

Fall 2014 Professional Development



Professional Development



St. Louis
Community
College

Continuing Education

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

Essentials Training

Professional **Essentials**

Overview of LEAN

All businesses face the same challenge of offering more value to their customers while consuming fewer resources. LEAN is the most powerful productivity improvement process available today to make this happen. It has been used worldwide across a wide spectrum of organizations ranging from healthcare to manufacturing to service industries with remarkable results. Guided participant discussions will provide you with understanding of LEAN and how it can improve your organization. We will review the ways in which LEAN Thinking and LEAN Work Processes are driving significant increases in productivity in a variety of work environments. You will learn how to:

- Optimize the static work environment through the use of the 5S System
- Make work flow smoothly through the work environment through the use of Value-Stream Mapping
- Use the A3 process to drive process improvements

You'll receive materials to apply the tools of LEAN in your organization.

BUSN:765 | \$149

C51 W 6:30pm-8:30pm
Sept. 10 – Oct. 8

George Friesen
Corp. College, 209

LEAN Six Sigma Green Belt Certification

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt Certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. Certification 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 Certification and 45 hours of instruction. This training includes an 18 hour capstone simulation project on the last Wednesday session 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. This program is approved by DESE for WIA funding through the Missouri Career Center. You must be approved for funding prior to registering for the class. Class meets Wednesdays 9/3, 9/10, 9/17, 9/24, 10/8, 10/22, 11/5, 11/19, 12/3, 12/10 and Saturdays 12/6, 12/13. No Wednesday classes on 10/1, 10/15, 10/29, 11/12, 11/26.

BUSN:765 | \$1,899

C50 W 6pm-9pm
Sept. 3 – Dec. 10
Sa 8:30am-4pm
Dec. 6
Sa 8:30am-4pm
Dec. 13

Patricia Dalton
Corp. College, 211
Corp. College, 211
Corp. College, 211

Continuing Education offers a wide variety of developmental programs to build job skills for the role you have or foster the career you hope to develop. Programs extend to all segments of the workforce. Develop your work skills with Professional **Essentials**, start or build a business with our Business **Essentials** courses, or find new employment with our Career **Essentials** courses. Check out the many opportunities — classes and workshops, career programs, leadership development and training certificate programs to advance your career!

Call 314-984-7777 to expand your mind and change your life today!

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.

BUSN:765

C80 Sa 9am-12pm
Sept. 20

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, 35 hours, 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 approved by DESE for WIA funding through the Missouri Career Center and presented by a Registered Educational Provider (REP). You must be approved for funding prior to registering for the program. Class meets Wednesdays: 10/1-10/29 and Saturdays: 10/4, 10/18, 11/1. Lunch provided on Saturdays.

BUSN:765 | \$1,699

C52 W 6pm-9pm
Oct. 1 – Oct. 22
W 6pm-9pm
Oct. 29
Sa 8:30am-4pm
Oct. 4
Sa 8:30am-4pm
Oct. 18
Sa 8:30am-4pm
Nov. 1

Dirk Lupien
Corp. College, 207
Corp. College, 208
Corp. College, 207
Corp. College, 207
Corp. College, 207
Corp. College, 207

Business Writing for Busy Professionals

Does your writing not reflect the polished professional that you are? This seminar will reveal the basics of professional business writing that is relevant in the 2014 business world. Explore a variety of templates for letter writing, formal e-mail etiquette, submitting proposals, social media writing, and memorandums. Whether you run your own business, work in an office, or are looking for your next job, upgrading your written communication skills is a smart investment. Competent business writing can boost your confidence, enhance your image, increase your productivity by achieving your objectives, and might even help advance your career! Bring a writing sample (e.g. cover letter or business document) to class.

WRIT:715 | \$39

681 Sa 8:30am-12:30pm
Sept. 27

Tiffany Smith
MC - SO, 206

Certified Public Accountant (CPA) Management Breakfast Series

This series of breakfast lectures is designed to assist CPAs who are in private practice as well as those in corporate staff positions. The lectures will help CPAs achieve their required Continuing Professional (CPE) units. Topics will be relative to the interest and needs of CPAs and will be taught by recognized experts. Fee includes continental breakfast and materials. No Ethics seminar will be held this semester.

BUSN:787 | \$249

M01 Th 7:15am-8:45am
Sept. 18 – Nov. 13

Ces & Judy's

Professional **Essentials**

Earn a credential that will increase your value in the job market or develop competencies by learning new skills.

Professional Essentials will help you develop and maintain your competitive edge!

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 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.

BUSN:729 | \$55

680 Sa 8:30am-1:30pm
Sept. 27

Morris Turek
MC - BA, 114

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 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 9am-12pm
Sept. 13

Dr. Renee Huss
FP - G Tower, 113

680 Sa 9am-12pm
Sept. 27

Dr. Renee Huss
MC - BA, 116

New Reaching Agreement, Understanding Consensus

The velocity of work, the diversity of ideas and people, and the rapid flow of information make it increasingly difficult to get groups to agree and commit to action. This course focuses on the dynamics of group agreement and the importance of having everyone's commitment. It teaches seven techniques for making clear, high-quality decisions that have the buy-in and commitment of every group member. Course is approved for HRCI credit. Registration deadline: September 24.

BUSN:705 | \$99

C01 Th 8:30am-12:30pm
Oct. 2

Barry Schapiro
Corp. College, 211

New Coaching for Peak Performance

This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, individuals can have more effective and efficient interactions. The session incorporates a fast-paced game to understand the techniques. Since both proactive and reactive coaching discussions can be challenging, participants will use their own situations to make the course especially relevant to them. Course is approved for HRCI credit. Registration deadline: September 15.

BUSN:716 | \$99

C01 Tu 8:30am-12:30pm
Sept. 23

Barry Schapiro
Corp. College, 211

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 | \$79

600 Tu 8:30am-5pm
Sept. 23

James Lombardo
Corp. College, 209

Introduction to Business Administration

A survey course, designed to give the student a general knowledge of the modern business world and the environment within which it exists and an awareness of the principles of the major functions in managing a business, such as finance, personnel, production, and marketing. Available for credit as BUS:104.

BUSN:723 | \$303

230 Th 7pm-9:40pm
Aug. 21 - Dec. 11

WW, 201

**Gain the competitive edge to succeed
in your business with the**

Small Business *Essentials* Certificate Program



**St. Louis
Community
College**

Continuing Education

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 the success of their endeavor.

Requirements:

- Two classes from each of the three core areas of startup (BUSS), finance (BUSS), management (BUSN)
- Three marketing classes (BUSS)
- Two classes from designated technology options (COMP)

Classes may be taken via CE or up to three programs from AMA® or Ed2Go™ online classes. Courses may be taken individually or towards completion of a certificate.

**Call 314-984-7777
to request a brochure.**

**Our Seats Fill Fast!
Register Early!**

Small Business *Essentials*

Business Start-Up

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
Sept. 20 – Sept. 27

Lynette Watson
MC - BA, 220

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? Get ready for the upcoming holiday 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.

BUSS:701 | \$35

450 M 6pm-9pm
Sept. 15

Michelle Ochonicky
FP - G Tower, 117

650 Tu 6pm-9pm
Sept. 23

Michelle Ochonicky
MC - SO, 107

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. Fee for class materials payable to SCORE at registration; \$50 early registration; \$55 after the 1st of the month prior to seminar date; \$60 at the door.

BUSS:701

681 Sa 8:15am-3pm
Sept. 6

MC - SO, 109

682 Sa 8:15am-3pm
Oct. 11

MC - SO, 109

683 Sa 8:15am-3pm
Nov. 8

MC - SO, 109

684 Sa 8:15am-3pm
Dec. 6

MC - SO, 109

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. No class 10/22.

BUSS:702 | \$99

680 W 6pm-9pm
Oct. 1 – Oct. 29

Lynette Watson
MC - L, CNFL

Finance

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 | \$35

650 Tu 6pm-9pm
Sept. 23

Kimberly Franklin
MC - CS, 205

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.

BUSS:705 | \$69

650 Th 6pm-9:30pm
Oct. 16 – Oct. 23

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.

BUSS:706 | \$39

680 Sa 9am-12:30pm
Oct. 11

T. Spector
MC - BA, 124

Marketing

New Generating Positive Publicity: Write Your Own Press Releases

The old axiom holds that there's no such thing as bad publicity, but why not learn the basic techniques behind generating positive press for your business, charity, or other pursuits? You'll learn how to communicate your corporate story to a variety of audiences through news releases, employee profiles, newsletter articles, and more. Come prepared to discover what makes for a newsworthy press release and learn how to write one yourself. Please bring a lunch, a laptop or tablet computer, and plenty of business cards for informal networking.

WRIT:715 | \$39

680 Sa 9am-2pm
Sept. 20

Charlene Oldham
MC - SO, 206

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.

BUSS:710 | \$35

680 Sa 9am-12pm
Oct. 25

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. The second session will meet at Meramec, Social Science, 204.

