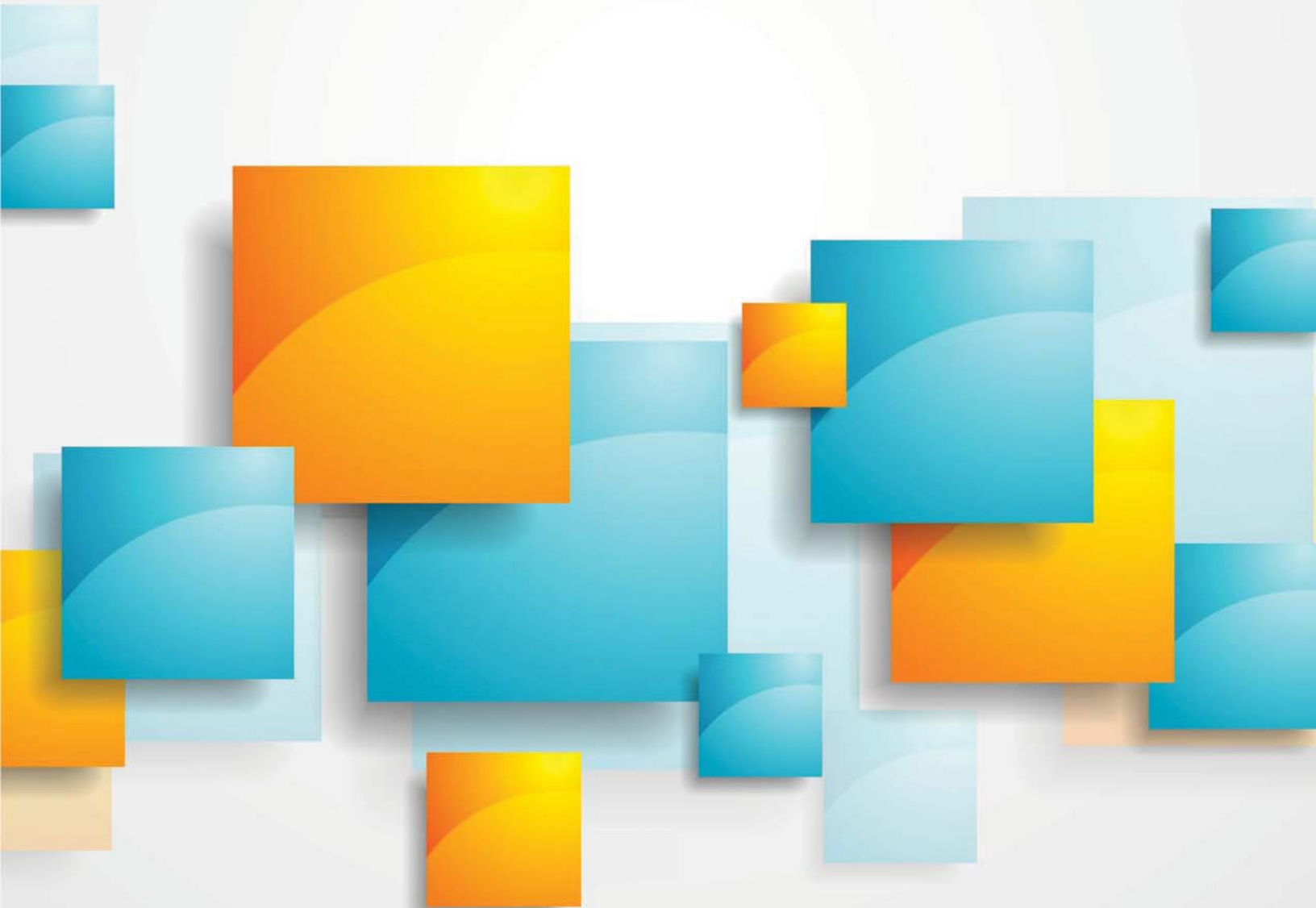
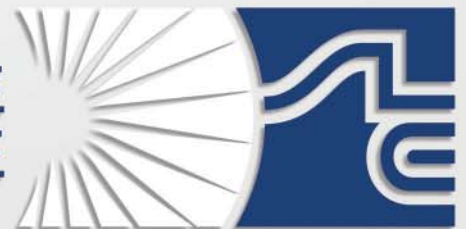


