

Fall 2013 Professional Development



Professional Development Continuing Education



St. Louis
Community
College

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

BUSINESS, NONPROFIT AND CAREER DEVELOPMENT

Professional *Essentials*

LEAN Six Sigma Green Belt Certification

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt Certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. Certification program highlights include: how to implement the DMA-IC process (Define, Measure, Analyze, Improve, Control), how to develop reliable and valid measurements for a system, how to define the cost of poor quality, how to use the correct formula to calculate ROI and more. Supplies included in cost of course. Students successfully completing this training will receive their LEAN Six Sigma Green Belt Certification and 45 hours of instruction. This training includes an 18 hour capstone simulation project on the last Tuesday session and 2 consecutive Saturdays. Attendance on these days is mandatory. If one of these days is missed, arrangements may be made with the instructor to complete the project and receive certification. However, should this be necessary, additional instructional costs will be charged to the student above and beyond the cost of the program. Lunch provided on Saturdays. This program is approved by DESE for WIA funding through the Missouri Career Center. Class meets Tuesdays 9/3, 9/10, 9/17, 9/24, 10/8, 10/22, 11/5, 11/19, 12/3, 12/10 and Saturdays 12/7, 12/14.

BUSN:765 | \$1,899

C50 Tu 6pm-9pm
Sept. 3 – Dec. 10
Sa 8:30am-4pm
Dec. 7
Sa 8:30am-4pm
Dec. 14

Patricia Dalton
Corp. College, 211

Corp. College, 208

Corp. College, 208

New Overview of LEAN Manufacturing

Guided discussion will give participants an understanding of the origins of LEAN and the basic beliefs that make it the most powerful productivity improvement process available today. Following this opening discussion, participants will examine the following:

- Optimizing the static work environment through the use of the 5S System
- Making work flow smoothly through the work environment through the use of Value-Stream Mapping
- Using the A3 process to drive process improvements

Each participant will receive print materials that they can use to put the tools of LEAN reviewed to work in their organization.

BUSN:765 | \$149

C51 W 6:30pm-8:30pm
Sept. 11 – Oct. 9

George Friesen
Corp. College, 209

Project Management Orientation

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

BUSN:765

C80 Sa 9am-Noon
Sept. 14

Dirk Lupien
Corp. College, 209

Project Management

Project managers are sought after professionals when the need is for skills that include time, resource and financial management with a finite effort. Working knowledge of these skills is recognized by the Project Management Institute (PMI) through various levels of certification. This course helps you to prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the

exam. Topics covered include the process groups and relationships, terminology and decision making practice. Session attendance in this course counts toward the project management training criteria, 35 hours, required to register for the PMP exam. This practical based learning prepares the student for the PMP certification exam by lecture, online exercises, working sessions and practice exams. This program is approved by DESE for WIA funding through the Missouri Career Center and presented by a Registered Educational Provider (REP). Class meets Wednesdays: 10/2, 10/9, 10/16, 10/23, 10/30 and Saturdays: 10/12, 10/19, 11/2. Class on 11/2 will meet in room 208. Lunch provided on Saturdays.

BUSN:765 | \$1,699

C52 W 6pm-9pm
Oct. 2 – Oct. 30
Sa 8:30am-4pm
Oct. 12
Sa 8:30am-4pm
Oct. 19
Sa 8:30am-4pm
Nov. 2

Dirk Lupien
Corp. College, 207

Corp. College, 207

Corp. College, 207

Corp. College, 208

New Project Earned Value Management (EVM)

While managing all aspects of a project itself is challenging, getting the best out of project management is much more challenging. This course is designed for project team members to learn the basic understanding of earned value management (EVM) and get prepared to plan, analyze and control cost, schedule, and technical performance of an activity, project, or contract. This course teaches how to measure and manage a project's progress and improve its productivity and efficiency. You will gain a good understanding of EVM concepts, learn essential techniques for analyzing EVM data and provide recommendations to PMO. Completion of program qualifies for 10 PMP CCR PDUs.

BUSN:765 | \$299

C54 TuTh 5pm-9pm
Nov. 19 – Nov. 21

Ramesh Kumar
Corp. College, 210

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 professional competencies with Professional *Essentials*, start or build a business with our Business *Essentials* courses, or find a new career 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!



New Project Recovery

Due to problems caused by various factors, often projects go over budget and behind schedule. As a result, many projects get cancelled or terminate prematurely without undergoing a clear analysis. This course teaches the techniques to identify, assess and analyze the root cause, depth and effect of any project problems. This course also teaches step-by-step approach to determine the solutions to project problems and recommend decisions in a cost-and-time effective manner. Participants will learn the techniques and approaches to identify, analyze and resolve project problems in a structured fashion. Completion of program qualifies for 10 PMP CCR PDUs.

BUSN:765 | \$299

C53 TuTh 5pm-9pm
Nov. 12 – Nov. 14

Ramesh Kumar
Corp. College, 210

Certified Public Accountant (CPA) Management Breakfast Series

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

BUSN:787 | \$249

M01 Th 7:15am-8:45am
Sept. 19 – Nov. 14

Ces and Judy's

Leadership and Innovation: Developing New Models of Leadership

Today's leaders face many unique pressures to refocus their organizations in response to economic, political, social and technological challenges. Current models of leadership may not be serving these organizations effectively. While innovation is a widely accepted ingredient for sustained success for all organizations (both public and private), many leaders are unable to effectively infuse innovation into their portfolios. Additionally, while managing change is seen as an important leadership challenge, many leaders do not recognize that it is a contact sport requiring a healthy dose of courage, compassion, risk taking and keen survival skills. This program is based on research of leadership and innovation and provides you with the knowledge necessary to reframe your leadership philosophy in ways that facilitate innovation, resilience and sustained success both personally and professionally. Class meets 9/12, 9/26, 10/10, 10/24, 11/7, 11/21.

BUSN:701 | \$249

C01 Th 9am-Noon
Sept. 12 – Nov. 21

Dr. Roderick Nunn
Corp. College, 203

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

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

BUSN:702 | \$35

680 Sa 9:30am-12:30pm
Sept. 28

Dr. Renee Huss
MC-BA, 124

Managing Employees for Effective Behavior

Effective employee behavior and performance is the objective of a good manager or supervisor. Through your management techniques, communication, and leadership, you can influence and promote effective employee behavior and performance. Learn and utilize the skills, confidence, and management practices that will enable you to successfully impact positively on your employees and will result in their display of effective behavior and performance.

