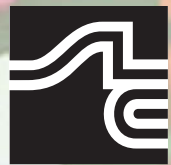


Summer 2015 Professional Development



St. Louis
Community
College

Continuing Education

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

Professional Development

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!

Essentials Training

Small Business **Essentials**

Starting and Managing a Small Business

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

BUSS:701 | \$59

680 Sa 9am-12pm
June 6 – June 13

Lynette Watson
MC - SO, 204

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 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 | \$29

650 W 6pm-9pm
June 17

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; \$60 pre-register and pre-pay; \$70 at the door.

BUSS:701

681 Sa 8:15am-3pm
June 6

MC - SO, 108

682 Sa 8:15am-3pm
July 11

MC - SO, 108

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

MC - SO, 108

Understanding Accounting- An Introduction

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

BUSS:741 | \$35

680 Sa 9:30am-1pm
June 20

Kimberly Franklin
MC - BA, 124

Understanding Patents, Trademarks and Copyrights

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

BUSN:729 | \$55

680 Sa 8:30am-1:30pm
June 27

Morris Turek
MC - BA, 112

The Small Business Essentials Non-Credit Certificate Program 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.

- Two classes from each of the three core areas of startup, finance, management
- Three marketing classes
- Two classes from designated technology option

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

Small Business
Essentials



**Call 314-984-7777
for more information**

Career *Essentials*

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 | \$25

650 Tu 6pm-7:45pm
June 16 – June 23

Sherita Reinhardt
MC - SO, 206

Writing Your Resumé 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-8pm
June 9 – June 23

Jacqueline Meaders-Booth
MC - BA, 203

Using LinkedIn for Your Job Search

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

CPDV:705 | \$25

650 W 6:30pm-9pm
June 17

Laurie Hawkins
MC - SO, 109

Finding Job Leads

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

CPDV:705 | \$25

651 W 6:30pm-9:30pm
June 24

Laurie Hawkins
MC - SO, 109

Plus 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-4pm
July 18

Carol Watkins
MC - BA, 114

Finding Purpose and Passion in the Third Chapter

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

CPDV:730 | \$65

681 Sa 9am-4pm
June 27

Carol Watkins
MC - SO, 107



Plus 50 Employment: Purpose, Process and Payoff

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

CPDV:730 | \$45

650 Th 6:30pm-9:30pm
July 9 – July 16

Edwin Penfold
MC - SW, 202

Nonprofit *Essentials*

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. Program is an excellent tool for assisting in nonprofit formation, orienting new board members and nonprofit directors.

NPAD:703 | \$29

680 Sa 10am-12pm
June 20

Amy Hereford
MC - SO, 108

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
June 20

Amy Hereford
MC - SO, 108

Event Planning 101

From the most exciting to the most mundane tasks, you'll receive the best advice on items to consider and the roles and actions necessary to successfully and enjoyably produce and execute your event. Discussion will also focus on how to avoid potential hurdles by establishing a clearly communicated process and timeline with your team. You'll also learn to draft an outline and timeline, beginning with concept and ending with effective follow-up, which you can utilize for current or future event planning. Instructor Sarah Guldalian is a producer for an international media outreach organization and former nonprofit manager for over 100 volunteers.

NPAD:703 | \$25

650 Tu 6pm-9pm
July 7

Sarah Guldalian
MC - SO, 206

Free Information Sessions

Pharmacy Technician Certification Training

This free session is designed to provide information for individuals interested in the Pharmacy Technician Training. The presentation will include an explanation of the prerequisites, an overview of the training and requirements needed for certification. The session is free but registration is required. This information session will be offered at the Corporate College.

AHCE:786

CO2 W 6pm-7pm
June 17

Corp. College, 209

CO3 W 6pm-7pm
July 15

Corp. College, 209



**Call 314-984-7777 to
register today!**

In partnership with **MK Education**



Free Information Sessions

In partnership with **MK Education**



Central Sterile Processing Technician

This free session is designed to provide information for individuals interested in the Central Sterile Processing Technician Training. The presentation will include an explanation of the pre-requisites, an overview of the training and requirements needed for certification. The session is free but registration is required.

