writing portion of the GED. Topics that will be covered include: Basic English Usage, Sentence Structure, Grammar, and Organization.
**NEW** History of Christianity       32 hours
This course provides an overview of Christian history from the time of Jesus Christ to modern times. Three major periods are examined: Christian Beginnings (4 B.C. - A.D. 1215); The Reformation (A.D. 1215 - 1648); The Modern Period (A.D. 1648 - present). Readings and class discussions are designed to present the major persons, events, and movements in the history of Christianity.

**NEW** Intro to Genealogy - Building Your Family Tree    16 hours
Who Are Your Ancestors? What were they like? How and where did they live? Ever considered learning more about your family history? Learn to trace your family’s roots and start your own family tree. This class will help you learn how to begin your hunt, introducing you to the resources available for performing genealogical research. Learn how to find online databases, obtain vital (birth, marriage, and death) records, and discover the resources available at Family History Library branches across the US.

**NEW** Old Testament Survey I       32 hours
Old Testament Survey I provides an overview of Old Testament history and canon with focus upon the Pentateuch (Genesis, Exodus, Leviticus, Numbers, Deuteronomy) and the Former Prophets (Joshua, Judges, 1 & 2 Samuel, and 1 & 2 Kings). At the end of this course the student should have: (1) a general understanding of pertinent Old Testament history, (2) familiarity with the development and study of Old Testament texts, (3) a general knowledge of the outline/contents of the books comprising the Pentateuch and the Former Prophets, (4) and insights into the message of the Old Testament as it applies to their lives and the lives of those to whom they minister.

**NEW** Old Testament Survey II       32 hours
Old Testament Survey II provides an overview of Old Testament history and canon with focus upon the Prophets (Isaiah - Malachi) and Hebrew Poetry and Wisdom literature (Job - Song of Songs). At the end of this course the student should have: (1) a general understanding of pertinent Old Testament history, (2) familiarity with the Hebrew prophets and the origin and usage of prophecy in the Old Testament, (3) familiarity with the forms and uses of Hebrew Poetry and Wisdom literature (4) a general knowledge of the setting, outline and contents of the books comprising the Prophets and Poetry and Wisdom literature, (5) and insights into the message of the Old Testament as it applies to their lives and the lives of those to whom they minister.

**NEW** Online Research Using Search Engines and Directories   16 hours
Have a favorite search engine or online directory that you use 99% of the time? Most of us do. In this class you will learn about directories like DMOZ, the popular search engines such as Google, metasearch, specialty search engines and online directories, making it easier to find much more useful information in less time. Understanding the search tools available and mastering some general and advanced search tips can help make your online research efforts much easier.

Positive Parenting        16 hours
Parents, teachers and others that work children will learn to use Positive Discipline to encourage self-respect, self-discipline, cooperation, good behavior and problem-solving skills in their children. Topics to be covered include how to create natural and logical consequences, how to effectively encourage children and the four mistaken goals of behavior.
**NEW** Tracing your Civil War Ancestors 
16 hours
Does your genealogy research include Civil War Ancestors? Trace an ancestor who served in the Civil War through a large variety of sources of material. Civil War records were kept in greater detail than previous wars. Confederate Soldiers groups kept much better records of the veterans after the war than the Union groups. In this class you will learn to assemble as much information about the veteran as you can from County Histories, family records and recollections of the older members of the family. Which Company formed in your ancestor's area, and how they spent their days?

Jan 25 – Mar 1
Feb 22 – Mar 29
Mar 22 – Apr 26

**NEW** Understanding Search Engines and Online Directories 
16 hours
Ever felt overwhelmed when using the Internet? The Internet is a terrific resource with millions of websites dedicated to almost any topic. With so many websites, it is easy to get lost. Search engines gather web pages for their indexes automatically. Directories have human editors who look at page content and decide how and where, or even if, pages should be listed. Learn more about how to find the websites you are searching for in less time by learning more about these valuable sources of online information.

Jan 18 – Feb 22
Feb 15 – Mar 22
Mar 15 – Apr 19

**NEW** User-Friendly Web Design 
16 hours
Have you found the perfect link, then it doesn't work or you get a 'Page Not Found' error? When creating or updating your web site, it is important to make sure it is user friendly. Visitors should be able to find what they need quickly and easily. Learn to create easy to follow, user friendly navigation links, check your site regularly and how to develop a quality site map which can help users quickly find any page in your web site. Make your website visitors experience a good one and they will be sure to come back for more, as well as referring others and possibly linking to you.

