

Fall 2016

Professional Development



Work Smart!



St. Louis Community College
Continuing Education

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

stlcc.edu/ce

Essentials Training

Professional Essentials

LEAN Six Sigma Green Belt

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt noncredit certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online modules. Program highlights include: how to implement the DMAIC process (Define, Measure, Analyze, Improve, Control), how to develop reliable and valid measurements for a system, how to define the cost of poor quality, how to use the correct formula to calculate ROI and more. Materials included in cost of course. Students successfully completing this training will receive their LEAN Six Sigma Green Belt noncredit certification and 45 hours of instruction. This training includes an 18-hour capstone simulation project on the last two Wednesday sessions and 2 consecutive Saturdays. Attendance on these days is mandatory. If one of these days is missed, arrangements may be made with the instructor to complete the project and receive certification. However, should this be necessary, additional instructional costs will be charged to the student above and beyond the cost of the program. Lunch provided on Saturdays. Class meets Wednesdays 9/14, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2, 11/9, 11/16 and Saturdays 11/12, 11/19. Registration by 9/6 is encouraged. No refunds after this date.

BPCT:701 | \$1,899

CD1 W 6pm-9pm
Sept. 14-Nov. 16
Sa 8:30am-4pm
Nov. 12
Sa 8:30am-4pm
Nov. 19
Corp. College, 207
Corp. College, 207
Corp. College, 207

LEAN Six Sigma Green Belt to Black Belt

Designed for individuals who have completed the Lean Six Sigma Green Belt course, where participants learned how Lean Six Sigma methods and tools focused improvement efforts to drive significant improvements in speed, quality, profitability, productivity, defects, and variations. Lean Six Sigma projects follow a methodology which has been proven to work well in all business operations including operation, administrative and service. This Lean Six Sigma Black Belt course will bring all of this together to help you become a process facilitator, natural leader, and astute problem solver who are data-driven, bottom-line agents for achieving complex project breakthroughs and powering organizational changes. The course will require pre-work to assist with a concurrent class project. Students will be required to come to the course with a pre-selected project (demonstrated with a signed project charter) that can allow them to go through the DMAIC process and show improvement demonstrating understanding of the Six Sigma Black Belt Body of Knowledge (BOK). Training includes completing with a passing grade online instruction modules outside of class. You will be required to purchase a six month mini-tab software license at an additional cost of approximately \$29.99 and load onto a laptop which is required for class exercises. Class meets 10 Tuesday sessions: 9/20, 9/27, 10/4, 10/11, 10/25, 11/1, 11/8, 11/15, 11/22, 11/29. No class 10/18. Prerequisite: LEAN Six Sigma Green Belt. Registration by 9/12 is encouraged. No refunds after this date.

BPCT:701 | \$1,799

CD2 Tu 6pm-9pm
Sept. 20 - Nov. 29
Jesse Stevenson
Corp. College, 207

Project Management Orientation

This free session is designed to provide information to individuals interested in obtaining the Project Management Professional (PMP) certification. You'll learn about the concepts, test preparation and requirements needed for certification. Presentation includes an overview of the program, a look at class materials, trends in the industry and potential job opportunities for PMPs. The orientation is free but registration is required.

BPCT:703

C80 Sa 9am-12pm
Sept. 17
Dirk Lupien
Corp. College, 209

Project Management

Project managers are in demand when the need is for skills that include time, resource and financial management with a finite effort. Working knowledge of these skills is recognized by the Project Management Institute (PMI) through various levels of certification. This course helps you to prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the exam. Topics covered include the process groups and relationships, terminology and decision making practice. Session attendance in this course counts toward the project management training criteria of 35 hours that is required to register for the PMP exam. This practical learning prepares the student for the PMP certification exam by lecture, online exercises, working sessions and practice exams. This program is presented by a Registered Educational Provider (REP). Class meets Wednesdays: 10/5, 10/12, 10/19, 10/26, 11/2 and Saturdays: 10/15, 10/22, 10/29. Lunch provided on Saturdays. Registration by 9/27 is encouraged. No refunds after this date.

BPCT:703 | \$1,799

CD1 W 6pm-9pm
Oct. 5 - Oct. 26
Sa 8:30am-4pm
Oct. 15-Oct. 29
W 6pm-9pm
Nov. 2
Dirk Lupien
Corp. College, 209
Corp. College, 209
Corp. College, 208

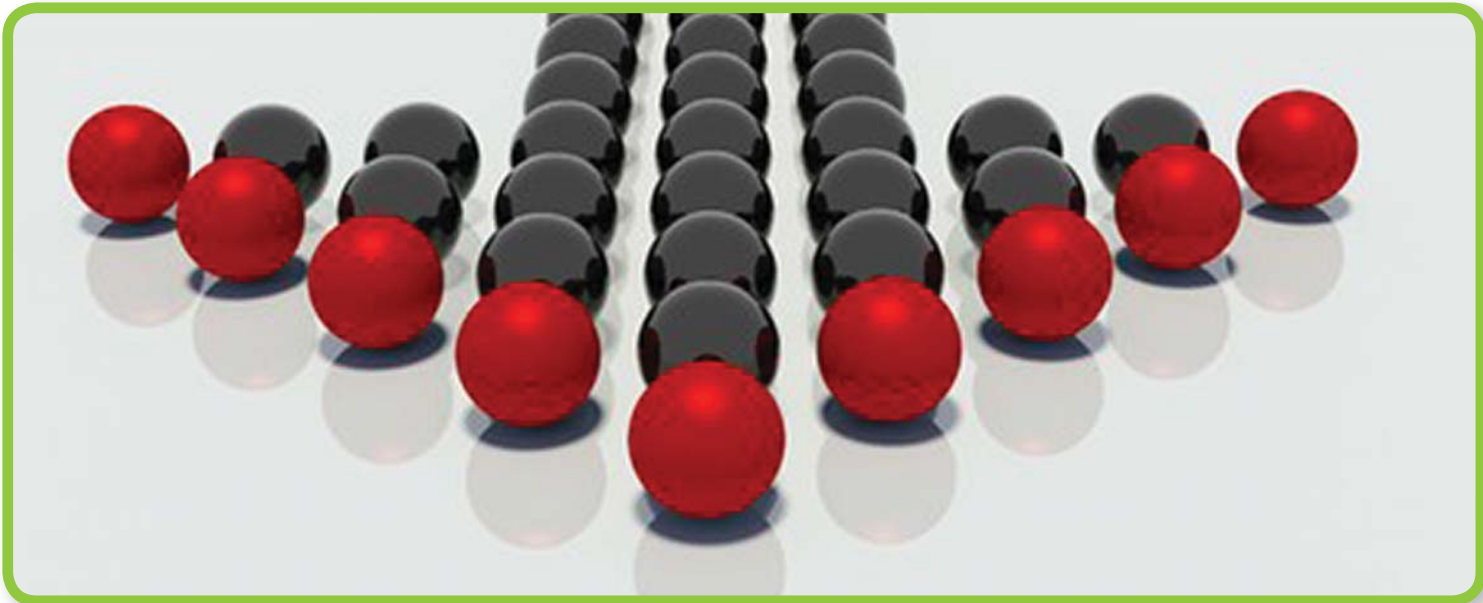
How to Get More of What You Need and Want in Negotiations