BUSS:710 | \$39

650 Tu 6pm-8pm
Sept. 16-Sept. 23

Robin Boyce
MC - SO, 206

Small Business Essentials



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 grantmaker relationship, Key elements of proposals and tips for developing a successful grant. Lunch on your own. Bring a 1", three ring binder to class.

NPAD:701 | \$59

480 Sa 9am-4pm
Sept. 27

Jennifer Bush
FP - G Tower, 115

680 Sa 9am-4pm
Oct. 18

Jennifer Bush
MC - BA, 118

Establishing and Running a Nonprofit Organization: Part I

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. 6

Amy Hereford
MC - BA, 220

Establishing and Running a Nonprofit Organization: Part II

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. 6

Amy Hereford
MC - BA, 220

New 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

650 Th 6:30pm-8:30pm
Sept. 25

Michelle Ochonicky
MC - SO, 205

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

770 W 7pm-9pm
Oct. 1

Michelle Ochonicky
Hixson Mid. School, 112

Volunteer Management

Get the community involved with your program. Learn helpful information with an overview of volunteer management: internal needs assessment, organizational readiness, recruitment, training, orientation, supervision, evaluation and recognition.

NPAD:704 | \$25

770 W 7pm-9pm
Sept. 10

Sarah Guldalian
Hixson Mid. School, 112

Think Outside the Box: Target Potential Funding through PR

Going to potential donors for support of your nonprofit requires sales skills. We'll discuss how to attract target markets and the techniques you can use through social media and traditional forms of advertising. Learn to think outside the box using public relations to get potential donors interested in your cause based on their needs and wants.

NPAD:707 | \$39

450 Tu 6pm-8pm
Sept. 30 - Oct. 7

Robin Boyce
FP - G Tower, 115



Nonprofit *Essentials*

**Designed for existing and aspiring nonprofit professionals,
the Nonprofit *Essentials* program
helps meet the increasingly challenging demands that are placed
on board members, administrators, staff and volunteers.**

Writing Your Resume to Impress

First impressions are everything. Your resume makes your first impression to a potential employer. Make sure it stands out and you'll be receiving that phone call in no time. Work with an expert in the employment field to construct your perfect resume: one that will play up your experience, play down liabilities, and improve your chances to land an interview. Choose the best type of resume for the job, tailor it to the employer's needs and write a great cover letter. We'll explore online submission of resumes and cover letters while building your best resume ever.

CPDV:704 | \$49

650 Tu 6pm-9pm **Jacqueline Meaders-Booth**
Sept. 16 – Sept. 30 MC-CE, Classroom

New Acing the Job Application

Find out how to best find job leads, search the Internet and navigate the online application process. You'll learn how to find job leads, navigate job boards, and the importance of social media and networking. You'll also receive tips on finding information on potential companies in which you may want to work. Get the tools you need to help you ace the job application process. Bring a flash drive to class.

CPDV:705 | \$49

651 Tu 6pm-9pm **Laurie Lombardo**
Sept. 9 – Sept. 16 MC - SO, 107

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 | \$29

652 Th 6:30pm-9:30pm **Laurie Lombardo**
Sept. 18 MC - SO, 205

450 Th 6:30pm-9:30pm **Laurie Lombardo**
Oct. 9 FP - G Tower, 115

653 Th 6:30pm-9:30pm **Laurie Lombardo**
Oct. 23 MC - SO, 205

Network Your Way into a Job

Learn the benefits of effective and strategic networking and how your interpersonal resources and contacts could lead to a new job. You will develop a networking plan and 30-Second Summary to present to networking groups and individuals, a networking source list and a list of the types of networking groups. In addition, you will learn to successfully navigate a career fair and how social networking is important to an effective job search.

CPDV:705 | \$25

650 Tu 6:30pm-9:30pm **Laurie Lombardo**
Sept. 30 MC - SO, 204

Employment Essentials for Getting or Changing Jobs

In today's ever changing job market, a person needs to be prepared to have at least four different careers in their lifetime and good communication skills are some of the most crucial elements in a job search. Learn the latest trends in seeking a new position, getting promoted, keeping a job, and for making transitions from one career to another. Class will include resume writing, traditional and electronic application procedures and the college's Career and Employment Services (CES). Class outlines and templates will help you create clear business messages.

CPDV:705 | \$65

550 W 6:15pm-8:45pm **Gwyndolyn Fouché**
Sept. 24 – Oct. 8 FV - B, 125

How to Craft Your Elevator Speech: Floor-by-Floor

Competition for jobs and business opportunities is strong and you need to stand out. Whether you are at a networking event, meeting or called upon to speak at a seminar, you have only a limited amount of time to capture the attention of the listeners, introduce yourself and get noticed. In this class, you'll use a template to develop and refine your "elevator speech," wow your audience and open up a whole new set of opportunities.

CPDV:765 | \$25

650 Tu 6pm-9pm **Fred Miller**
Oct. 14 MC - SO, 107

New Interviewing Skills 101

Preparing for a job interview is a critical process to securing employment! Designed to develop basic job interviewing techniques, you'll learn from a college career specialist insight into answer formulation and effective delivery. In class practice will allow you to apply the concepts learned and to sharpen your interviewing skills by providing and receiving feedback to fellow participants in a group setting. You will also learn about interviewing theory, wardrobe selection, and illegal questioning.

CPDV:703 | \$19

650 Th 6pm-8pm **Sherita Reinhardt**
Oct. 2 MC - BA, 114

New Strategies for Success: Mastering the Behavioral Based Interview

Behavioral-based interviewing is fast becoming the preferred method of recruiters to screen and select top notch candidates. From the initial screening process to building rapport with interviewers, this class will help you gain insight into providing interest, showcasing your accomplishments, highlighting your skill sets and preparing exceptional responses to questions for prospective positions. Through familiarity and preparation of behavioral based interview questioning, you'll develop the best opportunity for success in securing a job.

CPDV:703 | \$19

651 Th 6pm-8pm **Sherita Reinhardt**
Oct. 9 MC - BA, 114

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 M 7pm-9:30pm **Jean Walters**
Sept. 15 – Oct. 6 MC - BA, 120



+50 Employment: Purpose, Process and the 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:730 | \$55

650 Th 6:30pm-8:30pm **Edwin Penfold**
Sept. 18 – Oct. 9 MC - BA, 208

550 Th 6:30pm-8:30pm **Edwin Penfold**
Oct. 30 – Nov. 20 Corp. College, 206

+50: Reimagining Your Life Now

Are you a Baby Boomer nearing retirement? Do you need a new direction? Determine what may replace the traditional retirement path in your life through a powerful interactive learning experience. Clarify your intentions, set your goals and take action all while supporting other group members who share similar objectives.

CPDV:730 | \$59

680 Sa 9am-12:30pm **Carol Watkins**
Oct. 25 – Nov. 8 MC - CN, 126

+50: Finding Purpose & Passion in Your 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:730 | \$65

681 Sa 9am-4pm **Carol Watkins**
Sept. 13 MC - CN, 126

Maximize your potential with

Career
Essentials

CAREER STUDIES

Communications

No Sweat Public Speaking

Speaking opportunities are business, career, and leadership opportunities! Are you taking and making the most of those speaking opportunities? Learn how to develop, practice and deliver Knock Your Socks Off presentations with - NO SWEAT!

In class, the instructor will present:

- The components
- Parts and elements of a presentation
- Tips for taking a presentation from blah to ah
- The fear of public speaking (Why we have it and nuggets to lessen it).

Class is taught by a local speaker, coach, and author.

COMM:715 | \$39

920	W 6:30pm-8:30pm Sept. 24 - Oct. 8	Fred Miller U. City H.S., 112
650	Tu 6:30pm-8:30pm Nov. 11 - Dec. 2 No class 11/18	Fred Miller MC - CN, 202

Get Paid to Talk: Breaking Into the Voiceover Industry

Have you been told that you have a great voice? Have you always wanted the independence to work from home doing something you love? 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 a St. Louis voice artist that has been in the industry for almost 30 years.

PERD:765 | \$39

450	W 6pm-9pm Oct. 1	Troy Duran FP - G Tower, 115
651	W 6pm-9pm Oct. 15	Troy Duran MC - SW, 207
480	Sa 9am-12pm Oct. 25	Troy Duran FP - G Tower, 115
680	Sa 9am-12pm Nov. 8	Troy Duran MC - SW, 210

Voiceovers: Making Money with Your Voice

If you enjoyed our introductory course, Get Paid To Talk - Breaking Into the Voiceover Industry, this is your next step! Voiceover professional Troy Duran will guide you through real-life voice training exercises and techniques to help you become a performing professional. You should arrive with a basic understanding of the voiceover business, because this course dives right into the mechanics of reading copy. At the end of the class, you'll also 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: Get Paid to Talk - Breaking Into the Voiceover Industry. Bring 1Gb flashdrive.

