Spring 2015 Classes

STLCC.edu/CorporateCollege
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
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 DMAIC 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. Materials 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 two Wednesday sessions 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 for qualified individuals. You must be approved for funding prior to registering for the class if using these funds. Class meets Wednesdays 2/11, 2/18, 2/25, 3/4, 3/11, 3/18, 3/25, 4/1, 4/8, 4/15, 4/22, 4/29 and Saturdays 4/25, 5/2. No Wednesday classes on 3/11 and 4/15. Registration by 2/3 is encouraged.

BUSN:765  |  $1,899
C50 Patricia Dalton
W  6 pm-9 pm            Feb. 11 – April 29  Corp. College, 207
Sa  8:30 am-4 pm        April 25 -May  2      Corp. College, 207

BUSN:765  |  No Fee
C80 Dirk Lupien
Sa  9 am-12 pm March 7  Corp. College, 211

Project Management

Project managers are in demand 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 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 for qualified individuals and presented by a Registered Educational Provider (REP). You must be approved for funding prior to registering for the class if using these funds. Class meets Wednesdays: 4/1-4/29 and Saturdays: 4/11, 4/18, 4/25. Lunch provided on Saturdays. Registration by 3/24 is encouraged.

BUSN:765  |  $1,699
C51 Dirk Lupien
W  6 pm-9 pm                April 1 – April 29                       Corp. College, 211
Sa  8:30 am-4 pm           April 11                                       Corp. College, 211
Sa  8:30 am-4 pm           April 18                                      Corp. College, 211
Sa  8:30 am-4 pm           May 2                                        Corp. College, 208
**Essentials of Leadership**

This foundational course is designed to teach leaders how to get results through people. You'll learn a set of essential skills to meet both practical business needs and individual personal needs. Discussions will focus on acquiring a set of proven interaction skills, discovering the seven leadership imperatives for meeting today's challenges, and the role as a catalyst leader—a leader who inspires others to act. Course is approved for HRCI credit. Registration deadline March 18.

| BUSN:704 | $99 |
| C01 Barry Schapiro |
| Tu 8:30 am-12:30 pm March 31 |
| Corp. College, 211 |

**Mastering the Art of Effective Facilitation**

You have to pay attention to the process elements of meetings if you want them to be effective. With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea, the core competency everyone needs. Through interactive activities, you'll learn common process tools to make meetings easier and more productive, to identify the stages of team development, to identify the competencies linked to effective small group facilitation and more. Lunch on your own.

| BUSN:714 | $79 |
| C01 James Lombardo |
| Sa 8:30 am-5 pm March 28 |
| Corp. College, 209 |

**CPR AND FIRST AID**

**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. Registration one week prior to course start date is recommended. Due to the nature of the course you must arrive on time.

| CPRR:706 | $97 |
| Gordon Back |
| W 8:30 am-4:30 pm April 22 |
| 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 |
| Gordon Back |
| Th 5 pm-10 pm Jan. 29 |
| Corp. College, 207 |

**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 |
| C03 |
| Sa 9 am-4 pm March 28 |
| Corp. College, 206 |
Transitioning to Windows 8

Where did everything go? Are you missing your Accessories, Desktop and how about the Start button? Come find out where Microsoft moved all your familiar icons. This two hour session we will break it all down for you. This class will be using Windows 8.1 with a mouse. Prerequisite: Personal Computers Introduction class or equivalent experience and experience with Windows Vista or Windows 7.

COMP:705  |  $59
C04     Patti Bossi
W  9 am-12 pm April 15 - April 22 Corp. College, 206

MS Windows 8 - Introduction

Explore Windows 8 and all its user-friendly features in this course. Topics include using Start Screen, Live tiles, Hot corners, Charm Bar, Sky 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     Patti Bossi
W  9 am-12 pm March 4 – March 11 Corp. College, 206
C01     Patti Bossi
W  9 am-12 pm Feb. 11 – Feb. 18 Corp. College, 206

Overview of Microsoft Office 2013: In a Day

Learn the basics of MS Office in one day! In this class you’ll touch on the basics of Word, Excel, Access and PowerPoint spending about 1.5 hours on each application. If you need a crash course or a basic understanding of the applications in Office 2013 then this class is for you! Prerequisite: Windows Introduction class or equivalent experience.

