

Fall 2015 Professional Development



St. Louis
Community
College

Continuing Education

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

Professional Development

Essentials Training

Professional Essentials

LEAN Six Sigma Green Belt

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt noncredit certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. 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 noncredit 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 9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/4, 11/11. Saturdays 11/7, 11/14. Registration by 9/2 is encouraged.

BPCT:701 | \$1,899

C50 W 6pm-9pm
Sept. 9 - Nov. 11
Sa 8:30am-4pm
Nov. 7-Nov. 14

Patricia Dalton
Corp. College, 207
Corp. College, 207 & 209

Project Management Orientation

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

BPCT:703 | No fee

C80 Sa 9am-12pm
Sept. 19

Dirk Lupien
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 program. Class meets Wednesdays: 10/6, 10/13, 10/20, 10/27, 11/3 and Saturdays: 10/17, 10/24, 10/31. Lunch provided on Saturdays. Registration by 9/28 is encouraged.

BPCT:703 | \$1,699

C50 Tu 6pm-9pm
Oct. 6 - Oct. 27
Sa 8:30am-4pm
Oct. 17-Oct. 31
Tu 6pm-9pm
Nov. 3

Dirk Lupien
Corp. College

Corp. College,

Corp. College,

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 is September 28.

BUSN:704 | \$99

600 Tu 8:30am-12:30pm
Oct. 13

Barry Schapiro
MC - CS, 119

New Bringing Out the Best in People and Managing the Conflicts

Effectively managing people in an organization leads to outstanding individual performances and great organizational performance. Through interactive activities, you'll learn how to identify and address behavioral causes of performance challenges, as well as maximize success of current strong performers. You'll discover how to pinpoint key business results and significant behaviors that impact results. In addition, you'll be able to provide objective positive and constructive feedback to bring out the best in others.

BUSN:745 | \$79

600 Tu 8:30am-5pm
Sept. 22

James Lombardo
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

600 Tu 8:30am-5pm
Sept. 29

James Lombardo
Corp. College, 209

Reaching Agreement, Understanding Consensus

The velocity of work, the diversity of ideas and people, and the rapid flow of information make it increasingly difficult to get groups to agree and commit to action. This course focuses on the dynamics of group agreement and the importance of having everyone's commitment. It teaches seven techniques for making clear, high-quality decisions that have the buy-in and commitment of every group member. Course is approved for HRCI credit. Registration deadline: Oct. 5.

BUSN:709 | \$99

600 M 8:30am-12:30pm
Oct. 19

Barry Schapiro
MC - CE

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

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

Professional Essentials

Business Start-Up

Starting and Managing a Small Business

Are you thinking about starting and managing a small business in Missouri? Designed for individuals who are considering starting a business, have made the decision to start or who have been in business for less than two years, this program will discuss: the basics of business ownership, planning for success, organizational forms of business, legal and regulatory environment, record keeping and information management, marketing, financing and resources. Program is offered in partnership with the Small Business and Technology Development Center.

BUSS:701 | \$59

680 Sa 9am-12pm **Lynette Watson**
Sept. 19 – Sept. 26 *MC - BA, 220*

Business Start-Up Skills for Artisans and Crafters

You've been honing your talent and finding a demand for your handmade craft or artistic products, but how do you navigate the "indie" marketplace? Get ready for the upcoming holiday season and learn tips from award winning artist, 35-year veteran in the arts and former Executive Director of Best of Missouri Hands, "Mike" Ochonicky as she discusses: effective marketing techniques, outlets to sell online and in-person, balancing creativity with administrative tasks, and more. Bring a notebook and pen to class.

BUSS:701 | \$29

450 M 6pm-9pm **Michelle Ochonicky**
Sept. 14 *FP - G Tower, 117*

650 M 6pm-9pm **Michelle Ochonicky**
Sept. 21 *MC - SO, 204*

Recipe For Success: How To Start A Restaurant Or Catering Business

Join Larry G., owner of Championship Catering and food service provider to the St. Louis Cardinals, Verizon Amphitheater and the Casa Loma Ballroom, as he shares his knowledge and insight about the essential aspects in opening your own restaurant or catering business. Learn concept development, finding a location with a feasibility study, lease negotiations, licensing, financing, opening and operating costs, menu planning, cost analysis and advertising your concepts.

BUSS:701 | \$59

681 Sa 9am-12pm **Larry Gerstein**
Sept. 26 – Oct. 3 *MC - BA, 112*

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St. Louis
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Education

Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, you need to know how to protect your trademark, copyright and patent so that you can profit by their use. In this problem-solving course, you will explore topics relating to the law for intellectual property such as patents, trademarks, trade names, copyrights and trade secrets. Taught by an attorney.

BUSS:734 | \$55

680 Sa 8:30am-1:30pm **Morris Turek**
Sept. 26 *MC - BA, 114*

Business Plan Development

An intensive, four-session, individually customized course designed to provide new and aspiring entrepreneurs with the tools and resources to create a solid business plan. Experienced business facilitators/coaches will guide group sessions, and share practical experiences to enhance your business. Participants learn with and from their peers, creating a powerful network that continues well after the program is complete. These sessions are enriched with guest speakers from various disciplines including the legal profession, marketing, human resources, and financing. In addition, each participant will begin by taking the GrowthWheel assessment and receive customized tools based on this assessment to assist as you build your plan. Weekly homework assignments are given and participation is required to be successful in the class. Continued counseling from a business counselor and certified life coach is available after the completion of the class. Program is offered in partnership with the Small Business and Technology Development Center.

BUSS:702 | \$99

650 W 6pm-9pm **Lynette Watson**
Sept. 23 – Oct. 14 *MC - HE, 112*

S.C.O.R.E. Seminar

You will enjoy this special short course to acquaint the small business owner or operator with current management principles as they relate specifically to small business operations. It is designed to be particularly helpful if you are planning to start your own business. Topics include business terms, forms and risks of ownership, marketing, record keeping, legal aspects and insurance needs. Finding capital, financial planning, tax considerations and other business functions will also be discussed. All students must register with the SCORE Office online at www.stlouis.score.org. Lunch not provided. Fee for class materials payable to SCORE at registration; \$60 pre-register and pre-pay; \$70 at the door.

BUSS:701

682 Sa 8:15am-3pm
Sept. 12 *MC - SO, 111*

683 Sa 8:15am-3pm
Oct. 10 *MC - SO, 111*

684 Sa 8:15am-3pm
Nov. 14 *MC - SO, 111*

685 Sa 8:15am-3pm
Dec. 5 *MC - SO, 111*

Finance

Understanding Accounting - An Introduction

Designed for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this introductory course provides an overview of accounting terminology and processes, analyzing financial activities and statements and applying the fundamentals of accounting. Course will cover debits, credits, general ledgers, assets, liabilities, balance sheets, profit and loss statements and more.

BUSS:741 | \$35

650 Th 6pm-9pm **Kimberly Franklin**
Sept. 24 *MC - SO, 232*

Keeping Records for a Small Business

As a small business owner, it is important for you to have good record keeping procedures and accurately follow tax guidelines. Taught by small business tax professional, T. Spector, CPA, class topics include internal and external financial records, different forms of business ownership (and their specific record keeping requirements), setting up your own books, management reporting, travel and entertainment expenses, home office expenses, methods for tracking and deducting vehicle expenses. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSS:705 | \$75

650 W 6pm-9:30pm **T. Spector**
Sept. 23 – Sept. 30 *MC - BA, 124*

Small Business Tax Seminar

If you are thinking of starting a small business or have already done so, this program is designed for you. Join small business tax professional, T. Spector, CPA, and learn the essentials of starting a business; business use of the home, recordkeeping, independent contractor versus employee, hobby versus business, federal income tax and employment tax requirements. This program is designed for sole proprietors, but much of the information relates to all forms of business ownership. The instructor welcomes a two-way discussion and questions about your specific situation.