BUSN:705 | \$45

480 Sa 9am-1:30pm
Aug. 31

Glenda Herron
FP-G Tower, 117

Dealing with Difficult People in the Work Place

Are there people in your work place with whom you would like to have a better working relationship? Do you feel in conflict with your boss or have problems with a subordinate or issues with clients? The relationships and rapport we have with others are important in getting along with them, getting their assistance, cooperation, getting things done, networking, working productively, for better teamwork, for advancement, and support. Learn and utilize the essential skills and concepts for working effectively with others in your work place, as well as in any organization, profit, non-profit, volunteer position, etc.

BUSN:705 | \$45

481 Sa 9am-1:30pm
Oct. 5

Glenda Herron
FP-G Tower, 117

680 Sa 9am-1:30pm
Sept. 21

Glenda Herron
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 patents so that you can profit by their use. In this problem-solving course, you will explore topics relating to the law for intellectual property such as patents, trademarks, trade names, copyrights, and trade secrets. Taught by an attorney.

BUSN:729 | \$55

680 Sa 8:30am-1:30pm
Oct. 12

Morris Turek
MC-BA, 205

Professional Essentials

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

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

Business *Essentials*

The Small Business Essentials certificate is designed to provide a pathway for new and current entrepreneurs interested in exploring the components of small business startup, operations, and to learn business management skills essential for success of their endeavor.

Requirements:

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

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

Business Start-Up

How to Start a Small Business

This is a special short course to acquaint the small business owner with current management principles as they relate specifically to small business operations. It's designed to be particularly helpful if you are planning to start your own business. Topics include: business terms, forms of ownership, risks of ownership, marketing, record keeping, legal aspects and insurance needs, finding capital, financial planning, tax considerations and other business functions. Lunch not provided.

BUSS:701 | \$99

680 Sa 9:30am-3:30pm
Sept. 7 – Sept. 14

Dr. Allen Jones
MC-BA, 124

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. \$50 fee for class materials payable to SCORE at registration.

BUSS:701

681 Sa 8:15am-3pm
Oct. 12

MC-SO, 109

682 Sa 8:15am-3pm
Nov. 9

MC-SO, 109

683 Sa 8:15am-3pm
Dec. 7

MC-SO, 109

How to Write a Business Plan

Whether you're still in the "idea phase" of business planning or have been in business for years and never took time to do a formal business plan, this class is for you. You will gain an understanding of business terms and principles necessary to conceptualize and complete a business plan that effectively identifies the feasibility, profitability, and most viable strategy to establish your business project. A thorough examination of the "thought process" involved in developing a high-powered business plan, as well as the research and organization required will be explored. Upon completion of the course, you will have an initial draft of a business plan and will possess the requisite tools and techniques to write and present an exceptional plan. The lesson approach will encompass the case study model supported by involvement with business and research professionals. Lunch not provided.

BUSS:702 | \$99

680 Sa 9:30am-3:30pm
Oct. 5 – Oct. 19

Dr. Allen Jones
MC-BA, 124

Finance

Keeping Records for a Small Business

As a small business owner, you need to have current record keeping procedures and methods. This class is helpful if you are currently engaged in your own business with limited record keeping experience. Topics include: internal and external financial records, sole proprietorship and corporate records, setting up your own books, and identifying the specific heading categories for management reporting.

BUSS:705 | \$69

650 W 6-9:30pm
Oct. 16 – Oct. 23

Teri Spector
MC-BA, 124

Small Business Tax Seminar

If you are thinking of opening a small business or have opened a business in the last year, this program is designed for you. Learn the essentials of starting a business, record keeping, business use of the home, federal income tax and employment tax requirements of small businesses, and independent contractor versus employee. The program is designed for sole proprietors and partnerships. Corporations are briefly discussed.

BUSS:706 | \$35

680 Sa 9am-12:30pm
Oct. 5

Teri Spector
MC-BA, 118

New A Sensible Approach to Financial Strategies for Business Owners

Learn what you can do to reach your business' financial goals while protecting all you've worked so hard to build. Topics covered include protecting your business from the potentially devastating effect of estate taxes, strategies for retaining key people that benefit both your business and your top employees, and trusts and the role they can play in your business. You will also learn effective approaches you can take to save for your own retirement and how to protect the continuity of your business in the event of death or disability.

BUSS:741 | \$19

651 Tu 7-9pm
Oct. 29

Steve Glazer
MC-CN, 202

Understanding Financial Statements

Financial statements are essential sources of information. You don't need to know everything about accounting to use the information in basic statements; however, it is helpful to know a few simple concepts and to be familiar with some of the fundamentals of statements, including revenue and expense, structure and relationships, meaningful forecasts and projections, balance sheets, and more. Lunch on your own.

BUSS:741 | \$49

650 Tu 6:30-9pm
Sept. 24 – Oct. 1

Kimberly Franklin
MC-CN, 202

Promotion

Advertising, Marketing and PR on a Dime

Explore some of the best ways to advertise, market and get public relations for your business with little or no money. Learn how to stretch your budget by maximizing the image of your product or service. Learn to take control and know the consumer you want. We'll discuss tools to create and capture customer value, managing marketing information to assess buyer behavior, communicating your brand, social responsibility and ethics.

BUSS:710 | \$39

H50 Tu 6pm-8pm
Sept. 3 – Sept. 10

Robin Boyce
Harrison Ed. Ctr, 209

Get the competitive edge to
succeed in your business!

Small Business
Essentials
Certificate Program

NonProfit Administration

Basic Grant Writing for Nonprofit Organizations

This course provides an overall review of the grant writing process offering practical guidelines for identifying and pursuing potential foundation and corporate funders. Research techniques and their importance in grant writing will be emphasized as well as the use of library and Internet resources. Lunch not provided. Bring a 1" 3 ring binder to class.

NPAD:701 | \$59

680 Sa 9am-4pm
Oct. 19

Jennifer Bush
MC-BA, 118

Basic Grant Writing Seminar for Nonprofit Organizations

In this interactive discussion course taught by Kent Hornberger, President of the St. Louis Regional Chapter of the Grant Professionals Association, we'll share ideas and examples to provide an overall review of the grant writing process. You'll learn practical guidelines for identifying and pursuing potential foundation and corporate funders. Research techniques and their importance in grant writing will be emphasized as well as the use of library and Internet resources. Bring a USB travel drive to class. Lunch not provided.

NPAD:701 | \$59

480 Sa 9am-4pm
Sept. 21

Kent Hornberger
FP-G Tower, 115

Proposal Budgeting Seminar

Proposal writers at all levels need to know the nuts and bolts of budget preparation to support their project proposals. A sound, well organized budget can help convince prospective funders that your project is worthy of their financial investment. Taught by Kent Hornberger, President of the St. Louis Regional Chapter of Grant Professionals Association, this course will teach you to build a budget, step-by-step, to provide a complete picture of your financial needs. Hands-on participation exercise: You will build your own budget for a project you are planning.