You may not think of yourself as a negotiator, but you are. All of us negotiate every day with family, friends and co-workers, even if we don't think of what we're doing as negotiation. Negotiation is getting what we need and want through a process of interacting with others, and some of us are clearly better at it than others. Knowing how to get what you need and want from others in a principled, win-win fashion is a major life skill, and one that anyone can learn. In this class, you will learn how to identify your personal negotiating style, how to get clear on what you actually need and want, and how to use "The Magic Question" for a win-win outcome.

BUSN:702 | \$39

680 Sa 9:30am-12:30pm
Oct. 8
Dr. Renee Huss
MC - SO, 108





Dealing with Difficult People in the Workplace and Managing 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 are 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 through negotiating styles, which can result in a win-win outcome.

BUSN:705 | \$35

480 Sa 9:30am-12:30pm
Oct. 15

Dr. Renee Huss
FP - D Tower, 217A

Listening Beyond the Words: Building Communication Skills

Ineffective listening can block the success of any business. Are you hearing your customers' needs and desires? Are your relationships with colleagues and co-workers harmonious? Learn to build skills that enhance your working and personal relationships. Class will focus on the fundamentals of effective listening and eliminating defensiveness in the communication process. You will discover blocks hindering good listening, build positive interaction, in-depth listening skills and appropriate feedback. Lunch on your own.

BUSN:713 | \$69

C01 Th 9am-4pm
Oct. 6

Jean Walters
Corp. College, 207

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 everyone needs. Through interactive activities, you'll learn common process tools to make meetings easier and more productive, to identify the stages of team development, to identify the competencies linked to effective small group facilitation and more.

BUSN:714 | \$49

C80 Sa 8:30am-12pm
Oct. 8

James Lombardo
Corp. College, 207

Present with Poise, Power and Punch

Want to overcome nervousness and deliver your best presentation ever? In this presentation skills course, leadership coach and professional development expert, Nancy Schnoebelen Imbs, will assist you in gaining techniques to improve your ability to confidently communicate effectively, persuasively and with presence using your own style. You'll learn how to use body language for impact and discover ways to keep the attention of your audience. You'll also learn how to develop and organize your presentation in an easy framework and respond to challenging questions.

BUSN:732 | \$29

C01 Tu 9am-11:30am
Sept. 27

Nancy Schnoebelen Imbs
Corp. College, 207

Bringing Out the Best in People and Managing the Conflicts

Effectively managing people in an organization leads to outstanding individual performances and great organizational performance. Through interactive activities, you'll learn how to identify and address behavioral causes of performance challenges, as well as maximize success of current strong performers. You'll discover how to pinpoint key business results and significant behaviors that impact results. In addition, you'll be able to provide objective, positive and constructive feedback to bring out the best in others.

BUSN:745 | \$49

C80 Sa 8:30am-12pm
Sept. 24

James Lombardo
Corp. College, 207

New Lead with Passion

Focusing on what's important, improving execution and engaging individuals is what every organization strives to do on a daily basis. It's not enough that an individual's head is in the game, but their heart must be there as well. Through interactive activities, you'll learn about the four components that are essential for leading with passion including goal setting, tools and techniques to draw out the best in your team and encourage discussion, sustaining performance goals and overcoming obstacles.

BUSN:765 | \$49

C80 Sa 8:30am-12pm
Sept. 10

James Lombardo
Corp. College, 207

Flawless Consulting

Flawless consulting affirms the notion that authentic behavior and personal relationships are the key to achieving technical and business success. By demonstrating your ability to be truly authentic at each step in the process, as a consultant, you can aim toward creating workplaces that are more collaborative and ultimately more successful. Through interactive discussions, you will learn the elements needed to achieve flawless consulting whether you are an internal or external consultant. Topics will include:

- Techniques are not enough
- The agonies of contracting
- Understanding resistance
- Dealing with resistance
- Preparing for feedback
- The elements of engagement
- The heart of the matter
- Getting your expertise used
- And more.

BUSN:765 | \$49

C81 Sa 8:30am-12pm
Oct. 22

James Lombardo
Corp. College, 207

Building Business Confidence: Overcoming Personal Rejection to Ensure Advancement

Are you feeling held back by concerns about what other people think of you? Your growth in business, sales, social and networking relationships can be affected by perceptions of rejection. Gaining perspective and insight is a valuable way to overcome this fear. When you follow the formula presented in this class, you will learn to increase your confidence and self-trust to improve your business advancement, sales leads and professional and social relationships.

