

Spring 2014 Small Business Essentials



Small Business *Essentials* Certificate Program



St. Louis
Community
College

Continuing Education

3221 McKelvey Road, Suite 250
Bridgeton, MO 63044
314-984-7777

Small Business *Essentials*

The Small Business Essentials certificate is designed to provide a pathway for new and current entrepreneurs interested in exploring the components of small business startup, operations, and to learn business management skills essential for success of their endeavor.



Requirements:

- Eleven classes taken over a three-year period from the following Continuing Education programs:
 - Two classes from each of the following core areas:
 - Startup
 - Finance
 - Management
 - Three marketing classes
 - Two classes from designated technology options



Classes must be taken via Continuing Education and may include up to three from American Management Association (AMA) online programs.

AMA classes can be found at:
<http://www.flexclassroom.com/edu/index.cfm?edu=stlcc>

Courses may be taken individually or towards completion of the certificate program. Additional classes may be added and courses offered may change. Not every class will be offered every semester. Courses will rotate.

Business Start-Up

S.C.O.R.E Seminar

You will enjoy this special short course to acquaint the small business owner or operator with current management principles as they relate specifically to small business operations. It is designed to be particularly helpful if you are planning to start your own business. Topics include business terms, forms and risks of ownership, marketing, record keeping, legal aspects and insurance needs. Finding capital, financial planning, tax considerations and other business functions will also be discussed. All students must register with the SCORE Office online at www.stlscore.org. Lunch not provided. \$50 fee for class materials payable to SCORE at registration.

BUSS:701

- 681 Sa 8:15am-3pm
Jan. 11 MC - SO, 108
- 682 Sa 8:15am-3pm
March 8 MC - SO, 205
- 683 Sa 8:15am-3pm
April 12 MC - SO, 111

New Starting and Managing a Small Business

Are you thinking about starting and managing a small business in Missouri? Designed for individuals who are considering starting a business, have made the decision to start or who have been in business for less than two years, this program will discuss: the basics of business ownership, planning for success, organizational forms of business, legal and regulatory environment, recordkeeping and information management, marketing, financing and resources. Program is offered in collaboration with the Small Business and Technology Development Center.

BUSS:701 | \$59

- 680 Sa 9am-12pm
Feb. 8 – Feb. 15 Lynette Watson
MC - BA, 220

Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, then you need to know how to protect your trademark, copyright, and patents so that you can profit by their use. In this problem-solving course, you will explore topics relating to the law for intellectual property such as patents, trademarks, trade names, copyrights, and trade secrets. Taught by an attorney.

BUSS:729 | \$55

- 680 Sa 8:30am-1:30pm
April 5 Morris Turek
MC - BA, 114

New Business Plan Development

An intensive, four-session, individually customized course designed to provide new and aspiring entrepreneurs with the tools and resources to create a solid business plan. Experienced business facilitators/coaches will guide group sessions, and share practical experiences to enhance your business. Participants learn with and from their peers, creating a powerful network that continues well after the program is complete. These sessions are enriched with guest speakers from various disciplines including the legal profession, marketing, human resources, and financing. In addition, each participant will begin by taking the GrowthWheel assessment and receive customized tools based on this assessment to assist as you build your plan. Weekly homework assignments are given and participation is required to be successful in the class. Continued counseling from a business counselor and certified life coach is available after the completion of the class. Program is offered in collaboration with the Small Business and Technology Development Center.

BUSS:702 | \$99

- 650 Tu 6pm-9pm
March 25 – April 15 Lynette Watson
MC - TBA

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New Artisans and Crafters: Making Money with Your Business

You've been honing your talent and finding a demand for your handmade craft or artistic products, but how do you navigate the "indie" marketplace? Learn tips from award winning artist, 35 year veteran in the arts and former Executive Director of Best of Missouri Hands, "Mike" Ochonicky as she discusses: effective marketing techniques, outlets to sell online and in-person, balancing creativity with administrative tasks, and more.

BUSS:701 | \$29

- 450 Tu 6pm-9pm
Feb. 18 Michelle Ochonicky
FP - G Tower, 117
- 650 Tu 6pm-9pm
March 4 Michelle Ochonicky
MC - CS, 205

Recipe for Success: How to Start a Restaurant or Catering Business

Join Larry G., owner of Championship Catering and food service provider to the St. Louis Cardinals, Verizon Amphitheater and the Casa Loma Ballroom, as he shares his knowledge and insight about the essential aspects in opening your own restaurant or catering business. Learn concept development, finding a location with a feasibility study, lease negotiations, licensing, financing, opening and operating costs, menu planning, cost analysis and advertising your concepts.

