

Summer 2017 Professional Development

Work Smart!



St. Louis Community College
Continuing Education

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

stlcc.edu/ce

Essentials Training

Small Business *Essentials*

Understanding Patents, Trademarks and Copyrights

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

BUSS:734 | \$55

680 Sa 8:30am-1:30pm
June 24

Morris Turek
MC - BA, 124

Business Start-Up Skills for Artisans and Crafters:

Make Money with Your Business

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

BUSS:701 | \$35

650 W 6pm-9pm
June 14

Michelle Ochonicky
MC - SO, 107

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 10 - June 17

681 Sa 9am-12pm
July 15 - July 22

Lynette Watson
MC - BA, 118

Lynette Watson
MC - BA, 118

Understanding Accounting: An Introduction

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

BUSS:741 | \$39

680 Sa 9am-1pm
June 17

Bill Dorr
MC - BA, 124

New Small Business Owners: DIY Background Checks on Potential Employees and Contractors

Protect yourself and your business using public resources and investigative techniques to learn more about the candidates you are about to hire in a legal relationship. Whether as an employee or contractor, it's a good employment practice to learn more about potential individuals you are hiring and screen those candidates to help ensure that a potential new hire does not have anything lurking in their past that could potentially harm your business or create a safety hazard for clients and other employees. Taught by a private investigator, come learn about free and low cost options for conducting background checks, learn when and how to conduct background checks and the "red flags" to look for before a potential problem arises.

BUSS:765 | \$25

650 Sa 10am-12pm
June 10

Cheryl Ring
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. Students may bring a sack lunch/drink to class.

BUSS:741 | \$39

680 Sa 9am-1pm
March 4

Bill Dorr
MC - BA, 112

Career *Essentials*

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 14

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. Class will provide you with the tools necessary to find job leads in today's market.

CPDV:705 | \$29

651 W 6:30pm-9:30pm
June 21

Laurie Hawkins
MC - SO, 107

Resume Workshop: Impress Potential Employers

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

CPDV:704 | \$25

650 Tu 6pm-8:30pm
June 27

Laurie Hawkins
MC - SO, 107

Exclamation Point!

Laurie Hawkins is an excellent instructor. I have taken quite a few of her classes, each time gaining more information. She is an outstanding instructor who is willing to share her time and knowledge to any person who wants to learn. Laurie is fantastic!!!

Mark K., Concord Village

Interviewing: Learn How to Shine

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

CPDV:703 | \$25

650 Th 6pm-8:30pm
June 29

Laurie Hawkins
MC - BA, 112

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:702 | \$55

650 Th 6:30pm-9:30pm
June 22 - June 29

Edwin Penfold
MC - SW, 202

Plus 50: Finding Purpose and Passion in the Third Chapter

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

CPDV:702 | \$65

680 Sa 9am-4pm
June 17

Carol Watkins
MC - SO, 111

Nonprofit *Essentials*

Grant Writing for Beginners

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

NPAD:701 | \$59

580 Sa 9am-4pm
June 17

Hannah McClellan
FV - B, 122

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
June 17

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 17

Amy Hereford
MC - SO, 108

New Capacity-Building in Nonprofits: Strategies and Resources

Attend this interactive course to learn capacity-building strategies and resources for supporting your nonprofit's effectiveness and sustainability towards achieving their mission. Activities will include self-assessing your nonprofit's key capacity strengths and identifying growth strategies to enhance engagement with stakeholders. Tools and methods to be discussed for finding potential partners, program planning and evaluation. Strategies will be illustrated with examples on building staff skills, applying evidence-based models and designing community programs. Instructors have partnered with numerous nonprofits over the past ten years in direct consultation, and mentoring graduate students in a service learning course.

NPAD:702 | \$25

650 Tu 6:30pm-8:30pm
July 11

Peggy Neufeld, Christine Berg
MC - SO, 107

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:704 | \$29

650 W 6pm-9pm
July 26

Sarah Guldalian
MC - SO, 107

Exclamation Point!

"Amy Hereford is incredibly knowledgeable and the subject matter is fascinating. She is a gem! Well done, Amy!"

- Christine E., Ballwin, MO



Drones

New Commercial Drones: FAA Part 107 Test Prep

Get prepared for the FAA test to operate a drone. To operate an unmanned aerial vehicle(UAV) commercially for hire, the new FAA Part 107 regulation now requires the operator to obtain a Remote Pilot Airman Certificate with a small UAS rating, or be under the direct supervision of a person who holds such a certificate. A former airline pilot and current drone instructor will review material to successfully pass the FAA test. Subjects include the new regulation, airspace classifications, flight restrictions, aeronautical chart study, airport operations, radio communication, weather, human factors and more. Sample test questions will also be reviewed. One hour lunch on your own.