BUSS:706 | \$39

680 Sa 9am-12:30pm **T. Spector**
Sept. 12 *MC - BA, 124*



Marketing & Promotion

Creating a Breakthrough Marketing Program for Your Small Business

Get a hands-on approach to understanding the foundational pieces of a marketing program and how to create a marketing plan that can help your small business move beyond the basics of marketing. Learn to develop objectives and strategies to assist you in meeting your goals. Program is offered in partnership with the Small Business and Technology Development Center.

BUSS:710 | \$35

680 Sa 9am-12pm
Oct. 10

Lynette Watson
MC - BA, 220



New Developing Your Business' Competitive Edge

As consumers have more options for spending and less money to spend, it is imperative that small businesses, both brick-and-mortar and online, develop strategies that build long-term relationships with customers by focusing on strong customer service, inventory management and understanding the demands of the contemporary buyer. Join business consultant Tiffany Smith as she shows you how to identify your target markets and their needs, find strategies to stay competitive and use sales techniques to grow revenue and insure financial viability. Designed for small business owners, this course will help you with annual strategic planning and training your employees to develop a customer-centric approach to effortlessly upsell and increase profits.

BUSS:737 | \$35

650 Th 6:30pm-8:30pm
Oct. 1 - Oct. 8

Tiffany Smith
MC - LH, 104



Generating Buzz Around Your Small Business

Do you need help in taking your business to the next level? Join Sarah Guldalian, veteran media, marketing and mass communications professional to identify and seize opportunities that promote awareness for your small business or product. We'll discuss the importance and how-to's of strategic networking and progressive ways to motivate your desired target audience to respond to your call-to-action. You'll take home a plan with action steps towards your desired results.

BUSS:710 | \$29

650 Tu 6pm-9pm
Sept. 22

Sarah Guldalian
MC - BA, 114

Establishing a Digital Presence for Your Small Business

Do you know the most lucrative social media platforms vital to your success as a business owner? Learn to create and sustain a relevant digital identity in this new public arena to access your future customers. Bring your laptop or tablet or use our equipment to get started in this digital hands-on lab. Discover where and how to establish your business on specific social media platforms and get a leg up over your competition on expanding your message. Instructor Sarah Guldalian is a media, marketing and mass communications professional with over 15 years of experience working with media agencies.

BUSS:710 | \$29

651 Tu 6pm-9pm
Sept. 29

Sarah Guldalian
MC - BA, 114

Small Business Essentials



Exclamation Point!
Lynette Watson was a very knowledgeable and engaging instructor. She provided her knowledge and expertise, as well as making the class fun and entertaining!

Michael R., Creve Coeur



Nonprofit *Essentials*

Basic Grant Writing for Nonprofit Organizations

This course provides an overall review of the grant writing process offering practical guidelines for identifying and pursuing potential foundation and corporate funders. Students will learn methods to start a grant maker relationship, key elements of proposals and tips for developing a successful grant. Lunch on your own. Bring a 1" inch, 3-ring binder to class.

NPAD:701 | \$59

680 Sa 9am-4pm
Sept. 26

Jennifer Bush
MC - SO, 107

Establishing and Running a Nonprofit Organization: Part I

This popular seminar provides an overview of the legal basics for establishing and running a nonprofit organization. Presented by Amy Hereford, an attorney and entrepreneur who speaks from her experience in working with nonprofit start-ups. Class includes practical tips, useful resources including the Nonprofit Tax-exempt Corporation Workbook, an e-book (PDF) that presents the process of establishing a nonprofit in a step-by-step format with ample space for notes, charts for gathering necessary information and tables for developing time-lines and assigning responsibilities. An excellent tool for assisting in nonprofit formation, orienting new board members and nonprofit directors.

NPAD:703 | \$29

680 Sa 10am-12pm
Sept. 12

Amy Hereford
MC - SO, 108

Establishing and Running a Nonprofit Organization: Part 2

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

NPAD:703 | \$29

681 Sa 1pm-3pm
Sept. 12

Amy Hereford
MC - SO, 108

Nonprofit *Essentials*

Designed for existing and aspiring nonprofit professionals,
the Nonprofit *Essentials* program

helps meet the increasingly challenging demands that are placed on board members, administrators, staff and volunteers.

New Planning for a Successful Event

At some time, every nonprofit will have to plan for some type of event: a large meeting, a community forum, a presentation, a training, fundraising and more. Let Carol Cohrs, former Event Planner for the Michigan District-LCMS, show you the basics required for a successful event. Topics covered include developing timelines, evaluating venues, the details that can make or break an event, determining the budget, the jargon of event planning, and post event evaluation.

NPAD:704 | \$25

650 W 7pm-9pm
Sept. 16

Carol Cohrs
MC - SO, 109

Setting Up a Board of Directors

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

NPAD:706 | \$25

651 Tu 7pm-9pm
Oct. 6

Michelle Ochonicky
MC - SO, 204

Engaging Your Board in Fundraising

Fundraising is a responsibility for every nonprofit board member, yet it's a topic most boards prefer to avoid. Join Michelle "Mike" Ochonicky, experienced nonprofit administrator and former Executive Director for BoardLinkStL, as she shares with you techniques to energize your board for effective fundraising. You'll learn about board basics, traditional expectations and fundraising myths, innovative thinking and ways to engage your board. Bring your questions for the group discussion and a notebook and pen to write down ideas.

NPAD:706 | \$25

650 Th 6:30pm-8:30pm
Sept. 24

Michelle Ochonicky
MC - SO, 109

New Cause Related Marketing for Nonprofits

Leverage your resources and explore how partnerships between private sector companies and nonprofit organizations can enhance and create awareness, funding streams and community support. Join Barbara Primm M Ed, MBA, and Executive Director of LEAP, Inc. in exploring innovative ways to increase funding through collaborations and cause-related marketing. You'll examine promotional strategies, techniques and preview successful business models that have produced a win-win option for all.

NPAD:708 | \$25

480 Sa 9am-11am
Sept. 26

Barbara Primm
FP - G Tower, 113

New Benefits of Nonprofit Collaborations

Shrinking funding streams have caused private sector business to recognize the value of joint ventures. Many nonprofits are following suit and seeking out partnerships with other nonprofits to improve chances for funding for their organizations. Join Barbara Primm, M Ed, MBA and Executive Director of LEAP, Inc. to discuss how successful collaborations can assist your nonprofit enhance their mission and goals. You will learn how to develop letters of support, letters of agreement and MOUs as important components of your grant application.

NPAD:708 | \$25

680 Sa 9am-11am
Oct. 3

Barbara Primm
MC - SO, 111

New Maximizing the Volunteer's Experience

Volunteers are the lifeblood of nonprofits. But if volunteers feel underutilized, unappreciated, or unnecessary they will quickly leave the organization. Join Richard Cohrs, retired District and Congregational Relations Manager for Lutheran Hour Ministries-North America Volunteer Opportunities and learn to maximize the volunteer's experience and their desire to stay involved in your organization. Topics will include job descriptions, recruitment, orientation, training, supervision, evaluation and recognition.

NPAD:710 | \$25

650 Th 7pm-9pm
Sept. 17

Richard Cohrs
MC - BA, 112

New Bridging to the Community

Nonprofits operate best when there is a clearly defined bridge between the nonprofit and the needs of the community. This link allows the nonprofit to use their strengths and serve the community while the community interacts and engages with the expertise and assets of the nonprofit. Learn the best ways to discover the needs of the community and how to work efficiently to meet those expectations through events, activities, volunteers and participation.

NPAD:765 | \$25

650M 7pm-9pm
Oct. 5

Richard Cohrs
MC - SO, 204



Career *Essentials*

Using LinkedIn for Your Job Search

This introductory session will allow you to start using this powerful tool that should be a part of your professional networking. LinkedIn operates the world's largest professional network on the Internet with more than 150 million members in over 200 countries and territories. Learn the basics of using LinkedIn, how to build your network, make connections (past and present colleagues and classmates), join and get involved in groups, perform job searches, and find answers from industry experts.