Feb 8 – Mar 15
Mar 8 – Apr 12
Apr 5 – May 10

**NEW** Who Are the Women of the Bible? 
32 hours
This course will provide a history of some of the women in the Bible (Esther, Ruth, Debra, Mary and Mary Magdalene). The student will gain knowledge of: 1.) how women affected the makeup of the early church with their teachings, 2.) what the roles of women were in the Old Testament compared to their roles in the New Testament, 3.) women who authored books of the Bible, 4.) and how these earlier pioneers in the Bible affect the church today.

Feb 1 – Mar 22
Mar 1 – Apr 19
Mar 29 – May 17

**NEW** Women in Christian Leadership Today 
32 hours
This course will explore the ministries of women in modern days and what affect they have had on the church of today. The student will have: 1.) an understanding of the relationship women have with the church, 2.) knowledge of what the Bible says about female leaders in ministry and why, 3.) what Paul said about women in the church, and what was the significance of his teachings, 4.) and if the guidelines in the Bible that were given to the early church can be applied to the church today.

Feb 8 – Mar 29
Mar 8 – Apr 26
Apr 5 – May 24

For the Senior Learner

**NEW** Microsoft Excel for Seniors 
16 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. This course is designed to give the Senior Student a working knowledge of electronic spreadsheets, what they are and how to use them. Senior Students will learn to create and format a basic Excel spreadsheet that includes multiple sheets. Ranges and simple formulas are also covered. Senior Students will create Excel spreadsheets for evaluation and “hands on” experience. Senior Students will need a basic understanding of Windows to complete this course. Senior Students will need a copy of Office. A 30-day trial version is available.

Jan 25 – Mar 1
Feb 22 – Mar 29
Mar 22 – Apr 26
**NEW** Microsoft Office for Seniors  
32 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. This class will give Senior Students an overview of the Microsoft Office applications and how they work together. Senior Students will be able to create and edit Word documents that include outlines, tables, styles and sections. Senior Students will be able to create and edit Excel spreadsheets that include charts and “what-if” analysis. Senior Students will be able to create and edit PowerPoint presentations. Senior Students will be able to create Access databases that include tables, forms, queries and reports. Senior Students will need a basic understanding of Windows to complete this class. Senior Students will need a copy of Office. A 30-day trial version is available.

Feb 1 – Mar 22  
Mar 1 – Apr 19  
Mar 29 – May 17  
Apr 26 – Jun 14  
May 24 – Jul 12

**NEW** Microsoft Outlook for Seniors  
16 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. Senior Students will use Outlook to create email, schedule events, and define contacts and tasks. Senior Students will learn to organize their email, add formatting and personalize their email. Senior Students will learn to share their calendar across the Internet. Senior Students will need a copy of Outlook. A 30-day trial version is available.

Jan 25 – Feb 15  
Feb 22 – Mar 15  
Mar 22 – Apr 12  
Apr 19 – May 10  
May 17 – Jun 7

**NEW** Microsoft PowerPoint for Seniors  
16 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. This class will give Senior Students a working knowledge of creating presentations with Microsoft PowerPoint. Senior Students will learn to work with the various PowerPoint views to create and view their presentations. Senior Students will learn to give slideshows using PowerPoint and use PowerPoint to create web-based presentations. Senior Students will learn to incorporate Excel data, charts and animations into their presentations. Senior Students will need a basic understanding of Windows to complete this class. Senior Students will need a copy of Office. A 30-day trial version is available.

Jan 25 – Mar 1  
Feb 22 – Mar 29  
Mar 22 – Apr 26  
Apr 19 – May 24  
May 17 – Jun 21

**NEW** Microsoft Word for Seniors  
16 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. This class will give Senior Students a working knowledge of word processing. Senior Students will be able to create, edit, format and print WORD documents that include outlines, tables, styles and sections. Other essential topics including printing, and saving and retrieving files are also covered. Senior Students will create WORD documents for evaluation and “hands on” experience. Senior Students will need a basic understanding of Windows to complete this class. Senior Students will need a copy of Office. A 30-day trial version is available.

