Spring 2015
Professional Development

St. Louis
Community
College

Continuing Education

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

Professional
Development

Continuing Education offers a wide variety of developmental programs to build job skills for the role you have or foster the career you hope to develop. Programs extend to all segments of the workforce. Develop your work skills with Professional *Essentials*, start or build a business with our Business *Essentials* courses, or find new employment with our Career *Essentials* courses.

Check out the many opportunities — classes and workshops, career programs, leadership development and training certificate programs to advance your career!

Call 314-984-7777 to expand your mind and change your life today!

Essentials Training
Professional *Essentials*

LEAN Six Sigma Green Belt Certification

Whether you are a member of a quality team, a quality manager, or desire to obtain a LEAN Six Sigma Green Belt Certification for your own professional development, this course is appropriate for you. We blend classroom instruction and online instructor-led labs. Certification program highlights include: how to implement the DMAIC process (Define, Measure, Analyze, Improve, Control), how to develop reliable and valid measurements for a system, how to define the cost of poor quality, how to use the correct formula to calculate ROI and more. Materials included in cost of course. Students successfully completing this training will receive their LEAN Six Sigma Green Belt Certification and 45 hours of instruction. This training includes an 18-hour capstone simulation project on the last two Wednesday sessions and 2 consecutive Saturdays. Attendance on these days is mandatory. If one of these days is missed, arrangements may be made with the instructor to complete the project and receive certification. However, should this be necessary, additional instructional costs will be charged to the student above and beyond the cost of the program. Lunch provided on Saturdays. This program is approved by DESE for WIA funding through the Missouri Career Center for qualified individuals. You must be approved for funding prior to registering for the class if using these funds. Class meets Wednesdays 2/11, 2/18, 2/25, 3/4, 3/18, 3/25, 4/1, 4/8, 4/22, 4/29 and Saturdays 4/25, 5/2. No Wednesday classes on 3/11 and 4/15. Registration by 2/3 is encouraged.

BUSN:765 | $1,899

C50	W 6pm-9pm	**Patricia Dalton**
	Feb. 11 – April 29	*Corp. College, 207*
	Sa 8:30am-4pm	
	April 25 -May 2	*Corp. College, 207*

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.

BUSN:765 | No Fee

C80	Sa 9am-12pm	**Dirk Lupien**
	March 7	*Corp. College, 211*

Project Management

Project managers are in demand when the need is for skills that include time, resource and financial management with a finite effort. Working knowledge of these skills is recognized by the Project Management Institute (PMI) through various levels of certification. This course helps you to prepare for the PMP certification exam by presenting the critical concepts together with the core knowledge areas covered in the exam. Topics covered include the process groups and relationships, terminology and decision making practice. Session attendance in this course counts toward the project management training criteria, 35 hours, required to register for the PMP exam. This practical learning prepares the student for the PMP certification exam by lecture, online exercises, working sessions and practice exams. This program is approved by DESE for WIA funding through the Missouri Career Center for qualified individuals and presented by a Registered Educational Provider (REP). You must be approved for funding prior to registering for the class if using these funds. Class meets Wednesdays: 4/1-4/29 and Saturdays: 4/11, 4/18, 4/25. Lunch provided on Saturdays. Registration by 3/24 is encouraged.

BUSN:765 | $1,699

C51	W 6pm-9pm	**Dirk Lupien**
	April 1 – April 29	*Corp. College, 211*
	Sa 8:30am-4pm	
	April 11	*Corp. College, 211*
	Sa 8:30am-4pm	
	April 18	*Corp. College, 211*
	Sa 8:30am-4pm	
	May 2	*Corp. College, 208*

Certified Public Accountant (CPA) Management Breakfast Series

This series of breakfast lectures is designed to assist CPAs who are in private practice as well as those in corporate staff positions. The lectures will help CPAs achieve their required Continuing Professional (CPE) units. Topics will be relative to the interest and needs of CPAs and will be taught by recognized experts. Fee includes continental breakfast and materials. Class on 5/21 will be held until 9 am to fulfill Ethics requirement.

BUSN:787 | $249

M01	Th 7:15am-8:45am	
	March 26 – May 21	*Ces & Judy's*

CPA Breakfast Ethics Seminar Only

This session is available for participants interested in attaining the required two hour Ethics Continuing Professional (CPE) units. Fee includes continental breakfast and materials.

BUSN:787 | $35

M02	Th 7:15am-9am	
	May 21	*Ces & Judy's*

Professional *Essentials*

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

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

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.

BUSN:729 | **$55**

680	Sa 8:30am-1:30pm	**Morris Turek**
	April 11	*MC - SO, 109*

Dealing with Difficult People in the Workplace and Managing the Conflicts

Are there co-workers, subordinates or bosses in your office with whom there are conflicts? Would you like to learn how to enhance communication and build a better rapport? The relationships we have with others are important in cooperation, productivity, teamwork and support. Join Dr. Renee Huss and learn processes for interacting clearly with others in order to get what you need and want through negotiating styles, which can result in a win-win outcome.