BUSN:765 | \$59

C01 Tu 9am-4pm
Sept. 20

Jean Walters
Corp. College, 207

Time Management for Your Best

Are you stressed with the amount of work you have to complete each day? Do interruptions and small tasks disrupt your work flow? Learn to increase the efficiency and quality of your work through better organization, planning and prioritizing each day's activities in a more effective, productive manner. With over 20 years' experience in the corporate workplace, instructor Nancy Schnoebelen Imbs, will share the essential skills necessary to maintain quality work and keep you on track while juggling and prioritizing deadlines.

BUSN:793 | \$29

C01 Th 9am-11am
Sept. 8

Nancy Schnoebelen Imbs
Corp. College, 207

Small Business Essentials

Business Start-Up

Business Start-Up Skills for Artisans and Crafters: Make 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? Get ready for the upcoming spring season and 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. Bring a notebook and pen to class.

BUSN:701 | \$29

450 M 6pm-9pm
Sept. 12

Michelle Ochonicky
FP - G Tower, 117

650 Th 6pm-9pm
Sept. 22

Michelle Ochonicky
MC - SO, 108

Starting your Own Business-Legal Issues

As a small business owner, you are subject to some of the laws and regulations that apply to large corporations. This class will help you understand which requirements apply to your business. It will cover establishing a corporation, partnership or LLC, as well as introducing the law of marketing, employment, copyright and trademark, privacy, contracts, tax and other regulations. Taught by an attorney.

BUSN:701 | \$25

451 M 6pm-8pm
Oct. 3

Amy Hereford
FP - G Tower, 113

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, record keeping and information management, marketing, financing and resources. Program is offered in partnership with the Small Business and Technology Development Center.

BUSN:701 | \$59

680 Sa 9am-12pm
Sept. 10 - Sept. 17

Lynette Watson
MC - BA, 220

681 Sa 9am-12pm
Oct. 15 - Oct. 22

Lynette Watson
MC - BA, 220

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. Please bring a laptop or electronic device to class for working on your business plan. Program is offered in partnership with the Small Business and Technology Development Center.

BUSN:702 | \$99

650 W 6:15pm-9:15pm
Sept. 28 - Oct. 19

Lynette Watson
MC - BA, 122

Finance

Understanding Accounting - An Introduction

Designed for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this introductory 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. Students may bring a sack lunch/drink to class.

BUSN:741 | \$39

680 Sa 9am-1:30pm
Sept. 24

Bill Dorr
MC - BA, 116

Keeping Records for a Small Business

As a small business owner, it is important for you to have good record keeping procedures and accurately follow tax guidelines. Taught by small business tax professional, T. Spector, CPA, class topics include internal and external financial records, different forms of business ownership (and their specific record keeping requirements), setting up your own books, management reporting, travel and entertainment expenses, home office expenses, methods for tracking and deducting vehicle expenses. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSN:705 | \$75

650 W 6pm-9:30pm
Sept. 14 - Sept. 21

T. Spector
MC - BA, 124

Small Business Tax Seminar

If you are thinking of starting a small business or have already done so, this program is designed for you. Join small business tax professional, T. Spector, CPA, and learn the essentials of starting a business; business use of the home, recordkeeping, independent contractor versus employee, hobby versus business, federal income tax and employment tax requirements. This program is designed for sole proprietors, but much of the information relates to all forms of business ownership. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSN:706 | \$39

680 Sa 9am-12:30pm
Sept. 10

T. Spector
MC - BA, 124

Marketing & Promotion

Generating Buzz Around Your Small Business

Do you need help in taking your business to the next level? Join a veteran media, marketing and mass communications professional to identify and seize opportunities that promote awareness for your small business or product. We'll discuss the importance and how-tos of strategic networking and progressive ways to motivate your desired target audience to respond to your call-to-action. You'll take home a plan with action steps toward your desired results.

BUSN:710 | \$29

650 Tu 6pm-9pm
Sept. 20

MC - BA, 114

Establishing a Digital Presence for Your Small Business

Do you know the most lucrative social media platforms vital to your success as a business owner? Learn to create and sustain a relevant digital identity in this new public arena to access your future customers. Bring your laptop or tablet to get started in this digital hands-on lab. Discover where and how to establish your business on specific social media platforms and get a leg up over your competition on expanding your message.

BUSN:710 | \$29

651 Tu 6pm-9pm
Sept. 27

MC - BA, 114

Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, you need to know how to protect your trademark, copyright and patent 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:734 | \$55

680 Sa 8:30am-1:30pm
Sept. 24

Morris Turek
MC - BA, 114

Career Essentials

Finding Job Leads

Learn how to find job leads (i.e. internet, recruiters, staffing companies, placement services, associations, and job fairs), navigate job boards, and the importance of networking and the role social networking can now play in your job search. This interactive workshop is necessary for all those job seeking-no matter the industry. Class will provide you with the tools necessary to find job leads in today's market

CPDV:705 | \$25

650 Tu 6:30pm-9:30pm
Oct. 4

Laurie Hawkins
MC - BA, 124

New Resume Workshop: Impress Potential Employers

Attend this interactive resume writing workshop on how to develop an effective resume for today's job market. Learn how to provide a great first impression to obtain the job interview, how to advertise your qualifications focusing on the kind of work you can do and want to do, highlight your most important accomplishments and focus on the link between the company needs and the benefits you will provide.

CPDV:704 | \$29

650 Tu 6pm-9pm
Sept. 27

Laurie Hawkins
MC - BA, 124

Using LinkedIn for Your Job Search

This introductory session will allow you to start using this powerful tool that should be a part of your professional networking. LinkedIn operates the world's largest professional network on the Internet with more than 150 million members in over 200 countries and territories. Learn the basics of using LinkedIn, how to build your network, make connections (past and present colleagues and classmates), join and get involved in groups, perform job searches and find answers from industry experts.