NPAD:701 | \$29

481 M 6pm-9pm
Sept. 30

Kent Hornberger
FP-G Tower, 111

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-Noon
Sept. 7

Amy Hereford
MC-BA, 220

Establishing and Running a Nonprofit: Organization Part II

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

NPAD:703 | \$29

681 Sa 1pm-3pm
Sept. 7

Amy Hereford
MC-BA, 220

Volunteer Management

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

NPAD:704 | \$25

770 W 7pm-9pm
Sept. 11

Barbara Hughes
Hixson Mid. School, 112

Setting Up a Board of Directors

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

NPAD:706 | \$25

770 W 7pm-9pm
Oct. 2

Barbara Hughes
Hixson Mid. School, 112

Think Outside the Box: Target Potential Funding through PR

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

NPAD:707 | \$45

450 Tu 6pm-8:30pm
Oct. 1 - Oct. 8

Robin Boyce
FP-G Tower, 115

Cultivating Relationships with Grant Makers

When the partnership between a nonprofit organization and its funders is strengthened, it is mutually beneficial. Taught by Kent Hornberger, President of the St. Louis Regional Chapter of the Grant Professionals Association, you'll learn how to make the initial contact, help funders feel connected to your mission, cultivate grant maker relationships throughout the grant process, and secure long-term stability for your projects.

NPAD:707 | \$19

680 M 6pm-8pm
Oct. 7

Kent Hornberger
MC-CN, 126



Interviewing Boot Camp 101

Preparing for a job interview is the critical step to securing employment. Sharpen your interviewing skills, learn how to present yourself, select what to wear, practice answering questions, and learn what you should and shouldn't discuss in a job interview.

CPDV:703 | \$35

650 W 6:30pm-9pm
Sept. 18 - Sept. 25

Ann Unruh
MC-CS, 204

No Sweat Public Speaking

Speaking Opportunities are Business Opportunities! Speaking Opportunities are Career Opportunities! Those who embrace, take and make those occasions to speak, and do it well, grow their businesses and careers. Learn the skills necessary to reduce the fear of public speaking, improve presentations, and deliver a 'Knock Your Socks Off!' speech with - No Sweat. Class taught by a published author.

COMM:715 | \$39

920 W 6:30pm-8:30pm
Sept. 25 - Oct. 9

Fred Miller
U. City H.S., 112

650 Tu 6:30pm-8:30pm
Sept. 24 - Oct. 8

Fred Miller
MC-CS, 209

C50 Tu 6:30pm-8:30pm
Nov. 12 - Nov. 26

Fred Miller
Corp. College, 207

Online Applications/Electronic Resume Workshop

Computer skills are vital to today's job seekers, and this interactive workshop will provide you with the ability to conduct your job search more efficiently and effectively than you could before. Designed for individuals with little or no computer experience, this workshop will supply you with the knowledge of and familiarity with the computer that you will need to conduct an employment search in today's job market. Attend this interactive workshop to learn how to navigate around the internet to search for information about potential companies you might want to work for, fill out job applications, copy and paste information from your resume to online forms, save/print online forms, and save a document to a disk or flash drive. Please bring a flash drive to class to save your work.

CPDV:704 | \$29

650 Tu 6:30pm-9pm
Aug. 27 - Sept. 3

Laurie Lombardo
MC-CN, 221

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 on 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

652 Tu 6:30pm-9:30pm
Sept. 17

Laurie Lombardo
MC-CN, 227

653 Th 6:30pm-9:30pm
Oct. 24

Laurie Lombardo
MC-BA, 202

Get Connected: Effective Professional Networking

Learn the benefits of effective and strategic networking and how your interpersonal resources and contacts could lead to a new job. You will develop a networking plan and 30-Second Summary to present to networking groups and individuals, a networking source list and a list of the types of networking groups. In addition, you will learn to successfully navigate a Career Fair and how social networking is important to an effective job search. Time will be allotted after classroom instruction to open and/or edit your social media accounts.

CPDV:705 | \$25

650 Th 6pm-9pm
Aug. 22

Laurie Lombardo
MC-BA, 118

Finding Job Leads

Learn how to find job leads (i.e. internet, recruiters, ing 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 Tu 6:30pm-9:30pm
Sept. 10

Laurie Lombardo
MC-CN, 204



Plus 50: Re-inspired: A Workshop

Do you need to retool your professional skills after many years? 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

P01 Tu 6pm-9:30pm
Nov. 5 - Nov. 19

Carol Watkins
FP-G Tower, 111

680 Sa 9am-12:30pm
Sept. 28 - Oct. 12

Carol Watkins
MC-CN, 126

Plus 50: Re-Wired Employment Seminar

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 7pm-9pm
Sept. 12 - Oct. 3

Edwin Penfold
MC-SW, 202

450 M 7pm-9pm
Nov. 4 - Nov. 25

Edwin Penfold
FP-G Tower, 113



Maximize your
potential with

Career
Essentials

CAREER STUDIES

COMMUNICATIONS

No Sweat Public Speaking

Speaking Opportunities are Business Opportunities! Speaking Opportunities are Career Opportunities! Those who embrace, take and make those occasions to speak, and do it well, grow their businesses and careers. Learn the skills necessary to reduce the fear of public speaking, improve presentations, and deliver a 'Knock Your Socks Off!' speech with - No Sweat. Class taught by a published author.

COMM:715 | \$39

920	W 6:30pm-8:30pm Sept. 25 – Oct. 9	Fred Miller U. City H.S., 112
650	Tu 6:30pm-8:30pm Sept. 24 – Oct. 8	Fred Miller MC-CS, 209
C50	Tu 6:30pm-8:30pm Nov. 12 – Nov. 26	Fred Miller Corp. College, 207

Get Paid to Talk: Breaking Into the Voiceover Industry

Have you been told that you have a great voice? Have you always wanted the independence to work from home doing something you love? Learn how to get started in the voiceover industry! This introductory course will include a real-world overview of the industry, including the good, the bad and the ugly parts, from a St. Louis voice artist that has been in the industry for over 26 years.

PERD:765 | \$39

480	Sa 9am-Noon Oct. 26	Troy Duran FP-G Tower, 115
651	W 6pm-9pm Oct. 16	Troy Duran MC-SW, 108
680	Sa 10am-1pm Oct. 12	Troy Duran MC-SW, 210
681	Sa 9am-Noon Nov. 9	Troy Duran MC-SW, 210

Voiceovers: Making Money with Your Voice

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

PERD:765 | \$39

481	Sa 12:30pm-3:30pm Oct. 26	Troy Duran FP-G Tower, 115
652	W 6pm-9pm Nov. 13	Troy Duran MC-SW, 108
682	Sa 12:30pm-3:30pm Nov. 9	Troy Duran MC-SW, 210

CPR AND FIRST AID

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

Registration is required **one week** prior to course start date to ensure appropriate student-to-instructor ratios. Late registrations will be considered on a space-available basis only.