ENGR:706 | \$249

580 Sa 8am-2pm
June 10 – June 17

Jack Beetz
FV - B, 213

Safety and Quality

10- Hour OSHA Construction Safety and Health Training Certification

Class meets Monday 6/12 and Wednesday 6/14. This course meets the required laws for working on public job sites. Led by an OSHA certified trainer, the course covers the mandated OSHA topics including OSHA regulations, general safety and health, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, and more. Upon successful completion students will receive the 10 - hour OSHA course completion card. Students may bring a sack dinner and/or drinks and snack to class. Registration by 6/2 is encouraged. No refunds after this date.

CONS:736 | \$125

CD1 MW 4pm-9:30pm
June 12 – June 14

Pat Dalton
Corp. College, 211

10 - Hour OSHA General Industry Safety and Health Training Certification

Class meets Monday 6/26 and Wednesday 6/28. 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 a 10 - hour OSHA card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 6/16 is encouraged. No refunds after this date.

CONS:736 | \$125

CD2 MW 4pm-9:30pm
June 26 – June 28

Pat Dalton
Corp. College, 211

Call 314-539-5747 for information on the 30-Hour OSHA certification.

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 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. No class 6/17.

RMGT:701 | \$169

580 Sa 8am-3pm
June 10 – June 24
680 Sa 8am-3pm
Aug. 12 – Aug. 26

Almut Stephan Marino
FV - B, 243
Almut Stephan Marino
MC - SO, 107

ServSafe Food Safety Certification Review & Re-test

This class is only for those who were not successful on a recent exam or who took the ServSafe online course and require a proctored exam. It is recommended that you study the text before coming to class. An opportunity to ask review questions will be provided before re-attempting the exam. Fee includes answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded the nationally-recognized ServSafe certificate. Bring a sack lunch to class. Assigned room is B-243.

RMGT:702 | \$79

580 Sa 8am-3pm
June 24
680 Sa 8am-3pm
Aug. 26

Almut Stephan Marino
FV - B
MC - SO

BLS for Healthcare Providers

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. No refund for late arrival. This course meets the STLCC nursing department admission requirements.

CPRR:707 | \$75

6D0	W 9am-3:30pm	Marilyn Miederhoff
	May 24	MC, CE
5D0	M 9am-3:30pm	Gary Holsapple
	June 5	FV - CWI, 136
4D0	W 5pm-10pm	Gordon Back
	June 7	FP - G Tower, 121
6D1	Th 5pm-10pm	Carol Pikey
	June 15	MC, CE
3D0	M 9am-3:30pm	Carol Pikey
	June 19	WW, 102B
6D2	Th 5pm-10pm	Gordon Back
	June 22	MC, CE
5D0	M 5pm-10pm	Carol Pikey
	June 26	STLCC-SC, 213
4D1	W 5pm-10pm	Gordon Back
	July 12	FP - G Tower, 121
6D3	F 9am-3:30pm	Carol Pikey
	July 14	MC, CE
3D1	Tu 5pm-10pm	Carol Pikey
	July 18	WW, 102B
4D2	F 9am-3:30pm	Marilyn Miederhoff
	July 21	FP - G Tower, 121
5D1	M 9am-3:30pm	Gary Holsapple
	July 24	FV - CWI, 136
4D3	W 5pm-10pm	Gordon Back
	July 26	FP - G Tower, 121
CD0	F 9am-3:30pm	Gary Holsapple
	July 28	Corp. College, 215
HD0	M 9am-3:30pm	Gordon Back
	July 31	Harrison Ed Ctr, 100
5D2	W 5pm-10pm	Gary Holsapple
	Aug. 2	FV - TC, 110
6D4	Sa 9am-3:30pm	Gary Holsapple
	Aug. 5	MC, CE
5D1	M 9am-3:30pm	Carol Pikey
	Aug. 7	STLCC-SC, 125
4D4	W 5pm-10pm	Marilyn Miederhoff
	Aug. 9	FP - G Tower, 121
5D3	F 9am-3:30pm	Gary Holsapple
	Aug. 11	FV - CWI, 136
4D5	Su 9am-3:30pm	Gordon Back
	Aug. 13	FP - G Tower, 121

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. No refund for late arrival.