BUSN:705 | **$35**

480	Sa 9am-12pm	**Dr. Renee Huss**
	Feb. 21	*FP - G Tower, 113*

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

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

BUSN:702 | **$35**

680	Sa 9:30am-12:30pm	**Dr. Renee Huss**
	March 7	*MC - SO, 108*

Essentials of Leadership

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

BUSN:704 | **$99**

C01	Tu 8:30am-12:30pm	**Barry Schapiro**
	March 31	*Corp. College, 211*

Mastering the Art of Effective Facilitation

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

BUSN:714 | **$79**

C01	Sa 8:30am-5pm	**James Lombardo**
	March 28	*Corp. College, 209*

Small Business *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**
	Feb. 14 – Feb. 21	*MC - SO, 108*

Artisans and Crafters: Making Money with Your Business

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**

650	Tu 6pm-9pm	**Michelle Ochonicky**
	March 24	*MC - BA, 114*

New Starting your Own Business: Legal Issues

As a small business owner, you are subject to some of the laws and regulations that apply to large corporations. This class will help you understand which requirements apply to your business. It will cover establishing a corporation, partnership or LLC, as well as introducing the law of Marketing, Employment, Copyright and Trademark, Privacy, Contracts, Tax and other regulations. Taught by an attorney.

BUSS:701 | **$19**

450	M 6pm-8pm	**Amy Hereford**
	April 20	*FP - G Tower, 111*

S.C.O.R.E. Seminar

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

BUSS:701

681	Sa 8:15am-3pm	
	Jan. 10	*MC - SO, 108*
682	Sa 8:15am-3pm	
	Feb. 7	*MC - SO, 108*
683	Sa 8:15am-3pm	
	March 7	*MC - SO, 109*
684	Sa 8:15am-3pm	
	April 11	*MC - SO, 108*
685	Sa 8:15am-3pm	
	May 2	*MC - SO, 108*

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** |
| | *April 1 – April 22* | *MC - SO, 206* |

Small Business Essentials

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 | $79

| 650 | W 6pm-9:30pm | **T. Spector** |
| | *April 29 – May 6* | *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, record keeping, 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** |
| | *April 25* | *MC - SO, 108* |

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 | $29

| 650 | Th 6pm-9pm | **Kimberly Franklin** |
| | *March 26* | *MC - CN, 203* |

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

| 651 | Sa 9am-12pm | **Lynette Watson** |
| | *March 14* | *MC - SO, 107* |

New 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 | $25

| 652 | Tu 6pm-9pm | **Sarah Guldalian** |
| | *April 21* | *MC - BA, 114* |

New 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 | $25

| 653 | Tu 6pm-9pm | **Sarah Guldalian** |
| | *April 14* | *MC - BA, 202* |

Advertising, Marketing and PR on a Dime

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

BUSS:710 | $39

| 650 | Tu 6pm-8pm | **Robin Boyce** |
| | *March 3 – March 10* | *MC - Library, CNFL* |

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**

681	Sa 10am-12pm	**Amy Hereford**
	April 11	*MC - SO, 107*

Establishing and Running a Nonprofit Organization: Part II

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

NPAD:703 | **$29**

682	Sa 1pm-3pm	**Amy Hereford**
	April 11	*MC - SO, 107*

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	**Jennifer Bush**
	March 14	*MC - SO, 108*

New Event Planning 101

From the most exciting to the most mundane tasks, you'll receive the best advice on items to consider and the roles and actions necessary to successfully and enjoyably produce and execute your event. Discussion will also focus on how to avoid potential hurdles by establishing a clearly communicated process and timeline with your team. You'll also learn to draft an outline and timeline, beginning with concept and ending with effective follow-up, which you can utilize for current or future event planning. Instructor Sarah Guldalian is a nonprofit manager and producer for an international media outreach organization and manages over 100 volunteers.

NPAD:703 | **$25**

680	Sa 9am-12pm	**Sarah Guldalian**
	Feb. 21	*MC - SO, 109*

New Sell Your Vision and Mission as a Nonprofit

Have you ever considered utilizing the richness of your history and the expansiveness of your future as a nonprofit organization to convey an engaging picture for your constituents? Join Sarah Guldalian, nonprofit manager and media outreach producer, as she helps you design and unify your message across platforms. You'll explore methods to most effectively communicate your organization's vision to engage your prospective constituents towards giving and volunteerism.