PERD:765 | \$39

481	Sa 12:30pm-3:30pm Oct. 25	Troy Duran FP - G Tower, 115
652	W 6pm-9pm Nov. 12	Troy Duran MC - SW, 207
681	Sa 12:30pm-3:30pm Nov. 8	Troy Duran MC - SW, 210

CPR AND FIRST AID

DUE TO THE NATURE OF CPR AND FIRST AID COURSES, YOU MUST ARRIVE ON TIME, NO ADMITTANCE AFTER STATED TIME.

Registration is required **one week** prior to course start date to ensure appropriate student-to-instructor ratios.

Late registrations will be considered on a space-available basis only.

Heartsaver CPR AED: Adult

The Heartsaver CPR AED Course teaches lay rescuers when to dial 911, how to give CPR, how to use an AED and how to provide relief of choking. The course targets individuals who are expected to respond to cardiovascular emergencies in the workplace and may be used to teach CPR to lay rescuers who are required to obtain a course completion card documenting completion of a CPR course that includes use of an AED for job, regulatory or other requirements. Course is for the learner with limited or no medical training. Registration one week prior to course start date is recommended. Due to the nature of the course you must arrive on time.

CPRR:701 | \$45

650	M 6:30pm-8:30pm Nov. 10	Gail Back MC-CE, Classroom
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Heartsaver CPR AED: Adult and Pediatric

The Heartsaver CPR AED Course teaches lay rescuers when to dial 911, how to give CPR, how to use an AED and how to provide relief of choking. The course targets individuals who are expected to respond to cardiovascular emergencies in the workplace. The course may be used to teach CPR to lay rescuers who are required to obtain a course completion card documenting completion of a CPR course that includes use of an AED for job, regulatory or other requirements. Course is for the learner with limited or no medical training. Registration one week prior to course start date is recommended. Due to the nature of the course you must arrive on time.

CPRR:701 | \$59

350	Th 6pm-9:30pm Oct. 23	Carol Pikey WW, 204
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Heartsaver First Aid CPR AED

Heartsaver First Aid CPR/AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Written and practical skills (hands-on-manikin simulation) evaluation and testing are required for course completion. Upon successful completion each participant will receive a course completion card. Registration one week prior to course start date is recommended. Due to the nature of the course you must arrive on time.

CPRR:706 | \$99

500	W 8:30am-4:30pm Nov. 5	Gordon Back FV - CWI, 136
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Healthcare Provider CPR

This American Heart Association course is designed for the healthcare provider. Each participant must obtain an 84 percent or higher on the written evaluation and demonstrate proficiency in all CPR skills. Skills include adult, child and infant CPR, FBAO management of the conscious victim, adult/infant/child two rescuer CPR, mouth-to-mask ventilation and automatic external defibrillation (AED). Written and practical skills (hands-on manikin simulation) evaluation and testing are required for course completion. Students who enroll at least one week in advance and successfully complete the course will receive BLS completion card at the end of the class. No transfers between sessions or refunds given within five business days of class date. Due to the nature of the course, you must arrive on time. No admittance after stated start time. This course meets the STLCC nursing department admission requirements.

CPRR:707 | \$69

350	W 5pm-10pm Sept. 24	Carol Pikey WW, 204
401	F 9am-3:30pm Dec. 5	Carol Pikey FP - G Tower, 121
450	Th 5pm-10pm Sept. 4	Gordon Back FP - G Tower, 121
451	Tu 5pm-10pm Oct. 7	Gordon Back FP - G Tower, 121
452	Th 5pm-10pm Nov. 6	Carol Pikey FP - G Tower, 121
453	Tu 5pm-10pm Dec. 2	Gordon Back FP - G Tower, 121
454	Th 5pm-10pm Dec. 18	Gordon Back FP - G Tower, 121
480	Sa 9am-3:30pm Sept. 13	Carol Pikey FP - G Tower, 121
500	Tu 9am-3:30pm Nov. 11	Gordon Back FV - CWI, 136
550	W 5pm-10pm Oct. 22	Gordon Back FV - TC, 105
580	Sa 9am-3:30pm Sept. 20	Gordon Back FV - TC, 105
600	M 9am-3:30pm Sept. 8	Gail Back MC-CE, Classroom
601	M 9am-3:30pm Oct. 13	Gail Back MC-CE, Classroom
602	M 5pm-10pm Dec. 15	Gail Back MC-CE, Classroom
650	M 5pm-10pm Nov. 17	Gail Back MC-CE, Classroom
680	Sa 9am-3:30pm Nov. 22	Gail Back MC-CE, Classroom
C01	Tu 5pm-10pm Sept. 16	Gordon Back Corp. College, 215
H80	Sa 9am-3:30pm Oct. 25	Gordon Back Harrison Ed Ctr, 100
S01	Th 9am-3:30pm Oct. 9	Carol Pikey SCEUC, 102
S02	W 9am-3:30pm Dec. 10	Carol Pikey SCEUC, 212

CPR Instructor Course

The Instructor Course is designed to prepare American Heart Association (AHA) instructors to disseminate the science, skills and philosophy of resuscitation programs to participants enrolled in AHA courses. The purpose of the AHA BLS/CPR Instructor Course is to provide instructor candidates with the knowledge and skills necessary to reach and teach potential BLS providers. The AHA BLS/CPR Instructor course provides a structured initiation for the instructor candidates and serves as the foundation for their development. It provides instructor candidates the opportunity to develop and refine their presentation skills. Please note there is extensive self-paced course work. Access to a computer will be necessary for this course work. Prerequisite: Current AHA Healthcare Provider CPR status.

CPRR:708 | \$250

400	M 8am-5pm Oct. 27	Gail Back FP - G Tower, 121
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CPR Instructor Renewal

To successfully complete the American Heart Association CPR Instructor Renewal course, the instructor will demonstrate acceptable provider skills and successful completion of the provider written examination. The renewal course may include an update addressing new course content or methodology and review TC, regional and national ECC information. Prerequisite: The instructor must have taught at least four CPR courses and attended updates as required within the previous two years. The instructor must be monitored while teaching before instructor status expiration.

CPRR:709 | \$65

- | | |
|------------------------------------|---------------------------------------|
| 400 M 1pm-5pm
Dec. 22 | Gail Back
FP - G Tower, 121 |
| 450 Th 6pm-10pm
Sept. 18 | Gail Back
FP - G Tower, 121 |

Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers in all fifty United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. It covers the four steps of first aid and first aid skills such as finding the problem, stopping bleeding, bandaging and using an Epinephrine pen, as well as child CPR AED, infant CPR and optional modules in adult CPR AED, child mask, infant mask and Asthma Care Training for Child Care Providers. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

CPRR:711 | \$97

- | | |
|--------------------------------------|---|
| 680 Sa 8:30am-4pm
Sept. 27 | Carol Pikey
MC-CE, Classroom |
| 580 Sa 8:30am-4pm
Oct. 18 | Carol Pikey
FV - CDC, 110 |
| 480 Sa 8:30am-4pm
Nov. 15 | Carol Pikey
FP - G Tower, 121 |
| 581 Sa 8:30am-4pm
Dec. 20 | Carol Pikey
FV - CDC, 110 |

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:700 | \$169

- | | |
|---|---|
| 580 Sa 8am-3pm
Sept. 20 - Oct. 4
No class 9/27 | Almut Stephan Marino
FV - B, 243 |
| 680 Sa 8am-3pm
Oct. 25 - Nov. 8
No class 11/1 | Almut Stephan Marino
MC - SO, 108 |
| 480 Sa 8am-3pm
Nov. 22 - Dec. 6
No class 11/29 | Shirley Rauh
FP - HSP, 221 |

ServSafe Food Safety Certification Review & Retest

This class is only for those who were not successful on a recent 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:700 | \$79

- | | |
|---|-----------------------------|
| 581 Sa 8am-3pm
Oct. 4 FV - B, 243 | Almut Stephan Marino |
| 681 Sa 8am-3pm
Nov. 8 MC - SO, 108 | Almut Stephan Marino |
| 481 Sa 8am-3pm
Dec. 6 FP - HSP, 221 | Shirley Rauh |

FITNESS TRAINING

Explore ACE Fitness Certifications!

ACE Personal Trainer Certification

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. 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.

PEDU:753 | \$695

- | | |
|---|--|
| 4D1 Sa 8am-12pm
Sept. 6 - Nov. 8
Registration/withdrawal deadline: 8/28. No refunds after that date. | Andy Hayes
FP - A Tower, 325 |
| 6D1 M 5pm-9pm
Sept. 15 - Nov. 17
Registration/withdrawal deadline: 9/5. No refunds after that date. | Melissa Baumgartner
MC - SO, 105 |

New ACE Group Fitness Instructor Certification

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. 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. No class 10/31, 11/28. Registration/withdrawal deadline: 9/18. No refunds after that date.

PEDU:753 | \$595

- | | |
|--|-----------------------------------|
| 6D2 F 4:30pm-8:30pm
Sept. 26 - Dec. 12 | Andy Hayes
MC - BA, 114 |
|--|-----------------------------------|

Call 314-984-7777 to register today!