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. Upon successful completion each participant will receive a BLS course completion card in approximately two weeks. Registration one week prior to course start date is required. Due to the nature of the course, you must arrive on time. No admittance after stated start time. This course meets the STLCC nursing department admission requirements.

CPRR:707 | \$65

400	W 9am-3:30pm Oct. 9	FP-G Tower, 121
401	F 9am-3:30pm Dec. 6	FP-G Tower, 121
450	Th 5pm-10pm Sept. 5	FP-G Tower, 121
451	Tu 5pm-10pm Oct. 8	FP-G Tower, 121
452	Th 5pm-10pm Nov. 7	FP-G Tower, 121
453	Tu 5pm-10pm Dec. 3	FP-G Tower, 121
480	Sa 9am-3:30pm Sept. 14	FP-G Tower, 121
500	Tu 9am-3:30pm Nov. 12	Gordon Back FV - CWI, 136
550	W 5pm-10pm Oct. 23	Gordon Back FV-TC, 105
600	Th 9am-3:30pm Sept. 12	Gail Back MC-CP, CP
601	M 9am-3:30pm Oct. 14	Gail Back MC-CP, CP
602	Th 4pm-9pm Dec. 12	Gail Back MC-CP, CP
650	M 5pm-10pm Nov. 18	Gail Back MC-CP, CP
680	Sa 9am-3:30pm Nov. 16	Gail Back MC-CP, CP
C01	Tu 5pm-10pm Sept. 17	Gordon Back Corp. College
H80	Sa 9am-3:30pm Oct. 19	Gordon Back Harrison Ed. Ctr, 100
502	W 9am-3:30pm Dec. 11	Carol Pikey SCEUC, 212
350	W 5pm-10pm Sept. 25	Carol Pikey WW, 102B
580	Sa 9am-3:30pm Sept. 21	Gordon Back FV-TC, 105
501	Th 9am-3:30pm Oct. 10	Carol Pikey SCEUC, 214

Heartsaver AED: Adult

The Heartsaver 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. The course is for the learner with limited or no medical training and needs a course completion in first aid, CPR and AED for job, regulatory or other requirements. Registration one week prior to the course start date is required. No admittance after stated start time.

CPRR:701 | \$45

650	M 6:30pm-8:30pm Nov. 11	Gail Back MC-CP, CP
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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 in approximately two weeks. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

CPRR:706 | \$99

500	W 8:30am-4:30pm Nov. 6	Gordon Back FV - CWI, 136
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CPR Instructor Course

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

CPRR:708 | \$250

400	F 8am-5pm Oct. 25	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.

CPRR:709 | \$65

- 450 Th 6pm-10pm
Sept. 19 FP-G Tower, 121
- 400 F 8am-Noon
Dec. 13 FP-G Tower, 121

Heartsaver AED: Adult and Pediatric

The Heartsaver 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, a credential, documenting completion of a CPR course that includes use of an AED. The course is for the learner with limited or no medical training and needs a course completion in first aid, CPR and AED for job, regulatory or other requirements. Registration one week prior to the course start date is required. No admittance after stated start time.

CPRR:710 | \$65

- 700 Tu 6pm-9:30pm
Oct. 22 Gail Back
Selvidge Mid. School, LIBR
- 701 Tu 6pm-9:30pm
Nov. 12 Gail Back
Rockwood South Mid. Sch., CAFE
- C01 W 6pm-9:30pm
Oct. 2 Gail Back
Corp. College, 210

Heartsaver AED: Infant and Child

This American Heart Association Heartsaver AED: Infant/Child course is designed to teach infant/child CPR, AED and relief of foreign body airway obstruction to all lay rescuers, particularly those who are expected to respond to infant and child related emergencies in the workplace - such as day care providers. Written and practical skills (hands-on-manikin simulation) evaluation and testing are required for course completion. Registration one week prior to course start date is required. Due to the nature of the course you must arrive on time. No admittance after stated start time.

CPRR:710 | \$55

- 480 Sa 8:30am-Noon
Sept. 21 Carol Pikey
FP-G Tower, 121
- 580 Sa 8:30am-Noon
Oct. 5 Carol Pikey
FV-CDC, 112
- 680 Sa 8:30am-Noon
Nov. 2 Carol Pikey
MC-CP, CP
- 581 Sa 8:30am-Noon
Dec. 14 Carol Pikey
FV-CDC, 112

Heartsaver Pediatric First Aid

The Heartsaver Pediatric First Aid course is designed to meet the regulatory and credential training requirements for child care workers. The course is designed for child care workers, teachers, foster care workers, camp counselors, youth group leaders, coaches and others responsible for children. The course teaches basic first aid. Registration one week prior to course start date is required. No admittance after stated start time

CPRR:711 | \$55

- 480 Sa 12:30pm-4pm
Sept. 21 Carol Pikey
FP-G Tower, 121
- 580 Sa 12:30pm-4pm
Oct. 5 Carol Pikey
FV-CDC, 112
- 680 Sa 12:30pm-4pm
Nov. 2 Carol Pikey
MC-CP, CP
- 581 Sa 12:30pm-4pm
Dec. 14 Carol Pikey
FV-CDC, 112

RESTAURANT MANAGEMENT



ServSafe Food Safety Certification

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

RMGT:700 | \$169

- 580 Sa 8am-3pm
Sept. 28 - Oct. 12 Almut Stephan Marino
FV-B, 243
No Class 10/5
- 680 Sa 8am-3pm
Oct. 26 - Nov. 9 Almut Stephan Marino
MC-SO, 108
No Class 11/2

ServSafe Food Safety Certification Review and 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.

RMGT:700 | \$79

- 581 Sa 8am-3pm
Oct. 12 Almut Stephan Marino
FV-B, 243
- 681 Sa 8am-3pm
Nov. 9 Almut Stephan Marino
MC-SO, 108

FITNESS TRAINING

New ACE Personal Trainer Certification

Ready for a career change? Become a CERTIFIED PERSONAL TRAINER! Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training™ (ACE IFT™) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered and the ACE IFT Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardio-respiratory 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/HIGH SCHOOL EQUIVALENCY AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. For more information on ACE Certification, please call 800-825-3636 Ext. 729. Fee includes cost of exam, textbook, study guide, and sample test. Voucher for exam must be used within 6 months of course start date. Class is not eligible for Senior Scholarship.