CPDV:705 | \$25

650 Th 6:30pm-9pm
Sept. 10

Laurie Hawkins
MC - SO, 205

651 Th 6:30pm-9pm
Oct. 8

Laurie Hawkins
MC - SO, 109

Writing Your Resume to Impress

First impressions are everything. Your resume makes your first impression to a potential employer. Make sure it stands out and you'll be receiving that phone call in no time. Work with an expert in the employment field to construct your perfect resume: one that will play up your experience, play down liabilities, and improve your chances to land an interview. Choose the best type of resume for the job, tailor it to the employer's needs and write a great cover letter. We'll explore online submission of resumes and cover letters while building your best resume ever.

CPDV:704 | \$49

650 Tu 6pm-8pm
Sept. 15 - Sept. 29

Jacqueline Meaders-Booth
MC - SW, 110

New Interviewing: Learn How to Shine

Approach your next interview with more confidence and success. The interview is your chance to shine and to show the employer that you are the right candidate for the job. Even if you are well qualified and generally self-assured about your abilities, you need to be prepared and be able to confidently answer questions. Come learn how to prepare for the interview, watch a video with examples, and review sample questions and answers.

CPDV:703 | \$25

650 Tu 6:30pm-9pm
Sept. 22

Laurie Hawkins
MC - SO, 107

Changing Career Directions: Find the Passion in Your Career Path

Rudolph Nureyev said, "Work is sacred." But do you consider your work a sacred and exciting opportunity to express your true self? We spend a good part of our lives expressing ourselves through work and career, therefore it is important that we experience joy and value in what we do. How you invest your time and energy is up to you. It is not so much what happens to you but how you respond to what happens that makes the difference. Join Jean Walters, Transformational Life Coach and author, as she aids you in clarifying a career direction and/or establishing a change in career path to enhance your quality of life and increase your fulfillment. You CAN condition yourself for success and reach your full potential.

CPDV:702 | \$79

650 M 7pm-9:30pm
Sept. 14 - Oct. 5

Jean Walters
MC - SO, 109

Plus 50 Employment: Purpose, Process and the Payoff

Is retirement not your immediate plan? Whether by design or a result of the economy, you want to find employment where you can earn a living and perhaps make a difference. Re-inspired? A career counselor will work with you to determine your values and goals. Re-hired? We will explore resumes and interview strategies. Re-wired? By networking, using LinkedIn, Craigslist, submitting online applications and cover letters, you will use new skills to land the next opportunity.

CPDV:701 | \$55

650 Th 6pm-9pm
Oct. 8 - Oct. 15

Edwin Penfold
SCEUC, 207

Plus 50: Finding Purpose and Passion in the Third Chapter

Are you facing the uncharted post-career years and wondering what's next? Many of us in the third chapter of life feel unsettled, restless, and adrift. We believe the years between 50 and 75 can be some of the best, but don't know how to make sense of the changes we're facing. If you are looking for new meaning in work and life, this powerful interactive learning experience will teach you how to tap into the power of purpose. Whether you're seeking an encore career, looking for enlivening volunteer work, or reinventing your sense of identity, knowing your purpose will guide you to increased vitality, creativity, and fulfillment.

CPDV:702 | \$65

681 Sa 9am-4pm
Oct. 10

Carol Watkins
MC - CN, 126

680 Sa 9am-4pm
Nov. 14

Carol Watkins
MC - CN, 126



Email us at us at
Plus50@stlcc.edu
to get started today!

Career *Essentials*

Occupation Studies

Communications

No Sweat Public Speaking

Speaking opportunities are business, career and leadership opportunities! Are you making the most of those speaking opportunities? Learn how to develop, practice and deliver Knock Your Socks Off presentations with - NO SWEAT! Instructor will present: the components, parts and elements of a presentation; tips for taking a presentation from 'blah' to 'ah'; and the fear of public speaking. Class taught by a local speaker, coach and author.

COMM:715 | \$39

650 Tu 6:30pm-8:30pm
Nov. 10 – Nov. 24

Fred Miller
MC - CN, 202

920 W 6:30pm-8:30pm
Sept. 23 – Oct. 7

Fred Miller
U. City H.S., 112

Voiceovers: Get Paid to Talk

Have you been told that you have a great voice? Learn how to get started in the voiceover industry! This introductory course will include a real-world overview of the industry, including the good, the bad and the ugly parts, from one of St. Louis' own voice artists.

PERD:765 | \$39

680 Sa 9am-12pm
Nov. 7

Michael Doran
MC - SW, 207

Voiceovers II: Making Money With Your Voice

If you enjoyed our introductory course, Voiceovers - Get Paid to Talk, this is your next step! Go through real-life voice training exercises and techniques with a voiceover professional. Arrive with a basic understanding of the voiceover business, because you will dive right into the mechanics of reading copy. At the end of the class, you'll have a basic grasp of capturing your performance using recording software and be able to take home a copy of your personal session's voiceover! Prerequisite: Voiceovers - Get Paid to Talk. Bring 1Gb flashdrive.

PERD:765 | \$39

681 Sa 12:30pm-3:30pm
Nov. 7

Michael Doran
MC - SW, 207

New Are You Ready for Radio?

Are you thinking about a career as a radio personality? Get a better understanding of what the radio industry is really like and see whether or not this is the right choice for you. Learn basic announcing skills through reading exercises, ad libs and group critiques. Do you have what it takes? Come find out!

COMM:720 | \$29

680 Sa 9am-12pm
Oct. 10

Laurie Beakley
MC - CS, 209

450 Tu 6pm-9pm
Nov. 17

Laurie Beakley
FP - G Tower, 117

CPR and First Aid

Heartsaver CPR AED: Adult and Pediatric

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. The course may be used to teach CPR to lay rescuers who are required to obtain a course completion card documenting completion of a CPR course that includes use of an AED 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 | \$59

5D0 W 6pm-9:30pm
Sept. 9

Gary Holsapple
FV - TC, 110

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

6D0 Tu 6:30pm-8:30pm
Nov. 3

Carol Pikey
MC - CE

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 | \$99

CD0 F 8:30am-4:30pm
Oct. 9

Gary Holsapple
Corp. College, 276

Call 314-984-7777 to register!

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 a 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

4D0	Th 5pm-10pm Sept. 3	Gordon Back FP - G Tower, 121
4D1	Sa 9am-3:30pm Sept. 12	Gail Back FP - G Tower, 121
6D0	Tu 5pm-10pm Sept. 15	Carol Pikey MC - CE
3D0	W 5pm-10pm Sept. 23	Carol Pikey WW, 102B
5D0	Sa 9am-3:30pm Sept. 26	Gail Back FV - TC, 105
CD0	W 5pm-10pm Sept. 30	Gary Holsapple Corp. College, 276
4D2	Tu 5pm-10pm Oct. 6	Gordon Back FP - G Tower, 121
6D1	M 9am-3:30pm Oct. 12	Carol Pikey MC - CE
HD0	F 9am-3:30pm Oct. 16	Gordon Back Harrison Ed Ctr., 100
5D1	Th 5pm-10pm Oct. 22	Gary Holsapple FV - TC, 105
SD0	F 9am-3:30pm Oct. 30	Carol Pikey SCEUC, 125
4D3	Th 5pm-10pm Nov. 5	Gordon Back FP - G Tower, 121
5D2	W 9am-3:30pm Nov. 11	Gary Holsapple FV - CWI, 136
6D2	Sa 9am-3:30pm Nov. 21	Gail Back MC - CE
6D3	M 5pm-10pm Nov. 30	Carol Pikey MC - CE
4D4	Th 5pm-10pm Dec. 3	Gordon Back FP - G Tower, 121
5D3	W 9am-3:30pm Dec. 9	Gary Holsapple FV - CWI, 136
4D5	Sa 9am-3:30pm Dec. 12	Gordon Back FP - G Tower, 121
6D4	M 5pm-10pm Dec. 14	Carol Pikey MC - CE
4D6	Th 5pm-10pm Dec. 17	Gordon Back FP - G Tower, 121

CPR Instructor Course

The Instructor Course is designed to prepare American Heart Association (AHA) instructors to disseminate to participants enrolled in AHA courses the science, skills and philosophy of resuscitation programs. The purpose of the AHA BLS/CPR Instructor Course is to provide instructor candidates the knowledge and skills necessary to reach and teach potential BLS providers. The AHA BLS/CPR Instructor course provides a structured initiation for the instructor candidates and serves as the foundation for their development. It provides instructor candidates the opportunity to develop and refine their presentation skills. Please note there is extensive self-paced course work. Access to a computer will be necessary for this course work. Prerequisite required at time of registration: Current AHA Healthcare Provider CPR card. Registration three weeks prior to course start date is required to ensure arrival of pre-course materials and completion of extensive pre-course work. Per AHA requirements, within 6 months of the initial instructor class, a STLCC TC Faculty member must monitor the instructor candidate's teaching and verify the performance of the candidate's provider skills. The instructor candidate will pay an additional fee for this monitoring. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. Registration/Refund/Withdrawal deadline: 10/5.