COMPUTERS AND TECHNOLOGY

Applications and Systems

Personal Computers & Technology: Introduction

Do you call yourself "computer illiterate"? Does current technology boggle your mind? Then this class is for you! Build a strong foundation for your computer skills and get familiar with other digital technologies. This course emphasizes hands-on experience using a PC to teach essential concepts and commands and develop user confidence. Basic terms regarding computer hardware, software and current technology are covered, as are basics regarding the use of computers, printers, and drives. It's a class designed for those with little or no computer skills.

COMP:701 | \$109

S01 W 9am-12pm
Sept. 3 – Sept. 24

SCEUC, 206

PCs & Technology: Introduction In a Day

Learn the basics of using a PC and Technology in a day! Do you call yourself "computer illiterate"? Does current technology boggle your mind? Then this class is for you! Build a strong foundation for your computer skills and get familiar with other digital technologies. This course emphasizes hands-on experience using a PC to teach essential concepts and commands and develop user confidence. Basic terms regarding computer hardware, software and current technology are covered, as are basics regarding the use of computers, printers, and drives. It's a class designed for those with little or no computer skills.

COMP:701 | \$99

480 Sa 9am-4pm
Sept. 6

FP - D Tower, 220

580 Sa 9am-4pm
Sept. 27

FV - B, 127

Microsoft Windows 7: In a Day

Explore Windows 7 and all its user-friendly features in this course. Students learn mouse techniques and examine the desktop interface; including the menu, taskbar, and standard icons. Topics include using computer, managing files and folders, using Help, working with applications, creating shortcuts, customizing the desktop, and exchanging information between applications. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:705 | \$99

S01 F 9am-4pm
Sept. 26

SCEUC, 206

S02 W 9am-4pm
Oct. 8

SCEUC, 206

New Transitioning to Windows 8

Where did everything go? Are you missing your Accessories, Desktop and how about the Start button? Come find out where Microsoft moved all your familiar icons. This two hour session we will break it all down for you. This class will be using Windows 8.1 with a mouse. Prerequisite: Personal Computers Introduction class or equivalent experience and experience with Windows Vista or Windows 7.

COMP:705 | \$39

C01 W 9am-12pm
Nov. 5

Patti Bossi
Corp. College, 206

MS Windows 8 - Introduction

Explore Windows 8 and all its user-friendly features in this course. Topics include using Start Screen, Live tiles, Hot corners, Charm Bar, Sky Drive and many others. Prerequisite: Personal Computers Introduction class or equivalent experience. This course is not for tablets or touch screen and students will use a mouse to navigate.

COMP:705 | \$109

C02 W 9am-12pm
Oct. 8 – Oct. 15

Patti Bossi
Corp. College, 206

C03 W 9am-12pm
Sept. 10 – Sept. 17

Patti Bossi
Corp. College, 206

New Overview of Microsoft Office 2013: In a Day

Learn the basics of MS Office in one day! In this class you'll touch on the basics of Word, Excel, Access & PowerPoint spending about 1.5 hours on each application. If you need a crash course or a basic understanding of the applications in Office 2010 then this class is for you! Prerequisite: Windows Introduction class or equivalent experience.

COMP:713 | \$89

480 Sa 9am-4pm
Sept. 27

FP - D Tower, 220

New Overview of Office 2013 for Business

Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, develop PowerPoint presentations and learn basic database management with Access (about 1.5 hours spent on each application). Prerequisite: Windows Introduction class or equivalent experience.

COMP:713 | \$129

C01 F 9am-4pm
Aug. 29

Corp. College, 208

New Microsoft Word 2013: In a Day

Learn the basics of MS Word in one day! You'll create and save documents; enter and edit text; learn to indent, set tabs, and enhance documents; make block moves, deletes, and copies; use spell checker; find and replace text; use shortcut keys; and print. Prerequisite: Windows Introduction class or equivalent experience.

COMP:715 | \$99

300 F 9am-4pm
Sept. 12

WW, 206

680 Sa 9am-4pm
Oct. 11

MC - BA, 203

C02 Sa 9am-4pm
Nov. 15

Corp. College, 208

New Introduction to Microsoft Word 2013 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
Sept. 5

Cris Heffernan
Corp. College, 208

New Intermediate Word 2013 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
Sept. 12

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: In a Day

Learn the basics of MS Excel in one day! In this introductory course you'll learn how to create spreadsheets for all kinds of applications including accounting, expense analysis, budgeting, etc. Topics include setting up worksheets, labeling, entering values, editing cells, copying, saving, and other commands. Prerequisite: Windows Introduction class or equivalent experience.

COMP:720 | \$99

C02 Sa 9am-4pm
Nov. 22

Corp. College, 208

C80 Sa 9am-4pm
Sept. 6

Corp. College, 208

680 Sa 9am-4pm
Dec. 13

MC - BA, 203

Microsoft Excel 2013: Introduction

Create spreadsheets using Microsoft Excel. Learn Excel terminology, to navigate the Excel window, and the basic characteristics of a worksheet and workbook. Enter text values and formulas, move and copy data, format worksheet appearance, and work with charts. Prerequisite: Windows Introduction class or equivalent experience.

COMP:720 | \$149

750 W 6:30pm-9:40pm
Sept. 3 – Oct. 1

Roy Lenox
Kirkwood Sr. H.S., W 205

Microsoft Excel 2013: Intermediate

This course is a continuation of our Introduction to Excel class. Further your spreadsheet skills by managing multiple sheet workbooks, creating more complex formulas and functions, enhancing the appearance of your document, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$149

750 W 6:30pm-9:40pm
Oct. 15 – Nov. 12

Roy Lenox
Kirkwood Sr. H.S., W 205



New Introduction to Microsoft Excel 2013 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
Sept. 26

Cris Heffernan
Corp. College, 208

New Intermediate Excel 2013 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
Oct. 3

Cris Heffernan
Corp. College, 208

New Exploring Topics in Excel: Advanced Functions, Lookup Tables, Macros, and More

Continue to expand your Excel expertise as you work with lookup tables, create macros and explore many more of Excel's advanced features. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Excel or equivalent experience.

COMP:722 | \$129

C01 F 9am-4pm
Oct. 10

Cris Heffernan
Corp. College, 208

New Microsoft Access 2013: In a Day

Learn the basics of Access in one day! In this class you'll learn how to plan and design a database system, add, change, and delete information as well as how to create simple reports and how to query the database to find display data. Prerequisite: Windows Introduction class or equivalent experience.

COMP:725 | \$99

680 Sa 9am-4pm
Sept. 20

Corp. College, 208

600 F 9am-4pm
Dec. 12

MC - BA, 202

New Introduction to Microsoft Access 2013 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. Prerequisite: Windows Introduction class or equivalent experience.

COMP:725 | \$129

C01 F 9am-4pm
Oct. 24

Cris Heffernan
Corp. College, 208

New Intermediate Access 2013 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 Access or equivalent experience.

COMP:726 | \$129

C01 F 9am-4pm
Nov. 7

Cris Heffernan
Corp. College, 208

New Microsoft PowerPoint 2013: In a Day

Learn the basics of MS PowerPoint in one day! This is an introductory course in using PowerPoint to create effective graphic presentations. Learn to use word processing and drawing tools to create and edit text, logos, and artwork. Additional topics include importing clip art, using templates, and rearranging your presentation. Prerequisite: Windows Introduction class or equivalent experience.

COMP:730 | \$99

680 Sa 9am-4pm
Sept. 20

MC - BA, 203

C80 Sa 9am-4pm
Nov. 8

Corp. College, 206

New QuickBooks Pro 2014

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 This course does not cover the QuickBooks online version.

COMP:734 | \$149

C50 W 6pm-9pm
Sept. 3 - Oct. 1

Amanda Yancey
Corp. College, 208

C51 Tu 6pm-9pm
Oct. 7 - Nov. 4

Amanda Yancey
Corp. College, 208

C01 Th 9am-12pm
Nov. 6 - Dec. 11

Amanda Yancey
Corp. College, 208

New Google Docs

Have you ever wanted to type up a short document but couldn't because you only had your tablet or smart phone with you? With Google docs you can create a document from nearly any device for free! Google Docs is a comprehensive suite of online productivity software (documents, spreadsheets, presentations, and more) that is the must-use program you've never heard of! There's no need to download and install software on a particular machine. Any computer, tablet or smart phone connected to the Internet can access Google Docs! Because your creations are automatically saved on Google's cloud system you can access the same file from anywhere. Another advantage is that multiple users can make edits to the same files at the same time. Come to this class to find out more about this exciting program. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C50 Tu 6pm-9pm
Sept. 30

Rachel Bufalo
Corp. College, 206

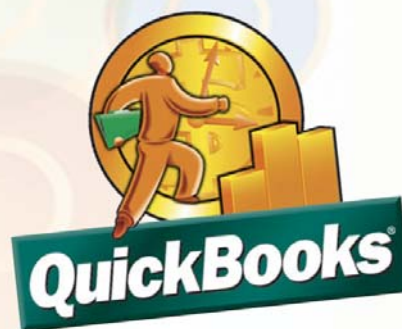
Introduction to AutoCAD I

Fundamentals of the AutoCAD drafting system. Drawing setup: units, limits, layers, linetypes, colors. Drawing procedures: points, lines, arcs, circles. Special features: polylines, blocks, dimensioning, cross-hatching, plotting. Available for credit as EGR:133.