Summer 2016



**CORPORATE
COLLEGE**



**ST. LOUIS COMMUNITY
COLLEGE**

Corporate College

The **Corporate College** is the newest addition of St. Louis Community College's growing network of facilities and programs bringing demand-driven workforce training to the region. Renovated in 2011 to have nearly 30,000 square feet of new space to serve the needs of corporate St. Louis, it is the first facility solely dedicated to corporate education and professional development, unlike any other asset the college owns.

The Corporate College is also home to the **Workforce Solutions Group**, the entrepreneurial workforce development division of the college that offers a robust menu of programs and solutions designed to advance people, businesses, and communities.

On-site Services

In addition to a full menu of professional development and personal enrichment courses, the following services are available at the facility:

Testing and Assessment Center hosts several major certification testing services for individuals and pre-employment assessments for corporate and government employers.

WorkKeys Solution Center

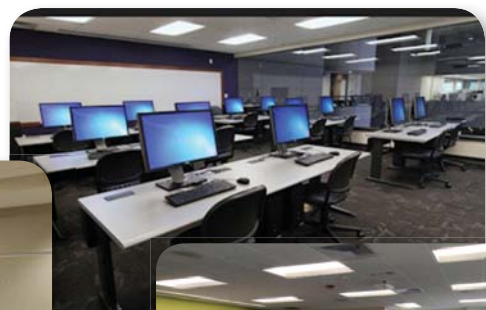
provides a nationally recognized assessment system developed by ACT designed for both individual career seekers and employers. WorkKeys services are also available for organizations through the Corporate Services unit.

Meeting and Event Services

offers a best-in-class experience for business events, conferences, and training sessions with over 18,000 square feet available.

Unique Spaces and Value-Added Features

- 360 collaboration training room
- Executive multimedia conference room
- 175-seat multipurpose room
- Two computer classrooms
- All inclusive pricing covering standard room set-up and audio-visual equipment
- Reception area and staff for conference needs
- Free on-site parking
- Free high speed wireless internet



STLCC.edu/CorporateCollege

Business and Career Development Classes

Free Information Sessions

Healthcare Occupations

Whether you are just starting out in healthcare or looking to switch careers- but you aren't sure about the direction to take-our **free Healthcare Occupations information sessions** will help you identify your interests and learn about career pathways that might be the **right fit for you!**

Pharmacy Technician Information Session

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

AHCE:786

CO1 W 6pm-7pm		
May 25	Corp. College, 209	
CO2 W 6pm-7pm		
June 15	Corp. College, 209	
CO3 W 6pm-7pm		
July 13	Corp. College, 209	

Registration begins May 2

For more information or to register, call 314-984-7777

Pharmacy Technician Certification Training

Refund/withdrawal deadline: 5/9.
No refunds after that date.



This hybrid course is held from May 16 through August 29, 2016. Students must have Internet connection and be competent computer and Internet users. To assess readiness to complete an online course students should read and take the online assessment SmarterMeasure found under Online Education on the college website. Students will be required to come to the Corporate College to attend an orientation session on May 16, 6-9 pm; to attend scheduled workshop sessions on 5/26, 6/9, 6/23 and 7/7; to attend the externship orientation/overview on July 21, 6-9 pm; to take the midterm on July 7 and the final examination on August 22. This training prepares the student for entry level employment as a pharmacy technician. Course work will be completed online. Skill workshops will be held at the Corporate College. The externship follows the classroom experience July 25-August 19, 2016. Last class day: August 29, 2016. Students will learn about the top medications dispensed in the United States and be introduced to the basic concepts of pharmacy calculations for proper medication dispensing. Upon successful completion of the course the student is eligible to take a certification exam. Register in person only in Continuing Education at Forest Park, G 322. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test - Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application. Family Care Safety Registry-Worker registration letter: Register online at www.dhss.mo.gov. Only the original letter will be accepted. Letter cannot be older than six months. Registration/refund/withdrawal deadline: 5/9. No refunds after that date.