CPRR:701 | \$65

6D0 Th 6pm-9:30pm

July 20

Gordon Back

MC, CE

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. No refund for late arrival.

CPRR:701 | \$49

CD0 Tu 4pm-6pm

June 13

Gary Holsapple

Corp. College, 276

Heartsaver First Aid CPR AED

Heartsaver First Aid CPR/AED is a classroom, DVD-driven, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency during the first few minutes before emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn the skills to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. 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. No refund for late arrival.

CPRR:706 | \$99

6D0 Sa 8:30am-4:30pm Marilyn Miederhoff

Aug. 19

MC, CE

Basic Life Support Instructor Essentials Course

The American Heart Association BLS Instructor Essentials Course provides the core and discipline-specific content necessary to teach AHA CPR and First Aid courses. The course is taught in a blended-learning format. Instructor candidates will complete pre-course online study, followed by the hands-on session conducted by Training Center Faculty during the AHA Instructor course. The course educates the instructor candidate in the use of AHA Instructor teaching materials; how to ensure that students meet learning objectives; student coaching skills; how to conduct an objective skills performance evaluation and to follow AHA Instructor course policies. Please note there is self-paced, pre-course preparation. Access to a computer will be necessary to complete required online course work. Prerequisite required at time of registration: Current AHA BLS Healthcare Provider CPR card. Registration three weeks prior to course start date is required to ensure arrival of pre-course materials and completion of pre-course preparation. Per AHA requirements, within six months of the initial BLS Instructor Essentials Course, a STLCC Training Center 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. No refund for late arrival. Registration/Refund/Withdrawal deadline: 6/9. Interested students must contact Diane Sterett at 314-539-5754 before registering for the BLS Essentials Instructor Course.

CPRR:708 | \$299

4D0 M 8am-5pm

July 10

Gordon Back

FP - G Tower, 121

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 all prerequisites. Registration is required one week prior to course start date. Registration/Refund/Withdrawal deadline: 7/10. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. No refund for late arrival. Interested students must contact Diane Sterett at 314-539-5754 before registering for the CPR Instructor Renewal Course.

CPRR:709 | \$99

4D0 M 6pm-10pm

July 17

Gordon Back

FP - G Tower, 121



Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course teaches lay rescuers 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, 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. No refund for late arrival. Bring a sack lunch. Child Care Providers DO NOT register for this course. Child Care Providers needing Approved Clock Hours MUST enroll in the Specialized Child Care Provider Course CCPR 711.

CPRR:711 | \$97

6D0 Sa 8:30am-4pm
June 10

Carol Pikey
MC, CE



Fitness *Training*

ACE Personal Trainer Certification Prep Course

Ready for a career change? Become a CERTIFIED PERSONAL TRAINER! Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training® (ACE IFT®) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered and the ACE IFT® Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within six months of date received. Class is not eligible for Senior Scholarship. Registration/withdrawal deadline: 5/30. No refunds after that date. No class 7/4.

PEDU:753 | \$695

6D1 Tu 5:30pm-9:30pm
June 6 - Aug. 15

4D1 F 9am-1pm
June 9 - Aug. 11

Melissa Baumgartner
MC - SO, 105

Melissa Baumgartner
FP - G Tower, 113



Real *Estate*

How to Start a Career in Real Estate

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

REAL:715 | \$25

450 W 7pm-9pm
June 28

Jill McCoy
FP - G Tower, 115

How to Be a Successful Landlord

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

REAL:720 | \$69

480 Sa 9am-5pm
July 15

Mary Hankins
FP - G Tower, 115



Computers & Technology

Applications *and* Systems

Microsoft Word 2016: 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

C80 Sa 9am-4pm
June 24

680 Sa 9am-4pm
July 15

Rachel Bufalo
FV - B, 127

Rachel Bufalo
MC - BA, 203

Microsoft Word 2016 for Business: Part I

Learn to create professional looking business documents using this powerful word processing software including implementing tables and graphics. 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. Recommended to bring a flash drive.