COMP:770 | \$202

230 W 7pm-9:55pm
Sept. 10 - Dec. 10

Walter Staas
FV - E, 278



Computer Maintenance and Security

How to Tune Up a PC

Does your computer need a performance boost? You know you should keep your car in tip-top running shape, so why not do the same for your computer? In this hands-on course, you'll spend one evening learning a variety of tips and techniques to speed up Windows performance. Our user-friendly computer instructor will teach you how! Just a few examples: add more RAM, optimize your hard drive's performance with defrag and scandisk, convert to a permanent swap file, reduce the number of fonts in use, convert to FAT32, and many many more. Prerequisite: Windows Introduction class or equivalent experience.

COMP:793 | \$25

680 Sa 9am-12pm
Nov. 1

Patrick Karl
MC - BA, 208

How to Troubleshoot Your PC

This course will cover the concepts of diagnosing and troubleshooting a PC that isn't running correctly. Learn the basics of paring down issues to find what a probable cause and subsequent fix may be. Learn the basics of how the computer's components work together and how you can work with them to discover what may be causing issues that cause poor performance. Topics will include common issues with PC hardware and software and how to resolve them. Prerequisite: Windows Introduction class or equivalent experience.

COMP:794 | \$35

680 Sa 9am-1pm
Sept. 27

Patrick Karl
MC - BA, 216

Combatting Viruses, Spyware & Other Malicious Software

Learn how to deal with the great plague of our time, Malware. Short for Malicious Software, Malware is a constant threat to any computer that has Internet access. Malware encompasses such malefactors as Spyware, Viruses, Worms and Spam, among many others. Is your computer running slower than when you bought it, even with upgrades? Chances are you have some form of Malware on your system. Find out about the tools and practices available to keep your computer running in tip-top shape and Malware free! Prerequisite: Windows Introduction class or equivalent experience.

COMP:795 | \$49

S80 Sa 9:30am-12:30pm
Sept. 6 – Sept. 20

Patrick Karl
MC - BA, 212

Desktop Publishing

New Microsoft Publisher 2013: 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

680 Sa 9am-4pm
Oct. 25

MC - BA, 203

Adobe InDesign Creative Cloud (CC): 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

C80 Sa 9am-4pm
Dec. 6

Corp. College, 206

Adobe Illustrator Creative Cloud (CC): 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
Nov. 22

Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Introduction

This course, utilizing Adobe Photoshop Creative Cloud 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. This course meets the curriculum requirements of the Digital Photography Certificate.

COMP:755 | \$129

C50 W 6pm-9pm
Sept. 10 – Oct. 1

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Intermediate

Adobe Photoshop Creative Cloud 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. This course meets the curriculum requirements of the Digital Photography Certificate.

COMP:755 | \$129

C51 W 6pm-9pm
Oct. 8 – Oct. 29

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Advanced

Adobe Photoshop Creative Cloud 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. This course meets the curriculum requirements of the Digital Photography Certificate.

COMP:755 | \$135

C52 W 6pm-9pm
Nov. 5 – Dec. 3

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud (CC): In a Day

Learn the Basics of Adobe Photoshop Creative Cloud in a 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 Masking. 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
Oct. 4

Zak Zych
MC - BA, 212

Adobe Photoshop Creative Cloud (CC) Intermediate: In a Day

Get more advanced Photoshop skills in one day! Adobe Photoshop CC Intermediate picks up right where the introductory workshop left off. Topics may include (but are not limited to) Auto Adjustments, Adjustment Layers, using the histogram to improve image contrast, the Spot Healing Brush Tool, the Crop Tool, the Red Eye Tool, Blending Modes, aligning and distributing layers, and understanding the difference between Image Size and Canvas Size. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction or In a Day.

COMP:755 | \$99

681 Sa 9am-4pm
Oct. 11

Zak Zych
MC - BA, 212

Mobile Basics

Android Smart Phone Basics

Did you finally break down and purchase an Android smart phone only to discover that you can barely use it? Come to this class to learn the basics and functionality of an Android smart phone. Please note universal functions of the Android Operating system will be taught and that specific "apps" may vary from phone to phone. Students must bring their own Android phone to the class. This class will only discuss Android phones. Other smart phone devices will not be covered.

COMP:765 | \$25

680 Sa 9am-12pm
Aug. 30

Patrick Karl
MC - BA, 208

C80 Sa 9am-12pm
Dec. 6

Patrick Karl
Corp. College, 208

Learn the Basics of an iPad

Did you finally break down and purchase an iPad only to discover that you can barely use it? Come to this class to learn the basics and functionality of an iPad. Please note universal functions of the iPad platform will be taught and that specific "apps" may vary from iPad to iPad. Students must bring their own iPad to the class. This class will only discuss the Apple iPad. Other tablet devices will not be covered.

COMP:765 | \$25

S50 Th 6pm-9pm
Sept. 11

SCEUC, 209

C81 Sa 9am-12pm
Nov. 15

Corp. College, 207

Learn the Basics of an iPhone

Did you finally break down and purchase an iPhone only to discover that you can barely use it? Come to this class to learn the basics and functionality of an iPhone. Please note universal functions of the iPhone platform will be taught and that specific "apps" may vary from phone to phone. Students must bring their own iPhone to the class. This class will only discuss the Apple iPhone. Other smart phone devices will not be covered.

COMP:765 | \$25

S51 Th 6pm-9pm
Sept. 18

SCEUC, 100

C82 Sa 9am-12pm
Oct. 25

Corp. College, 208

Personal Computing

Keyboarding: Learn to Type on the Computer

Do you use the hunt and peck method of typing? Keyboarding skills are essential fundamentals for all computer software applications. Learn where each key is and how to type more efficiently. Increase speed and accuracy. You will learn correct hand positions and how to use the alphabetic, numeric, symbol and shortcut keys. No class 10/13.

COMP:702 | \$109

780 M 7pm-9pm
Sept. 29 – Dec. 8

Helen Ralston
Lindbergh H.S., 107

Introduction to Craigslist

Craigslist is a fantastic website and provides a wonderful community service to cities all over the United States. This site is about more than just buying and selling. Come find out what all of the hype is about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

551 Tu 6pm-9pm
Sept. 23

Rachel Bufalo
FV - B, 127

Introduction to eBay: Buying and Selling

Come join the millions buying and selling on eBay. This hands-on course will teach you: to choose a UserID, to search for items, to bid, win auctions, to sell items-including fees, to add a picture, to complete a sale, ship and what to do if an item doesn't sell. Look at other eBay issues: safety measures, feedback, what to do if you receive "spam" from eBay use and keeping updated on changes. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$49

C80 Sa 9am-3pm
Nov. 15

William Bearden
Corp. College, 206

New Photoshop Elements 12: Basic Overview

This entry level course will introduce you to the basics of this incredible program. First we will learn the terminology of the program. Then we will touch on the "organizer" feature of Elements and learn what it does and what it can do for you. Next you will launch into the "editor" section including the tool bar and palette and edit a photo with basic techniques. Finally, we will embark on the "create" section and catch a glimpse of its amazing creativity. This course is designed to prepare you for the specialty classes of Adobe Elements. Prerequisite: Windows Introduction class and Digital Pictures Introduction class or equivalent experience.

COMP:755 | \$59

550 Tu 6pm-9pm
Nov. 4 – Nov. 18

Rachel Bufalo
SCEUC, 206

Like us at www.facebook.com.



St. Louis
Community
College
Continuing
Education

New Photoshop Elements 12: Special Techniques and Retouching Faces

Bye-bye crow's feet! Want whiter teeth? No problem! Look fantastic in every picture from now on. In this course you'll learn the basics such as removing red-eye and blemishes to more advanced techniques such as making the subject thinner with a smaller nose! Learn to remove unwanted objects, make a photo black and white or sepia & put someone's head on a different body and more! This course will use the 'editor' portion of Elements 12. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

COMP:755 | \$49

551 Tu 6pm-9pm
Nov. 25 – Dec. 2

Rachel Bufalo
SCEUC, 206

Productivity

Internet Research and Investigations: Public Records

Explore a wide range of public records on the internet. We'll look at real estate records, criminal records, court judgements, marriages, births, deaths, etc. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful.

COMP:742 | \$29

680 Su 12:30pm-3:30pm
Sept. 28

Jean Bradley
MC - BA, 208

681 Su 12:30pm-3:30pm
Nov. 16

Jean Bradley
MC - BA, 208

Social Networks



NISM Social Media Certification

Ready to take your marketing skills to the next level? Get hands-on training in this rapidly evolving industry and increase your employment value through our new Social Media Certification course! Designed to give you the knowledge and skills necessary to be proficient in strategic social media methodologies and prepare for the NISM Social Media Strategist certification examination. Fee includes cost of exam, textbook, worksheets, and all other course materials. Additional fee to retake exam. More information on exam and testing sites given during class. Candidates must meet the following requirements and pass the exam to earn the certification: minimum of an Associate's Degree or two years of business experience related to social media. Registration/Withdrawal deadline 9/24. No refund after that date.