CPDV:705 | \$25

651 Th 6:30pm-9pm
Oct. 20

Laurie Hawkins
MC - SO, 108

Interviewing: Learn How to Shine

Approach your next interview with more confidence and success. The interview is your chance to shine and to show the employer that you are the right candidate for the job. Even if you are well qualified and generally self-assured about your abilities, you need to be prepared and be able to confidently answer questions. Come learn how to prepare for the interview, watch a video with examples, and review sample questions and answers.

CPDV:703 | \$25

650 Tu 6pm-8:30pm
Oct. 11

Laurie Hawkins
MC - BA, 124

Changing Career Directions: Find the Passion in Your Career Path

Rudolph Nureyev said, "Work is sacred." But do you consider your work a sacred and exciting opportunity to express your true self? We spend a good part of our lives expressing ourselves through work and career, therefore it is important that we experience joy and value in what we do. How you invest your time and energy is up to you. It is not so much what happens to you but how you respond to what happens that makes the difference. Join Jean Walters, Transformational Life Coach and author, as she aids you in clarifying a career direction and/or establishing a change in career path to enhance your quality of life and increase your fulfillment. You CAN condition yourself for success and reach your full potential.

CPDV:702 | \$79

650 W 7pm-9:30pm
Sept. 7 - Sept. 28

Jean Walters
MC - SO, 108

Plus 50 Employment: The Purpose, Process and Payoff

Is retirement not your immediate plan? Whether by design or a result of the economy, you want to find employment where you can earn a living and perhaps make a difference. Re-inspired? A career counselor will work with you to determine your values and goals. Re-hired? We will explore resumes and interview strategies. Re-wired? By networking, using LinkedIn, Craigslist, submitting online applications and cover letters, you will use new skills to land the next opportunity.

CPDV:701 | \$59

650 Th 6pm-9pm
Sept. 22 - Sept. 29

Edwin Penfold
MC - BA, 203

Plus 50: Finding Purpose and Passion in the Third Chapter

Are you facing the uncharted post-career years and wondering what's next? Many of us in the third chapter of life feel unsettled, restless, and adrift. We believe the years between 50 and 75 can be some of the best, but don't know how to make sense of the changes we're facing. If you are looking for new meaning in work and life, this powerful interactive learning experience will teach you how to tap into the power of purpose. Whether you're seeking an encore career, looking for enlivening volunteer work, or reinventing your sense of identity, knowing your purpose will guide you to increased vitality, creativity, and fulfillment.

CPDV:702 | \$65

680 Sa 9am-4pm
Oct. 1

Carol Watkins
MC - SO, 111

681 Sa 9am-4pm
Nov. 12

Carol Watkins
MC - SO, 109

Nonprofit Essentials

Establishing and Running a Nonprofit Organization: Part 1

This popular seminar provides an overview of the legal basics for establishing and running a nonprofit organization. Presented by Amy Hereford, an attorney and entrepreneur who speaks from her experience in working with nonprofit start-ups. Class includes practical tips, useful resources including the Nonprofit Tax-exempt Corporation Workbook, an e-book (PDF) that presents the process of establishing a nonprofit in a step-by-step format with ample space for notes, charts for gathering necessary information and tables for developing time-lines and assigning responsibilities. An excellent tool for assisting in nonprofit formation, orienting new board members and nonprofit directors.

NPAD:703 | \$29

680 Sa 10am-12pm
Sept. 24

Amy Hereford
MC - SO, 108

Establishing and Running a Nonprofit Organization: Part 2

This seminar builds on the previous session and provides more information. It will explore the legal requirements of operating a nonprofit business organization, board responsibilities, business law for nonprofits and legal compliance. Newer business models for nonprofits including fiscal sponsorship, nonprofit alliances, nonprofit/for profit joint ventures and other collaborative structures will also be discussed.

NPAD:703 | \$29

681 Sa 1pm-3pm
Sept. 24

Amy Hereford
MC - SO, 108

Basic Grant Writing for Nonprofit Organizations

This course provides an overall review of the grant writing process offering practical guidelines for identifying and pursuing potential foundation and corporate funders. Students will learn methods to start a grant maker relationship, key elements of proposals and tips for developing a successful grant. Lunch on your own. Bring a 1" inch, 3-ring binder to class.

NPAD:701 | \$59

680 Sa 9am-4pm
Sept. 24

Jennifer Bush
MC - SO, 111



New Grant Writing for Beginners

Designed for grant writers who are just getting started or have limited experience in writing proposals, this class will cover key concepts including 501c3 status, types of funders, how to identify potential funders, proposal requirements, sample MO Common Grant Application, and tips on writing proposals. One hour lunch on your own.

NPAD:701 | \$59

580 Sa 9am-4pm
Oct. 15

Hannah McClellan
FV - B, 122

Event Planning 101

From the most exciting to the most mundane tasks, you'll receive the best advice on items to consider and the roles and actions necessary to successfully and enjoyably produce and execute your event. Discussion will also focus on how to avoid potential hurdles by establishing a clearly communicated process and timeline with your team. You'll also learn to draft an outline and timeline, beginning with concept and ending with effective follow-up, which you can utilize for current or future event planning.

NPAD:704 | \$29

650 Tu 6pm-9pm
Oct. 4

MC - BA, 114

Setting Up a Board of Directors

Are you interested in learning the basics of recruiting, training and managing a nonprofit board of directors? This program will discuss the roles and responsibilities of board members, organizational development, planning, conflict, behavioral styles, communication, effective leadership, "the ask," sustained effectiveness, board orientation, and a board member's responsibility with respect to fundraising and development.

NPAD:706 | \$25

650 M 7pm-9pm
Sept. 19

Michelle Ochonicky
MC - SO, 205

Engaging Your Board in Fundraising

Fundraising is a responsibility for every nonprofit board member, yet it's a topic most boards prefer to avoid. Join Michelle "Mike" Ochonicky, experienced nonprofit administrator and former Executive Director for BoardLinkStL, as she shares with you techniques to energize your board for effective fundraising. You'll learn about board basics, traditional expectations and fundraising myths, innovative thinking and ways to engage your board. Bring your questions for the group discussion and a notebook and pen to write down ideas.