NPAD:707 | **$35**

651	Tu 6pm-8pm	**Sarah Guldalian**
	March 3 – March 10	*MC - CS, 209*

New Best Practices: Expand Your Following through Social Media

Identify the most lucrative social media platforms to share your mission and expand the vision of your non-profit organization as you examine ways to create and sustain a relevant digital identity with limited budgets and personnel. Get the most up-to-date information on social media platforms from veteran media producer and nonprofit manager Sarah Guldalian. Bring your laptop or tablet or use our equipment to get started in this digital hands on lab. You will identify where and how to establish yourself on specific social media platforms to successfully expand your message to current and future volunteers and donors.

NPAD:707 | **$25**

680	Sa 9am-12pm	**Sarah Guldalian**
	Feb. 28	*MC - BA, 216*

New Cultivating Constituent Relations: Broadening Your Reach

Learn to support your organization's activities and identify effective ways to move your nonprofit forward through the grass-roots help of an active constituent base. Nonprofit manager and coach for a development and leadership organization, Sarah Guldalian will share with you new ways to initiate meaningful conversations with prospective constituents and cultivate relationships that result in more financial and volunteer support.

NPAD:707 | **$35**

650	Tu 6pm-8pm	**Sarah Guldalian**
	March 24 – March 31	*MC - CN, 201*

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.

Career *Essentials*

Finding Job Leads

Learn how to find job leads (i.e. internet, recruiters, staffing companies, placement services, associations, and job fairs), navigate job boards, the importance of networking, and the role social networking can now play in your job search. This interactive workshop is necessary for all those job seeking-no matter the industry. It will provide you with the tools necessary to find job leads in today's market

CPDV:705 | $25

651	Tu 6:30pm-9:30pm	**Laurie Hawkins**
	March 3	*MC - SO, 108*

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

S50	Tu 6pm-8pm	**Jacqueline Meaders-Booth**
	March 31 – April 14	*SCEUC, 207*

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	Tu 6:30pm-9pm	**Laurie Hawkins**
	Feb. 24	*MC - CN, 201*

Interviewing Skills 101

Preparing for a job interview is a critical process to securing employment. Designed to develop basic job interviewing techniques, you'll learn from a college career specialist insight into answer formulation and effective delivery. In-class practice will allow you to apply the concepts learned and to sharpen your interviewing skills by providing and receiving feedback to fellow participants in a group setting. You will also learn about interviewing theory, wardrobe selection, and illegal questioning.

CPDV:703 | $25

650	Sa 9am-12:30pm	**Sherita Reinhardt**
	March 28	*MC - SO, 108*

Strategies for Success: Mastering the Behavioral Based Interview

Behavioral based interviewing is fast becoming the preferred method of recruiters to screen and select top notch candidates. From the initial screening process to building rapport with interviewers, this class will help you gain insight into providing interest, showcasing your accomplishments, highlighting your skill sets and preparing exceptional responses to questions for prospective positions. Through familiarity and preparation of behavioral based interview questioning, you'll develop the best opportunity for success in securing a job.

CPDV:703 | $19

651	Th 6pm-8pm	**Sherita Reinhardt**
	April 2	*MC - CS, 206*

How to Craft Your Elevator Speech: Floor-by-Floor

Competition for jobs and business opportunities is strong and you need to stand out. Whether you are at a networking event, meeting or called upon to speak at a seminar, you have only a limited amount of time to capture the attention of the listeners, introduce yourself and get noticed. In this class, you'll use a template to develop and refine your "elevator speech", wow your audience and open up a whole new set of opportunities

CPDV:765 | $25

650	Tu 6pm-9pm	**Fred Miller**
	March 31	*MC - SO, 205*

Employment Essentials for Getting or Changing Jobs

In today's ever-changing job market, a person needs to be prepared to have at least four different careers in their lifetime and good communication skills are some of most crucial elements in a job search. Learn the latest trends in seeking a new position, getting promoted, keeping a job and for making transitions from one career to another. Class will include resume writing, traditional and electronic application procedures and the College's Career and Employment Services (CES). Class outlines and templates will help you create clear business messages.

CPDV:705 | $65

550	W 6:15pm-8:45pm	**Gwyndolyn Fouche**
	Feb. 18 – March 4	*FV - B, 122*

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	**Jean Walters**
	April 6 – April 27	*MC - BA, 118*

Plus 50 Employment: Purpose, Process and the Payoff

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

CPDV:730 | $45

550	Th 6pm-9pm	**Edwin Penfold**
	March 5 – March 12	*MC - BA, 125*
551	Th 6pm-9pm	**Edwin Penfold**
	April 23 – April 30	*FV - B, 139*

Plus 50: ReImagining Your Life NOW

Are you a Baby Boomer nearing retirement? Do you need a new direction? Determine what may replace the traditional retirement path in your life through a powerful interactive learning experience. Clarify your intentions, set your goals and take action all while supporting other group members who share similar objectives.