COMM:720 | \$1,295

651 W 6pm-9pm
Oct. 1 – Dec. 3

MC - BA, 212

Free Information Session

Get more information on our new Social Media Certification course through this FREE Information Session! All participants must register.

COMM:720 | No Fee

650 W 6pm-7pm
Sept. 10

MC - BA, 114

New Twitter

Hashtag? What in the world is a hashtag? If you've ever asked this question, then this class is for you! Twitter is all the rage for Gen Y, celebrities and an increasingly important source of information. Come to this class to find out more about one of the most popular social media sites. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

650 Th 6pm-9pm
Nov. 13

Rich Vagen
SCEUC, 209

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 | \$35

C01 F 9:30am-12:30pm
Sept. 19

Rachel Bufalo
Corp. College, 206

Facebook

Facebook has over one billion users! That means one out of every seven people in the WORLD are on Facebook! In a few more years communicating on this social networking site will be as second nature to you as email. Don't get left in the dust. Come and learn how to navigate this fun and exciting site! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

550 Tu 6pm-9pm
Sept. 2

Rachel Bufalo
FV - B, 127

350 W 6pm-9pm
Sept. 24

Erin De Vore
WW, 206



WEB DEVELOPMENT

Dreamweaver Creative Cloud (CC): In a Day

Learn the basics of Dreamweaver in one day! You will learn the basics in the Dreamweaver environment; how to create and enhance documents; basic formatting skills; how to create and manage a new site with site maps and templates; how to link pages using anchors; work with images, tables and frames; and how to publish your web site. Prerequisite: Windows Introduction class or equivalent experience. HTML experience recommended. Bring a thumb/flash drive.

COMP:745 | \$99

C80 Sa 9am-4pm
Oct. 18

Corp. College, 206

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
Sept. 11 – Sept. 25

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

C01 F 9am-4pm
Oct. 3

Jerry Bearden
Corp. College, 206

S51 Th 6pm-9pm
Oct. 9 – Oct. 16

Jerry Bearden
SCEUC, 207

600 F 9am-4pm
Nov. 7

Jerry Bearden
MC - BA, 208



New Internet Marketing with WordPress

Internet marketing is a different concept than traditional marketing and employs different techniques. Learn about resources available to you, strategies to get noticed, and ways to measure how your methods are working for you. The class will be focused on WordPress websites, but the techniques learned are equally applicable to any website. Prerequisite: Create Your Own Website with WordPress or equivalent experience.

COMP:745 | \$49

S52 Th 6pm-9pm
Nov. 13

Jerry Bearden
SCEUC, 207

Web Development Certificate

Our exceptional course is intense and comprehensive. You'll learn how to develop websites using two methods: 1) hand-coding HTML using a text editor and 2) using a powerful design and development tool, Dreamweaver. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class.

COMP:745 | \$299

S53 Th 6pm-10pm
Sept. 18 – Nov. 6

Donna Peck
SCEUC, 209



Digital
Arts and
Technology
Alliance

Digital Media

Professional Workshops

Call 314-984-7019 with questions.

Adobe Photoshop CS6 for Professionals-The First Step

This workshop introduces practical methods for working with the software. Carefully crafted tutorials provide an overview and reinforce the student's understanding of Photoshop tools, including Layers, Making Selections, Masking, Basic Color, the Type Tool, Extraction Filter, Image Resolution, and the conversion from RGB to Grayscale. Image repairs with the Healing Patch and Clone Stamp will be explored. The ability to create unique fictional images without a camera or scanner will be introduced. Lots of discussion and guided demonstrations by a Photoshop expert will encourage class participation in an atmosphere of mutual support.

CVTW:701 | \$139

600 F 8:30am-4:30pm
Aug. 29

Zak Zych
MC - HE, 233

Adobe Photoshop CS6 for Professionals - the Next Step

This workshop presents essential techniques for graphic designers, photographers and digital artists who are already regular users of Photoshop. This level of instruction will demonstrate precise selections using the pen tool and compositing two images together based on displacement maps. You will explore the brush engine, typography, filters, channels, advanced masking and the new vanishing point tool. Be prepared for an intensive hands-on learning experience that will assist you in expanding creativity.

CVTW:701 | \$139

601 F 8:30am-4:30pm
Sept. 12

Zak Zych
MC - HE, 233

Creating Animated Film in Photoshop: Quickstart for Professionals

Using Adobe Photoshop CS6 students will learn how to get to the final digital stages of creating an animated film. Learn and experience: film analysis, visual development and research, inspiration, composition, staging and formats, rhythm and style variety, value and color plus a the basics of storyboarding, and then on to a finished computer animation.

CVTW:704 | \$139

602 F 8am-4:30pm
Oct. 24

Anthony Carosella
MC - HE, 233

Introduction to Adobe Photoshop Lightroom 5

This workshop introduces the basics of Lightroom 5. A powerful and comprehensive set of digital photography tools that enable you to organize and bring out the best in your images, achieving amazing image quality. Lightroom 5 is designed as an end-to-end photographic workflow process for both amateur and professional photographers.

CVTW:701 | \$139

602 F 8:30am-4:30pm
Nov. 7

Charles LaGarce
MC - HE, 233

Adobe InDesign CS6 for Professionals-the First Step

Enhance your graphic design skills and productivity with InDesign. Learn how to import illustrations and photos and set type correctly for flyers, brochures, and other basic applications. Learn how to convert Quark documents into Adobe InDesign documents. Learn key commands and other great tips for making easy work of your layouts.

CVTW:702 | \$139

680 Sa 8:30am-4:30pm
Sept. 13

MC - HE, 233

Adobe InDesign CS6 for Professionals-the Next Step

Don't know the best way to set up your brochure or multi-page document? Learn how to optimize your page set up for better productivity. Modern typesetting techniques, including examples from the top magazines, show you how to make your document look great. Introduction to style sheets allows you to keep your work looking consistent and professional.

CVTW:702 | \$139

681 Sa 8:30am-4:30pm
Dec. 13

MC - HE, 233

Call 314-984-7777 to register!

Adobe Illustrator CS6 for Professionals-the First Step

Is Illustrator still a mystery to you? Enter the world of vector graphics with this introductory workshop. Demystify anchor points, paths, and Bezier curves. You'll transform shapes into graphic images. Explore the tool box and basic commands to boost your vector confidence. Learn to use gradients, gradient mesh, compound paths, blends, envelopes, live paint, type tools, and more to achieve professional results. Save template and palette libraries to speed your workflow.

CVTW:702 | \$139

682 Sa 8:30am-4:30pm
Sept. 27

John Schmitt
MC - HE, 233

Adobe Illustrator CS6 for Professionals - the Next Step

You know the tools; now put them to use to create resolution-free vector illustrations. Think like an illustrator to work through trouble spots. Learn to combine live trace, transparency, envelopes and amazing 3D effects with mapping to draw complex images. Demystify the appearance palette, and use layers to create simple Flash animations.

CVTW:702 | \$139

683 Sa 8:30am-4:30pm
Oct. 4

John Schmitt
MC - HE, 233

Digital Painting and Drawing for Professionals-the First Step

With Corel Painter students will learn inventive drawing tools such as Natural-Media brushes, image cloning capabilities and virtually unlimited customization options. These tools will give users total freedom for creative expression, as well as enhance graphic quality and streamline the drawing process to increase productivity and profits.

CVTW:703 | \$139

600 F 8:30am-4:30pm
Sept. 26

James Leick
MC - HE, 233

Digital Painting and Drawing for the Professional- the Next Step

Take the next step beyond the basics of Corel Painter. Learn to create breathtaking works of art using enhanced brush control palettes, frames-per-second control, and customizable shortcut keys. Professional users can extend their creative possibilities with enhancements that include Artists' Oils Painting System and Snap-to-Path Painting.

CVTW:703 | \$139

680 Sa 8:30am-4:30pm
Nov. 22

James Leick
MC - HE, 233

Maya for Professionals-The First Step

Learn the concepts and basic tools for creating imagery in 3D using Autodesk's Maya. Starting with a road-map to the main interface, students will learn how to construct shapes and geometry using polygons. Once built, they will learn how to "texture" these polygons so that they appear to have surface detail, how to use the lighting tools to illuminate the objects they've created. We will discuss the basics of animation, making our objects and camera move through time. Finally, we will learn "rendering", or the final output of our work to a finished, playable animation file which each student will have created.

CVTW:704 | \$139

680 Sa 8am-4:30pm
Nov. 1

Anthony Carosella
MC - HE, 233

AfterEffects for Professionals - the First Step

Gain understanding and skill in utilizing AfterEffects to create motion graphics. We focus on learning the interface in AfterEffects, putting graphics in motion and rendering finished movie and animation projects. Participants will also explore a workflow between Photoshop and AfterEffects. Be prepared for an intensive hands-on learning experience.