NPAD:706 | \$25

651 Th 6:30pm-8:30pm
Sept. 29

Michelle Ochonicky
MC - SO, 108

Maximizing the Volunteer's Experience

Volunteers are the lifeblood of nonprofits. But if volunteers feel underutilized, unappreciated, or unnecessary they will quickly leave the organization. Join Richard Cohrs, retired District and Congregational Relations Manager for Lutheran Hour Ministries-North America Volunteer Opportunities and learn to maximize the volunteer's experience and their desire to stay involved in your organization. Topics will include job descriptions, recruitment, orientation, training, supervision, evaluation and recognition.

NPAD:710 | \$25

650 Th 7pm-9pm
Sept. 22

Richard Cohrs
MC - BA, 114

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Drones

Introduction to Drones

Designed to provide information to individuals interested in the drone industry. You'll learn how these robotic vehicles operate, the history, manufacture and the current use of drones in law enforcement, agriculture, aerial photography and more! Discussion will also focus on requirements to build and regulations to fly drones. You'll also have the chance to fly a Quadcopter simulator.

ENGR:706 | \$19

5C1 Tu 6pm-8pm
Sept. 20

Jack Beetz
FV - CWI, 136

5C2 Sa 10am-12pm
Sept. 24

Jack Beetz
FV - CWI, 136

New Drones for Hobbyists and Entrepreneurs

Class meets Tuesdays and Thursdays. A series of 14 UAV(Unmanned Aerial Vehicles) presentations along with videos will be presented. These include the history of UAVs, airspace restrictions, privacy issues, employment opportunities, current manufactures, FAA requirements as well as specifics to the small UAVs including as basic electricity, batteries, safety, GPS, motors, autopilots, ground stations and more. In addition, students will have the opportunity to become proficient in flying small quadcopters using a computer based simulator and then actual quadcopters. No class 10/18.

ENGR:706 | \$249

5C3 Tu Th 6pm-9pm
Oct. 4 - Oct. 25

Jack Beetz
FV - CWI, 136

Safety and Quality

10 Hour OSHA General Industry Safety and Health Training Certification

Class meets Tuesday 10/25 and Thursday 10/27. This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive an OSHA card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 10/17 is encouraged.

CONS:736 | \$125

602 Tu Th 4:30pm-9:30pm
Oct. 25 - Oct. 27

Pat Dalton
MC - BA, 122

30 Hour OSHA General Industry Safety and Health Training Certification (20 hour add-on)

Class meets Tuesdays 11/1, 11/8 and Thursdays 11/3, 11/10. This is a 20 hour completion course for individuals who have completed OSHA 10 Hour General Industry Construction Safety and Health Certification within the past six months with instructor Pat Dalton and wish to pursue the OSHA 30 Hour Certification. Students may bring a sack dinner and/or drinks and snack to class. Registration by 10/24 is encouraged.

CONS:736 | \$239

603 Tu Th 4:30pm-9:30pm
Nov. 1 - Nov. 10

Pat Dalton
MC - BA, 122

10 Hour OSHA Construction Safety and Health Training Certification

Class meets Tuesday 9/20 and Thursday 9/22. This course meets the required laws for working on public job sites. Led by an OSHA certified trainer, the course covers the mandated OSHA topics including OSHA regulations, general safety and health, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, and more. Upon successful completion students will receive the 10 Hour OSHA course completion card. Students may bring a sack dinner and/or drinks and snack to class. Registration by 9/12 is encouraged.

CONS:736 | \$125

600 Tu Th 4:30pm-9:30pm
Sept. 20 - Sept. 22

Pat Dalton
MC - BA, 122

30 Hour OSHA Construction Safety and Health Training Certification (20 hour add-on)

Class meets Tuesdays 9/27, 10/4 and Thursdays 9/29, 10/6. This is a 20 hour completion course for individuals who have completed OSHA 10 Hour Construction Safety and Health Certification within the past six months with instructor Pat Dalton and wish to pursue the OSHA 30 Hour Certification. Students may bring a sack dinner and/or drinks and snack to class. Registration by 9/19 is encouraged..

CONS:736 | \$239

601 Tu Th 4:30pm-9:30pm
Sept. 27 - Oct. 6

Pat Dalton
MC - BA, 122

Call 314-984-7777 to register today!

ISO 9001: 2015 The New Standard

Recently released, the new ISO 9001:2015 standard changes the requirements from the 2008 standard and its updates. It takes into account changes in technology, business diversity, global commerce and focuses on managing such as leadership involvement, process and risk management. Learn how this new standard effects your current ISO certification or how you will be impacted in getting ISO 9001 certified for the first time. Class will discuss an overview of the new ISO 9001:2015 standard including:

- Key themes in the revision and how to go about implementing them such as Risk-based thinking
- Timeline and tips for transitioning from ISO 9001:2008 version to ISO 9001:2015
- Developing a thoughtful strategy for transitioning and dealing with these new requirements
- Tips on training and more.

CONS:765 | \$249

C01 W 8:30am-11:30am
Oct. 5 – Oct. 12

Pat Dalton
Corp. College, 207

New Risk-Based Thinking-Developing Your Organization into a Quality and Safety Risk-Based Company

Whether your focus in your company is quality or safety or both, Risk-based Management is on the forefront as a foundation as a requirement for many quality and safety compliance systems. For example, a main theme in the newly published ISO 9001:2015 standard, the concept of managing by risk is embedded throughout in addition to safety compliance systems like OSHA 81001 and its upcoming replacement ISO 45001:2016.