CPDV:730 | $59

680	Sa 9am-4pm	**Carol Watkins**
	Feb. 28	*MC - SO, 107*
480	Sa 9am-4pm	**Carol Watkins**
	April 18	*FP - C Tower, 221*

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 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:730 | $65

681	Sa 9am-4pm	**Carol Watkins**
	March 28	*MC - SO, 107*

Maximize your potential with Career *Essentials*

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	W 6:30pm-8:30pm	**Fred Miller**
	Feb. 18 – March 4	*MC - AS, 108*

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

480	Sa 9am-12pm	**Mike Doran**
	April 25	*FP - G Tower, 113*

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! Pre-requisite: Voiceovers - Get Paid to Talk. Bring 1Gb flashdrive.

PERD:765 | $39

481	Sa 12:30pm-3:30pm	**Mike Doran**
	April 25	*FP - G Tower, 113*

CPR AND FIRST AID

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

*Registration is required **one week** prior to course start date to ensure appropriate student-to-instructor ratios.*

Late registrations will be considered on a space-available basis only.

Heartsaver CPR AED: Adult

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

CPRR:701 | $45

5D0	Th 6:30pm-8:30pm	**Gordon Back**
	April 16	*FV - TC, 105*

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

6D0	M 6pm-9:30pm	**Carol Pikey**
	May 11	*MC - CE Classroom*

Heartsaver First Aid CPR AED

Heartsaver First Aid CPR/AED is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical service (EMS) arrives. It is designed to meet OSHA requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Written and practical skills (hands-on-manikin simulation) evaluation and testing are required for course completion. Upon successful completion each participant will receive a course completion card. Registration one week prior to course start date is recommended. Due to the nature of the course you must arrive on time.

CPRR:706 | $97

C01	W 8:30am-4:30pm	**Gordon Back**
	April 22	*Corp. College, 276*

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. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. Refund/withdrawal deadline: 2/18.

CPRR:708 | $250

4D0	W 8am-5pm	**Gail Back**
	March 11	*FP - G Tower, 121*

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. The instructor must be monitored while teaching before instructor status expiration. 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	**Gail Back**
	Feb. 19	*FP - G Tower, 121*
4D1	Tu 6pm-10pm	**Gordon Back**
	April 7	*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.

CPRR:711 | $97

4D0	Sa 8:30am-4pm	**Carol Pikey**
	Feb. 14	*FP - G Tower, 121*
5D0	Sa 8:30am-4pm	**Carol Pikey**
	March 7	*FV - TC, 105*
5D1	Sa 8:30am-4pm	**Carol Pikey**
	May 16	*FV - TC, 105*
6D0	Sa 8:30am-4pm	**Carol Pikey**
	Jan. 24	*MC - CE Classroom*
6D1	Sa 8:30am-4pm	**Carol Pikey**
	April 25	*MC - CE Classroom*

Healthcare Provider CPR

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

CPRR:707 | $69

Section	Day/Time	Date	Instructor	Location
4D0	Th 9am-3:30pm	Jan. 8	Gordon Back	FP - G Tower, 121
4D1	Su 9am-3:30pm	Jan. 11	Gordon Back	FP - G Tower, 121
5D0	Tu 5pm-10pm	Jan. 13	Gordon Back	FV - TC, 105
6D0	Th 5pm-10pm	Jan. 15	Gail Back	MC - CE Classroom
6D1	Sa 9am-3:30pm	Jan. 17	Gail Back	MC - CE Classroom
CD0	Th 5pm-10pm	Jan. 29	Gordon Back	Corp. College, 207
5D1	Sa 9am-3:30pm	Feb. 7	Gordon Back	FV - TC, 105
4D2	M 5pm-10pm	Feb. 9	Gail Back	FP - G Tower, 121
3D0	Th 5pm-10pm	Feb. 12	Carol Pikey	WW, 102A
4D3	W 5pm-10pm	Feb. 25	Gordon Back	FP - G Tower, 121
6D2	Tu 9am-3:30pm	March 3	Gail Back	MC - Library, CNFL
4D4	W 5pm-10pm	March 25	Carol Pikey	FP - G Tower, 121
HD0	Sa 9am-3:30pm	March 28	Gordon Back	Harrison Ed. Ctr., 100
6D3	Th 5pm-10pm	April 2	Gail Back	MC - CE Classroom
4D5	M 5pm-10pm	April 13	Carol Pikey	FP - G Tower, 121
4D6	W 5pm-10pm	April 29	Gordon Back	FP - G Tower, 121
6D4	W 9am-3:30pm	May 6	Gail Back	MC - CE Classroom
SD0	F 9am-3:30pm	May 8	Carol Pikey	SCEUC, 125
5D2	W 9am-3:30pm	May 13	Gordon Back	FV - CWI, 136
4D7	M 5pm-10pm	May 18	Gail Back	FP - G Tower, 121

Call 314-984-7777 to register!

