## Summer 2016 Technology Classes

# Connect!



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

### **Applications and Systems**

### 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 C80 Sa 9am-4pm

Sa 9am-4pm James Prater June 11 Corp. College, 208

### Introduction to Microsoft Word 2013 for Business

Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the ribbon and Quick Access Toolbar. Leave with the skills to create a document, format, change styles and fonts, cut/copy/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 Cris Heffernan
May 27 Corp. College, 208

#### 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
 Rachel Bufalo

 July 15
 SCEUC, 206

 C80
 Sa 9am-4pm
 Rachel Bufalo

 June 4
 Corp. College, 208

#### **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 Roy Lenox

May 25 – June 22 MC - HE, 127

### Introduction to Microsoft Excel 2013 for Business

In this introductory class you will learn the business basics of Excel; including setting up worksheets, entering and editing cells, cut and copy, making your sheets more readable, saving and printing. You will also learn the basics of building formulas, functions and charts. Prerequisite: Windows Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:720 | \$129

C01 F 9am 4pm Cris Heffernan
June 10 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. Recommended to bring a flash drive.

COMP:720 | \$99

 C02
 Sa 9am-4pm
 Cris Heffernan

 June 25
 Corp. College, 208

 680
 Sa 9am-4pm
 Roy Lenox

 July 23
 MC - BA, 203

#### **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 reports, using the benefits of Range Names and working with Tables and Structured Referencing. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:721 | \$129 C01 F 9am-4pm

F 9am-4pm Cris Heffernan
June 17 Corp. College, 208

### Microsoft Excel 2013: 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 W 6:30pm-9:30pm Roy Lenox

July 13 – July 20 MC - HE, 127

### Introduction to Microsoft Access 2013 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. Explore field properties, including Input Masks and Data Validation. Prerequisite: Windows Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:725 | \$129 C01 F 9am-4pm

F 9am-4pm Cris Heffernan
July 8 Corp. College, 208

### Introduction to Microsoft Access 2013 for Business Part II

Learn to get the most from your data collection by building Select Queries, including Boolean logic and calculations. Create data entry and date retrieval forms; manage form layout, including Conditional Formatting. Summarize your data by building reports using the Report Wizard and incorporate subtotal and grand total calculations. Prerequisite: Microsoft Access 2013 for Business: Introduction, Part 1. Recommended to bring a flash drive.

COMP:725 | \$129

C02 F 9am-4pm July 15

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. Recommended to bring a flash drive.

COMP:725 | \$99 C80 Sa 9am-4pm

C80 Sa 9am-4pm Cris Heffernan July 23 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 equivelant experience and Introduction to Access or equivalent experience. Recommended to bring a flash drive.

COMP:726 | \$129

C01 F 9am-4pm Cris Heffernan
July 22 Corp. College, 208

### **QuickBooks Pro 2015**

Get aquainted with 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 6pm-9pm June 8 – July 6

Corp. College, 208

### **Mobile Technologies**

#### 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

July 23 681 Sa 9am-12pm June 18 Corp. College, 211

MC - SW, 210



### Android Smart Phones Small Group Workshop

Does your Android smart phone make you feel like a dummy? Or are you still only using it to make phone calls knowing it can do so much more? In this small group workshop you will learn 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 will cover general topics such as app usuage, 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 | \$25 580 Sa 9am-12pm June 11

Barbara Primm FV - B, 125

### **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 **Jerry Bearden** *June 4 MC - BA, 203* 

#### **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 **Cortez Tillman** *July 17 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 9am-4pm June 21

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

S51 W 6:30pm-9pm
 *June 29 – July 6* S50 Th 6:30pm-9pm
 *June 2 – June 9*

William Bearden SCEUC, 206 Barbara Primm FV - B, 125

#### 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 C50 Th 6pm-9pm

0 Th 6pm-9pm July 21 Barbara Primm Corp. College, 208

### Publishing and Media Technologies

### **Desktop Publishing**



### 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

**601** F 8:30am-4:30pm **John Schmitt**July 8 *MC - HE, 233* 

### Adobe Illustrator Creative Cloud: The Next Step

This workshop is a continuation on the skills developed from Illustrator the First Step. Topics that will be covered; Pattern Creation, Gradient Tool, Transparency Menu, Exporting Files and Document layout. Learn how to utilize the benefits of vector design and in Illustrative Techniques. Students will be learning how to work with Illustrator in combination with Photoshop. Prerequisite: Adobe Illustrator for Beginners: the First Step. This class will be offered on the Mac platform with a current version of Adobe Illustrator.

CVTW:702 | \$139 680 F 8:30am-4:30pm July 22

John Schmitt MC - HE, 233

Call 314-984-7777 to register today!