CPRR:708 | \$250

4D0	M 8am-5pm Oct. 26	Gordon Back FP - G Tower, 121
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CPR Instructor Renewal

To successfully complete the American Heart Association CPR Instructor Renewal course, the instructor will demonstrate acceptable provider skills and successful completion of the provider written examination. The renewal course may include an update addressing new course content or methodology and review TC, regional and national ECC information. Prerequisite: The instructor must have taught at least four CPR courses and attended updates as required within the previous two years and be a current CPR Instructor as evidenced by a current CPR Instructor card. At time of registration the instructor must provide documentation meeting both prerequisites. Registration is required one week prior to course start date. Due to the nature of this course, you must arrive on time. No admittance after the stated start time.

CPRR:709 | \$65

4D0	Th 6pm-10pm Sept. 17	Gordon Back FP - G Tower, 121
4D1	W 9am-1pm Nov. 18	Gordon Back FP - G Tower, 121

Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers in all fifty United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. It covers the four steps of first aid and first aid skills such as finding the problem, stopping bleeding, bandaging and using an epinephrine pen, as well as child CPR AED, infant CPR and optional modules in adult CPR AED, child mask, infant mask and Asthma Care Training for Child Care Providers. Registration one week prior to course start date is required. 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. Bring a sack lunch.

CPRR:711 | \$97

4D0	Sa 8:30am-4pm Nov. 14	Carol Pikey FP - G Tower, 121
5D0	Sa 8:30am-4pm Oct. 17	Carol Pikey FV - TC, 105
5D1	Sa 8:30am-4pm Dec. 19	Carol Pikey FV - TC, 105
6D0	Sa 8:30am-4pm Sept. 26	Carol Pikey MC - CE

Real Estate

How to Start a Career in Real Estate

Do you enjoy helping people? Have you considered getting into the business of real estate and wondered what it takes to be successful? The real estate profession offers one of the widest career opportunities in the business world. There is the buying and selling of homes, office buildings, industrial property and corporation farmland; property management, land development, mortgage banking, urban planning, real estate counseling, and appraisal. Come find out about the licensure process to becoming a real estate agent and the starting opportunities. We'll show you how you can build a new career in real estate.

REAL:715 | \$29

650	Th 7pm-9pm Sept. 10	Jill McCoy MC - CN, 227
350	Tu 7pm-9pm Oct. 27	Jill McCoy WW, 201

How to Be a Successful Landlord

Increase the income on your real estate investments by improving your skills as a landlord. You can lower property damages and eviction costs by performing effective initial screening of potential tenants. Our experienced instructor will explain how to be creative and to use the telephone, interview, computer, rental application and lease expectations to avoid an undesirable tenant-landlord relationship. Lunch on your own.

REAL:720 | \$59

480	Sa 9am-5pm Sept. 26	Mary Hankins FP - G Tower, 115
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ServSafe Food Safety Certification

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

RMGT:701 | \$169

480 Sa 8am-3pm
Sept. 19 – Oct. 3
No class 9/26

Shirley Rauh
FP - HSP, 219

580 Sa 8am-3pm
Oct. 10 – Oct. 24
No class 10/17

Almut Stephan Marino
FV - B, 243

680 Sa 8am-3pm
Nov. 7 – Nov. 21
No class 11/14

Almut Stephan Marino
MC - SO, 107

ServSafe Food Safety Certification Review and Retest

This class is only for those who were not successful on a recent exam or who took the ServSafe online course and require a proctored exam. It is recommended that you study the text before coming to class. An opportunity to ask review questions will be provided before re-attempting the exam. Fee includes answer sheet and proctored exam. Those achieving a grade of 75% or higher on the exam will be awarded the nationally-recognized ServSafe certificate. Bring a sack lunch to class.

RMGT:702 | \$79

480 Sa 8am-3pm
Oct. 3

Shirley Rauh
FP - HSP, 219

580 Sa 8am-3pm
Oct. 24

Almut Stephan Marino
FV - B, 243

680 Sa 8am-3pm
Nov. 21

Almut Stephan Marino
MC - SO, 107

Fitness Training

Explore ACE Fitness Certifications!

ACE Personal Trainer Certification Prep Course

Ready for a career change? Become a CERTIFIED PERSONAL TRAINER! Designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainer, this course presents the ACE Integrated Fitness Training? (ACE IFT®) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and goals. The information covered and the ACE IFT Model will help you learn how to facilitate rapport, adherence, self-efficacy and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/ GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within 6 months of date received. Class is not eligible for Senior Scholarship. **PEDU:753 | \$695**

6D1 M 5pm-9pm
Sept. 14 – Nov. 16

Melissa Baumgartner
MC - SO, 105

Registration/withdrawal deadline: 9/4. No refunds after that date.

ACE Group Fitness Instructor Certification Prep Course

Group fitness has exploded in the past five years, attracting more than 22.1 million people annually to indoor cycling, Les Mills BODYPUMP™, Zumba®fitness, CrossFit, boot camp, yoga and more. Our ACE Group Fitness Instructor Certification will give you the knowledge to design and teach any class better, lead all fitness levels more effectively, and deliver experiences your participants will never forget. Don't position yourself as a performer when you can position yourself as a professional. Earning a certification accredited by the National Commission for Certifying Agencies (NCCA) will set you apart as a teacher who leads more than just the front row. Due to the specialized nature of this class, NO REFUNDS WILL BE ISSUED ONE WEEK PRIOR TO THE CLASS START DATE. STUDENT MUST BE AT LEAST 18 YEARS OF AGE OR HAVE A HIGH SCHOOL DIPLOMA/GED AND HOLD CPR/AED CERTIFICATION BEFORE TAKING EXAM. Background check may be required for certification. Please review the ACE Certification Candidate Handbook at <http://www.acefitness.org/fitness-certifications/pdfs/Certification-Exam-Candidate-Handbook.pdf> for more information on eligibility. Fee includes cost of exam, textbook, study guide, and sample test. Additional fee to retake exam. Voucher for exam must be used within 6 months of date received. Class is not eligible for Senior Scholarship.

PEDU:753 | \$595

6D2 Tu 5pm-9pm
Sept. 17 – Nov. 19

Melissa Baumgartner
MC - BA, 124

Registration/withdrawal deadline: 9/10. No refunds after that date.

Call 314-984-7777 to register today!

Computers and Technology

Applications and Systems

Microsoft Windows 8.1: Introduction - In a Day

Explore Windows 8.1 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

C01 F 9am-4pm
Sept. 4

Cris Heffernan
Corp. College, 206

MS Windows 8.1 - Introduction

Explore Windows 8.1 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 W 9am-12pm
Oct. 7 - Oct. 14

Cris Heffernan
Corp. College, 206

Transitioning to Windows 8.1

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 | \$39

C03 W 9am-12pm
Nov. 4

Cris Heffernan
Corp. College, 206

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

500 F 9am-4pm
Oct. 2

Barbara Primm
Corp. College, 206

C02 Sa 9am-4pm
Nov. 14

Cris Heffernan
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 toolbar ribbon. Leave with the skills to create a document, format, change styles and fonts, cut/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience.