Restaurant Management

ServSafe Food Safety Certification

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

RMGT:700 | $169

Section	Day/Time	Date	Instructor	Location
480	Sa 8am-3pm	Feb. 7 – Feb. 21 *No class 2/14*	Shirley Rauh	FP - HSP, 219
580	Sa 8am-3pm	March 14 – March 28 *No class 3/21*	Almut Stephan Marino	FV - B, 243
680	Sa 8am-3pm	April 18 – May 2 *No class 4/25*	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. 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:700 | $79

Section	Day/Time	Date	Instructor	Location
481	Sa 8am-3pm	Feb. 21	Shirley Rauh	FP - HSP, 219
581	Sa 8am-3pm	March 28	Almut Stephan Marino	FV - B, 243
681	Sa 8am-3pm	May 2	Almut Stephan Marino	MC - SO, 107

Explore ACE Fitness Certifications!

ACE Personal Trainer
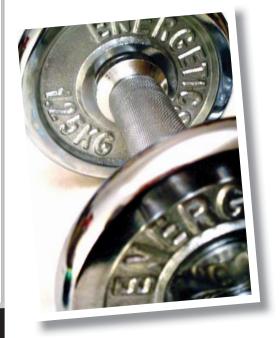## Certification Prep Course

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. 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

4D1 Sa 8am-12pm   Andy Hayes
     Feb. 21 – May 16   *FP - A Tower, 319*
Registration/withdrawal deadline: 2/12. No refunds after that date. No class 3/21, 4/4, 4/11.

For individuals needing their CPR/AED Certification prior to taking the exam, look for our CPR class schedule located in this brochure on pages 7-8.

Register today!

NISM Social Media Strategist Certification

Ready to take your marketing skills to the next level? Get hands-on training in this rapidly evolving industry and increase your employment value through our new Social Media Strategist Certification prep course! Designed to give you the knowledge and skills necessary to be proficient in strategic social media methodologies and prepare for the *National Institute for Social Media (NISM) Social Media Strategist* certification examination. Fee includes cost of exam voucher, textbook, worksheets, and all other course materials. Additional fee may apply for test proctor or to retake exam. More information on exam and testing sites given during class. Candidates must meet the following requirements and pass the exam to earn the certification: minimum of an Associate's Degree or two years of business experience related to social media. *Must be at least 18 years of age. Registration/Withdrawal deadline 2/24. No refund after that date. No class 3/17.

COMM:720 | $1,295

6D1 Tu 6pm-9pm   *March 3 – May 12*   *MC - BA, 209*

Free Information Session

Ready to take your marketing skills to the next level? Get more information on our new Social Media Strategist Certification prep course through this FREE Information Session! Registration required.

COMM:720 | No Fee

650 Tu 7pm-8pm   *Feb. 17*   *MC - BA, 114*

Computers and Technology

Applications and Systems

Microsoft Windows 7: In a Day

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

COMP:705 | **$99**

C03 Sa 9am-4pm
March 28   *Corp. College, 206*

Transitioning to Windows 8

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

COMP:705 | **$59**

C04 W 9am-12pm   Patti Bossi
April 15 - April 22   *Corp. College, 206*

MS Windows 8 - Introduction

Explore Windows 8 and all its user-friendly features in this course. Topics include using Start Screen, Live tiles, Hot corners, Charm Bar, Sky Drive and many others. This course is not for tablets or touch screen and students will use a mouse to navigate. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:705 | **$109**

C02 W 9am-12pm   **Patti Bossi**
March 4 – March 11   *Corp. College, 206*
C01 W 9am-12pm   **Patti Bossi**
Feb. 11 – Feb. 18   *Corp. College, 206*

Overview of Microsoft Office 2013: In a Day

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

COMP:713 | **$99**

C80 Sa 9am-4pm   **Tracy McMurtry**
March 28   *Corp. College, 208*

Introduction to Microsoft Word 2013 for Business

Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the ribbon and Quick Access Toolbar. Leave with the skills to create a document, format, change styles and fonts, cut/copy/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:715 | **$129**

C01 F 9am-4pm   **Cris Heffernan**
Feb. 6   *Corp. College, 208*

Microsoft Word 2013: In a Day

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

COMP:715 | **$99**

S01 W 9am-4pm
April 29   *SCEUC, 206*
C02 Sa 9am-4pm   **Kevin Ward**
Feb. 14   *Corp. College, 208*

Intermediate Microsoft Word 2013 for Business

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

COMP:716 | **$129**

C01 F 9am-4pm   **Cris Heffernan**
Feb. 13   *Corp. College, 208*

Introduction to Microsoft Excel 2013 for Business

In this introductory class you will learn the business basics of Excel; including setting up worksheets, entering and editing cells, cut and copy, making your sheets more readable, saving, and printing. You will also learn the basics of building formulas, functions, and charts. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive.