COMP:715 | \$129

C01 F 9am-4pm
May 19

Cris Heffernan
Corp. College, 208

Microsoft Excel 2016: In a Day

Learn the basics of MS Excel in one day! You'll learn how to create spreadsheets for all kinds of applications including accounting, expense analysis, budgeting and more. 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

C01 Sa 9am-4pm
June 24

680 Sa 9am-4pm
July 22

Cris Heffernan
Corp. College, 208

Roy Lenox
MC - BA, 202

Microsoft Excel 2016: 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

650 Th 6:30pm-9:40pm
June 1 - June 29

Roy Lenox
MC - BA, 203

Microsoft Excel 2016 for Business: Part I

You will learn tips and tricks to navigate efficiently and create effective spreadsheets in one of Microsoft's most powerful programs. Learn to build basic formulas and functions, with an emphasis on Relative and Absolute referencing. Learn to make your sheets and printouts easier to read with special formatting techniques. An important class for the beginner as well as for the self-taught Excel user. Prerequisite: Windows Introduction class. Recommended to bring a flash drive.

COMP:720 | \$129

C02 F 9am-4pm
June 9

Cris Heffernan
Corp. College, 208

Microsoft Excel 2016 for Business: Part II

Build on previous knowledge and further your spreadsheet skills by creating more complex formulas using a variety of Functions. Learn techniques of data management and analyzing your data with lists, tables, common charts, pivot tables, and pivot charts. Discover the ease of using range names and conditional formatting. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:721 | \$129

C01 F 9am-4pm
June 16

Cris Heffernan
Corp. College, 208

Microsoft Excel 2016 for Business: Part III

Continue to expand your Excel expertise as you manage multiple workbooks and worksheets, and build 3 dimensional calculations and file linking. Explore the power of the all-important Lookup Functions and related concepts. Become adept at using Formula Auditing tools, Data Validation, and sharing and protecting workbooks. Also, explore the use of major Data Analysis tools, such as Scenarios and Data Tables. Create and edit macros to save you time and create consistency across workbooks. Prerequisite: Introduction to Excel or equivalent experience. Recommended to bring a flash drive.

COMP:722 | \$129

C01 F 9am-4pm
July 21

Cris Heffernan
Corp. College, 208

Microsoft Excel 2016: Charts, Tables and 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. Add graphics to your spreadsheets and charts for clarification. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$79

650 Th 8:30am-9:30pm
July 13 - July 20

Roy Lenox
MC - BA, 208

Microsoft Access 2016: 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 | \$129

C80 Sa 9am-4pm
July 22

Cris Heffernan
Corp. College, 208

Microsoft Access 2016 for Business: Part I

Learn the foundations to plan and design a database system. Learn to create, manage, and maintain tables and table relationships. Discover sorting and filtering records within tables. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:725 | \$129

C01 F 9am-4pm
July 7

Cris Heffernan
Corp. College, 208

Microsoft Access 2016 for Business: Part II

Get the skill you need to enhance your database designs. Work with Data Normalization, Table Relationships and Join techniques, including Inner and Outer joins. Learn to query multiple tables for customized reports. Create more complex queries using parameters, and action queries. Learn to use more advanced Reporting techniques. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Access or equivalent experience. Recommended to bring a flash drive.

COMP:726 | \$129

C01 F 9am-4pm
July 14

Cris Heffernan
Corp. College, 208

QuickBooks Pro 2015

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 covered include: setting up customer/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. No class 7/3.

COMP:734 | \$149

C50 M 6pm-9pm
June 12-July 17

Dawn Jones
Corp. College, 208

Mobile **Technologies**

Android Smart Phones Small Group Workshop

Does your Android smart phone make you feel like a dummy? Are you still only using it to make phone calls knowing it can do so much more? This small group workshop will teach some basics to get you up and running. There are dozens of models of Android phones and operating systems available on the market so this class covers general topics such as app usage, camera, downloading and settings. Class is hands on so bring your Android phone. This class will not cover other types of smart phones.

COMP:765 | \$29

580 Sa 9am-12pm
June 17

Rachel Bufalo
FV - B, 127

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

C80 Sa 9am-12pm
July 22

Corp. College, 211

680 Sa 9am-4pm
June 24

MC - SW, 210

Personal **Computing**

PCs and 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

680 Sa 9am-4pm
July 8

Rachel Bufalo
MC - BA, 203

Microsoft Windows 10: Introduction In a Day

Explore Windows 10 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 | \$99

C82 Sa 9am-4pm
July 15

Corp. College, 206

C80 Sa 9am-4pm
July 8

Corp. College, 206

C81 Sa 9am-4pm
July 22

Corp. College, 206

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!

COMP:742 | \$25

S51 Tu 6pm-9pm
June 20

Rachel Bufalo
STLCC-SC, 206

Buying and Selling Online

There are so many venues for buying and selling online: eBay, Craigslist, Etsy, Amazon, Facebook groups, Offer Up and many, many more. This class will discuss several different platforms and the advantages and disadvantages of each. Prerequisite: Windows Introduction class or equivalent experience. Internet experience helpful.