Risk-based thinking will be explored by focusing on issues and questions such as:

- The theory of Risk-based Thinking
- Defining risk
- Building a good risk-based foundation
- How does Risk-based Thinking fit into all aspects of the business?
- How to assess your company's current ability to manage risk
- Managing from a risk perspective as a day-to-day living process
- Developing a strategic plan to transition to Risk-based thinking in your organization
- Communication, handling and organizing risk within your organization.

CONS:765 | \$249

C02 Th 8:30am-11:30am
Oct. 20 – Oct. 27

Pat Dalton
Corp. College, 207



New Quality and Safety Internal Auditing

Do you have quality and/or safety responsibilities for your organization that require internal audits? Thinking about combining standard system requirements such as ISO 9001 for quality and OSHA 81001 for safety, or other regulatory requirements into one audit program? Become an effective and efficient internal auditor. This course will overview basic fundamentals of internal auditing, demonstrate how to interpret specific elements of any standard, what types of audit questions are most effective, and how to put those being audited at ease. You will learn what the intent of an audit is, what types of audits are conducted, and how to prepare for an audit.

CONS:765 | \$625

C03 W 8:30am-11:30am
Oct. 19 – Nov. 16

Pat Dalton
Corp. College, 207

Construction

National Electric Code and Calculations - Part I

The introductory study of the NEC for those in related fields. This course will cover the elements, changes, applications, and design aspects of the 2014 National Electrical Code for residential and commercial properties. Certificates of completion will be awarded to those successfully finishing the course. Texts required. No class 9/20, 10/18.

ELEC:705 | \$299

S50 Tu 6pm-9pm
Aug. 23 – Dec. 6

Michael Smith
SCEUC, 213

Construction Materials and Methods

This course is an introduction to the elements of building construction principles and materials. Students will learn the background and history of building materials and systems; review sustainable design, materials, and construction concepts; and review industry standards, specifications, codes and barrier-free design. Prerequisite: Reading Proficiency. Available for credit as CE115. No class 10/18.

CONS:717 | \$318

210 Tu 7:05pm-9:45pm
Aug. 25 – Dec. 15

Gary Drikow
FV - E, 160

Construction Blueprint Reading

The interpretation of construction working drawings and specifications for residential and commercial building projects. Architectural, structural, and utility drawings will be covered. Prerequisite: Reading Proficiency. Available for credit as CE116. No class 9/5.

CONS:718 | \$318

210 M 7:05pm-9:45pm
Aug. 22 – Dec. 12

Richard Unger
FV - E, 160

Construction Office Practice

The interactive role of organizations in the construction process; the structure of alternative construction delivery systems, such as general contractor, construction manager, and design-build contractor; specification and building codes; cost control reporting systems for construction. Prerequisite: Reading Proficiency. Available for credit as CE235. No class 11/23.

CONS:765 | \$318

210 W 7:05pm-9:45pm
Aug. 29 – Dec. 14

Todd Eric Fisk
FV - E, 166

Restaurant Management



ServSafe Food Safety Certification

St. Louis City and St. Louis County Health Departments require that at least one person within each food service facility be certified in food safety. This nationally recognized class offers this training to individuals who are employed by, manage or own food service operations in the hospitality industry. The second class concludes with the exam. Fee includes textbook, answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded a ServSafe certificate. Bring a sack lunch to class.

RMGT:701 | \$169

480 Sa 8am-3pm
Sept. 10 – Sept. 24
No Class 9/17

Shirley Rauh
FP - HSP, 219

580 Sa 8am-3pm
Oct. 1 – Oct. 15
No Class 10/8

Almut Stephan Marino
FV - B, 243

680 Sa 8am-3pm
Nov. 5 – Nov. 19
No Class Nov. 12

Almut Stephan Marino
MC - SO, 111

ServSafe Food Safety Certification Review & Retest

This class is only for those who were not successful on a recent exam or who took the ServSafe online course and require a proctored exam. It is recommended that you study the text before coming to class. An opportunity to ask review questions will be provided before re-attempting the exam. Fee includes answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded the nationally-recognized ServSafe certificate. Bring a sack lunch to class.

RMGT:702 | \$79

480 Sa 8am-3pm
Sept. 24

Shirley Rauh
FP - HSP, 219

580 Sa 8am-3pm
Oct. 15

Almut Stephan Marino
FV - B, 243

680 Sa 8am-3pm
Nov. 19

Almut Stephan Marino
MC - SO, 111



Solar Photovoltaics Information Session

Join us for this informational session on how to become a part of the solar field. The application, design, installation and operation of photovoltaic systems will be introduced. Explore the path for certification through the North American Board of Certified Energy Professionals (NABCEP). Program is free but registration is required.

CONS:721

5C1 Th 6pm-7:30pm
Aug. 11

Ryan Chester
FV - CWI, 136

5C2 Tu 6pm-7:30pm
Aug. 16

Ryan Chester
FV - CWI, 136

Solar Basics, Solar Site Survey, Components, and System Build - Part 1

Class meets Tuesdays and Thursdays. Join the field of solar energy. In this course, students will learn about electrical basics, photovoltaics, solar energy fundamentals, photovoltaic sizing, solar energy markets, and safety basics. Students will be introduced to basic photovoltaic equipment and will learn how to assess potential installation sites for their solar energy potential. Students will gain hands on experience with roof layout, shading analysis with Solar Pathfinder, calculation of energy production for specific sites, and calculation of load estimations. In addition, students will learn about photovoltaic system components and how they interact with each other. Students will be introduced to solar modules, charge controllers and inverters, batteries, and photovoltaic mounting and racking systems and will apply all this information to participate in a hands-on photovoltaic system build project. We will build a full string inverter system and modules on a mock roof, and a ballasted racking system with micro-inverters. Students should have fundamental mathematical and mechanical skills. Texts included. Enrollment by 8/17 is encouraged.