Feb 8 – Mar 15  
Mar 8 – Apr 12  
Apr 5 – May 10  
May 3 – Jun 7  
May 31 – Jul 5

**NEW** Photoshop Introduction for Seniors  
32 hours
The Instructor for this course understands the needs and special requirements of the senior learner and will give special attention and support if needed. This class will introduce Senior Students to the basics of working with Photoshop for retouching images and drawing. Senior Students will be able to use various techniques for selecting in order to edit and retouch images. Senior Students will be able to prepare images for including in a web site or for including in printed documents. Senior Students will be able to edit images using the painting tools, clone stamp and drawing tools. Senior Students will be able to create new images using the pen tool and the drawing and painting tools. Senior Students will be able to create and edit images using layers. Senior Students will need a copy of Photoshop. A 30-day trial version is available.

Feb 8 – Mar 29  
Mar 8 – Apr 26  
Apr 5 – May 24  
May 3 – Jun 21  
May 31 – Jul 19
Harris-Stowe State University
Department of Continuing Education
“Where the journey of lifelong learning begins!”

2-year English Language Study Certificate Program
**ELS Certificate Program**

The ELS certificate program is meant for those learning English Language Studies. The ELS certificate program is offered in bilingual countries where English is an official language. English has become the global business language and is being taught all over the world. An ELS certificate program is what you need if you want to show your level of proficiency in English Language Studies in Canada or the USA.

An ELS certificate program will open the door to jobs in many part of the world. We are committed to providing highly educated, experienced instructors and a well-rounded curriculum that covers methods and approaches included in the average ELS certificate program.

These are a few things to remember about an ELS certificate program:

1. The ELS certificate program does not certify you to teach.
2. An ELS certificate program is sought by those for whom English is not their mother tongue but where English is one of their country's official language.
3. The ELS certificate program will allow you to work in bilingual countries where English is an official language.
4. The ELS certificate program is a proficiency certificate.

This is a two-year study program that. Upon completion of 24 courses, students will be presented with a certificate of proficiency from Harris-Stowe State University.

**Who is eligible?**
Participants in the college’s ELSP may be any of the following persons:

- U.S.A. Citizens
- Permanent Resident Aliens
- Current recipients of an I-20 or an F-1 Visa

**U.S. citizens and permanent resident aliens may enroll in the program prior to the beginning of any currently offered program module. All recipients of I-20’s and F-1 Visa’s must begin their program participation at the start of any academic semester, fall or spring.**

HSSU’s designated official – the college Director of Admissions, MUST issue all I-20’s.

**Placement Test**
A placement test is required prior to attending class.

**Satisfactory Completion**
Evidence of satisfactory completion of the program is a score of 500 on the TOEFL.

**Cost:**
The program can potentially cost $1,300.00 per semester or $650.00 per 8-week session. Each semester consists of two 8-week sessions. The student is required to enroll in at least two courses per session for timely completion of the certificate program.

Individual course cost is $225.00.

**The cost does not include the cost of textbooks.**

**Registration:**
Please contact Casandra Blassingame at 314-340-3543 to schedule an appointment for registration and advisement.

Participation in the colleges’ ELS shall not constitute either admission to, or enrollment in the universities’ regular semester-length academic programs. Thus, it must be understood that all participants in the colleges’ ELS, upon completion of the program, and who will desire to enroll in any of the universities’ regular degree-seeking program, must meet all of the admissions and enrollment requirements that are currently in effect.
Class Schedule Spring 2006 – Fall 2006

Spring 2006

Session I

Classes begin January 9, 2006
Classes end March 3, 2006
Daytime classes TBA
Evening classes TBA
*****No Class 1/16

Session II

Classes begin March 6, 2006
Classes end May 5, 2006
Daytime classes TBA
Evening classes TBA
*****No Class 2/20, 3/6-3/11, 4/14

Summer 2006

Classes begin May 30, 2006
Classes end August 1, 2006
Daytime classes TBA
Evening classes TBA
*****No Class 6/26-6/30, 7/4

Fall 2006

Session I

Classes begin August 28, 2006
Classes end October 13, 2006
Daytime classes TBA
Evening classes TBA
*****No Class 9/4

Session II

Classes begin October 20, 2006
Classes end December 15, 2006
Daytime classes TBA
Evening classes TBA
*****No Class 11/24-11/25
ELS Course Descriptions

ELS 600: FOUNDATIONS FOR ELS I
This course is a beginning pre-academic ELS Level 0. This course provides basic functional practice in reading, writing, listening, and speaking for very low beginning ELS students.