COMP:715 | \$129

C01 F 9am-4pm
Sept. 18

Cris Heffernan
Corp. College, 208

Intermediate 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.

COMP:716 | \$129

C01 F 9am-4pm
Sept. 25

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.

COMP:720 | \$99

C80 Sa 9am-4pm
Sept. 19

Cris Heffernan
Corp. College, 206

C02 Sa 9am-4pm
Nov. 14

Corp. College, 206

680 Sa 9am-4pm
Dec. 12

Roy Lenox
MC - BA, 203

Microsoft Excel 2013: Introduction 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
Oct. 2

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: Introduction

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

COMP:720 | \$149

750 W 6:30pm-9:40pm
Sept. 9 - Oct. 7

Roy Lenox
Kirkwood H.S., W 205

Microsoft Excel 2013: Intermediate 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
Oct. 9

Cris Heffernan
Corp. College, 208

Microsoft Excel 2013: Intermediate

This course is a continuation of our Introduction to Excel class. Further your spreadsheet skills by managing multiple sheet workbooks, creating formulas and functions through 3-D calculations and linking files, enhancing the appearance of your document, and by creating custom reports by manipulating tables. Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$149

750 W 6:30pm-9:40pm
Oct. 14 - Nov. 11

Roy Lenox
Kirkwood H.S., W 205

Microsoft Excel 2013: Advanced 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. Recommended to bring a flash drive.

COMP:722 | \$129

C01 F 9am-4pm
Nov. 6

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

650 Sa 9am-4pm
Sept. 16

Cris Heffernan
MC - BA, 202

New Introduction to Microsoft Access 2013 for Business Part 1

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. Bring a flash drive.

COMP:725 | \$129

C01 F 9am-4pm
Oct. 16

Cris Heffernan
Corp. College, 208

New Introduction to Microsoft Access 2013 for Business Part 2

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

COMP:725 | \$129

C02 F 9am-4pm
Oct. 23

Cris Heffernan
Corp. College, 208

Microsoft Access 2013: Intermediate for Business

Get the skills 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 or equivalent experience and Introduction to Access or equivalent experience. Recommended to bring a flash drive.

COMP:726 | \$129

C01 F 9am-4pm
Oct. 30

Cris Heffernan
Corp. College, 208

QuickBooks Pro 2015

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.

COMP:734 | \$149

C51 Tu 6pm-9pm
Sept. 1 - Sept. 29

Barbara Primm
Corp. College, 208

C50 W 6pm-9pm
Oct. 7 - Nov. 14

Barbara Primm
Corp. College, 208

C01 Th 9am-12pm
Nov. 5 - Dec. 10

Barbara Primm
Corp. College, 208
No class 11/26

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 | \$45

C82 Sa 9am-4pm
Oct. 31

Corp. College, 208

S51 Th 6pm-9pm
Sept. 17

SCEUC, 100

New Android Smart Phone Small Group Workshop

Does your Android smart phone make you feel like a dummy? Or are you still only using it to make phone calls knowing it can do so much more? In this small group workshop you will learn some basics to get you up and running. There are dozens of models of Android phones and operating systems available on the market so this class will cover general topics such as app usage, camera, downloading and settings. Class is hands on so bring your Android phone. This class will not cover other types of smart phones.

COMP:765 | \$29

C83 Sa 9am-12pm
Sept. 12

Barbara Primm
Corp. College, 213

C84 Sa 9am-12pm
Oct. 10

Barbara Primm
Corp. College, 213

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

C81 Sa 9am-12pm
Nov. 21

Corp. College, 209

S50 W 6pm-9pm
Sept. 9

SCEUC, 209

Personal Computing

Introduction to eBay: Buying and Selling

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

COMP:742 | \$49

C81 Sa 9am-3pm
Sept. 5

Barbara Primm
Corp. College, 206

S50 Tu 6:30pm-9pm
Oct. 22 - Oct. 29

William Bearden
SCEUC, 206

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

C80 Sa 9am-12pm
Nov. 7

Barbara Primm
Corp. College, 208

Introduction to Craigslist

Craigslist is a fantastic website and provides a wonderful community service to cities all over the United States. This site is about more than just buying and selling. Come find out what all of the hype is about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

S53 Tu 6pm-9pm
Sept. 29

Rachel Bufalo
SCEUC, 206



Google Docs

Have you ever wanted to type up a short document but couldn't because you only had your tablet or smart phone 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 smart phone 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

C50 Tu 6pm-9pm
Sept. 1

Rachel Bufalo
SCEUC, 208

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

580 Sa 9am-4pm
Sept. 12

Barbara Primm
FV-B, 127

PCs and Technology: Introduction

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

COMP:701 | \$109

501 W 9am-12pm
Sept. 2 - Sept. 23

Barbara Primm
SCEUC, 206

Internet Research and Investigation: Public Records

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

COMP:742 | \$29

681 Su 12:30pm-3:30pm
Nov. 15

Jean Bradley
MC-BA, 208

680 Su 12:30pm-3:30pm
Sept. 27

Jean Bradley
MC-BA, 208

Photoshop Elements 12: Basic Overview

This entry level course will introduce you to the basics of this incredible program. First we will learn the terminology of the program. Then we will touch on the "organizer" feature of Elements and learn what it does and what it can do for you. Next you will launch into the "editor" section including the tool bar and palette and edit a photo with basic techniques. Finally, we will embark on the "create" section and catch a glimpse of its amazing creativity. This course is designed to prepare you for the specialty classes of Adobe Elements. Prerequisite: Windows Introduction class and Digital Pictures Introduction class or equivalent experience.

COMP:755 | \$59

550 Tu 6pm-9pm
Nov. 3 - Nov. 17

Rachel Bufalo
SCEUC, 206

Photoshop Elements 12: Special Techniques and Retouching Faces

Bye-bye crow's feet! Want whiter teeth? No problem! Look fantastic in every picture from now on. In this course you'll learn the basics such as removing red-eye and blemishes to more advanced techniques such as making the subject thinner with a smaller nose! Learn to remove unwanted objects, make a photo black and white or sepia and put someone's head on a different body and more! This course will use the 'editor' portion of Elements 12. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

COMP:755 | \$49

551 Tu 6pm-9pm
Dec. 1 - Dec. 8

Rachel Bufalo
SCEUC, 206

Publishing and Media Technologies

Desktop Publishing

Adobe Photoshop CC Intermediate: In a Day

Get more advanced Photoshop skills in one day! Adobe Photoshop CC Intermediate picks up right where the introductory workshop left off. Topics may include (but are not limited to) Auto Adjustments, Adjustment Layers, using the histogram to improve image contrast, the Spot Healing Brush Tool, the Crop Tool, the Red Eye Tool, Blending Modes, aligning and distributing layers, and understanding the difference between Image Size and Canvas Size. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction or In a Day.

COMP:755

681 Sa 9am-4pm
Nov. 14

Zak Zych
MC-BA, 212

680 Sa 9am-4pm
Oct. 10

Zak Zych
MC-BA, 212

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 Essentials non-credit Certificate.

COMP:755 | \$129

C50 W 6pm-9pm
Sept. 2 - Sept. 23

Zak Zych
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 Essentials non-credit Certificate.

COMP:755 | \$129

C51 W 6pm-9pm
Oct. 7 - Oct. 28

Zak Zych
Corp. College, 206



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 Essentials non-credit Certificate. No class 11/25.

COMP:755 | \$135

C52 W 6pm-9pm
Nov. 4 - Dec. 2

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud Workshop - The First Step

Through a series lectures and tutorials, this introduction to Adobe Photoshop will teach you software fundamentals such as how to create, copy, transform and manage layers, how to combine layers into groups, transfer content from one document to another, travel backwards and forwards through Photoshop time, control the magnification of your document. You will learn how to craft selections with the marquee tool, the quick selection tool, the magic wand and the select-color-range feature, making adjustments both destructively and non-destructively, simple color alterations via adjustment layers and an introduction the power of the clone stamp. This workshop will cover the basic components of this powerful program and prepare you for The Next Step.

