Summer 2015

Applications and Systems
CPR and First Aid
Desktop Publishing
Finance and Investing
Online Security
OSHA Training
Personal Computing
Social Media
Tech Savvy
Web Development
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 on site 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 onsite 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 & 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
Business, Nonprofit and Career Development

APPLICATIONS AND SYSTEMS

Microsoft Word 2013: In a Day
Learn the basics of MS Word in one day! You’ll create and save documents; enter and edit text; learn to indent, set tabs, and enhance documents; make block moves, deletes, and copies; use spell checker; find and replace text; use shortcut keys; and print. Prerequisite: Windows Introduction class or equivalent experience.

COMP:715 | $99
C02 F  9:00 a.m.-4:00 p.m. Cris Heffernan
July 24 Corp. College, 208

Microsoft Word 2013 Basics for Business
Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the 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. Bring a flash drive.

COMP:715 | $129
C02 F  9:00 a.m.-4:00 p.m. Cris Heffernan
May 29 Corp. College, 208

Microsoft Excel 2013: In a Day
Learn the basics of MS Excel in one day! In this introductory course you’ll learn how to create spreadsheets for all kinds of applications including accounting, expense analysis, budgeting, etc. Topics include setting up worksheets, labeling, entering values, editing cells, copying, saving, and other commands. Prerequisite: Windows Introduction class or equivalent experience.

COMP:720 | $99
C01 F  9:00 a.m.-4:00 p.m. Cris Heffernan
July 25 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. Bring a flash drive.

COMP:720 | $129
C02 F  9:00 a.m.-4:00 p.m. Cris Heffernan
June 5 Corp. College, 208

Intermediate Microsoft 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. Bring a flash drive.

COMP:721 | $129
C01 F  9:00 a.m.-4:00 p.m. Cris Heffernan
June 12 Corp. College, 208

Microsoft Access 2013: In a Day
Learn the basics of Access in one day! In this introductory course 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
C01 F  9:00 a.m.-4:00 p.m. Cris Heffernan
July 25 Corp. College, 208

C80 Sa  9:00 a.m.-4:00 p.m. Cris Heffernan
June 6 Corp. College, 208
Microsoft Access 2013 for Business: Introduction

Learn the foundations to plan and design a database system. Learn to create and work with tables, forms, and reports; use queries; and create and maintain a database. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:725  |  $129
C01  F  9:00 a.m.-4:00 p.m.  Cris Heffernan
     June 26          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, including calculations. Include charts in forms and reports. Prerequisite: Windows Introduction class and Introduction to Access or equivalent experience. Bring a flash drive.

COMP:726  |  $129
C01  F  9:00 a.m.-4:00 p.m.  Cris Heffernan
     June 26          Corp. College, 208

Microsoft PowerPoint 2013: In a Day

Learn the basics of MS PowerPoint in one day! This is an introductory course in using PowerPoint to create effective graphic presentations. Learn to use word processing and drawing tools to create and edit text, logos, and artwork. Additional topics include importing clip art, using templates, and rearranging your presentation. Prerequisite: Windows Introduction class or equivalent experience.

COMP:730  |  $99
C01  Th  9:00 a.m.-4:00 p.m.  Corp. College, 208
     July 16

QuickBooks Pro 2014

This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. This course does not cover the QuickBooks online version. Prerequisite: Windows Introduction class or equivalent experience.

COMP:734  |  $115
C50  W  6:30-9:30 p.m.  Barbara Primm
    June 10-July 8 Corp. College, 208

CPR AND FIRST AID

Heartsaver CPR AED: Adult

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

CPRR:701  |  $45
CD0  Tu 4:00-6:00 p.m.  Gordon Back
     June 16          Corp. College, 276
CD1  Tu 7:00-9:00 p.m.  Gordon Back
     June 16          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. This course meets the STLCC nursing department admission requirements.

CPRR:707  |  $69
CD0  F 9:00 a.m.-3:30 p.m.  Gordon Back
     July 31          Corp. College, 276
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
C01  W 9:00 a.m.-4:00 p.m.  Zak Zych
June 3  Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Introduction

This course, utilizing Adobe Photoshop Creative Cloud software, shows students how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include selection tools, paintbrush tools, layers and masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience. This course meets the curriculum requirements of the Digital Photography Certificate.