PEDU:753 | \$695

- 680 Sa 8:30am-12:30pm
Sept. 14 - Nov. 16 Eric Vahey
MC-BA, 112



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St. Louis
Community
College
Continuing
Education

COMPUTERS AND TECHNOLOGY

APPLICATIONS AND SYSTEMS

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

501 F 9am-4pm
Sept. 27

Patti Bossi
SCEUC, 206

502 W 9am-4pm
Dec. 4

Patti Bossi
SCEUC, 206

Microsoft Windows 7: Introduction

Explore Windows 7 and all its user-friendly features in this course. Students learn mouse techniques and examine the desktop interface; including START 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: Windows Introduction class or equivalent experience. Class will move at a slower pace.

COMP:705 | \$109

503 W 9am-12:10pm
Oct. 9 - Nov. 13

Patti Bossi
SCEUC, 206

Overview of Microsoft Office 2010: In a Day

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

COMP:713 | \$89

480 Sa 9am-4pm
Sept. 7

FP-E Tower, 310

Microsoft Word 2010: 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:713 | \$99

680 Sa 9am-4pm
Nov. 2

MC-BA, 202

Overview of Office 2010 for Business

Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, and develop PowerPoint presentations.

COMP:713 | \$129

C01 F 9am-4pm
Sept. 13

Cris Heffernan
Corp. College, 206

Microsoft Word 2010: In a Day

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

COMP:715 | \$99

300 F 9am-4pm
Sept. 13

WW, 206

Microsoft Word 2010 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

C01 F 9am-4pm
Sept. 20

Cris Heffernan
Corp. College, 206

Microsoft Word 2010: In a Day

Learn the basics of MS Word 2010 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

501 W 9am-4pm
Nov. 20

Patti Bossi
SCEUC, 206

Microsoft Excel 2010: 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
Sept. 7

MC-BA, 203

480 Sa 9am-4pm
Nov. 16

Corp. College, 206

681 Sa 9am-4pm
Dec. 14

MC-BA, 202

Microsoft Excel 2010: Introduction

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

COMP:720 | \$149

750 W 6:30pm-9:40pm
Sept. 4 - Oct. 2

Roy Lenox
Kirkwood H.S., W 205

Microsoft Excel 2010: Intermediate

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

COMP:721 | \$149

750 W 6:30pm-9:40pm
Oct. 16 - Nov. 13

Roy Lenox
Kirkwood H.S., W 205

Introduction to Microsoft Excel 2010 for Business

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:721 | \$129

C01 F 9am-4pm
Sept. 27

Cris Heffernan
Corp. College, 206

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

Continue to expand your Excel expertise as you work with lookup tables, create macros and explore many more of Excel's advanced features.

COMP:722 | \$129

C02 F 9am-4pm
Oct. 11

Cris Heffernan
Corp. College, 206

Microsoft Access 2010: In a Day

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

COMP:725 | \$99

680 Sa 9am-4pm
Sept. 28

MC-BA, 212

C01 F 9am-4pm
Dec. 13

Cris Heffernan
Corp. College, 206

Microsoft Office Specialist Certifications

NEW Microsoft Office Specialist (MOS) Certification for Word 2010

Master Microsoft Word 2010 and gain an edge in today's competitive job market. Earning a Microsoft Office Specialist (MOS) certification in Word helps you differentiate yourself in today's market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills. The certification test prep and exam will be held on Saturday, October 19, 8am-5pm.

COMP:715 | \$449

CP1 TuTh 5pm-9pm
Sept. 3 – Oct. 17
Sa 8am-5pm
Oct. 19
Corp. College, 208
Corp. College, 208

NEW Microsoft Office Specialist (MOS) Certification for Outlook 2010

Master Microsoft Outlook 2010 and gain an edge in today's competitive job market. Earning a Microsoft Office Specialist (MOS) certification in Outlook helps you differentiate yourself in today's market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills. The certification test prep and exam will be held on Sunday, November 17, 9am-4pm. No class 10/31.

COMP:719 | \$229

CP2 TuTh 5pm-9pm
Oct. 29 – Nov. 14
Su 9am-4pm
Nov. 17
Corp. College, 208
Corp. College, 208

NEW Microsoft Office Specialist (MOS) Certification for Powerpoint 2010

Master Microsoft PowerPoint 2010 and gain an edge in today's competitive job market. Earning a Microsoft Office Specialist (MOS) certification in PowerPoint helps you differentiate yourself in today's market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills. The certification test prep and exam will be held on Saturday, December 14, 9am-4pm.

COMP:730 | \$249

CP3 TuTh 5pm-9pm
Nov. 19 – Dec. 10
Sa 9am-4pm
Dec. 14
Corp. College, 208
Corp. College, 206

Introduction to Microsoft Access 2010 for Business

Learn the foundations to plan and design a database system. Learn to create and work with tables, forms, and reports; use queries; and create and maintain a database.

COMP:725 | \$129

CO2 F 9am-4pm
Oct. 18
Cris Heffernan
Corp. College, 206

Intermediate Access 2010 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.

COMP:726 | \$129

CO2 F 9am-4pm
Oct. 25
Cris Heffernan
Corp. College, 206

Microsoft PowerPoint 2010: 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

600 Sa 9am-4pm
Sept. 21
MC-BA, 203

C80 Sa 9am-4pm
Nov. 9
Corp. College, 206

QuickBooks Pro 2013

This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. Topics to be covered include: setting up customer and vendor lists, entering sales and invoices, receiving payments, making deposits, handling expenses and bills, working with bank accounts, analyzing financial data, handling sales tax, and managing inventory. Prerequisite: Windows Introduction class or equivalent experience.

COMP:734 | \$149

750 Tu 6:30pm-9:30pm
Aug. 27 – Oct. 1
No Class 9/3
Kerry Woodruff
Kirkwood H.S., W 200

751 Tu 6:30pm-9:30pm
Oct. 8 – Nov. 5
Kerry Woodruff
Kirkwood H.S., W 200

752 W 6:30pm-9:30pm
Nov. 6 – Dec. 11
No class 11/27
Kerry Woodruff
Kirkwood H.S., W 200

COMPUTER MAINTENANCE

How to Tune Up a PC

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

COMP:793 | \$25

550 Sa 9am-Noon
Oct. 5
Robert Lewis
FV-B, 127

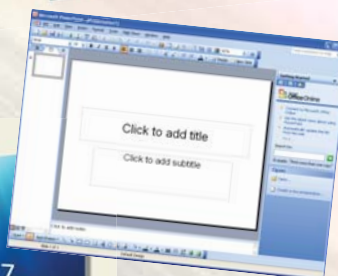
680 Sa 9am-Noon
Nov. 2
Patrick Karl
MC-BA, 208

How to Troubleshoot Your PC

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

COMP:794 | \$35

S80 Sa 9am-1pm
Sept. 28
Patrick Karl
MC-BA, 216



DESKTOP PUBLISHING

Adobe InDesign CS6: In a Day

Learn the basics of InDesign in one day! In this course you will gain an understanding of the tools, menus and palettes required to produce digital page layout, including placement of text and pictures and typographic design control. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | \$99