COMP:713  |  $99
C08     Tracy McMurtry
Sa  9 am-4 pm March 28 Corp. College, 208

Intermediate Microsoft Word 2013 for Business

If you are familiar with the basics, here’s your opportunity to learn the more advanced features of Word. Learn to customize the Word environment, use advanced formatting techniques, work with styles, advanced table features, create and manage large documents, and use auto text, macros, and templates. Prerequisite: Microsoft Word Introduction class or equivalent experience. Bring a flash drive.

COMP:716  |  $129
C01     Cris Heffernan
F  9am-4pm    Feb. 13 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
C01 Cris Heffernan
F 9am-4pm March 6 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
C80 Sa 9am-4pm Feb. 7 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 Cris Heffernan
F 9am-4pm March 13 Corp. College, 208

Advanced Microsoft Excel 2013 for Business

Continue to expand your Excel expertise as you work with advanced functions (including Lookups, Conditionals, Financial and Date functions), create Pivot Tables/Charts, use Data Analysis tools and validation, create and edit macros and explore more of Excel’s advanced features. Prerequisite: Windows Introduction class and Introduction to Excel or equivalent experience. Bring a flash drive.

COMP:722 | $129
C01 Cris Heffernan
F 9 am-4 pm March 27 Corp. College, 208

Introduction to Microsoft Access 2013 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. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:725 | $129
C01 Cris Heffernan
F 9 am-4 pm April 17 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.

COMP:725 | $99
C80 Sa 9 am-4 pm April 11 Corp. College, 206

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 Cris Heffernan
F 9 am-4 pm April 24 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
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. 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.

DESKTOP PUBLISHING
Microsoft Publisher 2013: 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.

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.

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.

Adobe Photoshop Creative Cloud (CC): Advanced
Adobe Photoshop 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. This course meets the curriculum requirements of the Digital Photography Certificate.
MOBILE BASICS

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
C80
Sa 12:30pm-3:30pm  April 11  Corp. College, 210

PERSONAL COMPUTING

PCs and Technology: Introduction In a Day

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

COMP:701  |  $99
C50
Sa  9am-4pm  Feb. 7  Corp. College, 206

Google Docs

Have you ever wanted to type up a short document but couldn’t because you only had your tablet or smartphone with you? With Google docs you can create a document from nearly any device for free! Google Docs is a comprehensive suite of online productivity software (documents, spreadsheets, presentations, and more) that is the must-use program you’ve never heard of! There’s no need to download and install software on a particular machine. Any computer, tablet or smartphone connected to the Internet can access Google Docs! Because your creations are automatically saved on Google’s cloud system you can access the same file from anywhere. Another advantage is that multiple users can make edits to the same files at the same time. Come to this class to find out more about this exciting program. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742  |  $25
C02  Rachel Bufalo
Tu  9am-12pm  April 3  Corp. College, 208

Tech Savvy Fridays

Tech Savvy Friday: Utilizing the Internet

So you can email now and even do a Google search, but are you utilizing everything the internet has to offer? The world wide web has thousands of every-day tools that can simplify your life that you don’t even know about! Come to this class to discover several different web-sites that are fun, interesting and even useful! Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:765  |  $19
C01  Patti Bossi
F  9am-11am  Feb. 27  Corp. College, 206

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
C02
F  9am-11am  April 10  Corp. College, 206
Tech Savvy Friday: Flash Drives

Some call it a thumb drive, a memory stick, a jump drive, a USB drive, etc. Regardless of what you call it, Flash Drives have become the most widely used device in portable data storage. Come find out how to use and love this cool little gadget. Class includes your very own flash drive to use in the class and keep. Prerequisite: Windows Introduction class or equivalent experience.

COMP:765  |  $25
C03  Patti Bossi
F  9am-11am April 24 Corp. College, 206

Tech Savvy Friday: Creating Folders and File Management with Windows 8

One of the trickiest concepts for new computer users to master is folders. Come to this work-shop and learn how to create them, how to use them, but best of all, where to find them! This two hour class will help you de-clutter your files and folders. Prerequisite: Windows Introduction class or equivalent experience. Class will be using Windows 8.