COMP:742 | \$25

C50 Tu 6pm-9pm
June 27

Rachel Bufalo
Corp. College, 208

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

S53 W 6:30pm-9pm
June 14 - June 21

William Bearden
STLCC-SC, 206

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

C80 Sa 9am-1pm
July 15

Fernando Tillman
Corp. College, 208



Adobe Photoshop Creative Cloud (CC): 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. Topics may include but are not limited to: layers, history, the clone stamp, the spot healing brush tool and content-aware fill, transformations and the difference between destructive and non-destructive editing. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$99

C80 Sa 9am-4pm
June 24

Zak Zych
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. Topics may include but are not limited to: layers, history, the clone stamp, the spot healing brush tool and content-aware fill, the quick selection tool, the magic wand and color range, transformations and the difference between destructive and non-destructive editing. 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 Essentials Program.

COMP:755 | \$129

C50 Tu 6pm-9pm
June 6 - June 27

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud: The First Step

Through a series of lectures and tutorials - each lasting for about an hour - the workshop may cover (but is not limited to) how to create, copy, transform and manage layers, how to combine layers into groups, transferring content from one document to another, traveling backwards and forwards through Photoshop time, controlling the magnification of your document, crafting selections with the marquee tool, the quick selection tool, the magic wand and the select color range feature, making adjustments both destructively and non-destructively, simple color alterations via adjustment layers and an introduction the power of the clone stamp

CVTW:701 | \$139

600 F 8:30am-4:30pm
June 9

Zak Zych
MC - HE, 233

Exclamation Point!

"Zak Zych was a competent, professional and knowledgeable instructor and made the material easy to comprehend."

Lonnell H., Black Jack, MO

Adobe Photoshop Creative Cloud: The Next Step

Picking up where the first workshop left off, the intermediate class will include lectures and tutorials - each lasting for about an hour - which may include (but are not limited to) levels adjustments, the spot healing brush, the red eye tool, controlling the size of your document via the image size and canvas size dialog boxes, the crop tool, saving images for the web as jpgs and gifs, blending modes and an introduction to using layer masks in concert with adjustment layers as a means of improving the color and contrast of your images.

CVTW:701 | \$139

601 F 8:30am-4:30pm
June 23

Zak Zych
MC - HE, 233

Adobe Illustrator Creative Cloud: The First Step

This workshop is designed for the student looking to get started with vector graphic software to create logos, text effects and line art for print and the web. Course outline will cover topics such as; Learning the Pen Tool, Editing and Drawing Shapes, Setting up Documents and basic Typography. Little or no experience needed with Adobe Illustrator but an understanding of basic graphic design principles would be helpful. This class will be offered on the Mac platform with a current version of Adobe Illustrator.

CVTW:702 | \$139

680 Sa 8:30am-4:30pm
June 10

John Schmitt
MC - HE, 232

Adobe InDesign Creative Cloud: The First 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

600 F 8:30am-4:30pm
June 16

David Haley
MC - HE, 233

Adobe InDesign Creative Cloud: 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

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

David Haley
MC - HE, 233

AfterEffects: 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
July 7

Timothy Linder
MC - HE, 233

Adobe Lightroom: Introduction

This workshop introduces the basics of Lightroom. A software that contains a powerful and comprehensive set of digital photography that enable you to organize and bring out the best in your images. Lightroom is designed as an end-to-end photographic workflow for both amateur and professional photographers.

CVTW:701 | \$139

602 F 8:30am-4:30pm
June 16

Charles LaGarce
MC - HE, 232

AfterEffects: 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
July 21

Timothy Linder
MC - HE, 233

New Adobe Illustrator: Pen Tool Boot Camp

Have you struggled with the Pen tool is a key component for image creation in vector design and a difficult tool to master. This half day workshop will focus on lessons to help understand line creation in vector software. Learn best practices on how to place anchor points, control handles and use modifier keys for path creation. Brief experience with illustrator is helpful. This class will be offered on the Macintosh platform with current version of Adobe Illustrator CC 2017.

CVTW:702 | \$69

681 Sa 8:30am-12:30pm
July 8

John Schmitt
MC - HE, 136





Maya

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 be shown 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, followed by 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

602 F 8:30am-4:30pm

June 9

Joseph Rollins

MC - HE, 232



New Adobe Lightroom: Print

This workshop will focus on advanced image development techniques for both amateur and professional photographers. Students will be taught both global and selective enhancement tool to optimize images. Emphasis will be placed on preparing images for printing through Lightroom.