Section available for students using payment plan through MK Education. Student must have approval of MK Education to register. Contact MK Education at 630-929-8602 for details.

AHCE:786 Section CD0 | \$2,100

Orientation:

M 6pm-9pm
May 16

Corp. College, 276

Workshops:

Th 6pm-9pm
May 26
Th 6pm-9pm
June 9

Corp. College, 276

Corp. College, 276

Th 6pm-9pm
June 23
Th 6pm-9pm
July 7
Th 6pm-9pm
July 21

Corp. College, 276

Corp. College, 276

Corp. College, 276

Externship:

M-F
TBA
July 25 - Aug. 19

Final Exam:

Th 6pm-9pm
Aug. 22
Corp. College, 276

Last Day of Class:

M 6pm-9pm
Aug. 29
Corp. College, 276

CPR and First Aid

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

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

Heartsaver CPR AED: Adult

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

CPRR:701 | \$45

CD0 Tu 4pm-6pm
June 14

Gary Holsapple
Corp. College, 276

Healthcare Provider CPR

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

CPRR:707 | \$69

CD0 F 9am-3:30pm
July 29

Gary Holsapple
Corp. College, 276

No-cost or Low-cost Accelerated Training!



Train today for a new career in these industry pathways:

- Patient Care Technician
- Community Health Worker
- Life Science Lab Assistant
- IT Help Desk
- Precision Machining

This workforce product is funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



The MoSTEMWINS grant serves unemployed, underemployed, low skill participants, Trade Adjustment Assistance (TAA) eligible participants and Veterans ready to gain new job skills for St. Louis area high-demand job opportunities.



To learn more and complete an online application visit **STLCC.edu/MoSTEMWINS**

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
June 11

James Prater
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
May 27

Cris Heffernan
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
July 15

Rachel Bufalo
SCEUC, 206

C80 Sa 9am-4pm
June 4

Rachel Bufalo
Corp. College, 208

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
June 10

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: In a Day

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

COMP:720 | \$99

C02 Sa 9am-4pm
June 25
680 Sa 9am-4pm
July 23

Cris Heffernan
Corp. College, 208
Roy Lenox
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
June 17

Cris Heffernan
Corp. College, 208

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
July 8

Cris Heffernan
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 I. 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
July 23

Cris Heffernan
Corp. College, 208

Intermediate Access 2013 for Business

Get the skill you need to enhance your database designs. Learn to query multiple tables for customized forms and reports, create more complex queries and customize forms. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Access or equivalent experience. Recommended to bring a flash drive.

COMP:726 | \$129

C01 F 9am-4pm
July 22

Cris Heffernan
Corp. College, 208

QuickBooks Pro 2015

Get acquainted 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

Corp. College, 211

Personal Computing

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

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
July 21

Barbara Primm
Corp. College, 208

Social Media

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

C01 F 9:30am-1pm
May 27

Rachel Bufalo
Corp. College, 206

Photography

Digital Photography Introduction

Come learn the basic skills involved in photography, such as camera skills, and the use of light, exposure, and composition. Understand aperture, shutter speed, ISO, basic composition, depth of field and histograms. You will need a digital camera and memory card. Provide own transportation.

PHOT:720 | \$75

C50 Tu 6:30pm-9pm
May 31 – June 21

Gary Hesse
Corp. College, 211

Desktop Publishing

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 hands-on 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. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Essentials Program.

COMP:755 | \$115

C51 W 6pm-9pm
July 6 – July 27

Zak Zych
Corp. College, 206

Digital Photography: Intermediate

This class is geared for you to continue and expand on learning about composition and lighting techniques. You will learn how lighting and composition will change the way you take photos and enhance your skills as a photographer. This class is the next step for introductory photography students or those who have a fundamental knowledge of their camera functions. Bring your camera and accessories. Prerequisite: Digital Photography: Introduction or Take Better Pictures: Introduction or equivalent experience.