COMP:720 | **$129**

C01 F 9am-4pm   **Cris Heffernan**
March 6   *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   **Roy Lenox**
Feb. 11 – March 11   *Kirkwood H.S., W 205*

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   **Cris Heffernan**
Feb. 7   *Corp. College, 208*
6W1 Sa 9am-4pm   **Roy Lenox**
April 11   *MC - BA, 203*

Intermediate Microsoft Excel 2013 for Business

Build on previous knowledge and further your spreadsheet skills by managing multiple workbooks, creating more complex formulas and functions, enhancing the appearance of your reports, using the benefits of Range Names and working with Tables and Structured Referencing. Prerequisite: Microsoft Excel Introduction class or equivalent experience. Bring a flash drive.

COMP:721 | **$129**

| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *March 13* | *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 more complex formulas and functions, enhancing the appearance of your document, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | **$149**

| **750** | W 6:30pm-9:40pm | **Roy Lenox** |
| | *March 25 – April 22* | *Kirkwood H.S., W 205* |

Advanced Microsoft Excel 2013 for Business

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

COMP:722 | **$129**

| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *March 27* | *Corp. College, 208* |

Introduction to Microsoft Access 2013 for Business

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

COMP:725 | **$129**

| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *April 17* | *Corp. College, 208* |

Microsoft Access 2013: In a Day

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

COMP:725 | **$99**

| **C80** | Sa 9am-4pm | **Cris Heffernan** |
| | *April 11* | *Corp. College, 206* |

Intermediate Access 2013 for Business

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

COMP:726 | **$129**

| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *April 24* | *Corp. College, 208* |

Microsoft PowerPoint 2013: In a Day

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

COMP:730 | **$99**

C01	Sa 9am-4pm	**Tracy McMurtry**
	May 2	*Corp. College, 206*
C80	Sa 9am-4pm	**Amanda Yancey**
	April 25	*Corp. College, 208*

QuickBooks Pro 2014

This class introduces students to QuickBooks, an easy to use, complete accounting system for small businesses. Students will create a company and use QuickBooks to maintain financial records. Topics to be covered include: setting up customer and vendor lists, entering sales and invoices, receiving payments, making deposits, handling expenses and bills, working with bank accounts, analyzing financial data, handling sales tax, and managing inventory. This course does not cover the QuickBooks online version. Prerequisite: Windows Introduction class or equivalent experience.

COMP:734 | **$149**

C52	Tu 6:30pm-9:30pm	**Amanda Yancey**
	March 10 – April 14	*Corp. College, 208*
C01	W 9am-12pm	**Amanda Yancey**
	April 15 – May 20	*Corp. College, 208*
	No class May 6	

Desktop Publishing

Microsoft Publisher 2013: In a Day

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

COMP:731 | **$99**

| **C80** | Sa 9am-4pm | **Tracy McMurtry** |
| | *April 11* | *Corp. College, 208* |

Adobe Photoshop Creative Cloud (CC): In a Day

Learn the Basics of Adobe Photoshop in a day! You will learn how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | **$99**

680	Sa 9am-4pm	**Zak Zych**
	March 28	*MC - BA*
C80	Sa 9am-4pm	**Zak Zych**
	April 25	*Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): Introduction

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

COMP:755 | **$129**

| **C50** | Th 6pm-9pm | **Zak Zych** |
| | *Feb. 5 – Feb. 26* | *Corp. College, 206* |

Adobe Photoshop Creative Cloud (CC): Intermediate

Adobe Photoshop Intermediate covers advanced techniques of the concepts learned in the introductory class, along with Channels, Sharpening, Actions, Advanced Filters, Color control, and Basic Web Graphics Creation. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Certificate. No class 3/19.

COMP:755 | **$135**

| **C51** | Th 6pm-9pm | **Zak Zych** |
| | *March 5 – April 2* | *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 Certificate.

COMP:755 | **$135**

| **C52** | Th 6pm-9pm | **Zak Zych** |
| | *April 16 – May 7* | *Corp. College, 206* |

 = Digital Arts and Technology Alliance Workshops

Adobe Photoshop CC for Professionals: The First Step

Through a series lectures and tutorials, this initial 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 | $129

| 600 | F 8:30am-4:30pm | **Zak Zych** |
| | Jan. 23 | MC - HE, 233 |

Adobe Photoshop CC for Professionals: 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 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 | $129

| 601 | F 8:30am-4:30pm | **Zak Zych** |
| | Feb. 6 | MC - HE, 233 |

Intro 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 | $129

| 602 | F 8:30am-4:30pm | **Charles LaGarce** |
| | April 3 | MC - HE, 233 |

What Is New in the Latest Adobe Creative Cloud Software

Adobe has changed the way it delivers software to users. Learn about the changes to your favorite Adobe software in the new Creative Cloud Suite. Whether you've already made the switch, are thinking about upgrading, or are just curious, this workshop will show you the new features and interfaces. Get a taste of new software available only in the Creative Cloud Suite.