C80 Sa 9am-4pm
Nov. 2 Corp. College, 206

Microsoft Publisher 2010: In a Day

Learn the basics of MS Publisher in one day! You will learn to design publications which are ready for printing. Topics include: importing and formatting text, inserting clip art, creating multi-column pages, using page wizard and design galley, and adding type effects. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | \$99

680 Sa 9am-4pm
Sept. 14 MC-BA, 203

Adobe InDesign CS6: Introduction

This course is designed for students with little or no working knowledge of digital page layout design software programs. Students will gain an understanding of the tools, menus and palettes required to produce digital page layout, including placement of text and pictures and typographic designs control. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | \$99

650 Th 6pm-9pm
Oct. 3 - Oct. 24 Jane Kaiser
MC-BA, 208

Adobe Illustrator CS6: In a Day

Learn the basics of Illustrator in one day! In this course you will gain an understanding of creating vector art objects or typographic designs for print, as well as the tools, menus and palettes required to create and edit vector art object and typographic designs using color on layers. Prerequisite: Windows Introduction class or equivalent experience.

COMP:752 | \$99

C80 Sa 9am-4pm
Nov. 23 Corp. College, 206

Adobe Illustrator CS6: Introduction

This course is designed for students with little or no working knowledge of creating vector art objects or typographic designs for print. Students will gain an understanding of the tools, menus and palettes required to create and edit vector art object and typographic designs, using color on layers. Prerequisite: Windows or Macintosh Introduction class or equivalent experience.

COMP:752 | \$109

650 Th 6pm-9pm
Sept. 5 - Sept. 26 Jane Kaiser
MC-BA, 202

Adobe Photoshop CS6 Intermediate: In a Day

Get more advanced Photoshop skills in one day! Adobe Photoshop CS6 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.

COMP:755 | \$99

C81 Sa 9am-4pm
Oct. 12 Zak Zych
Corp. College, 206

Adobe Photoshop CS6: In a Day

Learn the Basics of Adobe Photoshop in one 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 Cloning. 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
Oct. 5 Zak Zych
Corp. College, 206

300 F 9am-4pm
Sept. 6 Zak Zych
WW, 209

Adobe Photoshop CS6: Introduction

This course, utilizing Adobe Photoshop CS6 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.

COMP:755 | \$129

350 W 6pm-9pm
Oct. 23 - Nov. 13 Zak Zych
WW, 206

680 Su Noon-3pm
Sept. 8 - Sept. 29 Zak Zych
MC-BA, 203

Adobe Photoshop CS6: Intermediate

Adobe Photoshop CS6 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.

COMP:755 | \$129

682 Su Noon-3pm
Oct. 6 - Oct. 27 Zak Zych
MC-BA, 203

Adobe Photoshop CS6: Advanced

Adobe Photoshop CS6 advanced builds on the skills learned in the beginning and intermediate classes covering subjects including the Brush Engine, Displacement Maps, Channels, Sharpening, Actions and Shadow and Highlight adjustments. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Intermediate class.

COMP:755 | \$135

684 Su Noon-3pm
Nov. 3 - Nov. 24 Zak Zych
MC-BA, 203

MOBILE BASICS

Android Smart Phone Basics

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

COMP:765 | \$25

C80 Sa 9am-Noon
Nov. 2 Corp. College, 208

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

550 Th 6pm-9pm
Sept. 19 Jeffrey Morgan
SCEUC, 206

C82 Sa 9am-Noon
Nov. 9 Jeffrey Morgan
Corp. College, 208

Learn the Basics of an iPad

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

COMP:765 | \$25

550 Th 6pm-9pm
Sept. 12 Jeffrey Morgan
SCEUC, 206

C81 Sa 9am-Noon
Nov. 16 Jeffrey Morgan
Corp. College, 208

NETWORKS AND SECURITY

How to Network Computers

Learn how to create a computer network. Prerequisite: Windows Introduction class or equivalent experience. Bring a Phillips screwdriver.

COMP:792 | \$21

550 Sa 9am-Noon
Oct. 26 Robert Lewis
FV-B, 127

Combating Viruses, Spyware & Other Malicious Software

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

COMP:795 | \$49

S80 Sa 9:30am-12:30pm
Sept. 7 - Sept. 21 Patrick Karl
MC-BA, 212

Home and Office Computer Security

This course provides students with the knowledge to secure computer hardware and software. Software problems are the major cause of most computer malfunctions due to accidental erasure, file corruption, viruses, and hacker attacks. Instructions include the use of password protection, virus protection, backup storage media, surge protectors, uninterruptable power supplies and more. Prerequisite: Windows Introduction class or equivalent experience.

COMP:795 | \$25

550 Sa 9am-Noon
Oct. 12 Robert Lewis
FV-B, 127

PERSONAL COMPUTING

Personal Computers - Introduction: In a Day

Learn the basics of using a PC in a day! This course emphasizes hands-on experience using a personal computer to teach essential concepts and computer commands. Basic terms regarding computer hardware and software, and basic skills regarding the use of PCs and the Internet are covered.

COMP:701 | \$99

580 Sa 9am-4pm
Sept. 14

FV-B, 127

480 Sa 9am-4pm
Oct. 12

FP-E Tower, 310

New Personal Computers & Technology: Introduction

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

COMP:701 | \$99

501 W 9am-Noon
Sept. 4 - Sept. 25

Patti Bossi
SCEUC, 206

Keyboarding: Learn to Type on the Computer

Do you use the hunt and peck method of typing? Keyboarding skills are essential fundamentals for all computer software applications. Learn where each key is and how to type more efficiently. Increase speed and accuracy. You will learn correct hand positions and how to use the alphabetic, numeric, symbol and shortcut keys. No class 10/14.

COMP:702 | \$109

780 M 7pm-9pm
Sept. 30 - Dec. 9

Helen Ralston
Lindbergh H.S., 107

Introduction to eBay: Buying and Selling

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

COMP:742 | \$49

553 Tu 6:30pm-9pm
Nov. 5 - Nov. 12

William Bearden
SCEUC, 209

Learn to eBay: In a Day

Learn the basics of eBay in one day! Ebay gives you access to new and second-hand goods from shops and individuals around the world. It is popular with collectors and bargain hunters alike and is a great place to pick up everyday items and hard to get items. This course will explain the ins and outs of buying goods on ebay, such as: how online auctions work, the different ways items are sold and how to bid, how to register as a buyer, about feedback, search tips, and safe buying tips. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$49

C02 Sa 9am-3pm
Sept. 7

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! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

650 Th 6pm-9pm
Oct. 3

Rachel Bufalo
MC-BA, 202



New Introduction to Youtube

Do you want to know how to build a bird house, cut a pomegranate properly or learn how to do a tricky crochet stitch? Check out Youtube! Youtube is a video-sharing website which users can upload, view and share videos. It is also the second largest search engine on the web! Youtube hosts a wide variety of user-generated video content, including movie clips, TV clips, and music videos, as well as amateur content such as video blogging, short original videos, and educational videos. Come to this class to learn the basics of how this handy website operates.