AHCE:788

450 Th 6pm-7pm
May 28

FP - G Tower, 121

451 W 6pm-7pm
June 24

FP - G Tower, 121

452 W 6pm-7pm
July 22

FP - G Tower, 119



Career Studies

CPR And First Aid

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

6D0	F 9am-3:30pm May 29	Carol Pikey MC - CE
5D0	M 9am-3:30pm June 8	Gordon Back FV - CWI, 136
4D0	W 5pm-10pm June 10	Gordon Back FP - G Tower, 121
6D1	Th 5pm-10pm June 18	Gordon Back MC - CE
3D0	M 9am-3:30pm June 22	Carol Pikey WW, 102B
6D2	W 5pm-10pm June 24	Gordon Back MC - CE
5D1	M 5pm-10pm July 6	Gordon Back FV - TC, 110
4D1	W 5pm-10pm July 8	Gordon Back FP - G Tower, 121
6D3	F 9am-3:30pm July 10	Carol Pikey MC - CE
5D0	M 9am-3:30pm July 13	Carol Pikey SCEUC, 213
4D2	F 9am-3:30pm July 17	Gordon Back FP - G Tower, 121
3D1	Tu 5pm-10pm July 21	Carol Pikey WW, 102B
5D2	Th 9am-3:30pm July 23	Gordon Back FV - CWI, 136
HD0	M 9am-3:30pm July 27	Gordon Back Harrison Ed Ctr, 100
4D3	W 5pm-10pm July 29	Gordon Back FP - G Tower, 121
CD0	F 9am-3:30pm July 31	Gordon Back Corp. College, 276
6D4	Sa 9am-3:30pm Aug. 1	Gordon Back MC - CE
5D3	W 5pm-10pm Aug. 5	Gordon Back FV - TC, 110
6D5	M 5pm-10pm Aug. 10	Gordon Back MC - CE
4D4	W 9am-3:30pm Aug. 12	Carol Pikey FP - G Tower, 121
5D4	F 9am-3:30pm Aug. 14	Gordon Back FV - CWI, 136
4D5	Su 9am-3:30pm Aug. 16	Carol Pikey FP - G Tower, 121

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. This 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

CD0	Tu 4pm-6pm June 16	Gordon Back Corp. College, 276
CD1	Tu 7pm-9pm June 16	Gordon Back Corp. College, 276

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. This 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

6D0	W 6pm-9:30pm July 15	Gordon Back MC - CE
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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 | \$97

6D0	Sa 8:30am-4:30pm Aug. 22	Gordon Back MC - CE
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CPR Instructor Course

The Instructor Course is designed to prepare American Heart Association (AHA) instructors to disseminate to participants enrolled in AHA courses the science, skills and philosophy of resuscitation programs. The purpose of the AHA BLS/CPR Instructor Course is to provide instructor candidates 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 required at time of registration: Current AHA Healthcare Provider CPR card. Registration three weeks prior to course start date is required to ensure arrival of pre-course materials and completion of extensive pre-course work. Per AHA requirements, within 6 months of the initial instructor class, a STLCC TC Faculty member must monitor the instructor candidate's teaching and verify the performance of the candidate's provider skills. The instructor candidate will pay an additional fee for this monitoring. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. Registration/Refund/Withdrawal deadline: 7/13.

CPRR:708 | \$250

4D0	M 8am-5pm Aug. 3	Gordon 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 and be a current CPR Instructor as evidenced by a current CPR Instructor card. At time of registration the instructor must provide documentation meeting both prerequisites. Registration is required one week prior to course start date. Due to the nature of this course, you must arrive on time. No admittance after the stated start time.

CPRR:709 | \$65

4D0	W 6pm-10pm July 22	Gordon Back FP - G Tower, 121
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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. 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.

CPRR:711 | \$97

5D0	Sa 8:30am-4pm June 27	Carol Pikey FV - TC, 105
6D0	Sa 8:30am-4pm June 13	Carol Pikey MC - CE

Explore ACE Fitness Certifications!

ACE Personal Trainer Certification Prep Course

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

PEDU:753 | \$695

6D1 F 9am-1pm
June 5 – Aug. 14

Melissa Baumgartner
MC - SO, 206

Registration/withdrawal deadline: 5/28. No refunds after that date. No class 7/3.

6D2 Tu 5pm-9pm
June 2 – Aug. 4

Eric Vahey
MC - SO, 112

Registration/withdrawal deadline: 5/22. No refunds after that date.

Restaurant Management

ServSafe Food Safety Certification

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

RMGT:701 | \$169

680 Sa 8am-3pm Almut Stephan Marino
June 6 – June 13 MC - SO, 107

580 Sa 8am-3pm Almut Stephan Marino
Aug. 8 – Aug. 22 FV - B, 243
No Class 8/15

ServSafe 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. Assigned room is Business, 243.