CVTW:701 | $129

| 601 | Sa 8:30am-4:30pm | |
| | May 9 | MC - HE,136 |

Adobe InDesign CC for Professionals: 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 | $129

| 681 | Sa 8:30am-4:30pm | **Edward Engel** |
| | Jan. 31 | MC - HE, 233 |

Adobe InDesign CC for Professionals: 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 | $129

| 680 | Sa 8:30am-4:30pm | **Edward Engel** |
| | May 2 | MC - HE, 233 |

Adobe Illustrator CC for Professionals: the First Step

Is Illustrator still a mystery to you? Enter the world of vector graphics with this introductory workshop. Demystify anchor points, paths, and Bezier curves. You'll transform shapes into graphic images. Explore the tool box and basic commands to boost your vector confidence. Learn to use gradients, gradient mesh, compound paths, blends, envelopes, live paint, type tools, and more to achieve professional results. Save template and palette libraries to speed your workflow.

CVTW:702 | $129

| 683 | Sa 8:30am-4:30pm | **John Schmitt** |
| | Feb. 14 | MC - HE, 233 |

Adobe Illustrator CC for Professionals: the Next Step

You know the tools; now put them to use to create resolution-free vector illustrations. Think like an illustrator to work through trouble spots. Learn to combine live trace, transparency, envelopes and amazing 3D effects with mapping to draw complex images. Demystify the appearance palette, and use layers to create simple Flash animations.

CVTW:702 | $129

| 684 | Sa 8:30am-4:30pm | **John Schmitt** |
| | Feb. 21 | MC - HE, 233 |

Adobe Illustrator: Web Graphics and Techniques

Discover how to use Illustrator's capabilities to create designs for web sites. Explore essential tools and techniques for preparing design elements for web sites. No coding or web site building experience needed, this workshop is for those with a good understanding of Adobe Illustrator who want to learn how to best intergrate designs for web sites.

CVTW:712 | $139

| 680 | Sa 8:30am-4:30pm | **John Schmitt** |
| | April 11 | 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 | $129

| 601 | F 8:30am-4:30pm | |
| | Jan. 30 | MC - HE, 233 |

Pages: Apple's Layout and Word Processing Application

Apple's Pages software offers an interesting alternative for publication layout and word processing. With compatibility with iOS platforms, the software offers flexibility and portability with easy to use features to help you develop your publications.

CVTW:712 | $139

| 680 | F 8:30am-4:30pm | **Edward Engel** |
| | Feb. 27 | MC - HE,136 |

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 | $129

| 682 | Sa 8:30am-4:30pm | **Richard Sprengeler** |
| | March 17 | MC - HE, 233 |

= Digital Arts and Technology Alliance Workshops

Maintenance, Networks and Security

How to Network Computers

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

COMP:792 | $25

580 Sa 9am-12pm
April 25

How to Tune Up a PC

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

COMP:793 | $25

680 Sa 9am-12pm   **Patrick Karl**
April 11   *MC - BA, 208*

How to Troubleshoot Your PC

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

COMP:794 | $35

680 Sa 8am-12pm   **Patrick Karl**
April 18   *MC - BA, 202*

Mobile Basics

Android Smart Phone Basics

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

COMP:765 | $25

681 Sa 9am-12pm   **Patrick Karl**
May 2   *MC - BA, 208*

Learn the Basics of an iPhone

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

COMP:765 | $25

680 Sa 9am-12pm
Feb. 14   *MC - SW, 210*

Learn the Basics of an iPad

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

COMP:765 | $25

C80 Sa 12:30pm-3:30pm
April 11   *Corp. College, 210*
S50 W 6pm-9pm   **Patrick Karl**
Feb. 4   *SCEUC, 206*

Making Movies With Your Mobile Device!

Are you the next Steven Spielberg or YouTube sensation? Learn to create movie magic entirely on your cell phone or tablet - take any video you shoot to the next level using filmmaking techniques learned in class! Have fun while you learn this new art of filmmaking from an Emmy award-winning producer, whose most recent project is a feature-length movie shot entirely on an iPhone! Projects will be completed outside of class then all will be viewed at the last class. Bring smartphone or tablet with you to class.

COMM:765 | $49

650 Tu 6:30pm-8:30pm   **Dale Ward**
April 21 – May 12   *MC - CN, 201*

Personal Computing

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 | $99

S01 W 9am-12pm   **Kevin Adams**
Feb. 4 – Feb. 25   *SCEUC, 206*

PCs and Technology: Introduction In a Day

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

COMP:701 | $99

C50 Sa 9am-4pm
Feb. 7   *Corp. College, 206*
580 Sa 9am-4pm   **Kevin Adams**
April 11   *FV - B, 127*

Introduction to eBay: Buying and Selling

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

COMP:742 | $49

652 Tu 6:30pm-9pm
April 21 – April 28   *SCEUC, 207*

◼ = Digital Arts and Technology Alliance Workshops

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**

C02	Tu 9am-12pm	**Rachel Bufalo**
	April 3	*Corp. College, 208*

Cloudy with a Chance of Confusion

What is this cloud people are talking about? The "cloud" is everywhere and more and more people are using it for their personal computing needs. In fact, there is a good chance you are already using it in many areas. Come to this class to find out more.