ELS 601: FOUNDATIONS FOR ELS II
This course is the continuation of ELS 910A and is pre-academic ELS Level 0. This course provides basic functional practice in reading, writing, listening, and speaking for low beginning ELS students. It also provides preparation for placement in Level 1 ELS classes.

ELS 602: BASIC LISTENING AND SPEAKING I
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologs, and dialogs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes 1-1/2 hours of laboratory work to facilitate skill development.

ELS 603: BASIC LISTENING AND SPEAKING II
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions in a series, of vocabulary in context, and of main ideas and details in sentences, monologs, dialogs, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. This course includes 1-1/2 hours of laboratory work to facilitate skill development.

ELS 604: BASIC GRAMMAR AND WRITING I
This course develops basic writing and grammar skills of standard written English. This course focuses on learning grammar and understanding the use of basic grammatical forms; students will practice and write simple sentences using correct word forms, word order, articles, prepositions, spelling and punctuation within their written compositions. This course includes 1-1/2 hours of laboratory work to facilitate skill development.

ELS 605: BASIC GRAMMAR AND WRITING II
This course develops basic writing and grammar skills of standard written English. The course focuses on the study and practice of simple and compound sentences including modification with adjectives, adverbs, and noun phrases, past and future verb tenses, comparatives, articles, prepositions, spelling and punctuation.

ELS 606: BASIC INTENSIVE GRAMMAR I
This is the first of three courses designed to help students develop their understanding of English grammar. In Basic Intensive Grammar I the focus is on the contextualized use and function of specific grammatical structures such as word forms, parts of speech, basic verb tenses, articles, phrases, and prepositions in simple, compound and coordinate sentences.

ELS 607: BASIC INTENSIVE GRAMMAR II
This is the second of three courses designed to help students develop their understanding of English grammar. In Basic Intensive Grammar I the focus is on the contextualized use and function of specific grammatical structures such as word forms, parts of speech, basic verb tenses, articles, phrases, and prepositions in simple, compound and coordinate sentences.

ELS 608: BASIC INTENSIVE GRAMMAR III
This is the third of three courses designed to help students develop their understanding of English grammar. In Basic Intensive Grammar I the focus is on the conceptualized use and function of specific grammatical structures such as word form, parts of speech, basic verb tenses, articles, phrases, and prepositions in simple, compound and coordinate sentences.

ELS 609: BASIC READING AND VOCABULARY I
Students receive guidance and extensive practice in reading and comprehending stories, articles, and dialogs written in simple English. Students gain familiarity with the form and meaning of high-frequency vocabulary in context. This course includes 1-1/2 hours of laboratory work to facilitate skill development.
ELS 610: BASIC READING AND VOCABULARY II
This course emphasizes vocabulary expansion and comprehension of short paragraphs. The focus is on word forms, determining meaning for words in context, usage rules, and introduction of the use of basic affixes in the prediction of meaning. The relationship of meaning and grammatical form is introduced. Students develop dictionary skills using a monolingual English dictionary.

ELS 611: READING COMPREHENSION AND VOCABULARY III
This course focuses on idioms, recognition of word pair analogies, and synonyms in vocabulary development. It introduces the use of context in predicting meaning and the use of contextual clues in identifying the relationship of ideas within a paragraph. Students are introduced to concrete interpretation of factual material and inferences, and learn to identify paraphrases of sentences. The focus is on understanding phrases rather than individual words and on reading longer and more complex paragraphs than in ELS 610. Students become familiar with using the library.

ELS 612: READING COMPREHENSION AND VOCABULARY IV
This course focuses on determining meaning from context, word forms and variation in meaning, synonyms and connotation. Students are introduced to simple analysis of texts involving distinctions between fact and opinion. Students begin paraphrasing sentences and groups of sentences. Work continues from ELS 611 with identifying ideas in paragraphs and understanding the relationship of these ideas to one another. Work begun with inference in ELS 611 is continued. Students become familiar with the library and are required to do a book report.

ELS 613: READING COMPREHENSION AND VOCABULARY V
Students are introduced to abstract inferences such as propaganda and to making summaries and paraphrases of texts using techniques appropriate for second language learners. Students read articles that are longer and more complex than in ELS 134. The reading materials are varied to develop different reading strategies. Students learn to make predictions about readings through the organization and structure of texts.