COMP:742 | \$25

550 Th 6pm-9pm
Nov. 14

Rachel Bufalo
SCEUC, 207

Introduction to Pinterest

Pinterest is now the third most popular social network on the web and it is only gaining momentum in popularity! Pinterest is a social photo sharing website that is also described as an online pin board. Its more than 10 million registered users, over 2 million of whom log in every day, "pin" photos, graphics, and videos into categories they create based on their own personal interests. Pinterest users also share their pins on Facebook and Tweet them. Come to this class to find out what it's all about and how to use it. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:742 | \$29

651 Th 6pm-9pm
Oct. 17

Rachel Bufalo
MC-BA, 202

Photoshop Elements: 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. Photoshop Elements 9 will be used in class however, techniques can be applied to almost any version. Prerequisite: Windows Introduction class and Digital Pictures Introduction class or equivalent experience.

COMP:755 | \$55

650 Tu 5pm-6:50pm
Nov. 5 - Nov. 26

Rachel Bufalo
MC-BA, 202

Photoshop Elements: Special Techniques and Retouching Faces

Bye-bye crow's feet! Want whiter teeth? No problem! Look fantastic in every picture from now on. In this course you'll learn the basics such as removing red-eye and blemishes to more advanced techniques such as making the subject thinner with a smaller nose! Learn to remove unwanted objects, make a photo black and white or sepia & put someone's head on a different body and more! This course will use the 'editor' portion of Elements. Photoshop Elements 9 will be used in class however, techniques can be applied to almost any version. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

COMP:755 | \$49

651 Tu 5pm-6:50pm
Dec. 3 - Dec. 17

Rachel Bufalo
MC-BA, 202

PRODUCTIVITY

Internet Research and Investigations: Public Records

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

COMP:742 | \$29

680 Su 12:30pm-3:30pm
Sept. 15

Jean Bradley
MC-BA, 216

681 Su 12:30pm-3:30pm
Nov. 17

Jean Bradley
MC-BA, 216

SOCIAL NETWORKS

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.

COMP:742 | \$35

C01 F 9am-Noon
Sept. 6

Rachel Bufalo
Corp. College, 206

WEB DEVELOPMENT

Dreamweaver CS6: In a Day

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

COMP:745 | \$99

C80 Sa 9am-4pm
Sept. 21

Corp. College, 206

Web Development Certificate

Our exceptional course is intense and comprehensive. You'll learn how to develop websites using two methods: 1) hand-coding HTML using a text editor and 2) using a powerful design and development tool, Dreamweaver CS6. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class. No class 10/31.

COMP:745 | \$299

550 Th 6pm-10pm
Sept. 19 - Nov. 21

Donna Peck
SCEUC, 209

Optimizing WordPress

Take your basic WordPress site to the next level! Learn more advanced techniques such as site customization, search engine optimization and internet marketing techniques. Prerequisite: Windows Introduction class and "Create Your Own Website with WordPress" or "Ease Into WordPress", or equivalent experience. This class will move at a fast pace. Students must already have a generic email account such as gmail, yahoo or hotmail that can be accessed in class and bring email address and password to class.

COMP:745 | \$49

352 Th 6pm-9pm
Nov. 7

Jerry Bearden
WW, 209

New Ease into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience. This class will move at a slow pace with a more relaxed environment and more practice time. Students must already have a generic email account such as gmail, yahoo or hotmail that can be accessed in class and bring email address and password to class.

COMP:745 | \$109

350 Th 6pm-9pm
Sept. 12 - Sept. 26

Jerry Bearden
WW, 209

Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience. This class will move at a fast pace. For a more relaxed class, try "Ease into WordPress". Students must already have a generic email account such as gmail, yahoo or hotmail that can be accessed in class and bring email address and password to class.

COMP:745 | \$99 933 F 9am-4pm
Jerry Bearden
Sept. 6

351 Th 6pm-9pm
Jerry Bearden
Oct. 10 - Oct. 17
WW, 209

931 F 9am-4pm
Jerry Bearden
Oct. 25
Corp. College, 208



CONSTRUCTION AND INDUSTRIAL TECHNOLOGIES

ELECTRICAL

National Electrical Code and Calculations - Part I

This course will cover the elements, changes, applications, and design aspects of the 2011 National Electrical Code for residential and commercial properties. Certificates awarded to those successfully completing the course. No class 9/17, 10/15.

ELEC:705 | \$249

550 Tu 6pm-9pm Michael Smith
Aug. 27 - Dec. 10 SCEUC, 213

INDUSTRIAL ENGINEERING

New Snap-On Torque Wrench Certification

This course is designed to teach and certify students in the proper use of various mechanical, and electronic torque wrenches used in industry today. Students will progress through the curriculum via instructor led lectures, classroom demonstrations, and daily lab assignments. Student participation in the form of questions and discussion of related experiences is encouraged. Written materials and other visual media will be used to teach the class. This course will provide three types of Snap-On Certifications; Tool Safety Certification, Mechanical Torque Wrench Certification, and Electronic Torque Wrench Certification.

IENG:706 | \$289

5C1 TuTh 5:30pm-9:30pm Robert Weaver
Sept. 24 - Oct. 10 FV - CWI

OSHA

10 Hour OSHA Construction Safety and Health Training Certification

This course meets the required laws for working on public job sites. Led by an OSHA certified trainer the course covers the mandated OSHA topics including OSHA regulations, general health and safety, basic electrical safety, fall protection. Ladder and scaffold safety, hand and power tools, material handling, etc. Upon successful completion students will receive the 10 hour OSHA course completion card.

CONS:736 | \$119

C01 F 5pm-9pm Patricia Dalton
Sept. 6 Corp. College, 213
Sa 8am-3:30pm
Sept. 7 Corp. College, 213

C02 Th 5pm-9pm Patricia Dalton
Oct. 3 Corp. College, 213
Sa 8am-3pm
Oct. 5 Corp. College, 213

10 Hour OSHA General Industry Safety and Health Training Certification

This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive an OSHA card after completion of the course.