BUSS:716 | \$59

- 680 Sa 9:30am-12:30pm
March 1 – March 8 Larry Gerstein
MC - BA, 220

Management

Developing and Using Effective Supervisor Skills

Being an effective supervisor requires you to know the people you manage and to use good management skills, techniques, and methods. Learn the skills and tools to apply in managing, motivating, counseling, using constructive correction, resolving problems, decision-making and many other vital skills to manage others. Lunch not provided.

BUSN:705 | \$45

- 680 Sa 9am-1:30pm
March 8 Glenda Herron
MC - SO, 111
- 481 Sa 9am-1:30pm
April 5 Glenda Herron
FP - G Tower, 119

Dealing with Difficult People in the Workplace and Managing the Conflicts

Are there co-workers, subordinates or bosses in your office with whom there are conflicts? Would you like to learn how to enhance communication and build a better rapport? The relationships we have with others is important in cooperation, productivity, teamwork and support. Join Dr. Renee Huss and learn processes for interacting clearly with others in order to get what you need and want from others through negotiating styles which can result in a win-win outcome.

BUSN:705 | \$35

- 480 Sa 9am-12pm
Feb. 22 Dr. Renee Huss
FP - G Tower, 119



New Essentials of Leadership

This foundational course is designed to teach leaders how to get results through people. You'll learn a set of essential skills to meet both practical business needs and people's personal needs. Discussions will focus on acquiring a set of proven interaction skills, discovering the seven leadership imperatives for meeting today's challenges, and the role as a catalyst leader—a leader who inspires others to act. Course is approved for HRCI credit.

BUSN:704 | \$99

C01 Tu 8:30am-12:30pm
April 8

Barry Shapiro
Corp. College, 211

New Leading Change

This course will focus on leader's crucial role in initiating change in the workplace. Learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes and to help others overcome their resistance to change. These skills enhance a leader's ability to minimize the potentially negative effects of change on morale, processes, and productivity. We will also discuss how to involve others in the change process to increase their receptivity to change and how to conduct effective change discussions, and minimize the potentially negative impact of change on morale and productivity. Course is approved for HRCI credit.

BUSN:765 | \$99

C01 Tu 8:30am-12:30pm
Feb. 25

Dr. Renee Huss
Corp. College, 211

New Mastering the Art of Effective Facilitation

You have to pay attention to the process elements of meetings if you want them to be effective. With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea, the core competency everybody needs. Through interactive activities, you'll learn common process tools to make meetings easier and more productive, to identify the stages of team development, to identify the competencies linked to effective small group facilitation, and more. Lunch on your own.

BUSN:714 | \$75

600 Tu 8:30am-5pm
April 1

Jim Lombardo
MC - LB, CNFL

Finance

Keeping Records for a Small Business

As a small business owner, you need to have current record keeping procedures and methods. This class is helpful if you are currently engaged in your own business with limited record keeping experience. Topics include: internal and external financial records, sole proprietorship and corporate records, setting up your own books, and identifying the specific heading categories for management reporting.

BUSS:705 | \$69

650 W 6pm-9:30pm
May 21 – May 28

Teri Spector
MC - BA, 118

Small Business Tax Seminar

If you are thinking of opening a small business or have opened a business in the last year, this program is designed for you. Learn the essentials of starting a business, record keeping, business use of the home, federal income tax and employment tax requirements of small businesses, and independent contractor versus employee. The program is designed for sole proprietors and partnerships. Corporations are briefly discussed.

BUSS:706 | \$35

680 Sa 9am-12:30pm
May 17

Teri Spector
MC - BA, 118

Understanding Accounting

Designed for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this course provides an overview of accounting terminology and processes, analyzing financial activities and statements, and applying the fundamentals of accounting. Course will cover debits, credits, general ledgers, assets, liabilities, balance sheets, profit and loss statements and more.

BUSS:741 | \$29

650 Th 6pm-9pm
March 20

Kimberly Franklin
MC - CN, 202

New Predicting Future Cash Needs

This class is designed to teach you how to create and use a cash budget to prepare for future business performance. You will learn to estimate future sources and uses of cash, how to analyze your predictions to make more informed decisions and become more comfortable about decisions related to preparing for growth, realistic loan and financing requests, how much cash you can safely take out of the business, and how to make affordable purchases for your business. At its conclusion, you should be able to: forecast sales, receivables and expenses, use a cash budget to create a month-by-month view and calculate break-even, as it relates to business expansion, workforce additions or capital expenditures. Program is offered in collaboration with the Small Business and Technology Development Center.