RMGT:702 | \$79

580 Sa 8am-3pm Almut Stephan Marino
Aug. 22 FV - B, 243

680 Sa 8am-3pm Almut Stephan Marino
June 13 MC - SO, 107



Technology

Applications and Systems

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

S01 F 9am-4pm
July 17

SCEUC, 207

C02 F 9am-4pm
July 24

Cris Heffernan
Corp. College, 208

Microsoft Word 2013 Basics 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
May 29

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

680 Sa 9am-4pm
June 20

Roy Lenox
MC - BA, 203

C01 Sa 9am-4pm
July 25

Cris Heffernan
Corp. College, 208

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

C02 F 9am-4pm
June 5

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: Charts, Tables & Lists

Use Excel to manage lists and create charts and tables from your existing data. Sort, filter, and use other database functions in Excel. Present your data in easy to understand graphical format. Learn to create effective charts that clearly and accurately convey the meaning of your data. Create custom reports with pivot tables and pivot charts. Add graphics to your spreadsheets and charts for clarification. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:720 | \$79

651 W 6:30pm-9:30pm
July 15 - July 22

Roy Lenox
MC - SW, 202

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 | \$109

650 W 6:30pm-9:40pm
May 27 - June 24

Roy Lenox
MC - SW, 202

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
June 12

Cris Heffernan
Corp. College, 208

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

C80 Sa 9am-4pm
June 6

Cris Heffernan
Corp. College, 208

Microsoft Access 2013 for Business: Introduction

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. Bring a flash drive.

COMP:725 | \$129

C01 F 9am-4pm
June 26

Cris Heffernan
Corp. College, 208

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
July 10

Cris Heffernan
Corp. College, 208

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

C01 Th 9am-4pm
July 16

Corp. College, 208

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. This course does not cover the QuickBooks online version. Prerequisite: Windows Introduction class or equivalent experience.

COMP:734 | \$115

C50 W 6:30pm-9:30pm
June 10 - July 8

Barbara Primm
Corp. College, 208

Publishing and Media Technologies

Desktop Publishing

Adobe Photoshop Creative Cloud: In A Day

Learn the Basics of Adobe Photoshop 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

C01 W 9am-4pm
June 3

Zak Zych
Corp. College, 206

600 Sa 9am-4pm
July 11

Zak Zych
MC - BA, 212

Adobe Photoshop Creative Cloud: 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 Non-Credit Certificate Program.

COMP:755 | \$99

C50 Tu 6pm-9pm
June 2 – June 23

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud: Intermediate

Adobe Photoshop 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 Non-Credit Certificate Program.

COMP:755 | \$115

C51 Tu 6pm-9pm
July 7 – July 28

Zak Zych
Corp. College, 206

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 | \$69

S50 Tu 6pm-9pm
July 7 – July 21

Rachel Bufalo
SCEUC, 206

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
June 19

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
June 26

Zak Zych
MC - HE, 233



Adobe Lightroom 5 for Professionals -- the First Step

This workshop will cover 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, especially for professional photographers.

CVTW:701 | \$139

602 Sa 8:30am-4:30pm
July 18

Charles LaGarce
MC - HE, 232



Adobe Photoshop Lightroom 5: Special Development Techniques for Professionals

This workshop will cover image development techniques focusing on output. You will learn eye-catching techniques for the presentation of your work. You will learn how to create a photobook, slideshow and how to best prepare an image for print, as well as, how to achieve amazing image quality. Lightroom 5 is designed as an end-to-end photographic workflow process, geared especially for professional photographers.

CVTW:701 | \$139

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

Charles LaGarce
MC - HE, 233



Contemporary and Traditional Typography in a Digital World

This hands-on workshop discusses classical and contemporary typographic history and vocabulary, measurements and terms, type anatomy, rhythm and readability, typographic contrast, pacing and layout, the use of grids, and typeface classifications whilst utilizing InDesign and Illustrator CC 2014. We will study the use of character and paragraph styles and the use of hierarchy across single and multipage documents. We will learn about ligatures and alternate glyphs, hyphenation rules, and text cleanup. Participants will build skills for the art of dynamic and elegant typesetting and typographic layout, and for expressive, conceptual typographic thinking across a multitude of platforms.