CVTW:704 | \$139

600 F 8:30am-4:30pm
Oct. 3

Timothy Linder
MC - HE, 233

AfterEffects for Professionals - the Next Step

Now that you know the basics of adding assets and key framing motion in AfterEffects, investigate more advanced techniques. Get a deeper understanding of options in the effects panel and other topics including background keying, motion tracking and the 3D workspace. Be prepared for an intensive, hands-on learning experience.

CVTW:704 | \$139

601 F 8:30am-4:30pm
Oct. 17

Timothy Linder
MC - HE, 233

Digital Storytelling for Professionals

Using Photoshop and iMovie, this workshop will immerse beginners into the art of crafting and capturing a story electronically. From idea generation and basic scripting in the morning, this workshop will allow participants to create a short story in the afternoon. Students should come prepared with a story they want to tell. Bring your own videos and photos to include.

CVTW:706 | \$139

680 Sa 8:30am-4:30pm
Sept. 20

Anthony Carosella
MC - HE, 136

Avid Media Composer 6 Video Editing

This workshop will cover the basics of Avid Media Composer. Avid is a powerful SD and HD professional video editor for Mac or Windows. Media Composer is Avid's top video editing program, and it offers integrated DVD authoring, surround sound audio processing, and thousands of powerful, real-time effects. Media Composer's integrated toolset provides all of the components needed to create the highest quality productions and finish to tape, DVD or web streams.

CVTW:706 | \$139

683 Sa 8am-4:30pm
Nov. 8

Anthony Carosella
MC - HE, 233

Final Cut Pro X - Video Editing: the First Step

An introduction to professional video editing for people that have used iMovie or some other consumer editing software and want to expand their skills. Learn to import video, arrange clips and transitions. Add titles and trim edits to fine tune your video.

CVTW:706 | \$139

681 Sa 8:30am-4:30pm
Sept. 27

Anthony Carosella
MC - HE, 136

Final Cut Pro X: Video Editing: the Next Step

Learn how to share your projects in one click to your Apple devices, the web, Blu-ray Disc, and DVD. Collaborate in real time from anywhere in the world with support for iChat Theater. Change clip speeds with ease using redesigned speed tools. Enjoy dozens of additional enhancements, including native support for AVC-Intra, streamlined alpha transition creation, improved markers, large timecode window, and more.

CVTW:706 | \$139

682 Sa 8:30am-4:30pm
Oct. 4

Anthony Carosella
MC - HE, 136

GoPro HD Hero Camera for Professionals and Adventurers

Professional photographers and videographers will learn how to use the full range of features offered on the GoPro HD Hero Camera. Focus will be given on learning how to use it as a still camera, a timelapse camera, and as an HD video camera capable of filming in difficult conditions. Students will also learn how to edit photos and videos using GoPro's software. Action photographers will learn how to attach the GoPro camera to helmets, bikes, surfboards, ski binding and cars. Be prepared for an intense learning experience.

CVTW:710 | \$139

600 F 8:30am-4:30pm
Oct. 31

Anthony Carosella
MC - HE, 233

How to Convert Photos to Paintings

This workshop provides a resource for the growing number of professional photographers, web designers, printers, creative directors, production supervisors, artists, advertising executives or publishers to learn how to change photos to paintings.

CVTW:710 | \$139

680 Sa 8:30am-4:30pm
Sept. 20

James Leick
MC - HE, 233

Digital Architectural Photography for Professionals

Acclaimed photographer Richard Sprengeler will lead a day-long workshop in creating successful photographs of architecture. Methods for approaching composition, exposing for varied lighting conditions and raw image processing will be explored. Some experience with Adobe Photoshop and Lightroom is preferred. A tripod and DSLR are recommended, but not required.

CVTW:710 | \$139

681 Sa 8:30am-4:30pm
Oct. 18

Richard Sprengeler
MC - HE, 233

Graphic Design for Digital Photography

Tired of hiring a graphic designer to do your design work? Wish you could use Photoshop and do the design work on your next project? You can! You will learn four secrets to great graphic design that will ensure your promotional materials will always look their best. You will put these design elements into practice on several projects including a business card, an ad, and an event flyer. Bring your own digital files to use or we can provide some.

CVTW:710 | \$139

682 Sa 8:30am-4:30pm
Dec. 6

Darlene McGee
MC - HE, 136

iPad for Professionals

The iPad has landed and the business world will never be the same. This intro to iPad workshop will fully explore how Apple's device will streamline your workflow and increase your profits. Bring your own iPad 2 or one will be provided for you during class.

CVTW:712 | \$139

680 Sa 8:30am-4:30pm **Anthony Carosella**
Sept. 6 MC - HE, 136

Create, Publish, and Distribute eBook's with Smashwords

In this workshop, students will learn step-by-step instructions that make it easy for anyone to create, publish, and distribute an eBook. Authors will learn how to format their manuscripts so that the completed Microsoft Word files can be uploaded to Smashwords, a self-serve publishing web service. Smashwords will deliver the files into multiple eBook formats for reading on various eBook reading devices. Once published and approved by Smashwords, the books will be available for sale online at a price set by you the author. Cost for adults 60 and over \$69.50.

CVTW:712 | \$139

600 F 8am-4:30pm **Jenny Ruth Gibbons**
Oct. 10 MC - HE, 233

iBooks Author & iPhoto – iBooks is Idea Ready with Graphics and Words, and Easily Create Professional Photo Books using iPhoto

With your book idea ready to go (graphics & story), you can take iBooks Author (an amazing new app) and create beautiful Multi-Touch textbooks and just about any other kind of book for iPad. With galleries, video, interactive diagrams, 3D objects, and more, these books bring content to life in ways the printed page never could. Students will learn how to create exciting photobooks using iPhoto.

CVTW:712 | \$139

601 F 8am-4:30pm **Anthony Carosella**
Dec. 5 MC - HE, 233

3D Printing Workshop for Beginners

Have you ever wished that you had the power to design anything your heart desired and have it magically created out of thin air? Now you can. Learn how to design and print objects using software such as Adobe Illustrator, Google Sketch Up or Blender. Explore how digital design can reveal new ideas and provide fresh inspiration for your future projects. The workshop consists of two parts, an introduction to 3D design and a demonstration of a MakerBot Replicator 2 printer. Class is suitable for beginners. No code writing or 3D printing experience required. Knowledge of any other 3D printing software is helpful, but not required.

CVTW:713 | \$139

680 Sa 8:30am-4:30pm **John Schmitt**
Oct. 11 MC - HE, 136

Social Media Marketing for Professionals

This social media workshop will cover the concepts and application of social media marketing and will equip you with skills needed to plan and implement a successful social media marketing strategy. Topics will include the use of email marketing, using social media tools such as Twitter, and blogging, and how to use Facebook to create a fan page and increase traffic to your business page.

CVTW:713 | \$139

600 F 8:30am-4:30pm **Anthony Carosella**
Nov. 21 MC - HE, 233

Facebook for Business-Effective Marketing Techniques

In this workshop, students will be introduced to the features and functionality employed to effectively use Facebook to promote your business or even personal pursuits. Students will learn how to setup and create pages and learn the techniques used to customize and brand their pages. Additionally, we will be covering ways to promote your site through organic activities, as well as paid promotions. It is ideal to already have a Facebook account set up before the day of the course. If you have an idea for a page that you want to create, you can do so during this course.

CVTW:713 | \$139

682 Sa 8am-4:30pm **Kevin Ward**
Dec. 6 MC - HE, 233

The "Cloud" and What you Need to Know for Professionals

This course goes through the various aspects of using cloud storage to organize and store your digital assets. Learn about Cloud Storage services such as Google Drive and how to use apps and plugins to create, store and manage all of your digital information. Learn about security best practices to ensure you keep your information safe and secure. Other Cloud Services covered are Drop-Box and Wiggio.

CVTW:713 | \$139

681 Sa 8am-4:30pm **Kevin Ward**
Nov. 15 MC - HE, 233

Web Analytics for Professionals

In this workshop you will learn about website analytics, work basic assumptions, assumed interest, what does a "hit" really mean, measuring accuracy and how to apply this information to improved sales and profits.

CVTW:750 | \$139

680 Sa 8:30am-4:30pm **Kevin Ward**
Nov. 22 MC - HE, 136

EZ Websites for Professionals - The First Step

Learn to create a professional website using a free platform. Students will learn how to register a domain name and use free website tools and templates to create and maintain a professional website.

CVTW:750 | \$139

681 F 8:30am-4:30pm **Kevin Ward**
Sept. 5 MC - HE, 233

EZ Websites for Professionals - The Next Step

This workshop starts where the First Step left off. Learn about website usability and how to improve visitor use of your website. Increase traffic to your website with search engine optimization, using keywords, copy and images techniques. Learn how to register your website with search engines and directories to improve visibility. Learn what's going on with your website, how to track, collect, measure, and use information with website analytics. Learn all about plug-ins and how to use them.