ELS 614: ORAL COMMUNICATION I
Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication.

ELS 615: ORAL COMMUNICATION II
Students gain fluency in using appropriate verbal and nonverbal language and conversation management techniques for communicating in English. Students have ample opportunities to express their ideas in a variety of social, business, and/or academic situations. Idiomatic expressions are added to students' current vocabulary resources and syntactic knowledge. The role of culture in oral communication is addressed.

ELS 617: ACADEMIC LISTENING, PRONUNCIATION AND SPEAKING SKILLS
Listening focuses on understanding college lectures, news broadcasts and comprehension of sentences, dialogs, and paragraphs, and on discrimination of sound patterns in American English. Students are exposed to various styles and accents of speakers. Note-taking tasks focus on recognizing organizational patterns and outlining main ideas and supporting details through audio taped, videotaped, and live presentations. Pronunciation focuses on stress, intonation, rhythm, phrasing, and linking, as well as consonants and vowels. The course emphasis is on overall pronunciation improvement so as to make spoken Students will be introduced to discussion and oral presentation techniques and learn to overcome speech anxiety. Students receive guidance and extensive practice in oral production and listening skills. This course includes 1-1/2 hours of laboratory work to facilitate skill development.

ELS 616: SENTENCE DEVELOPMENT
This course develops student writing fluency through study and practice of compound and complex sentence patterns used in standard written English. This course focuses on using noun, adjective, and adverb clauses, modals, verbs in sequence, and pronoun reference.

ELS 619: COMPOSITION IN ELS
This course develops fluency in writing expository paragraphs and introduces essay structure in standard written English. The focus is on the study and practice of topic sentences that express rhetorical notions, paragraph organization, coherence and verb sequencing. Practice in writing effective paragraphs and essays through prewriting, drafting and editing. Review of grammar and sentence structure.
ELS 623-627: ELS SKILLS DEVELOPMENT LAB
This lab course facilitates skills development for ELS learners at any level. Students receive individualized instruction in English Language Studies in such areas as vocabulary, reading, grammar, writing, spelling, pronunciation, listening, speaking, study skills, and American culture. Students are provided the opportunity to develop and improve their skills with print, audiotape, and videotape materials assigned by the ELS classroom or lab instructor.

ELECTIVE COURSES

ELS 621: BASIC ENGLISH AS A SECOND LANGUAGE IN THE WORKPLACE
This course develops basic level oral and written communication skills of standard written English using content from the workplace. Students’ study and practice grammatical components of English phrases and sentences while speaking and listening skills are emphasized. Oral communication tasks will involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage.

ELS 622: INTERMEDIATE ENGLISH LANGUAGE STUDIES IN THE WORKPLACE
This course develops intermediate level communication skills of English using content from the workplace. Students study and practice writing the grammatical components of phrases and sentences although speaking and listening skills are emphasized. Oral communication tasks involve the comprehension and production of instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage.

ELS 618: PARAGRAPH DEVELOPMENT
This course develops sentence variety and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, varied placement of sentence elements, participles, conditionals, and error correction. Students will also study prewriting techniques, topic sentences, transitions, summarizing, and outlining. Grade only.

ELS 620: ACCENT REDUCTION
Advanced ELS speakers receive guidance and extensive practice in refining oral production and listening skills. Listening focuses on discrimination of sounds in English and on comprehension of connected spoken discourse. Oral production focuses on increasing control of the English sound system. The course emphasis is on overall pronunciation improvement so as to minimize miscommunication or misperception due to foreign accent.