PHOT:721 | \$75

C50 Tu 6:30pm-9pm
July 5 – July 26

Gary Hesse
Corp. College, 211

OSHA Training at STLCC

Students may bring a snack or sack lunch to class.

10 Hour OSHA Construction Safety and Health Training Certification

Class meets Monday 6/13 and Wednesday 6/15. This course meets the required laws for working on public job sites. Led by an OSHA certified trainer, the course covers the mandated OSHA topics including OSHA regulations, general safety and health, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling, and more. Upon successful completion students will receive the 10 Hour OSHA course completion card. Students may bring a sack dinner and/or drinks and snack to class. Registration by 6/6 is encouraged.

CONS:736 | \$125

C50 MW 4pm-9:30pm
June 13 – June 15

Patricia Dalton
Corp. College, 211

30 Hour OSHA Construction Safety and Health Training Certification (20 hour add-on)

Class meets Mondays 6/20, 6/27 and Wednesdays 6/22, 6/29. This is a 20 hour completion course for individuals who have completed OSHA 10 Hour Construction Safety and Health Certification within the past six months with instructor Pat Dalton and wish to pursue the OSHA 30 Hour Certification. Students may bring a sack dinner and/or drinks and snack to class. Registration by 6/12 is encouraged.

CONS:736 | \$239

C51 MW 4pm-9:30pm
June 20 – June 29

Patricia Dalton
Corp. College, 211

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

Call 314-984-7777 to register today.

10 Hour OSHA General Industry Certification

Class meets Monday 7/11 and Wednesday 7/13. 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. Students may bring a sack dinner and/or drinks and snack to class. Registration by 7/5 is encouraged.

CONS:736 | \$125

C52 MW 4pm-9:30pm
July 11 – July 13

Patricia Dalton
Corp. College, 211

30 Hour OSHA General Industry Certification (20 hour add-on)

Class meets Mondays 7/18, 7/25 and Wednesdays 7/20, 7/27. This course meets the required laws in Missouri for working on public jobsites and 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 and more. Students may bring a sack dinner and/or drinks and snack to class. Registration by 7/11 is encouraged.

CONS:736 | \$239

C53 MW 4pm-9:30pm
July 18 – July 27

Patricia Dalton
Corp. College, 211

PROFESSIONAL TRUCK DRIVER TRAINING

EARN YOUR Class-A Commercial Driver's License (CDL)

- **Five week program, meets Monday - Friday.**
- **Experienced staff, low student-to-teacher ratio.**
- **More than 50 hours of drive time.**
- **More drive time equals a greater chance for success!**
- **Entry Level commercial truck driving jobs average \$35,000 yearly.**

For more information or to get started go to stlcc.edu/TruckDriving or call 314-539-5775.

Eligibility Requirements: Minimum age 21 years old. Good driving record. DOT Physical and negative Drug Test Required. WorkKeys Assessment Level 4 or higher required. Valid Missouri Driver's License.



Over-the-Road Truck Drivers are in High Demand!

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

Meeting and Event Services

Rooms and Fees

Room Type	Seating	Dimensions	Sq. Ft.	Video Display	Daily Rate
A Large Classroom	25	29x29	722	120" Projector	\$400
B Standard Classroom	11	23x22	448	70" Flat Panel	\$300
	14	22x29	538	70" Flat Panel	\$300
C Computer Classroom (12 stations) (24 stations)	12	28x21	542	120" Projector	\$500
	24	33x30	936	120" Projector	\$800
D Conference Room	12	14x19	270	70" Flat Panel	\$250
	8	12x21	250	70" Flat Panel	\$250
E 360° Collaboration Room	24	32x37	919	120" Projector	\$500
F Executive Multimedia Conference Room	14	16x25	381	70" Flat Panel	\$400
G Multipurpose Room	Up to 170	33x57	1,760	140" Projector	\$600
H Executive Board Room	14	20x18	491	70" Flat Panel	\$400
I Large Classroom (with in-room sink)	16	38x24	1,218	70" Flat Panel	\$400
	J Standard Classroom	15	36x19	702	Dual 55" Flat Panels
21		27x21	549	120" Projector	\$300