BUSS:741 | \$29

680 Sa 9am-12pm
April 12

Lynette Watson
MC - BA, 114



A Sensible Approach to Financial Strategies for Business Owners

Learn what you can do to reach your business financial goals while protecting all you've worked so hard to build. Topics covered include protecting your business from the potentially devastating effect of estate taxes, strategies for retaining key people that benefit both your business and your top employees, and trusts and the role they can play in your business. You will also learn effective approaches you can take to save for your own retirement and how to protect the continuity of your business in the event of death or disability.

BUSS:741 | \$19

651 Tu 7pm-9pm **Steve Glazer, Laura Boedges**
April 1 MC - CN, 202

QuickBooks Pro 2013

This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. Topics to be covered include: setting up customer and vendor lists, entering sales and invoices, receiving payments, making deposits, handling expenses and bills, working with bank accounts, analyzing financial data, handling sales tax, and managing inventory. Prerequisite: Windows Introduction class or equivalent experience.

COMP:734 | \$149

750 Tu 6:30pm-9:30pm
Jan. 28 – Feb. 25

Kerry Woodruff
Kirkwood Sr. H.S., W 200

751 W 6:30pm-9:30pm
March 5 – April 9

Kerry Woodruff
Kirkwood Sr. H.S., W 200

752 W 6:30pm-9:30pm
April 16 – May 14

Kerry Woodruff
Kirkwood Sr. H.S., W 200



QuickBooks

New Creating a Breakthrough Marketing Program for Your Small Business

Get a hands-on approach to understanding the foundational pieces of a marketing program and how to create a marketing plan that can help your small business move beyond the basics of marketing. Learn to develop objectives and strategies to assist you in meeting your goals. Program is offered in collaboration with the Small Business and Technology Development Center. Program is offered in collaboration with the Small Business and Technology Development Center.

BUSS:710

650 Sa 9am-12pm
March 22

Lynette Watson
MC - BA, 220

Advertising, Marketing and PR on a Dime

Explore some of the best ways to advertise, market and get public relations for your business with little or no money. Learn how to stretch your budget by maximizing the image of your product or service. Learn to take control and know the consumer you want. We'll discuss tools to create and capture customer value, managing marketing information to assess buyer behavior, communicating your brand, social responsibility and ethics.

BUSS:710 | \$39

H50 Tu 6pm-8pm
Feb. 18 - Feb. 25

Robin Boyce
Harrison Ed Ctr, 109

450 Tu 6pm-8pm
March 18 - March 25

Robin Boyce
FP - G Tower, TBA

New Increase Your Bottom Line Through Exceptional Customer Service

You need more than just a good product to succeed in the marketplace. You need exceptional customer skills to maintain customer loyalty, establish repeat visitors and to get new referrals. Learn how to evaluate your customers' experience and identify any gaps that may be causing lost or reduced sales along with solutions to correct. Increase your sales, increase your profits and increase your customer base with extraordinary customer service.

BUSS:740 | \$19

650 Tu 6pm-9pm
March 25

Tiffany Smith
MC - CS, 205

Microsoft Publisher 2010: In a Day

Learn the basics of MS Publisher in one day! You will learn to design publications which are ready for printing. Topics include: importing and formatting text, inserting clip art, creating multi-column pages, using page wizard and design galley, and adding type effects. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | \$99

C80 Sa 9am-4pm
April 12

Corp. College, 208

Adobe InDesign CS6: In a Day

Learn the basics of InDesign in one day! In this course you will gain an understanding of the tools, menus and palettes required to produce digital page layout, including placement of text and pictures and typographic design control. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | \$99

680 Sa 9am-4pm
March 8

Jane Kaiser
MC - BA, 202

Ease into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience. This class will move at a slow pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

COMP:745 | \$109

S50 Th 6pm-9pm
March 20 - April 3

Jerry Bearden
SCEUC, 207

Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience and Basic Introduction to WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

COMP:745 | \$99

S51 Th 6pm-9pm
April 10 - April 17

Jerry Bearden
SCEUC, 207

Optimizing WordPress for Your Business

Take your basic WordPress site to the next level! Learn more advanced techniques such as template optimization, site customization and search engine optimization. Prerequisite: Windows Introduction class and Create Your Own Website with WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