COMP:755  |  $99
C50  Tu  6:00-9:00 p.m.  Zak Zych
June 2-June 23  Corp. College, 206

Adobe Photoshop Creative Cloud (CC): Intermediate

Adobe Photoshop Intermediate covers advanced techniques of the concepts learned in the introductory class, along with channels, sharpening, actions, advanced filters, color control, and basic web graphics creation. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Certificate. No class 3/19.

COMP:755  |  $115
C51  Tu  6:00-9:00 p.m.  Zak Zych
July 7-July 28  Corp. College, 206

FINANCE & INVESTING

Preserving Capital and Making it Grow: A Winning Strategy for Good Times and Bad

This class is designed to empower the individual investor with strategies for stock market success as used by successful investors of our time. We'll discuss: historical precedent and how it applies today, selecting and purchasing the best investments, determining when to protect yourself by selling investments and minimizing potential risk while maximizing potential gain. Instructor owns and operates an investment firm that successfully avoided the Fall 2008 collapse of the U.S. Stock Market. Lunch on your own.

FINC:714  |  $89
C80  Sa  9:00 a.m.-4:00 p.m.  Brian Bingham
June 20-June 27  Corp. College, 208

ONLINE SECURITY

Personal Online Security

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

COMP:795  |  $39
S80  Sa  9:00 a.m.-1:00 p.m.  Fernando Tillman
July 18  Corp. College, 208
OSHA TRAINING

10 Hour OSHA General Industry Certification

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

CONS:736  |  $119  
C01 Tu 4:30-10:00 p.m. Patricia Dalton  
June 2-June 9 Corp. College, 207

10 Hour OSHA Construction Safety and Health Training Certification

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

CONS:736 | $119
C02 TuTh 4:30-10:00 p.m. Patricia Dalton
June 23-June 25 Corp. College, 207

PERSONAL COMPUTING

PCs and Technology: Introduction In a Day

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

COMP:701 | $99
C01 Sa 9:00 a.m.-4:00 p.m. Rachel Bufalo
June 20 Corp. College, 206

Microsoft Windows 8

Explore Windows 8 and all its user-friendly features in this course. Topics include using start screen, live tiles, hot corners, charm bar, one drive and many others. This course is not for tablets or touch screen and students will use a mouse to navigate. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP 705  |  $109
C02 Th 9:00 a.m.-12:00 p.m. Cris Heffernan
June 4-June 11 Corp. College, 206
C03 Th 9:00 a.m.-12:00 p.m. Cris Heffernan
July 2-July 9 Corp. College, 206

Microsoft Windows 7: In a Day

Explore Windows 7 and all its user-friendly features in this course. Students learn mouse techniques and examine the desktop interface; including the menu, taskbar, and standard icons. Topics include using computer, managing files and folders, using help, working with applications, creating shortcuts, customizing the desktop, and exchanging information between applications. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:705 | $99
C04 Sa 9:00 a.m.-4:00 p.m.
June 13 Corp. College, 208

SOCIAL MEDIA

Facebook for Business

Facebook is proving to be a powerhouse tool for small and large businesses everywhere. Come to this class to learn how to utilize Facebook to grow and promote your business. This class will not cover the functionality of Facebook for personal use and students should already have a basic knowledge of Facebook prior to class. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | $39
C01 F 9:00 a.m.-12:00 p.m. Barbara Primm
May 29 Corp. College, 206

TECH SAVVY

Tech Savvy Friday: What is the Cloud?

If the “cloud” sounds more like a high in the sky idea that a technological term this is the workshop for you.

COMP:765 | $19
C01 F 9:00-11:00 a.m. Barbara Primm
June 12 Corp. College, 206
WEB DEVELOPMENT

Optimizing WordPress for Your Business

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

COMP:745  |  $39
C02  F  9:00 a.m.-12:00 p.m.  Jerry Bearden
     July 17  Corp. College, 206

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 and Basic Introduction to WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

COMP:745  |  $99
C01  F  9:00 a.m.-4:00 p.m.  Jerry Bearden
     June 19  Corp. College, 208

Free Information Sessions

Pharmacy Technician Certification Training

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

AHCE:786
CO1  W  6:00-7:00 p.m.  May 20  Corp. College, 209
CO2  W  6:00-7:00 p.m.  June 17  Corp. College, 209
CO3  W  6:00-7:00 p.m.  July 15  Corp. College, 209

Call 314-984-7777 to register beginning May 4
In partnership with MK Education
Meeting and Event Services