CVTW:750 | \$139

682 Sa 8:30am-4:30pm **Kevin Ward**
Sept. 13 MC - HE, 136

Dreamweaver: Quick Start for Professionals

In this workshop students will learn how to setup and use the Dreamweaver site manager. We will use the automated templates to create cascading style sheet (CSS) based layouts and then use those layouts to build a basic web template including copy, image links, and basic design for all of the other pages of your website. This course also covers basic design principles for the creation of a professionally engaging website.

CVTW:750 | \$139

683 Sa 8:30am-4:30pm **Kevin Ward**
Oct. 25 MC - HE, 233

Dreamweaver for Professionals - Advanced Techniques

Picking up from where Quick Start ends, this workshop takes you through some of the advanced tools available in Dreamweaver CC. You will also be learning some advanced image and design techniques, enabling you to significantly improve the capabilities of your website.

CVTW:750 | \$139

600 F 8am-4:30pm **Kevin Ward**
Dec. 12 MC - HE, 233



CONSTRUCTION AND INDUSTRIAL TECHNOLOGIES

Construction

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. Available for credit as CE:115.

CONS:717 | \$303

230 Th 7pm-9:45pm
Aug. 21 – Dec. 11

Anthony Augenstein
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.

Electrical

National Electric Code and Calculations - Part I

This course will cover the elements, changes, applications, and design aspects of the 2014 National Electrical Code for residential and commercial properties. Certificates awarded to those successfully completing the course. No class 9/23. Texts required.

ELEC:705 | \$269

550 Tu 6pm-9pm
Aug. 26 – Dec. 2

Michael Smith
SCEUC, 213

Industrial Engineering

Composites Fabrication

This class covers the composite fabrication aspect of aircraft production as well as other applications using composites materials (carbon fiber) - material control, mold preparation, lay-up, vacuuming bagging, curing process.

IENG:702 | \$129

5C1 Th 5pm-8pm
Sept. 4 – Oct. 2

J. Beetz
FV - CWI, 128

Solar Courses

NABCEP Certified Courses

STLCC is now offering 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.

Introduction to Solar Basics

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 discussed. This session will prepare students for other solar class and will introduce the path for certification through the North American Board Certified Energy Professionals (NABCEP).

CONS:721 | No Fee

5C1 Tu 5pm-8pm

Jeffrey Foster

Aug. 19

FV - CWI, 136

5C2 W 9am-12pm

Jeffrey Foster

Aug. 20

FV - CWI, 136

Solar Basics ,Solar Site Survey, Components, and System Build

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. Prerequisite: Must have attended Introduction to Solar Basics. Texts included.

CONS:721 | \$475

5C3 TuTh 5pm-8pm

Jeffrey Foster

Aug. 26 – Oct. 7

FV - CWI, 120

Advanced PV Sizing Electrical Design

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.

CONS:721 | \$189

5C4 TuTh 5pm-8pm

Jeffrey Foster

Oct. 14 – Oct. 28

FV - CWI, 120

Advanced NEC for Photovoltaics and NABCEP Installer Exam Preparation

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. No class 11/27.

CONS:721 | \$259

5C5 TuTh 5pm-8pm

Jeffrey Foster

Nov. 4 – Dec. 2

FV - CWI, 120



OSHA Training at STLCC

St. Louis Community College Continuing Education offers courses to deliver occupational safety and health training to public and private sector workers, supervisors and employees.

Call 314-984-7777 to register today!

10 Hour OSHA General Industry Safety and Health Training Certification

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.

CONS:736 | \$119

C03 Th 5-9pm Patricia Dalton Sept. 11 Corp. College, 210
Sa 8am-3:30pm Sept. 13 Corp. College, 210

CE2 MW 4:30-9:45pm Patricia Dalton
Oct. 27-29 Corp. College, 205

30 Hour OSHA General Industry Certification Completion

This is a 20 hour completion course for those who have completed OSHA 10 Hour General Industry Safety Certification within the past six months and wish to pursue the OSHA 30 Hour Certification.

CONS:736 | \$239

C06 Th 5pm-9pm Patricia Dalton Nov. 13-20 Corp. College, 209
Sa 8am-3:30pm Nov. 15-22 Corp. College, 209

10 Hour OSHA Construction Safety and Health Training Certification

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 health and safety, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, etc. Upon successful completion students will receive the 10 hour OSHA course completion card.

CONS:736 | \$119

C01 Th 5-9pm Patricia Dalton
Sept. 4 Corp. College, 209
Sa 8am-3:30pm
Sept. 6

C02 Th 5-9pm Patricia Dalton
Oct. 16 Corp. College, 209
Sa 8am-3:30pm
Oct. 18

CE1 MW 4-9:45pm Patricia Dalton
Sept. 29-Oct. 1 Corp. College, 205

30 Hour OSHA Construction Safety and Health Certification Completion

This is a 20 hour completion course for those who have completed OSHA 10 Hour Construction Health and Safety Certification within the past six months and wish to pursue the OSHA 30 Hour Certification.

CONS:736 | \$239

C05 Th 5-9pm Patricia Dalton Oct. 23-30 Corp. College, 209
Sa 8am-3:30pm Oct. 25-Nov. 1 Corp. College, 209

Education and Test Prep

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 AEL 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. Visit www.ucityaelprogram.org.

ACT Test Preparation Workshop

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 included - bring a calculator to class. There will be a test simulation at the beginning of the course and computer diagnostic assessment to identify areas for improvement.

EDUC:712 | \$169

650 M 6pm-9pm
Sept. 8 - Oct. 20

4W1 Sa 9am-12pm
Oct. 18 - Dec. 6

5W1 Sa 9am-12pm
Aug. 23 - Oct. 11

Toshi Floyd
MC - CS, 206

Toshi Floyd
FP - G Tower, 113

Toshi Floyd
FV - B, 123

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 70% of the students completing this review went on to pass their Chemistry courses with a grade of "C" or higher.

MATH:752 | \$49

650 TuWTh 5:30-9:30pm
Aug. 12 - Aug. 14

500 TuWTh 8:30am-12:30pm
Aug. 12 - Aug. 14

Suzanne Saum
MC - SO, 109

Susan Vallely
FV - E, 270

It All Starts Here.

Adult Career Exploration Sessions

Sept. 17 – Wildwood – 6-7:30pm, 102 B

Oct. 7 – Forest Park – 6-7:30pm, Student Center Café East

Oct. 14 – Meramec – 6-7:30pm, BA 105

Nov. 5 – Wildwood – 6-7:30pm, Room 223

Dec. 4 – Meramec – 6-7:30pm, BA 105

Whether you're just starting out, looking to re-enter the workforce or wanting to switch careers—but you're not sure about an area of study—St. Louis Community College's **Adult Career Exploration Session** will help you identify your interests, discover your passion, and point you toward the career that's right for you!

- Receive a FREE interest inventory to identify your primary interest areas.
- Discover how your interests can lead to good career decisions.
- Learn how your interests relate to career programs at STLCC.
- Hear about resources to pay for school.
- Find out how to get started at STLCC!



St. Louis
Community
College

For more information call 314-539-5002 or email AskUs@stlcc.edu

Register TODAY at stlcc.edu/Visit
and get started on the New You!

Build your Professional Foundation with *Essentials Training*

Professional *Essentials*

Earn a credential that will increase your value in the job market or develop new skills. Professional Essentials will help you develop and maintain your competitive edge!

Small Business *Essentials*

Whether you're starting a new business or expanding a current venture, Small Business Essentials will provide the right tools to get your business going in the right direction.

Career *Essentials*

If you're seeking a career change, or just entering the job market, Career Essentials will provide you with the knowledge to showcase your skills and abilities.

Nonprofit *Essentials*

Designed for existing and aspiring nonprofit professionals, the Nonprofit Essentials program helps meet the increasingly challenging demands that are placed on board members, administrators, staff, and volunteers.



Call 314-984-7777 to register today and advance your life professionally!

GENERAL INFORMATION

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

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 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 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:

Corporate College

Lesley English-Abram, Manager, Community Services
STLCC Corporate College, 3221 McKelvey Road, Bridgeton, MO 63044
314-539-5480

Cosand Center/Employment

Patricia Henderson, Senior Manager of Employment
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5214

Florissant Valley

Joe Worth, Vice President, Student Affairs
3400 Pershall Road, St. Louis, MO 63135-1408, 314-513-4250

Forest Park

Thomas Walker, Jr., Vice President, Student Affairs
5600 Oakland Avenue, St. Louis, MO 63110-1316, 314-644-9212

Meramec

Linden Crawford, Vice President, Student Affairs
11333 Big Bend Road, St. Louis, MO 63122-5720, 314-984-7609

Wildwood

Marilyn Taras, Director of Student Affairs
2645 Generations Drive, Wildwood, MO 63040-1168, 636-422-2004

Section 504/Title II Coordinator

Dr. Donna Dare, Vice Chancellor of Academic and Student Affairs
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5285

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: _____