#### **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

**550** Tu 6pm-9pm *June 28 – July 12* 

Rachel Bufalo SCEUC, 206

### 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. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work handson with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | \$99

C80 Sa 9am-4pm June 25 Zak Zych Corp. College, 206

### Adobe Photoshop Creative Cloud: Introduction

Utilizing Adobe Photoshop Creative Cloud software, students 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, the quick selection tool, the magic wand and color range, transformations and the difference between destructive and non-destructive editing. 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 | \$115

C50 W 6pm-9pm June 1 – June 22 Zak Zych Corp. College, 206

### Adobe Photoshop Creative Cloud (CC): Intermediate

Picking up right where the introductory class left off - topics may include but are not limited to: understanding the histogram and how to adjust exposure, smoothing wrinkles and brightening teeth, changing the size of your image and canvas, the power of crop tool and blending modes. Students will work hands-on with a wide variety of images. Prerequisites Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Essentails Program. COMP:755 | \$115

**C51** W 6pm-9pm July 6 – July 27

Zak Zych Corp. College, 206



= Digital Arts and Technology Alliance Workshops



### Adobe Photoshop Creative Cloud (CC): 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 **Zak Zych** *June 10 MC - HE, 233* 



### Adobe Photoshop Creative Cloud (CC): 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 handson learning experience that will assist you in expanding creativity.

CVTW:701 | \$139

601 F 8:30am-4:30pm Zak Zych
July 1 MC - HE, 233



### Introduction to Adobe Photoshop Lightroom

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

CVTW:701 | \$139



### Adobe Photoshop Lightroom 5: Special Development Techniques

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



### 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. Students are encouraged to bring samples of their work for critique.

CVTW:710 | \$139

**682** Sa 8:30am-4:30pm **Richard Sprengeler** *July 23 MC - HE, 233* 

Video



### Adobe Animate Creavtive Cloud Introduction

Adobe Animate Creative Cloud, the HTML5 web development animation tool, formerly known as Adobe Flash Professional, will enable you to create web animations that can be viewed on multiple platforms. This introductory class will get you started creating web animations for any device.

CVTW:701 | \$139

**681** Sa 8:30am-4:30pm **Mark Pennycuick** *July 30 MC - HE, 232* 



#### 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 **Timothy Linder** *June 10 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 **Timothy Linder** *June* 24 *MC - HE, 233* 



### Final Cut Pro X: Video Editing: The First 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

**600** Sa 8:30am-4:30pm **Anthony Carosella** *July 2 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

601 Sa 8:30am-4:30pm Anthony Carosella

July 16 MC - HE, 233



#### GoPro HD Hero Camera for Professionals and Adventurers

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

CVTW:710 | \$139

**680** Sa 8:30am-4:30pm **Anthony Carosella** *June 18 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 **Anthony Carosella** *June 25 MC - HE, 136* 

### Social Media

#### **Facebook**

Facebook has over one billion users! That means one out of every seven people in the WORLD are on Facebook! Communicating on this social networking site has become as second nature as email. Don't get left in the dust. Come and learn how to navigate this fun and exciting site! Class is hands on and will include topics such as posting, basic navigation, tagging, privacy settings, security and notifications. If you do not have an account, please try to create one prior to class or come 10 minutes before class starts so that we can assist you in creating your account. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

 651
 Tu 6pm-9pm
 Rachel Bufalo

 June 7
 SCEUC, 206

 350
 W 6pm-9pm
 Erin De Vore

 July 20
 WW, 207

#### **Facebook for Business**

Facebook is proving to be a powerhouse tool for small and large businesses everywhere. 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

CO1 F 9:30am-1pm Rachel Bufalo
May 27 Corp. College, 206
S50 Tu 5:30pm-9pm Rachel Bufalo
July 19 SCEUC, 206



### Social Media Marketing

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 23* 

Anthony Carosella MC - HE, 136

### **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. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nittygritty 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

600 F 9am-4pm

July 8

C01 F 9am-4pm

June 17



### 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 29 David Haley MC - HE, 233



#### **EZ Websites**

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

CVTW:750 | \$129

**680** Sa 8:30am-4:30pm **Benjamin Shasserre** *June 25 MC - HE, 233* 



Jerry Bearden

Jerry Bearden

MC - BA, 203

MC - BA, 203

### **Website Design with WordPress**

This workshop offers students new to WordPress a quick start, step-by-step plan for learning what WordPress is all about. With a focus on design, 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



### 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 Ann Marie Schreiber, 314-984-7704, at least six weeks prior to the class or event.

### 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

**Meramec, Florissant Valley and Forest Park:** M–F 8:30am–4pm You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.



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

#### Telephone: 314-984-7777

Before calling to register, have this information ready:

- 1. Course Title / Course Code (letter prefix with number) / Section Number 2. Student Contact Info (name / address /email address/phone number)
- 3. Student Social Security Number or UIN4. Credit Card Number with Expiration Date

4

### Online: www.stlcc.edu

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

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

**Registration Deadline** 

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

**Automatic Bank Payment (ACH)** 

Please register me for the following course(s):

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.

Mail to: 3221 McKelvey Road Bridgeton, MO 63044 Attn: Continuing Education

Course Code	Section		Course Title	Day/Time	Fees
				Total	
☐ Male ☐ Female	Senior Citizen? □ Yes □ No		Email Address:		
Please check material fees prior to			UIN or Student#:	Birthdate:	
		ees prior to	Name		
sending payment in.			Name:	FIRST	MIDDLE INITIAL
Check Payment: Please make checks payable to St. Louis Community College, and mail with form (addess above).			Address:		
			STREET OR POST OFFICE BOX		
			СІТУ	STATE	ZIP CODE
<b>Credit Card Payment:</b> Charge fees to:			Telephone/Home:	Work:	
				Expiration Date:	
☐ MasterCard		Discover	CARD NUMBER	· <del></del>	
□ VISA		American Express	Signature:		