ELS 628: AMERICAN CULTURE AND LANGUAGE I
This is an independent study course designed to help the student develop basic strategies for communicating in the English language. The focus is on developing basic listening skills, familiarity with basic high frequency vocabulary, and reading and writing simple sentences. Culture clips of American life are introduced. Using guidebooks and with the guidance of a qualified ELS instructor

ELS 629: AMERICAN CULTURE AND LANGUAGE II
This is an independent study course designed to help the student develop basic strategies for communicating in the English language. Although strategies for speaking are included, the emphasis will be on developing skills in listening, reading and writing. Different aspects of American life will be included. Using guidebooks and with the guidance of a qualified ELS instructor.
HARRIS - STOWE STATE UNIVERSITY
CONTINUING EDUCATION DEPARTMENT
ELS REGISTRATION FORM

Session: ___ Spring ___Summer ___ Fall Year: ___ 2006

_____NEW -OR- _____ RETURNING STUDENT

SOCIAL SECURITY/TAX ID/DOCUMENT # ________________________________

DATE OF BIRTH _____ / _____ / ________ MALE _____ FEMALE _____

GROUP NAME (if applicable)_________________________________

LAST NAME ______________________________________
FIRST NAME _____________________________________ MIDDLE INITIAL ______

TEMPORARY ADDRESS (where you will live in the United States)

STREET ADDRESS ________________________________________ APT#_______
CITY _________________________ STATE _______ ZIP ________
ARE YOU A MISSOURI RESIDENT? _____ Yes _____ No County of Residence? __________

PERMANENT ADDRESS

STREET ADDRESS ________________________________________ APT#_______
CITY _________________________ STATE _______ ZIP ________

PHONE (DAY)_____________________ (EVENING)_____________________

EMPLOYER: _______________________________________________________

ETHNICITY: AFRICAN _____ ASIAN _____ HISPANIC_____ OTHER_____

SPONSOR INFORMATION:

NAME ________________________________

ADDRESS _________________________________________________________

CITY _________________________ STATE _______ ZIP ________________
HIGH SCHOOL OR HIGH SCHOOL EQUIVALENCY? _____ YES _____ NO

IF YES, PLEASE PROVIDE NAME AND ADDRESS OF INSTITUTION

_________________________________________________________________
_________________________________________________________________

**International students must have a high school equivalency diploma.**

PLEASE LIST NAMES AND ADDRESSES OF ANY POST-SECONDARY INSTITUTIONS PREVIOUSLY ATTENDED

_________________________________________________________________
_________________________________________________________________

COURSES FOR WHICH STUDENT IS REGISTERING

<table>
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<tr>
<th>Course Number &amp; Section</th>
<th>Course Name</th>
<th>Cost of Course(s)</th>
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TOTAL

$____________________

Courses May Be Paid For by Cashier's Check, Personal Check, Money Order or 3rd Party Billing.

CREDIT CARD INFORMATION:

___ VISA   ___ MASTERCARD   ___ AMERICAN EXPRESS   ___ DISCOVER

CARD NUMBER ____________________________________ EXPIRATION DATE _______

SPECIAL NEEDS (IF ANY)
HARRIS - STOWE STATE UNIVERSITY
OFFICE OF CONTINUING EDUCATION
REGISTRATION FORM

Session: ___ Fall ___ Spring ___ SSI ___ SSII
Year: ___ 2004 ___ 2005 ___ 2006 ___ 2007 ___ NEW -OR- RETURNING STUDENT

SOCIAL SECURITY # __________ - ________ - ____________
DATE OF BIRTH _______/_______/_________ MALE _____ FEMALE _____
GROUP NAME (if applicable)_________________________________

LAST NAME ______________________________________
FIRST NAME ________________________________ MIDDLE INITIAL ______
STREET ADDRESS _________________________________ APT#_______
CITY _________________________________ STATE _______ ZIP ________
ARE YOU A MISSOURI RESIDENT? _____ Yes _____ No
If yes, County of Residence? _____________________

PHONE (DAY)_____________________ (EVENING)_____________________
OTHER_____________________

EMPLOYER : _____________________________________________________

ETHNICITY: ASIAN _____ WHITE_____ AFRICAN AMERICAN_____ HISPANIC_____
OTHER_____

YOU ARE TAKING THE COURSE:
_____ FOR SEMESTER CREDIT _____ FOR CEU’S _____ FOR CPU’S

COURSES FOR WHICH STUDENT IS REGISTERING

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<tr>
<th>Course Number &amp; Section</th>
<th>Course Name</th>
<th>Cost of Course(s)</th>
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TOTAL $________________

Courses May Be Paid by Cashier’s Check, Personal Check, Money Order or 3rd Party Billing.
CREDIT CARD INFORMATION:
_____ VISA  _____ MASTERCARD  _____ AMERICAN EXPRESS  _____ DISCOVER

CARD NUMBER ___________________________ EXPIRATION DATE _____________

SIGNATURE _______________________________