CVTW:701 | \$139

600 F 8:30am-4:30pm
Aug. 28

Zak Zych
MC - HE, 233

Adobe Photoshop CS6 Creative Cloud Workshop - The Next Step

This workshop will start where The First Step workshop ended. This intermediate Adobe Photoshop class will explore more advanced photo manipulation features such as levels adjustments and the histogram, the spot healing brush tool, the red eye tool, how to control the size of your document via the image size and canvas size dialog boxes, the crop tool, how to save images for the web and include an introduction to using layer masks in concert with adjustment layers as a means of improving the color and contrast of your images.

CVTW:701 | \$139

601 F 8:30am-4:30pm
Sept. 11

Zak Zych
MC - HE, 233

Introduction to Adobe Photoshop Lightroom 5

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

CVTW:701 | \$139

602 F 8:30am-4:30pm
Nov. 13

MC - HE, 233

Adobe InDesign Creative Cloud - The First Step

Enhance your graphic design skills and productivity with InDesign. Learn how to import illustrations and photos and set type correctly for flyers, brochures, and other basic applications. Learn how to convert Quark documents into Adobe InDesign documents. Learn key commands and other great tips for making easy work of your layouts.

CVTW:702 | \$139

680 Sa 8:30am-4:30pm
Sept. 12

Edward Engel
MC - HE, 233

Adobe InDesign Creative Cloud - The Next Step

Don't know the best way to set up your brochure or multi-page document? Learn how to optimize your page set up for better productivity. Modern typesetting techniques, including examples from the top magazines, show you how to make your document look great. Introduction to style sheets allows you to keep your work looking consistent and professional.

CVTW:702 | \$139

681 Sa 8:30am-4:30pm
Dec. 5

Edward Engel
MC - HE, 136

Adobe Illustrator Creative Cloud - The First Step

This workshop is designed for the student looking to get started with the vector graphic software to create logos, text effects and line art for print and the web. Topics will include Learning the Pen Tool, Editing/Drawing Shapes, Setting up Documents and basic Typography. Little or no experience needed with Adobe Illustrator but an understanding of basic graphic design is helpful. This class will be taught on the Mac platform with a current version of Illustrator..

CVTW:702 | \$139

682 Sa 8:30am-4:30pm
Sept. 26

John Schmitt
MC - HE, 233

Adobe Illustrator Creative Cloud - The Next Step

This workshop is a continuation on the skills developed from Adobe Illustrator the First Step. Learn how to utilize the benefits of vector design and Illustrative Techniques. Topics will also include Pattern Creation, Gradient Tool, Transparency Menu, Exporting Files and Document Layout. Students will learn how to work with Illustrator in conjunction with Photoshop. Prerequisite: Adobe Illustrator Creative Cloud: The First Step. This class will be taught on the Mac platform with a current version of Illustrator.

CVTW:702 | \$139

683 Sa 8:30am-4:30pm
Oct. 3

John Schmitt
MC - HE, 233

Digital Painting and Drawing - The First Step

With Corel Painter students will learn inventive drawing tools such as Natural-Media brushes, image cloning capabilities and virtually unlimited customization options. These tools will give users total freedom for creative expression, as well as enhance graphic quality and streamline the drawing process to increase productivity and profits.

CVTW:703 | \$139

600 F 8:30am-4:30pm
Sept. 25

James Leick
MC - HE, 233

Digital Painting and Drawing - The Next Step

Take the next step beyond the basics of Corel Painter. Learn to create breathtaking works of art using enhanced brush control palettes, frames-per-second control, and customizable shortcut keys. Professional users can extend their creative possibilities with enhancements that include Artists' Oils Painting System and Snap-to-Path Painting.

CVTW:703 | \$139

680 Sa 8:30am-4:30pm
Nov. 21

James Leick
MC - HE, 233

Create, Publish, and Distribute Ebooks with Smashwords

In this workshop, students will learn step-by-step instructions that make it easy for anyone to create, publish, and distribute an eBook. Authors will learn how to format their manuscripts so that the completed Microsoft Word files can be uploaded to Smashwords, a self-serve publishing web service. Smashwords will deliver the files into multiple eBook formats for reading on various eBook reading devices. Once published and approved by Smashwords, the books will be available for sale online at a price set by you the author.

CVTW:712 | \$139

600 F 8am-4pm
Oct. 9

MC - HE, 233



 = Digital Arts and Technology Alliance Workshops

3D Printing Workshop for Beginners

Have you ever wished that you had the power to design and then produce an object out of thin air? Now you can. Learn how to design and print objects using software such as TinkerCad, SketchUp, Adobe Illustrator and Photoshop. Explore how 3D digital design can reveal new ideas for creating and provide fresh inspiration with design. This workshop consists of two parts: an introduction to 3D design and a demonstration of a desktop 3D printer. Class is designed for beginners and no code writing or previous 3D printing experience necessary.

CVTW:713 | \$139

680 Sa 8:30am-4:30pm
Nov. 21

John Schmitt
MC - HE, 232

Video

AfterEffects - The First Step

Gain understanding and skill in utilizing AfterEffects to create motion graphics. We focus on learning the interface in AfterEffects, putting graphics in motion and rendering finished movie and animation projects. Participants will also explore a workflow between Photoshop and AfterEffects. Be prepared for an intensive hands-on learning experience.

CVTW:704 | \$139

600 F 8:30am-4:30pm
Oct. 2

Timothy Linder
MC - HE, 233

AfterEffects - The Next Step

Now that you know the basics of adding assets and key framing motion in AfterEffects, investigate more advanced techniques. Get a deeper understanding of options in the effects panel and other topics including background keying, motion tracking and the 3D workspace. Be prepared for an intensive, hands-on learning experience.

CVTW:704 | \$139

601 F 8:30am-4:30pm
Oct. 16

Timothy Linder
MC - HE, 233

Maya

Learn the concepts and basic tools for creating imagery in 3D using Autodesk's Maya. Starting with a road-map to the main interface, students will be shown how to construct shapes and geometry using polygons. Once built, they will learn how to "texture" these polygons so that they appear to have surface detail, followed by how to use the lighting tools to illuminate the objects they've created. We will discuss the basics of animation, making our objects and camera move through time. Finally, we will learn "rendering" or the final output of our work to a finished, playable animation file which each student will have created.

CVTW:704 | \$139

680 Sa 8:30am-4:30pm
Oct. 31

Joseph Rollins
MC - HE, 232

Final Cut Pro X - Video Editing: The First Step

An introduction to professional video editing for people that have used iMovie or some other consumer editing software and want to expand their skills. Learn to import video, arrange clips and transitions. Add titles and trim edits to fine tune your video.

CVTW:706 | \$139

681 Sa 8:30am-4:30pm
Oct. 3

Anthony Carosella
MC - HE, 136

Final Cut Pro X: Video Editing: The Next Step

Learn how to share your projects in one click to your Apple devices, the web, Blu-ray Disc, and DVD. Collaborate in real time from anywhere in the world with support for iChat Theater. Change clip speeds with ease using redesigned speed tools. Enjoy dozens of additional enhancements, including native support for AVC-Intra, streamlined alpha transition creation, improved markers, large timecode window, and more.

CVTW:706 | \$139

682 Sa 8:30am-4:30pm
Oct. 17

Anthony Carosella
MC - HE, 136

Avid Media Composer 6 Video Editing

This workshop will cover the basics of Avid Media Composer. Avid is a powerful SD and HD professional video editor for Mac or Windows. Media Composer is Avid's top video editing program, and it offers integrated DVD authoring, surround sound audio processing, and thousands of powerful, real-time effects. Media Composer's integrated toolset provides all of the components needed to create the highest quality productions and finish to tape, DVD or web streams.