CONS:721 | \$299

5C3 Tu Th 5pm-8pm
Aug. 25 - Sept. 15

Ryan Chester
FV - CWI, 120

Solar Basics, Solar Site Survey, Components and System Build - Part 2

Class meets Tuesdays and Thursdays. A continuation of the solar energy studies and hands-on experiences. Prerequisite: Must have attended Solar Basics - Part 1. Registration by 9/12 is encouraged.

CONS:721 | \$199

5C4 Tu Th 5pm-8pm
Sept. 20 - Oct. 11

Ryan Chester
FV - CWI, 120

Advanced PV Sizing Electrical Design

Class meets on Tuesdays and Thursdays. In this course, students will learn how to equate temperature differences using temp coefficients for string sizing, as required by the National Electric Code. There will be exercises in proper wire sizing, overcurrent protection sizing and system sizing for stand-alone and grid-tied systems. This course will also include basic troubleshooting techniques. This and the previous classes are required to sit for the NABCEP entry level exam. Registration by 10/5 is encouraged. No class 10/18.

CONS:721 | \$199

5C5 Tu Th 5pm-8pm
Oct. 13 - Nov. 1

Ryan Chester
FV - CWI, 120

Advanced NEC for Photovoltaics and NABCEP for Installer Exam Prep

In this course, students will learn the 2011/2014 requirements for photovoltaic systems. This is an advanced class and an electrical background is needed. This is a continuation education class that is worth 24 advanced hours and is meant to prepare students for the NABCEP installers test. Text Included. Registration by 10/26 is encouraged. No class 11/24.

CONS:721 | \$259

5C6 Tu Th 5pm-8pm
Nov. 3 - Dec. 1

Ryan Chester
FV - CWI, 120

Solar Courses NABCEP Certified Courses

STLCC offers North American Board of Certified Energy Practitioners (NABCEP) approved solar training courses, from beginner to advanced levels. Simply curious to know more about solar energy? Register for Solar Basics. Perhaps you require more in-depth knowledge to begin or advance your career in solar. Need training for your current employees, or are looking to expand your business into solar? If this sounds like you, register for the series of solar courses listed here and be eligible to take the NABCEP Photovoltaic Entry Level Exam. If you complete these courses, you will also receive 34 advanced CEUs. Don't let this moment pass you by. Now is the time to start making a change in the world and yourself.

Career Studies

Communications

No Sweat Public Speaking

Speaking opportunities are business, career and leadership opportunities! Are you making the most of those speaking opportunities? Learn how to develop, practice and deliver Knock Your Socks Off presentations with - NO SWEAT! Instructor will present: the components, parts and elements of a presentation; tips for taking a presentation from 'blah' to 'ah'; and the fear of public speaking. Class taught by a local speaker, coach and author.

COMM:715 | \$39

650 Tu 6:30pm-8:30pm
Sept. 27 - Oct. 11

Fred Miller
MC - CN, 203

450 W 6:30pm-8:30pm
Nov. 2 - Nov. 16

Fred Miller
FP - G Tower, 113

Voiceovers: Get Paid to Talk

Have you been told that you have a great voice? Learn how to get started in the voiceover industry! This introductory course will include a real-world overview of the industry, including the good, the bad and the ugly parts, from one of St. Louis' own voice artists.

PERD:765 | \$39

680 Sa 9am-12pm
Sept. 24

Michael Doran
MC - SW, 207

580 Sa 9am-12pm
Nov. 12

Michael Doran
FV - C, 111

Voiceovers II: Making Money With Your Voice

If you enjoyed our introductory course, Voiceovers - Get Paid to Talk, this is your next step! Go through real-life voice training exercises and techniques with a voiceover professional. Arrive with a basic understanding of the voiceover business, because you will dive right into the mechanics of reading copy. At the end of the class, you'll have a basic grasp of capturing your performance using recording software and be able to take home a copy of your personal session's voiceover! Pre-requisite: Voiceovers - Get Paid to Talk. Bring 1Gb flashdrive.

PERD:765 | \$39

681 Sa 12:30pm-3:30pm
Sept. 24

Michael Doran
MC - SW, 207

581 Sa 12:30pm-3:30pm
Nov. 12

Michael Doran
FV - C, 111

Are You Ready for Radio?

Are you thinking about a career as a radio personality? Get a better understanding of what the radio industry is really like and see whether or not this is the right choice for you. Learn basic announcing skills through reading exercises, ad libs and group critiques. Do you have what it takes? Come find out!

PERD:765 | \$29

480 Sa 9am-12pm
Nov. 5

682 Sa 9am-12pm
Oct. 8

Laurie Beakley
FP - G Tower, 115

Laurie Beakley
MC - CN, 225

Mental Health Interpreter

Mental Health Interpreter Program

This is a 10-week non-credit certificate program to train foreign language interpreters for work in the mental health field. Those who complete the course and earn a certificate may receive priority employment by local agencies who provide foreign language translation services. Required: 6 months prior interpreting experience. All course materials included.

EDUC:760 | \$179

650 M 6:30pm-9:30pm

Sept. 12 – Nov. 14

Eduardo Vera
Kim Osmanagic
MC - CS, 206

Real Estate

How to Start a Career in Real Estate

Do you enjoy helping people? Have you considered getting into the business of real estate and wondered what it takes to be successful? The real estate profession offers one of the widest career opportunities in the business world. There is the buying and selling of homes, office buildings, industrial property and corporation farmland; property management, land development, mortgage banking, urban planning, real estate counseling and appraisal. Come find out about the licensure process to becoming a real estate agent and the starting opportunities. We'll show you how you can build a new career in real estate.

REAL:715 | \$29

650 Th 7pm-9pm
Sept. 22

450 W 7pm-9pm
Oct. 26

580 Sa 9:30am-11:30am
Nov. 5

Jill McCoy
MC - CN, 202

Jill McCoy
FP - G Tower, 115

Janelle Stowers
FV - SS, 103

How to Be a Successful Landlord

Increase the income on your real estate investments by improving your skills as a landlord. You can lower property damages and eviction costs by performing effective initial screening of potential tenants. Our experienced instructor will explain how to be creative and to use the telephone, interview, computer, rental application and lease expectations to avoid an undesirable tenant-landlord relationship. Lunch on your own.