CVTW 702 \$139

601 F 8:30 am-4:30pm
June 12

Michael Swoboda
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

681 Sa 8:30am-4:30pm
Aug. 1

John Schmitt
MC - HE, 232

Video



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

680 F 8:30am-4:30pm
June 5

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
June 26

Timothy Linder
MC - HE, 232



Digital Storytelling Techniques 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. Cost for adults 60 and over \$74.50.

CVTW:706 | \$139

680 Sa 8:30am-4:30pm
July 11

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 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
June 27

Anthony Carosella
MC - HE, 232

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 F 8:30am-4:30pm
July 17

Anthony Carosella
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

682 Sa 8:30am-4:30pm
July 25

Richard Sprengeler
MC - HE, 233

GoPro 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

680 Sa 8:30am-4:30pm
June 13

Anthony Carosella
MC - HE, 233

Drones for Video and Photography

Send your video and photography to new heights by learning about photography with drones. Learn the basic principle of how drones work, the legal regulations that apply, advantages of using drones and the equipment needed to make stunning images with this new technology. Enjoy the demonstrations and see the results first hand!

CVTW:710 | \$139

681 Sa 8:30am-4:30pm
June 20

Anthony Carosella
MC - HE, 136

Maintenance, Networks and Security

Personal Online Security

Learn to ensure your terrestrial and digital footprints are secure. Learn to exercise the best security practices to protect your personal information, help prevent identity fraud, and preserve data integrity, confidentiality and availability. Conduct your corporal and electronic and communications using the most current/effective techniques/methodologies.

COMP:795 | \$39

580 Sa 9am-1pm
July 18

Fernando Tillman
Corp. College, 208

Mobile Technologies

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

580 Sa 9am-12pm
June 13

FV - B, 125

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

680 Sa 9am-12pm
June 20

MC - BA, 212

681 Su 12pm-3pm
July 19

MC - BA, 212

Personal Computing

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

C80 Sa 9am-4pm
June 20

Corp. College, 206

Microsoft Windows 8

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

COMP:705 | \$109

C02 Th 9am-12pm
June 4 - June 11

Cris Heffernan
Corp. College, 206

C03 Th 9am-12pm
July 2 - July 9

Cris Heffernan
Corp. College, 206

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

C04 Sa 9am-4pm
June 13

Corp. College, 208

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

650 Tu 6pm-9pm
June 23

Rachel Bufalo
SCEUC, 206

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 up to date on changes. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$39

550 Th 6:30pm-9pm
June 18 – June 25

Barbara Primm
FV - B, 125

551 W 6:30pm-9pm
July 1 – July 8

William Bearden
SCEUC, 206

Strategies for Selling on eBay

Get more out of your listings! This course covers, among other topics, appropriate listing formats, opening an Ebay store, effective pricing, marketing your business, managing larger numbers of listings, packing and shipping inventory effectively, and using PayPal for online payments. You will learn how to improve your item descriptions, photography, and pricing. We will also review the Seller's Dashboard including the feedback, seller rating, resolution center, and more. Prerequisite: Introduction to eBay: Buying and Selling class or equivalent experience and must have previous eBay experience buying or selling.

COMP:742 | \$29

652 Th 6pm-9pm
July 23

Barbara Primm
MC - BA, 203

Web Development

Optimizing WordPress for Your Business

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

COMP:745 | \$39

C02 F 9am-12pm
July 17

Jerry Bearden
Corp. College, 206

Social Media

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 | \$39

C01 F 9am-12pm
May 29

Rachel Bufalo
Corp. College, 206

550 Tu 6pm-9pm
June 16

Rachel Bufalo
SCEUC, 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

651 Tu 6pm-9pm
June 2

Rachel Bufalo
SCEUC, 206

350 W 6pm-9pm
July 29

Erin De Vore
WW, 207



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

680 Sa 8:30am-4:30pm
July 25

Anthony Carosella
MC - HE, 136

Tech Savvy

Tech Savvy Friday: Creating Folders and File Management with Windows 7

One of the trickiest concepts for new computer users to master is folders. Come to this workshop and learn how to create them, how to use them, but best of all, where to find them! This two hour class will help you de-clutter your files and folders. Prerequisite: Windows Introduction class or equivalent experience. Class will be using Windows 7.

COMP:765 | \$19

500 F 9am-11am
July 10

Barbara Primm
FV - B, 125

Tech Savvy: iPads & Tablets

Touch screen technology is everywhere these days. Come to this class to learn about all of the latest touchscreen devices and some of the differences.