COMP:765  |  $19
S05  Patti Bossi
F  9am-11am May 1 Corp. College, 206

WEB DEVELOPMENT

Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the 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  Jerry Bearden
F  9am-4pm Jan. 30 Corp. College, 208
C02  Jerry Bearden
F  9am-4pm May 1 Corp. College, 208

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  Brian Bingham
Sa  9am-4pm Feb. 28 – March 7 Corp. College, 208

THEATRE ARTS

New Improv Comedy for Beginners

Step out of your comfort zone and explore the creative world of Improv! If you like the show “Whose Line Is It Anyway?” You’ll love this class. Learn how to think on your feet and live in the moment while having fun! After taking this class, you will understand the basic structure of improvisation and be able to play improv games with confidence.

THTR:765  |  $45
C50  Bob Baker
M  6:30pm-8:30pm March 9 – March 30 Corp. College, 219
STLCC NO-FEE, HIGH-VALUE
TECHNICAL JOB TRAINING PROGRAMS
These high-value training programs are grant-funded and are offered for limited periods of time at no cost to qualified students.

TRUCK DRIVING JOBS

TRAIN LOCALLY TO EARN YOUR
Class-A Commercial Driver’s License (CDL)
Over-the-Road Truck Drivers are in High Demand!

- No prior experience necessary.
- Five week program.
- Experienced staff, low student-to-teacher ratio.
- 44 hours of drive time on 2011 International Prostar trucks. More practice equals a greater chance for success!
- Entry Level commercial truck driving jobs average $35,000 yearly.
- Job Interviews upon successful completion of program

For more information or to get started visit www.stlcc.edu/TruckDriving.

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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.

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.
Meeting and Event Services

Best-in-Class Experience

The Corporate College offers a best-in-class experience with competitive all-inclusive pricing for all of your business event needs. The facility offers over 18,000 square feet of state-of-the-art space for any type of business event such as training sessions, conferences, lectures, board/public meetings, and staff retreats. Seeing is believing, schedule your tour today with Shayna at 314-539-5105.


Value-added features:

- All-inclusive pricing covering standard room
- set-up, audio-visual equipment and support
- Reception area and staff for conference needs
- Free high-speed Internet
- Available catering services
- Free on-site parking
- Outstanding customer service

“Corporate College is like having our own training facility!”
Joe Ray, McDonald’s Corporation

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>22x29</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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<tr>
<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>
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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>
</tr>
<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>
<td>$300</td>
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<tr>
<td></td>
<td>21</td>
<td>27x21</td>
<td>549</td>
<td>120&quot; Projector</td>
<td>$300</td>
</tr>
</tbody>
</table>

STLCC.edu/CorporateCollege
**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.

The Multipurpose Room is perfect for your event, keynote or banquet function. A 140” data/video projector is driven by the built-in presenter computer station with clear audio amplification provided through the eight ceiling-mounted speakers. The room may be configured with chairs, tables or rounds. Standard configurations for this 33x57 room are $600/day.

The Executive Board Room has a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70” flat panel. You may also connect your own laptop or tablet (VGA or HDMI). This 14-participant 20x18 board room is only $400/day. Outside this room is a separate reception desk and waiting area.

**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.

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**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.

The Multipurpose Room is perfect for your event, keynote or banquet function. A 140” data/video projector is driven by the built-in presenter computer station with clear audio amplification provided through the eight ceiling-mounted speakers. The room may be configured with chairs, tables or rounds. Standard configurations for this 33x57 room are $600/day.

The Executive Board Room has a computer system built into the conference table (including a wireless mouse and keyboard) which displays on the 70” flat panel. You may also connect your own laptop or tablet (VGA or HDMI). This 14-participant 20x18 board room is only $400/day. Outside this room is a separate reception desk and waiting area.
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 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 8:30am–4pm
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 8:30am–7:30pm F 8:30am–4pm

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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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. More than 40% of individuals complete professional development training including CEUs toward a license or certification, while 60% seek personal enrichment opportunities. 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. As a member of Global Corporate College’s consortium of colleges, the unit is also able to offer enterprise-wide solutions for organizations with a national/international footprint. 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 training programs that provide marketable job skills, usually in less than one semester, as well as reaching out to underserved communities through its Metropolitan Education and Training (MET) Center, a collaborative neighborhood training and support center.
Lean Six Sigma Green Belt
Project Management
Leadership & Facilitation
Pharmacy Technician
CPR & First Aid
Computers & Technology
Adobe Creative Cloud
OSHA Certifications

Call 314-984-7777
to register today!

STLCC.edu/CorporateCollege