CVTW:701 | \$69

603 F 8:30am-12:30pm

July 14

Charles LaGarce

MC - HE, 232



New Adobe Lightroom: Publish

This workshop will focus on advanced image development techniques for both amateur and professional photographers. Emphasis will be placed on preparing images for Lightroom output modules: Slideshow, Book, and Web.

CVTW:701 | \$69

700 Sa 8:30am-12:30pm

July 15

Charles LaGarce

MC - HE, 232



New Digital Movie Making: Introduction

This class will teach the basics of shooting video with a camcorder or DSLR with the intent of creating, editing, and presenting short movies. Topics covered will include: video shooting skills, cameras, lenses, resolution, and frame rates. Adobe and Apple software will be used for editing. Video codec compression and video file formats will be discussed. Students will be taught how to optimize their movies for a DVD or to be shared on YouTube, Vimeo, or Instagram. Students must provide their own digital video camera or DSLR (No Smart Phones please).

CVTW:706 | \$139

680 Sa 1pm-5pm

June 10 - June 17

Russell Rosener

MC - HE, 233

Social Media

Facebook Basics

Come and learn how to navigate this fun and exciting site! This beginner's class is hands-on and will include an overview of topics such as posting, basic navigation, basic profile editing, tagging, privacy settings, security and notifications. If you do not have an account, try to create one prior to class. Bring your log-in and password. Students needing assistance creating an account should come to class 10 minutes early and must have a valid email address and password and the ability to check email from the classroom. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

S50 Tu 6pm-9pm

June 6

550 Tu 6pm-9pm

July 11

350 Th 6pm-9pm

July 20

Rachel Bufalo

STLCC-SC, 206

Rachel Bufalo

FV - B, 127

Erin De Vore

WW, 207

Facebook: Profile, Photos, Friendships and Home Page

You've already got an account and regularly stalk your friends, but now you want to know more. This class is for you! Topics will include editing your profile, creating albums, tagging posts and photos, posting and organizing photos, navigating the home page and customizing your newsfeed and relationships with your friends. Prerequisite: Facebook Basics class or equivalent experience. Students should be comfortable with navigating Facebook prior to this class.

COMP:742 | \$25

650 Th 6pm-9pm

July 6

Rachel Bufalo

MC - BA, 216

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 for personal use prior to class. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$39

S52 Tu 5:30pm-9pm

July 18

C01 Sa 9am-12:30pm

May 20

Rachel Bufalo

STLCC-SC, 206

Rachel Bufalo

Corp. College, 208



Social Media Marketing

Marketing through social media has become a must, but there are so many sites to navigate. This 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, social media sites such as Facebook, Instagram, Twitter, Pinterest, Youtube, LinkedIn and blogging sites.

CVTW:713 | \$139

680 Sa 8:30am-4:30pm

July 22

Rachel Bufalo

MC - HE, 233

Web Development

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 16

Jerry Bearden

MC - BA, 203

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. Students must already have a generic email account through Gmail, Yahoo or Hotmail and know this email address and password when coming to class. Please note that the same content will be covered as in Create Your Own Website with WordPress. This class just moves at a slower pace and is designed for those that are not generally comfortable with computers.

COMP:745 | \$109

650 Th 6pm-9pm

July 6 - July 20

Jerry Bearden

MC - BA, 202

General Information

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

Non-Discrimination/Accommodations Statement

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

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

Students Rights and Responsibilities

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

Postponement/Cancellation Due to Inclement Weather

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

Refund of Fees

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

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

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

Missouri residents who are at least sixty-five years of age will be awarded a scholarship to be exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of \$5 per course to a maximum of \$25 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

Safety and Program Guidelines for Youth Classes

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

Unattended Children

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

Textbooks

Textbooks can be purchased at the campus bookstores.

Library and Computer Lab Privileges

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

Firearms on College Property

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

Registration is Easy!



Mail

Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:
STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044
 Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777.



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

Meramec

802 Couch Avenue
 St. Louis, MO 63122

Florissant Valley

At the Center for Workforce Innovation
 3344 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

NEW-Call Center Hours: M-Th 8:30 am - 5 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, unless otherwise noted.

Registration Deadline – All non-credit courses are limited in enrollment. Advanced registration is required prior to first class meeting. Some classes have additional registration deadline requirements, please check course descriptions.

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: _____

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: _____