CVTW:706 | \$139

683 Sa 8:30am-4:30pm
Nov. 7

Anthony Carosella
MC - HE, 232

GoPro HD Hero Camera for Professionals and Adventurers

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

CVTW:710 | \$139

600 F 8:30am-4:30pm
Oct. 30

Anthony Carosella
MC - HE, 233

Drones for Video and Photography

Send your video and photography to new heights by learning about photography with drones. Learn the basic principle of how drones work, the legal regulations that apply, advantages of using drones and the equipment needed to make stunning images with this new technology. Enjoy the demonstrations and see the results first hand!

CVTW:710 | \$139

681 Sa 8:30am-4:30pm
Sept. 19

Anthony Carosella
MC - HE, 233

Digital Architectural Photography for Professionals

Acclaimed photographer Richard Sprengeler will lead a day-long workshop in creating successful photographs of architecture. Methods for approaching composition, exposing for varied lighting conditions and raw image processing will be explored. Some experience with Adobe Photoshop and Lightroom is preferred. A tripod and DSLR are recommended, but not required.

CVTW:710 | \$139

681 Sa 8:30am-4:30pm
Oct. 17


Richard Sprengeler
MC - HE, 233



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St. Louis
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Education

 = Digital Arts and Technology Alliance Workshops

Social Media

Social Media Marketing

This social media workshop will cover the concepts and application of social media marketing and will equip you with skills needed to plan and implement a successful social media marketing strategy. Topics will include the use of email marketing, using social media tools such as Twitter, and blogging, and how to use Facebook to create a fan page and increase traffic to your business page.

CVTW:713 | \$139

600 F 8:30am-4:30pm
Nov. 20

Anthony Carosella
MC - HE, 233

Facebook

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

COMP:742 | \$25

350 W 6pm-9pm
Sept. 23

551 Tu 6pm-9pm
Oct. 13

Erin De Vore
WW, 206

Rachel Bufalo
SCEUC, 206

Tech Savvy

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 workshop 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

C03 F 9am-11am
Nov. 13

Barbara Primm
Corp. College, 206

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 F 9am-11am
Oct. 23

Barbara Primm
Corp. College, 206

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 | \$35

C01 Th 9:30am-12:30pm
Sept. 3

Rachel Bufalo
Corp. College, 206

Twitter

Hashtag? What the heck is a hashtag? If you've ever asked this question, then this class is for you! Twitter is all the rage for Gen Y, celebrities and an increasingly important source of information. Come to this class to find out more about one of the most popular social media sites. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

650 Th 6pm-9pm
Nov. 5

Richard Vagen
SCEUC, 207



Tech Savvy Friday: Helpful Apps for Your iPad

Did you finally purchase an iPad and now your wondering what's so great about having a tablet? The magic is in the apps! Come to this class to hear about tons of fantastic tools right at your finger tips! This class is not hands-on and is only about iPads, not other types of tablets. Prerequisite: Windows Introduction class or equivalent experience.

COMP:765 | \$19

C04 F 9am-11am
Oct. 9

Barbara Primm
Corp. College, 206

Tech Savvy Friday: MS Word 2013

MS Word is THE go-to word processing program on the market. Learn the basics of this fantastic program by learning to format a basic letter. Class is somewhat hand-on. Bring a flash drive to save your work.

COMP:765 | \$19

S01 F 9am-11am
Sept. 4

Barbara Primm
SCEUC, 206

New Tech Savvy Friday: Create a Calendar in MS Word

MS Word has a ton of fabulous templates available including calendars. Come to this class to find out how to create and customize a year-at-a-glance calendar that may even make a great gift. Class is hand-on. Prerequisite: MS Word Introduction class or equivalent experience. Students must have proficient experience with MS Word. Bring a flash drive to save your work.

COMP:765 | \$19

S02 F 9am-11am
Sept. 18

Barbara Primm
SCEUC, 206

New Tech Savvy Friday: Create a Greeting Card in MS Word

Just in time for the holidays! MS Word has a ton of fabulous templates available including greeting and holiday cards. Come to this class to find out how to create and customize a greeting card. Class is hand-on. Prerequisite: MS Word Introduction class or equivalent experience. Students must have proficient experience with MS Word. Bring a flash drive to save your work.

COMP:765 | \$19

C02 F 9am-11am
Nov. 20

Barbara Primm
Corp. College, 206



Web Development

EZ Websites - The First Step

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

CVTW:750 | \$139

600 F 8:30am-4:30pm
Sept. 4

MC - HE, 233

EZ Websites Next Step

This workshop starts where the First Step left off. Learn about website usability and how to improve visitor use of your website. Increase traffic to your website with search engine optimization, using keywords, copy and images techniques. Learn how to register your website with search engines and directories to improve visibility. Learn what's going on with your website, how to track, collect, measure, and use information with website analytics. Learn all about plug-ins and how to use them.

CVTW:750 | \$139

681 Sa 8:30am-4:30pm
Sept. 12

MC - HE, 136

Dreamweaver: Quick Start

In this workshop students will learn how to setup and use the Dreamweaver site manager. We will use the automated templates to create cascading style sheet (CSS) based layouts and then use those layouts to build a basic web template including copy, image links, and basic design for all of the other pages of your website. This course also covers basic design principles for the creation of a professionally engaging website.

CVTW:750 | \$139

683 Sa 8:30am-4:30pm
Oct. 24

MC - HE, 233

Dreamweaver: Advanced Techniques

Picking up from where Quick Start ends, this workshop takes you through some of the advanced tools available in Dreamweaver CS6. You will also be learning some advanced image and design techniques, enabling you to significantly improve the capabilities of your website.

CVTW:750 | \$139

680 Sa 8:30am-4:30pm
Dec. 5

MC - HE, 233

Adobe Muse: Web Design for the Graphic Designer

Adobe MUSE: the web design tool for the Graphic Designer. Whether you know html or not this tool gets your web site design up and running in no time, with widgets and tools that let you design responsive sites across multiple devices.

CVTW:702 | \$139

600 F 8:30am-4:30pm
Oct. 23

MC - HE, 233

Ease into WordPress

This class moves at a slower pace and has additional classroom hours. 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. 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 | \$109

550 Th 6pm-9pm
Sept. 10 - Sept. 24

Jerry Bearden
SCEUC, 209

Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience 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 9am-4pm
Oct. 16

Jerry Bearden
Corp. College, 206

551 Th 6pm-9pm
Oct. 8 - Oct. 15

Jerry Bearden
SCEUC, 209

Internet Marketing with WordPress

Internet marketing is a different concept than traditional marketing and employs different techniques. Learn about resources available to you, strategies to get noticed, and ways to measure how your methods are working for you. The class will be focused on WordPress websites, but the techniques learned are equally applicable to any website. Prerequisite: Create Your Own Website with WordPress or equivalent experience.

COMP:745 | \$49

552 Th 6pm-9pm
Nov. 12

Jerry Bearden
SCEUC, 209

Web Development Certificate

Our exceptional course is intense and comprehensive. You'll learn how to develop websites using two methods: 1) hand-coding HTML using a text editor and 2) using a powerful design and development tool, Dreamweaver. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class.

COMP:745 | \$299

553 W 6pm-10pm
Sept. 16 - Nov. 11

Donna Peck
SCEUC, 206

 = Digital Arts and Technology Alliance Workshops

Classes are starting soon!
Call 314-984-7777 to register today!



Construction Technologies

Introduction to AutoCAD I

Learn the fundamentals of the AutoCAD drafting system. Drawing setup: units, limits, layers, linetypes, colors. Drawing procedures: points, lines, arcs, circles. Special features: polylines, blocks, dimensioning, cross-hatching, plotting. Available for credit as EGR:133.

COMP:770 | \$202

230 W 7pm-9pm
Sept. 16 – Dec. 16

Walter Staas
FV - E, 278

Construction Materials and Methods

This course is an introduction to the elements of building construction principles and materials. Students will learn the background and history of building materials and systems; review sustainable design, materials, and construction concepts; and review industry standards, specifications, codes and barrier-free design. Available for credit as CE:115.