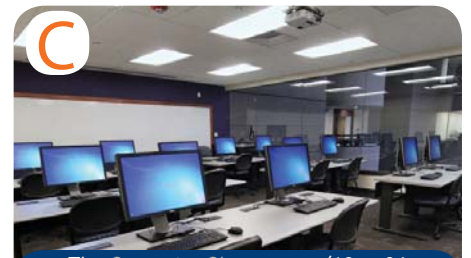
Download our Meeting and Event Services Rental Brochure @ STLCC.edu/Corporate



Large Classrooms have a facilitator/instructor station with a high-performance computer and Blu-Ray/DVD player. Large classrooms feature 120" widescreen data/video projectors. Our 25-participant 29x29 large classrooms are \$400/day.



Each Standard Classroom has a facilitator/instructor station with a high-performance computer and Blu-Ray/DVD player. Standard classrooms feature 70" flat panel displays. Standard classrooms for 11 to 14 participants are available at \$300/day.



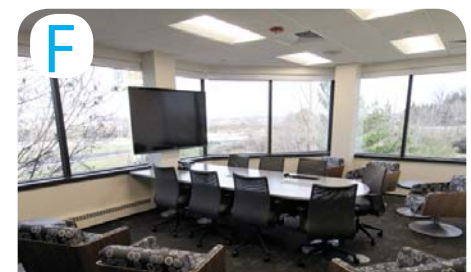
The Computer Classrooms (12 or 24 stations) have 24" widescreen displays, quad-core computers, plus a matching instructor station with 120" widescreen video/data projector. The 12-station lab (pictured here) is available for \$500/day, and the larger 24-station lab is only \$800/day. Each lab has an in-room networked LaserJet printer.



The Conference Rooms have a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70" flat panel. You can also connect your own laptop or tablet (VGA or HDMI). 8 and 12 participant standard conference rooms are \$250/day.



In the "360° Collaboration Room participants work in groups of up to eight each at the three collaboration tables in the room. The facilitator's computer is connected to a 120" widescreen data/video projector. This 32x37 room seats 24 participants at \$500/day.



The Executive Multimedia Conference Room has a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70" flat panel. You can also connect your own laptop or tablet (VGA or HDMI). Seating 14, this room is available for \$400/day.

Students Rights and Responsibilities

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

Postponement/Cancellation Due to Inclement Weather

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

Refund of Fees

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

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

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

Missouri residents who are at least 65 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. Students are responsible for other fees, such as materials, supplies, and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

Safety and Program Guidelines for Youth Classes

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

Unattended Children

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

Textbooks

Textbooks can be purchased at the campus bookstores.

Library and Computer Lab Privileges

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

Firearms on College Property

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

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.

Workforce Solutions Group

Leveraging Education for Growth

St. Louis Community College's Workforce Solutions Group (WSG) leverages education for growth in the knowledge economy by offering programs and services designed to advance people, businesses, and communities. We accomplish this through its operating units: Corporate Services, Continuing Education and Community Services. The WSG and all of its operating units are centrally located at the STLCC Corporate College, a state-of-the-art facility solely dedicated to corporate education and professional development.

Advancing People *Continuing Education*

Continuing Education (CE) advances people by enrolling 40,000 individuals annually in professional development or personal enrichment courses. Each year, CE offers more than 3,000 courses at various locations throughout the greater St. Louis region, including campuses, extension centers, and community partner locations. CE also offers a menu of educational opportunities online.