REAL:720 | \$69

480 Sa 9am-5pm
Oct. 15

Mary Hankins
FP - G Tower, 115

Fitness Training

ACE Personal Trainer Certification Prep Course

Ready for a career change? Become a CERTIFIED PERSONAL TRAINER! Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training® (ACE IFT®) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered and the ACE IFT Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within 6 months of date received. Class is not eligible for Senior Scholarship. Registration/withdrawal deadline: 9/7. No refunds after that date.

PEDU:753 | \$695

6D1 Th 5pm-9pm
Sept. 15 – Nov. 17

4D1 M 9am-1pm
Sept. 19 – Nov. 21

Melissa Baumgartner
MC - SO,

Melissa Baumgartner
FP - G Tower, 113

ACE Group Fitness Instructor Certification Prep Course

Group fitness has exploded in the past five years, attracting more than 22.1 million people annually to indoor cycling, Les Mills BODYPUMP™, Zumba® fitness, CrossFit, boot camp, yoga and more. Our ACE Group Fitness Instructor Certification will give you the knowledge to design and teach any class better, lead all fitness levels more effectively, and deliver experiences your participants will never forget. Don't position yourself as a performer when you can position yourself as a professional. Earning a certification accredited by the National Commission for Certifying Agencies (NCCA) will set you apart as a teacher who leads more than just the front row. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within 6 months of date received. Class is not eligible for Senior Scholarship. Registration/withdrawal deadline: 9/7. No refunds after that date.

PEDU:753 | \$595

6D2 W 5pm-9pm
Sept. 14 – Nov. 16

Melissa Baumgartner
MC - SO,

Explore ACE Fitness Certifications!



Education & Test Prep

Test Prep

ACT Test Preparation Workshop

Statistics show that preparation is the key to maximizing ACT scores. All subjects of the ACT exam are covered. This is a complete review for the ACT exam using materials developed by Cambridge Education services. Text and practice test included - bring a calculator to class.

EDUC:712 | \$189

4D0 Sa 9am-12pm
Oct. 15 – Dec. 3

No Class 11/26

Registration/withdrawal/refund deadline: 10/7.

6D0 W 6pm-9pm
Aug. 31 – Oct. 12

Registration/withdrawal/refund deadline: 8/24.

Toshi Floyd
FP - G Tower, 119

Toshi Floyd
MC - CE

Chemistry Warm-up: Math Review for Chemistry

Don't let Chemistry get you down! Get a head start on the materials you will need to succeed in Chemistry (CHM:101 or CHM:105). Topics include algebra review, calculator operations, scientific notation, metric system, dimensional analysis, and study skills. Please bring a TI-30, TI-35, or any scientific calculator to class. Over 80% of the students completing this review went on to pass their Chemistry courses with a grade of "C" or higher.

MATH:752 | \$59

650 Tu WTh 5:30pm-9:30pm
Aug. 16 – Aug. 18

500 Tu WTh 8:30am-12:30pm
Aug. 16 – Aug. 18

Suzanne Saum
MC - SS, 108

Elizabeth Levenhagen
FV - SM, 130

Adult Basic Education and English as a Second Language

*St. Louis Community College at Meramec
offers programs in the following school districts:*

Affton, Bayless, Kirkwood, Lindbergh, Mehlville, Valley Park and Webster Groves.

Call 314-984-7777 for more information

Please note: Graduates of the STLCC-Meramec Adult Education and Literacy program who are also Mehlville School District residents are eligible to receive an honorary degree from Mehlville and participate in their commencement ceremonies at the end of the school year. For more information, contact John DeWalle at dewallej@mehlvilleschooldistrict.net or call 314-467-5267.

City of St. Louis Public Schools - 314-367-5000

Serving the school districts of St. Louis city, Ferguson-Florissant, Hancock Place, Jennings, Normandy, Riverview Gardens and Wellston

Parkway Schools - 314-415-4940

Serving the school districts of Brentwood, Clayton, Hazelwood, Pattonville, Ladue, Maplewood, Richmond Heights and Parkway

Rockwood Schools - 636-733-2161

Serving the school district of Rockwood

Ritenour Schools - 314-426-7900

Serving the school district of Ritenour

University City Schools - 314-290-4052

Serving the school district of University City. (www.ucityaelprogram.org.)

Our Call Center hours are changing



Registration begins Monday, August 1!

Call 314-984-7777 to register

Monday - Thursday: 8:30 a.m. - 7:30 p.m.

Fridays: 8:30 a.m. - 4 p.m.

Beginning Monday, August 22,

Our Call Center hours will be

Monday - Thursday: 8:30 a.m. - 5 p.m.

Fridays: 8:30 a.m. - 4 p.m.

General Information

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

Non-Discrimination/Accommodations Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran, and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact Patricia Henderson of Human Resources, 314-539-5214.

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

Students Rights and Responsibilities

All students are responsible for adhering to college policies and procedures. Please refer to stlcc.edu/need2know.

Postponement/Cancellation Due to Inclement Weather

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

Refund of Fees

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

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

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

Missouri residents who are at least 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 \$5 per course to a maximum of \$25 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 and signed-in by a responsible party at the beginning of each program session. In addition, a responsible party must also meet the participant at the end of the session and sign them out. Appropriate behavior is expected. Students may be disenrolled for misbehavior.

Unattended Children

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

Textbooks

Textbooks can be purchased at the campus bookstores.

Library and Computer Lab Privileges

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

Firearms on College Property

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

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

Call Center Hours: M-Th 8:30 am - 7:30 pm; Fridays 8:30 am-4 pm

Before calling to register, have this information ready:

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



Online: www.stlcc.edu

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

Enrollment in classes within this brochure, except for youth 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: _____