COMP:765 | \$19

501 F 9am-11am
June 19

Barbara Primm
SCEUC, 206

Tech Savvy Fridays: What is The Cloud?

If the "cloud" sounds more like a high in the sky idea than a technological term this is the class is for you.

COMP:765 | \$19

C01 F 9am-11am
June 12

Barbara Primm
Corp. College, 206

Tech Savvy Friday: Flash Drives

Some call it a thumb drive, a memory stick, a jump drive, a USB drive, etc. Regardless of what you call it, Flash Drives have become the most widely used device in portable data storage. Come find out how to use and love this cool little gadget. Class includes your very own flash drive to use in the class and keep. Prerequisite: Windows Introduction class or equivalent experience.

COMP:765 | \$24

502 F 9am-11am
July 24

Barbara Primm
SCEUC, 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. 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

650 Th 6pm-9pm
July 2 – July 16

Jerry Bearden
MC - BA, 203

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. 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
June 19

Jerry Bearden
Corp. College, 206

Adobe Edge Animate CC for Professionals

Edge Animate helps web designers create highly interactive, HTML5 animations. Create custom, moving images for web sites, digital publishing, rich media advertising and more, for desktop and mobile browsers. Learn the basic functions in this new tool and build your own examples in this hands-on workshop.

CVTW:701 | \$139

681 Sa 8:30am-4:30pm
July 11

Mark Pennycuik
MC - HE, 232



Adobe Muse: Web Design for the Graphic Designer

Adobe MUSE: the web design tool for the Graphic Designer. Whether you know html or not this tool gets your web site design up and running in no time, with widgets and tools that let you design responsive sites across multiple devices.

CVTW:702 | \$139

600 F 8:30am-4:30pm
July 24

David Haley
MC - HE, 233



EZ Websites for Professionals

Learn to create a professional website without costly software. 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

680 Sa 8:30am-4:30pm
June 20

Kevin Ward
MC - HE, 233



WordPress for Business

This workshop offers students new to WordPress a quick start, step-by-step plan for learning what WordPress is all about. We will cover its features, the importance of web typography, what blogging is about, as well as how to use the WordPress online blog system to create and manage personal and professional websites.

CVTW:750 | \$139

681 Sa 8:30am-4:30pm
July 11

Kevin Ward
MC - HE, 136

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.

10 Hour OSHA General Industry Certification

This 10 hour OSHA course is for supervisors and others with responsibilities for general and employee safety and health responsibilities. 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 successful completion of the course.

CONS:736 | \$119

C01 Tu 4:30pm-10pm
June 2 - June 9

Patricia Dalton
Corp. College, 207

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

C02 TuTh 4:30pm-10pm
June 23 - June 25

Patricia Dalton
Corp. College, 207

**Call 314-984-7777
to register today!**

Education and Test Prep

ACT Test Preparation

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

EDUC:712 | \$169

400 M 9am-12pm
June 29 - Aug. 10

Toshi Floyd
FP - G Tower, 111

602 W 9am-12pm
June 24 - Aug. 5

Toshi Floyd
MC - CS, 119

5W1 Sa 9am-12pm
July 11 - Aug. 22

Toshi Floyd
FV - B, 124

Math Review for Chemistry Students

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

MATH:752 | \$49

600 TuWTh 8:30am-12:30pm
June 2 - June 4

Suzanne Saum
MC - SO, 111

Non-Discrimination/Accommodations Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact William Woodward, Associate Vice Chancellor for Student Affairs, 314-539-5374.

If you have accommodation needs, please contact Anne Marie Schreiber, 314-984-7704, at least two working days prior to the event.

Adult Basic Education and English as a Second Language

St. Louis Community College at Meramec offers programs in the following school districts:
Affton, Bayless, Kirkwood, Lindbergh, Mehlville, Valley Park and Webster Groves.
Call 314-984-7777 for more information

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

City of St. Louis Public Schools - 314-367-5000
Serving the school districts of St. Louis city, Ferguson-Florissant,
Hancock Place, Jennings, Normandy, Riverview Gardens and Wellston

Parkway Schools - 314-415-4940
Serving the school districts of Brentwood, Clayton, Hazelwood, Pattonville,
Ladue, Maplewood, Richmond Heights and Parkway

Rockwood Schools - 636-733-2161
Serving the school district of Rockwood

Ritenour Schools - 314-426-7900
Serving the school district of Ritenour

University City Schools - 314-290-4052
Serving the school district of University City. (www.ucityaelprogram.org)



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.

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: _____