CONS:717 | \$309

230 Th 7pm-9:45pm
Aug. 27 – Dec. 17

FV - E, 160

Construction Blueprint Reading

The interpretation of construction working drawings and specifications for residential and commercial building projects. Architectural, structural, and utility drawings will be covered. Available for credit as CE:116. No class 9/7.

CONS:718 | \$309

230 M 7:05pm-9:45pm
Aug 24 – Dec. 14

Richard Unger
FV - E, 160

National Electric Code and Calculations - Part I

The introductory study of the NEC for those in related fields. This course will cover the elements, changes, applications, and design aspects of the 2014 National Electrical Code for residential and commercial properties. Certificates of completions will be awarded to those successfully finishing the course. Texts required. No class 9/22, 10/20, 11/10.

ELEC:705 | \$299

S50 Tu 6pm-9pm
Aug. 18 – Dec. 15

Michael Smith
SCEUC, 214

Introduction to Solar Basics - Information Session

Join us for this informational session on how to become a part of the solar field. The application, design, installation, and operation of photovoltaic systems will be discussed. This session will prepare students for other solar classes and will introduce the path for certification through the North American Board Certified Energy Professionals (NABCEP).

CONS:721 | No Fee

5C1 Th 5pm-8pm
Aug. 6

Ryan Chester
FV - CWI, 136

5C2 Tu 5pm-8pm
Aug. 11

Ryan Chester
FV - CWI, 136

Solar Basics, Solar Site Survey, Components and System Build

In this course students will learn about electrical basics, photovoltaics, solar energy fundamentals, photovoltaic sizing, solar energy markets, and safety basics. Students will be introduced to basic photovoltaic equipment and will learn how to assess potential installation sites for their solar energy potential. Students will gain hands on experience with roof layout, shading analysis with Solar Pathfinder, calculation of energy production for specific sites, and calculation of load estimations. In addition students will learn about photovoltaic system components and how they interact with each other. Students will be introduced to solar modules, charge controllers and inverters, batteries, and photovoltaic mounting and racking systems and will apply all this information to participate in a hands-on photovoltaic system build project. We will build a full string inverter system and modules on a mock roof, and a ballasted racking system with micro-inverters. Students should have fundamental mathematical and mechanical skills. Prerequisite: Must have attended Introduction to Solar Basics. Texts included.

CONS:721 | \$475

5C3 TuTh 5pm-8pm
Aug. 18 – Sept. 29

Ryan Chester
FV - CWI, 120

Advanced PV Sizing Electrical Design

In this course students will learn how to equate temperature differences using temp coefficients for string sizing, as required by the National Electric Code. There will be exercises in proper wire sizing, overcurrent protection sizing and system sizing for stand-alone and grid-tied systems. This course will also include basic troubleshooting techniques. This and the previous classes are required to sit for the NABCEP entry level exam. No class 10/20.

CONS:721 | \$199

5C4 TuTh 5pm-8pm
Oct. 6 – Oct. 22

Ryan Chester
FV - CWI, 120

Advanced NEC for Photovoltaics and NABCEP Installer Exam Preparation

In this course students will learn the 2011/2014 requirements for photovoltaic systems. This is an advanced class and an electrical background is needed. This is a continuation education class that is worth 24 advanced hours and is meant to prepare students for the NABCEP installers test. Text Included. No class 11/26.

CONS:721 | \$259

5C5 TuTh 5pm-8pm
Nov. 3 – Dec. 1

Ryan Chester
FV - CWI, 120

Solar Courses - NABCEP Certified Courses

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

OSHA Training at STLCC

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 Safety and Health Training Certification

In this 10 hour OSHA course students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive an OSHA card after completion of the course.

CONS:736 | \$119

C01	TuTh 4:30pm-10pm Sept. 15 – Sept. 17	Patricia Dalton Corp. College, 209
601	TuTh 4:30pm-10pm Oct. 27 – Oct. 29	Patricia Dalton MC - CS, 119

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

602	Th 5:30pm-9pm Sept. 24 Sa 8am-4pm	Patricia Dalton MC - CS, 119 Sept. 26 MC - CS, 119
5C2	TuTh 4:30pm-10pm Oct. 6 – Oct. 8	Patricia Dalton FV - CWI, 136

Education and Test Prep

ACT Test Preparation Workshop

All subjects of the ACT exam are covered. This is a complete review for the ACT exam using materials developed by Cambridge Education services. Text included - bring a calculator to class. There will be a test simulation at the beginning of the course and computer diagnostic assessment to identify areas for improvement. No class 11/28.

EDUC:712 | \$179

4W1	Sa 9am-12pm Oct. 17 – Dec. 5	Toshi Floyd FP - G Tower, 113
650	M 6pm-9pm Aug. 31 – Oct. 19	Toshi Floyd MC - CS, 206

Chemistry Warm-up: Math Review for Chemistry

Don't let Chemistry get you down! Get a head start on the materials you will need to succeed in Chemistry (CHM:101 or CHM:105). Topics include algebra review, calculator operations, scientific notation, metric system, dimensional analysis, and study skills. Please bring a TI-30, TI-35, or any scientific calculator to class. Over 80% of the students completing this review went on to pass their Chemistry courses with a grade of "C" or higher.

MATH:752 | \$49

500	TuWTh 8:30am-12:30pm Aug. 18 – Aug. 20	Susan Valley FV - E, 158
650	TuWTh 5:50pm-9:30pm Aug. 18 – Aug. 20	Suzanne Saum MC - SO, 109

Adult Basic Education and English as a Second Language

St. Louis Community College at Meramec offers programs in the following school districts:

Affton, Bayless, Kirkwood, Lindbergh, Mehlville, Valley Park and Webster Groves.

Call 314-984-7777 for more information

Please note: Graduates of the STLCC-Meramec Adult Education and Literacy program who are also Mehlville School District residents are eligible to receive an honorary degree from Mehlville and participate in their commencement ceremonies at the end of the school year. For more information, contact John DeWalle at dewallej@mehlvilleschooldistrict.net or call 314-467-5267.

City of St. Louis Public Schools -
314-367-5000
Serving the school districts of St. Louis city, Ferguson-Florissant, Hancock Place, Jennings, Normandy, Riverview Gardens and Wellston

Rockwood Schools -
636-733-2161
Serving the school district of Rockwood

Ritenour Schools - 314-426-7900
Serving the school district of Ritenour

Parkway Schools - 314-415-4940
Serving the school districts of Brentwood, Clayton, Hazelwood, Pattonville, Ladue, Maplewood, Richmond Heights and Parkway

University City Schools -
314-290-4052
Serving the school district of University City.
(www.ucityaelprogram.org.)

Call 314-984-7777 to register today!

General Information

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

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

Safety and Program Guidelines for Youth Classes

All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education must be accompanied 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.

Registration is Easy!!!



Mail

Complete the registration form (below) and mail with check (*payable to St. Louis Community College*) to:
STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044
 Students who register by mail should assume they are registered unless otherwise notified. A registration confirmation is mailed to students who register by mail; however, the confirmation may not be received prior to the beginning of the class. If you have enrollment questions, please call Continuing Education: 314-984-7777.



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

Meramec

802 Couch Avenue
 St. Louis, MO 63122

Florissant Valley

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

Forest Park

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

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



By Phone

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

Telephone: 314-984-7777

Call Center Hours: M-Th 8:30 am - 7:30 pm; Fridays 8:30 am-4 pm

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 section classes, is limited to persons 16 years or older.

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

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

Mail-In

Registration form Please print in ink.

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
Total				

Male Female

Senior Citizen?

Yes No

Check Payment:

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

Credit Card Payment:

Charge fees to:

- MasterCard
 VISA
 Discover
 American Express

Email Address: _____

UIN or Student#: _____ Birthdate: _____

Name: _____
LAST FIRST MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: _____ Work: _____

_____ Expiration Date: _____
CARD NUMBER

Signature: _____