Rooms & Fees

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Seating</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
<th>Video Display</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Classroom</td>
<td>25</td>
<td>29x29</td>
<td>722</td>
<td>120&quot; Projector</td>
<td>$400</td>
</tr>
<tr>
<td>Standard Classroom</td>
<td>11</td>
<td>23x22</td>
<td>448</td>
<td>70&quot; Flat Panel</td>
<td>$300</td>
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<tr>
<td></td>
<td>14</td>
<td>22x22</td>
<td>538</td>
<td>70&quot; Flat Panel</td>
<td>$300</td>
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<tr>
<td>Computer Classroom (12 stations)</td>
<td>12</td>
<td>28x21</td>
<td>542</td>
<td>120&quot; Projector</td>
<td>$500</td>
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<td>(24 stations)</td>
<td>24</td>
<td>33x30</td>
<td>936</td>
<td>120&quot; Projector</td>
<td>$800</td>
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<tr>
<td>Conference Room</td>
<td>12</td>
<td>14x19</td>
<td>270</td>
<td>70&quot; Flat Panel</td>
<td>$250</td>
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<td></td>
<td>8</td>
<td>12x21</td>
<td>250</td>
<td>70&quot; Flat Panel</td>
<td>$250</td>
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<tr>
<td>&quot;360&quot; Collaboration Room</td>
<td>24</td>
<td>32x37</td>
<td>919</td>
<td>120&quot; Projector</td>
<td>$500</td>
</tr>
<tr>
<td>Executive Multimedia Conference Room</td>
<td>14</td>
<td>16x25</td>
<td>381</td>
<td>70&quot; Flat Panel</td>
<td>$400</td>
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<tr>
<td>Multipurpose Room</td>
<td>Up to 170</td>
<td>33x57</td>
<td>1,760</td>
<td>140&quot; Projector</td>
<td>$600</td>
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<tr>
<td>Executive Board Room</td>
<td>14</td>
<td>20x18</td>
<td>491</td>
<td>70&quot; Flat Panel</td>
<td>$400</td>
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<tr>
<td>Large Classroom (with in-room sink)</td>
<td>16</td>
<td>38x24</td>
<td>1,218</td>
<td>70&quot; Flat Panel</td>
<td>$400</td>
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<tr>
<td>Standard Classroom</td>
<td>15</td>
<td>36x19</td>
<td>702</td>
<td>Dual 55&quot; Flat Panels</td>
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<td>27x21</td>
<td>549</td>
<td>120&quot; Projector</td>
<td>$300</td>
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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 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 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 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.
Non Discrimination and Accommodations statements
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 Bill Woodward, Associate Vice Chancellor Student Affairs, 314-539-5374.

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

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 KMOV-TV, 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 day trips) 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 Office of 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 $10 per course to a maximum of $50 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 through 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.
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, 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

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

In Person at STLCC
Meramec, Florissant Valley, Forest Park & Wildwood: M–F 8:30 a.m.–4:00 p.m.
You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.
Telephone: 314-984-7777 M-T 8:30 a.m.–7:30 p.m. F 8:30 a.m.–4:00 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)
3. Student Social Security Number or UIN
4. Credit Card Number with Expiration Date

Mail-In
Registration form Please print in ink.

☐ 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

Card Number ___________________________________________ Expiration Date: __________

Please register me for the following courses:

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<tr>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Day/Time</th>
<th>Fees</th>
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</tbody>
</table>

Total
Leveraging Education for Growth
St. Louis Community College’s Workforce Solutions Group leverages education for growth in the knowledge economy by offering programs and services designed to advance people, businesses and communities. The Workforce Solutions Group accomplishes this through its operating units, which include Corporate Services, Continuing Education and Community Services. The Workforce Solutions Group 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 group 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, community organizations, education and government to create job training opportunities for residents and a talent pipeline for employers. Community Services also delivers an array 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
STLCC NO-FEE, HIGH-VALUE TECHNICAL JOB TRAINING PROGRAMS
Offered for a limited time at no cost to qualified students

WELDING TRAINING

Welders are in high demand!

- No prior experience necessary
- Four week non-credit program
- Training delivered by the Carpenters Joint Apprenticeship Program, an American Welding Society (AWS) certified training site
- Earn up to three AWS certifications
- Welders earn an average of $16.25 per hour

For more information or to get started visit WWW.STLCC.EDU/WELDING.