COMP:745 | \$39

C02 W 9am-12pm
Feb. 12

Jerry Bearden
Corp. College, 208

S52 Th 6pm-9pm
April 24

Jerry Bearden
SCEUC, 207

Facebook for Business

Facebook is proving to be a powerhouse tool for small and large businesses everywhere. Come to this class to learn how to utilize Facebook to grow and promote your business. This class will not cover the functionality of Facebook for personal use and students should already have a basic knowledge of Facebook prior to class. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C03 F 9am-12pm
March 21

Rachel Bufalo
Corp. College, 206



Build Your Business with Pinterest

Here's a news flash: Pinterest already beats Facebook for the number of purchasing customers it sends to retail sites, according to a recent Social Shopping 2012 survey. Designed in the style of a digital corkboard, Pinterest users can pin images and videos they find on the web to themed pages called boards. Other users can then re-pin images to their own boards, give it a "like", or add a comment. Unlike other networks such as Twitter, Pinterest is a major driver of e-commerce traffic. A recent Bizrate Insights survey found 32% of north American buyers bought a product after seeing it on a social site such as Pinterest. Come to this class and find out what its all about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C02 F 9am-12pm
April 4

Rachel Bufalo
Corp. College, 208

Technology

Overview of Microsoft Office 2010 for Business

Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, and develop PowerPoint presentations. Prerequisite: Windows Introduction class or equivalent experience.

COMP:713 | \$129

C01 F 9am-4pm
Jan. 31

Corp. College, 208

Introduction to Microsoft Word 2010 for Business

Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the toolbar ribbon. Leave with the skills to create a document, format, change styles and fonts, cut/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience.

COMP:715 | \$129

C01 F 9am-4pm
Feb. 7

Cris Heffernan
Corp. College, 206

New Intermediate Word 2010 for Business

If you are familiar with the basics, here's your opportunity to learn the more advanced features of Word. Learn to customize the Word environment, use advanced formatting techniques, work with styles, advanced table features, create and manage large documents, and use auto text, macros, and templates. Prerequisite: Microsoft Word Introduction class or equivalent experience.

COMP:716 | \$129

C01 F 9am-4pm
Feb. 21

Cris Heffernan
Corp. College, 208

Introduction to Microsoft Excel 2010 for Business

In this introductory class you will learn the business basics of Excel. Topics covered include setting up worksheets, labeling, entering values, editing cells, copying, formatting, and saving. Prerequisite: Windows Introduction class or equivalent experience.

COMP:720 | \$129

C01 F 9am-4pm
March 7

Cris Heffernan
Corp. College, 208

Intermediate Excel 2010 for Business

Build on previous knowledge and further your spreadsheet skills by managing multiple workbooks, creating more complex formulas and functions, enhancing the appearance of your documents, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$129

C01 F 9am-4pm
March 14

Cris Heffernan
Corp. College, 208

Introduction to Microsoft Access 2010 for Business

Learn the foundations to plan and design a database system. Learn to create and work with tables, forms, and reports; use queries; and create and maintain a database.

COMP:725 | \$129

C01 F 9am-4pm
April 4

Cris Heffernan
Corp. College, 206

Intermediate Access 2010 for Business

Get the skill you need to enhance your database designs. Learn to query multiple tables for customized forms and reports, create more complex queries, and customize forms. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Excel or equivalent experience.

COMP:726 | \$129

C01 F 9am-4pm
April 18

Cris Heffernan
Corp. College, 208

Adobe Illustrator CS6: In a Day

Learn the basics of Illustrator in one day! In this course you will gain an understanding of creating vector art objects or typographic designs for print, as well as the tools, menus and palettes required to create and edit vector art object and typographic designs using color on layers. Prerequisite: Windows Introduction class or equivalent experience.

COMP:752 | \$99

C80 Sa 9am-4pm
May 3

Corp. College, 208

Adobe Photoshop CS6: In a Day

Learn the Basics of Adobe Photoshop in one day! You will learn how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Cloning. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$99

680 Sa 9am-4pm
March 29

Zak Zych
MC - BA, 203

C80 Sa 9am-4pm
April 26

Zak Zych
Corp. College, 206

Adobe Photoshop CS6: Introduction

This course, utilizing Adobe Photoshop CS6 software, shows students how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$129

C50 Th 6pm-9pm
Feb. 6 - Feb. 27

Zak Zych
Corp. College, 206

Adobe Photoshop CS6: Intermediate

Adobe Photoshop CS6 Intermediate covers advanced techniques of the concepts learned in the introductory class, along with Channels, Sharpening, Actions, Advanced Filters, Color control, and Basic Web Graphics Creation. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class.