CONS:736 | \$119

C03 WThF 5:30pm-9pm Patricia Dalton
Sept. 18 - Sept. 20 Corp. College, 213

C04 F 5pm-9pm Patricia Dalton
Oct. 18 Corp. College, 213
Sa 8am-3:30pm
Oct. 19

30 Hour OSHA Construction Safety and Health Certification Completion

This is a 20 hour completion course for those who have completed OSHA 10 Hour Construction Health and Safety Certification within the past six months and wish to pursue the OSHA 30 Hour Certification. No class 11/1 and 11/2.

CONS:736 | \$239

C05 F 5pm-9pm Patricia Dalton
Oct. 25 - Nov. 8 Corp. College, 213
Sa 8am-3:30pm
Oct. 26-Nov. 9

30 Hour OSHA General Industry Certification Completion

This is a 20 hour completion course for those who have completed OSHA 10 Hour General Industry Safety Certification within the past six months and wish to pursue the OSHA 30 Hour Certification. No class 11/8 and 11/9.

CONS:736 | \$239

C06 F 5pm-9pm Patricia Dalton
Nov. 1 - Nov. 15 Corp. College, 213
Sa 8am-3:30pm
Nov. 2-Nov. 16 Corp. College, 213

SUSTAINABILITY

LEED Core Concepts and Green Associate Exam Preparation

This course will prepare students for the LEED Green Associate Exam, along with outlining LEED Core Concepts. We aim to provide an introduction to LEED and recognize LEED core concepts, prepare for the LEED Green Associate Exam, and introduce methods of sustainable project delivery and green building principals. This course does not guarantee students will pass the LEED Green Associate exam. Additional time outside of class will be required for reading the required textbooks. Registering and taking the LEED Green Associate exam, and any associated costs, are not included in this course.

CONS:701 | \$179

450 M 6pm-8:30pm Nick Bristow
Sept. 9 - Oct. 28 FP-G Tower, 117

NEW Solar Courses = NABCEP Certified Courses

STLCC is now offering North American Board of Certified Energy Practitioners north (NABCEP) approved solar training courses, from beginner to advanced levels. Simply curious to know more about solar energy? Register for Solar Basics. Perhaps you require more in-depth knowledge to begin or advance your career in solar. Need training for your current employees, or are looking to expand your business into solar? If this sounds like you, register for the series of solar courses listed here and be eligible to take the NABCEP Photovoltaic Entry Level Exam on Dec. 3, 9am-noon. If you complete these courses, you will also receive 34 advanced CEUs. Don't let this moment pass you by. Now is the time to start making a change in the world and yourself.

Solar Basics

In this course students will learn about electrical basics, photovoltaics, solar energy fundamentals, introduction to photovoltaic sizing, solar energy markets, and safety basics. Students will be introduced to basic photovoltaic equipment. This course will prepare students for other solar classes and introduce students to the path to NABCEP certification. Students should have fundamental mathematical and mechanical skills. Text included.

CONS:721 | \$199 5C1 TuTh 6pm-9pm Jeffrey Foster Sept. 3 - Sept. 12 FV - CWI

Solar Site Survey

In this course students will learn how to assess potential installation sites for their solar energy potential. Students will gain hands on experience with roof layout, shading analysis with Solar Pathfinder, calculation of energy production for specific sites, and calculation of load estimations. Prerequisite: Solar Basics course. Text included.

CONS:721 | \$179 5C2 TuTh 6pm-9pm Jeffrey Foster Sept. 17 - Sept. 24 FV - CWI

Photovoltaic System Components

In this course students will learn about photovoltaic system components and how they interact with each other. Students will be introduced to solar modules, charge controllers and inverters, batteries, and photovoltaic mounting and racking systems. No class 10/15.

CONS:721 | \$149 5C3 TuTh 6pm-9pm Jeffrey Foster Oct. 1 - Oct. 17 FV - CWI

Photovoltaic System Build

In this course students will use the information learned in Solar Basics, Site Survey and Photovoltaic System Components to participate in a hands-on photovoltaic system build project. We will build a full string inverter system and modules on a mock roof, and a ballasted racking system with micro-inverters.

CONS:721 | \$99 5C4 TuTh 6pm-9pm Jeffrey Foster Oct. 22 - Oct. 24 FV - CWI

Advanced PV Sizing, Electrical Design

In this course students will learn how to equate temperature differences using temp coefficients for string sizing, as required by the National Electric Code. There will be exercises in proper wire sizing, overcurrent protection sizing and system sizing for stand-alone and grid-tied systems. We will also be covering important National Electric Codes pertaining to Photovoltaics. This course will also include basic troubleshooting techniques.

CONS:721 | \$189 5C5 TuTh 6pm-9pm Jeffrey Foster Nov. 5 - Nov. 21 FV - CWI



GENERAL INFORMATION

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

Accommodations Statement

St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities. If you have accommodation needs, please contact the Continuing Education Access office at least six weeks prior to the start of class to request accommodations. Event accommodation requests should be made with the event coordinator at least two working days prior to the event. Documentation of disability may be required. Contact Anne Marie Schreiber at 314-984-7704.

Students Rights and Responsibilities

All students are responsible for adhering to college policies and procedures. Please refer to www.stlcc.edu/Document_Library/FactFinder.pdf to review and/or download a copy of the Fact Finder Student Handbook including student rights and responsibilities or call the Continuing Education office.

Postponement/Cancellation Due to Inclement Weather

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

Refund of Fees

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

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

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

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

Safety and Program Guidelines for Youth Classes

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

Unattended Children

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

Textbooks — can be purchased at the campus bookstores.

Library and Computer Lab Privileges

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

Firearms on College Property

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

Notice of Non-Discrimination

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. For information contact:

Corporate College

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

Cosand Center/Employment

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

Florissant Valley

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

Forest Park

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

Meramec

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

Wildwood

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

Section 504/Title II Coordinator

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

Registration is Easy!!!



Mail

Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:
STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044

Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777.



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

Meramec

802 Couch Avenue
 St. Louis, MO 63122

Florissant Valley

At the Center for Workforce Innovation
 3400 Pershall Rd., Ferguson, MO 63135

Forest Park

Forest Park, G Tower-320-322
 5600 Oakland Ave., St. Louis, MO 63110

You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.



By Phone

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

Telephone: 314-984-7777

Before calling to register, have this information ready:

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



Online: www.stlcc.edu

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

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

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

Automatic Bank Payment (ACH) – All checks will be converted to an electronic Automated Clearing House (ACH) transaction whether the payment was made in person or mailed.

Mail-In

Registration form Please print in ink.

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
Total				

Male Female

Senior Citizen?

Yes No

Check Payment:

Please make checks payable to St. Louis Community College, and mail with form (address above).

Credit Card Payment:

Charge fees to:

- MasterCard
 VISA
 Discover
 American Express

Email Address: _____

UIN or Student#: _____ Birthdate: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: _____ Work: _____

CARD NUMBER Expiration Date: _____

Signature: _____