Advancing Businesses *Corporate Services*

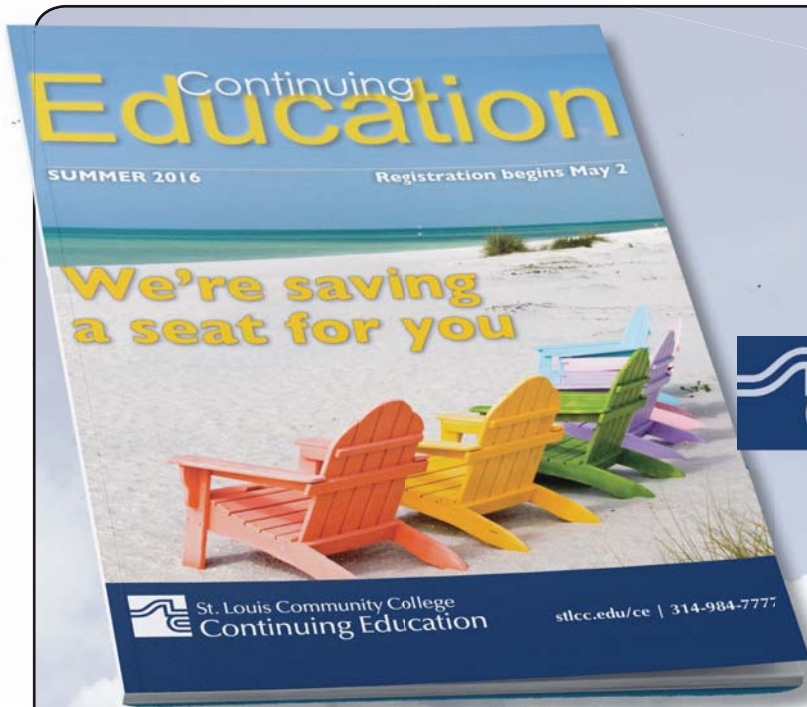
Corporate Services offers a comprehensive assortment of workforce solutions both locally and globally. The unit is one of the largest providers of training and consulting services in the St. Louis metro area, annually advancing more than 10,000 employees representing 200 regional companies in a variety of training topics. In addition, Corporate Services coordinates the onsite services available at the Corporate College through the Testing and Assessment Center, WorkKeys Solution Center, and meeting/event services.

Advancing Communities *Community Services*

Community Services advances local communities by partnering with employers, the community, and education and government organizations to create job training opportunities for residents and a talent pipeline for employers. Community Services also delivers an assortment of accelerated job training programs, as well as reaches out to underserved communities through its Metropolitan Education and Training (MET) Center, a collaborative neighborhood training and support center.



STLCC.edu/workforce



**Enrich your life
both professionally
and personally with**



stlcc.edu/CE

**Call 314-984-7777 to register
beginning May 2!**

Something for Everyone.

Offering more than 100 degree and certificate programs.



◀ **Linda, 40**
Career & Technical Education

Pursuing a career in Culinary Arts and will be job-ready in two years. STLCC offers 100+ CTE programs that can have you job ready in two years or less.



▲ **Kim, 22**
Pursuing Associates Degree

Completing a two-year Fine Arts degree at 1/3 the cost before transferring to the Art Institute of Chicago to complete her BA in Photography.

▶ **Brian, 35**
Accelerated Job Training

Enrolled in STLCC's commercial truck driver training program and will be job-ready in six weeks. Our Workforce Solutions Group offers focused job training for in-demand industries.



For additional information about programs visit stlcc.edu

How to Register



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 at 314-984-7777.



In Person at STLCC Continuing Education Offices M-F 8:30 a.m. - 4 p.m.

Meramec

802 Couch Avenue
St. Louis, MO 63122

Florissant Valley

At the Center for Workforce Innovation
3344 Pershall Rd., Ferguson, MO 63135

Forest Park

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

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



By Phone

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

Telephone: 314-984-7777

Call Center Hours: M-Th 8:30 a.m. - 7:30 p.m.; Fridays 8:30 a.m-4 p.m.

Before calling to register, have this information ready:

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



Online: www.stlcc.edu

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

Enrollment in classes within this brochure, except for youth class sections, is limited to persons 16 years or older, unless otherwise noted.

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

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

Mail Registration Form Please print in ink.

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
Total				

Male Female

Senior Citizen?

Yes No

Check Payment:

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

Credit Card Payment:

Charge fees to:

- MasterCard
- VISA
- Discover
- American Express

Email Address: _____

Student#: _____ Birthdate: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: _____ Work: _____

CARD NUMBER Expiration Date: _____

Signature: _____