COMP:755 | \$129

C51 Th 6pm-9pm
March 20 - April 10

Zak Zych
Corp. College, 206

Adobe Photoshop CS6: Advanced

Adobe Photoshop CS6 advanced builds on the skills learned in the beginning and intermediate classes covering subjects including the Brush Engine, Displacement Maps, Channels, Sharpening, Actions and Shadow and Highlight adjustments. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Intermediate class.

COMP:755 | \$135

C52 Th 6pm-9pm
April 17 - May 8

Zak Zych
Corp. College, 206

Build your business with the
Small Business Essentials
Certificate program!



Small Business Essentials

Certificate Continuing Education Approved Courses

Courses may be taken individually or towards completion of the certificate program. Additional classes may be added and courses offered may change. Not every class will be offered every semester. Courses will rotate.



Course Title	CRN	Start-Up	Finance	Management	Marketing	Technology
How to Start a Small Business	BUSS 701	√				
How to Start a Restaurant	BUSS 701	√				
SCORE	BUSS 701	√				
Self Publishing	WRIT	√				
How to Write a Business Plan	BUSS 702	√				
Understanding Patents and Trademarks	BUSN 729	√				
Managing Employees for Effective Behavior	BUSN 705			√		
Dealing with Difficult People in the Workplace	BUSN 705			√		
No Sweat Public Speaking	COMM 705			√		
Keeping Records for a Small Business	BUSS 705		√			
Small Business Tax Seminar	BUSS 706		√			
A Sensible Approach to Financial Strategies for Business Owners	BUSS 741		√			
Understanding Financial Statements	BUSS 741		√			
Quickbooks Pro 2013	COMP 734		√			
Advertising, Marketing and PR on a Dime	BUSS 710				√	
Introduction to Pinterest	COMP 742				√	
Facebook for Business	COMP 742				√	
Business Writing for Busy Professionals	WRIT 715				√	
Goof Proof Business Writing:1 Day Workshop	WRIT 715				√	
From Blogs to E-Zines: Writing for the Internet	WRIT 719				√	
Adobe InDesign CS6: In a Day	COMP 731				√	√
Microsoft Publisher 2010: In a Day	COMP 731				√	√
Adobe InDesign CS6: Introduction	COMP 731				√	√
Dreamweaver CS6: In a Day	COMP 745				√	√
Optimizing WordPress	COMP 745				√	√
Ease into WordPress	COMP 745				√	√
Create Your Own Website with WordPrss	COMP 745				√	√
Overview of Office 2010 for Business	COMP 713					√
Microsoft Word 2010 Basics for Business	COMP 715					√
Introduction of Microsoft Excel 2010 for Business	COMP 721					√
Intorduction to Microsoft Access 2010 for Business	COMP 725					√
Intermediate Access 2010 for Business	COMP 725					√
Adobe Phtoshop CS6 Intermediate: In a Day	COMP 755					√
Adobe Photoshop CS6: In a Day	COMP 755					√
Adobe Photoshop CS6: Introduction	COMP 755					√
Adoble Photoshop CS6: Intermediate	COMP 755					√
Adobe Photoshop CS6: Advanced	COMP 755					√
Adobe Illustrator CS6: In a Day	COMP 752					√
Adoble Illustrator CS6: Introduction	COMP 752					√

GENERAL INFORMATION

STLCC Continuing Education

Accommodations Statement

St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities. If you have accommodation needs, please contact the Continuing Education Access office at least six weeks prior to the start of class to request accommodations. Event accommodation requests should be made with the event coordinator at least two working days prior to the event. Documentation of disability may be required. Contact Anne Marie Schreiber at 314-984-7704.

Students Rights and Responsibilities

All students are responsible for adhering to college policies and procedures. Please refer to www.stlcc.edu/Document_Library/FactFinder.pdf to review and/or download a copy of the Fact Finder Student Handbook including student rights and responsibilities or call the Continuing Education office.

Postponement/Cancellation Due to Inclement Weather

Occasionally, continuing education classes are cancelled due to inclement weather. Cancellations will be broadcast on KMOX-AM (1120) and on KMOV-TV, KSDK-TV and KTVI/Fox 2. When St. Louis Community College cancels classes, off-campus classes are also cancelled. In addition, when a particular host school district or institution closes, the continuing education classes at that location will not meet.

Refund of Fees

Since continuing education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. The college reserves the right to cancel if sufficient enrollment is not achieved. Registrants will be notified by phone or mail if a class is cancelled. Full refunds will be issued for classes cancelled by the college.

If you drop a class, you will receive a 100 percent refund for most classes if the class is dropped one business day before the first meeting. A 50 percent refund will be given for most classes dropped between one business day before the first class meeting and prior to the second meeting of the class. See the course schedule for classes (such as daytrips) that require notice beyond one business day for cancellation and eligibility for a refund.

Requests of withdrawals should be submitted in writing to the Continuing Education office. Calculation of refunds will be based on the date the written request is received by the office. If you have a situation that warrants an override of the above policy, an explanation of the circumstances should be made in writing to the of Continuing Education office. Refunds should be received within 30 days.

Fee Reduction for Older Adults

Older adults (those 60 years and older) may enroll in most courses for a reduced fee. This reduction is half the price of the class fee only, plus whatever material costs are associated with the class. Material costs include fees for expenses such as books and materials, facility usage, tour and travel costs, computer lab usage, online courses, food supplies and other items needed for the class. NOTE: Those wishing to take advantage of this fee reduction must do so at the time of registration. Before registering, please contact the Continuing Education office to see if your course contains a material fee.

Senior Citizen Scholarship

Missouri residents who are at least sixty-five years of age will be awarded a scholarship to be exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of \$10 per course to a maximum of \$50 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

Safety and Program Guidelines for Youth Classes

All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education, must be accompanied to and signed-in at the beginning of each program session by a responsible party. In addition, a responsible party must also meet the participant at the end of the session and sign them out. Appropriate behavior is expected. Students may be disenrolled for misbehavior.

Unattended Children

Students are not permitted to bring children to class, nor should children be left unattended in the halls, offices, library or common areas. The college reserves the right to protect the safety and welfare of unattended children. If students leave children unattended, the college will institute disciplinary action.

Textbooks — can be purchased at the campus bookstores.

Library and Computer Lab Privileges

If you are registered in continuing education courses, you may enjoy library and computer lab privileges by showing your student ID. To obtain a student ID take your paid fee receipt to the Campus Life office and the personnel there will provide you with one.

Firearms on College Property

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on college property (including college buildings and grounds leased or owned by the college-college athletic fields and parking lots) or in any college van or vehicle or at college-sponsored activities. College employees, students and visitors who hold concealed carry endorsements as allowed by Missouri law may not carry or bring any firearms, visible or concealed, on college property, owned or leased or at any college activities.

Notice of Non-Discrimination

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. For information contact:

Lesley English-Abrams, Manager-Community Services
STLCC Corporate Center
3221 McKelvey Road, Suite 250
Bridgeton, MO 63044
314-539-5480

Call 314-984-7777
to register for classes today!

Registration is Easy!!!



Mail

Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:

STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044

Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777.



In Person at STLCC Continuing Education Offices M-F 8:30 am - 4 pm

Meramec

802 Couch Avenue
St. Louis, MO 63122

Florissant Valley

At the Center for Workforce Innovation
3400 Pershall Rd., Ferguson, MO 63135

Forest Park

Forest Park, G Tower-320-322
5600 Oakland Ave., St. Louis, MO 63110

You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.



By Phone

Call to complete your registration by charging fees to MasterCard, Visa, American Express or Discover.

Telephone: 314-984-7777

Before calling to register, have this information ready:

1. Course Title / Course Code (letter prefix with number) / Section Number
2. Student Contact Info (name / address / phone number)
3. Student Number or UIN
4. Credit Card Number with Expiration Date



Online: www.stlcc.edu

Visit our website and click on the "Continuing Education" link — where you can view current class offerings and to register for classes.

Enrollment in classes within this brochure, except for youth section classes, is limited to persons 16 years or older.

Registration Deadline – All non-credit courses are limited in enrollment. Advanced registration is required.

Automatic Bank Payment (ACH) – All checks will be converted to an electronic Automated Clearing House (ACH) transaction whether the payment was made in person or mailed.

Mail-In

Registration form Please print in ink.

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
Total				

Male Female

Senior Citizen?

Yes No

Check Payment:

Please make checks payable to St. Louis Community College, and mail with form (address above).

Credit Card Payment:

Charge fees to:

- MasterCard
- VISA
- Discover
- American Express

Email Address: _____

UIN or Student#: _____ Birthdate: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: _____ Work: _____

CARD NUMBER Expiration Date: _____

Signature: _____