COMP:742

S50	Tu 6pm-9pm	**Rachel Bufalo**
	March 24	*SCEUC, 207*

■ The Cloud and What You Need to Know

This course goes through the various aspects of using Cloud Storage to organize and store your digital assets. Learn about Cloud Storage services such as Google Drive and how to use apps and plugins to create, store and manage all of your digital information. Learn about security best practices to ensure you keep your information safe and secure. Other Cloud Services covered are Drop-Box and Wiggio.

CVTW:713 | **$129**

682	Sa 8:30am-4:30pm	**Kevin Ward**
	April 11	*MC - HE*

Keyboarding: Learn to Type on the Computer

Do you use the hunt and peck method of typing? Keyboarding skills are essential fundamentals for all computer software applications. Learn where each key is and how to type more efficiently. Increase speed and accuracy. You will learn correct hand positions and how to use the alphabetic, numeric, symbol and shortcut keys. No class 3/16.

COMP:702 | **$109**

780	M 7pm-9pm	**Helen Ralston**
	Feb. 23 – May 4	*Lindbergh H.S., 108*

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**

S50	Tu 6pm-9pm	**Rachel Bufalo**
	Feb. 24 – March 10	*SCEUC, 207*

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**

C04	F 9:30am-12:30pm	**Rachel Bufalo**
	April 17	*Corp. College, 206*
S51	Tu 6pm-9pm	**Rachel Bufalo**
	Feb. 17	*SCEUC, 207*

Productivity

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**

680	Su 12:30pm-3:30pm	**Jean Bradley**
	Feb. 8	*MC - BA, 216*
681	Su 12:30pm-3:30pm	**Jean Bradley**
	April 26	*MC - BA, 216*

Social Networks

■ Social Media Marketing for Professionals

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 | **$129**

603	F 8:30am-4:30pm	**Anthony Carosella**
	April 17	*MC - HE, 233*

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 | **$25**

650	Tu 6pm-9pm	**Rachel Bufalo**
	Feb. 10	*MC - BA, 208*

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! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742

S52	Tu 6pm-9pm	**Rachel Bufalo**
	May 5	*SCEUC, 207*
350	W 6pm-9pm	**Erin De Vore**
	March 25	*WW, 209*

■ Facebook for Business: Effective Marketing Techniques for Professionals

In this workshop, students will be introduced to the features and functionality employed to effectively use Facebook to promote your business or even personal pursuits. Students will learn how to setup and create pages and learn the techniques used to customize and brand their pages. Additionally, we will be covering ways to promote your site through organic activities, as well as paid promotions. It is ideal to already have a Facebook account set up before the day of the course. If you have an idea for a page that you want to create, you can do so during this course.

CVTW:713 | **$129**

681	Sa 8:30am-4:30pm	**Kevin Ward**
	April 25	*MC - HE,233*

■ = **Digital Arts and Technology Alliance Workshops**

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 | $45

S54	W 6pm-9pm	**Rich Vagen**
	April 15	*SCEUC, 206*

Tech Savvy Fridays

Tech Savvy Friday: Utilizing the Internet

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

COMP:765 | $19

C01	F 9am-11am	**Patti Bossi**
	Feb. 27	*Corp. College, 206*

Tech Savvy Friday: Creating Folders and File Management with Windows 7

One of the trickiest concepts for new computer users to master is folders. Come to this work-shop and learn how to create them, how to use them, but best of all, where to find them! This two hour class will help you de-clutter your files and folders. Prerequisite: Windows Introduction class or equivalent experience. Class will be using Windows 7.

COMP:765 | $19

S01	F 9am-11am	**Patti Bossi**
	March 13	*SCEUC, 206*

Tech Savvy Friday: What is the Cloud?

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

COMP:765 | $19

C02	F 9am-11am	**Kevin Adams**
	April 10	*Corp. College, 206*

Tech Savvy Friday: Flash Drives

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

COMP:765 | $25

C03	F 9am-11am	**Patti Bossi**
	April 24	*Corp. College, 206*

Tech Savvy Friday: Learn to Cut, Copy, and Paste

Cut, copy and paste is the ultimate short-cut tool for Windows! Come find out how easy it is to copy pictures, text, and files from one place to another. Maybe you want to capture some text or a picture from a web page and copy it into a document or in an e-mail...no problem with this trick! You will be surprised how easy it is. In this class we will also explore the "Snipping" tool which is available in Windows 7. Prerequisite: Windows Introduction class or equivalent experience.

COMP:765 | $19

S03	F 9am-11am	
	April 10	*SCEUC, 206*

 = Digital Arts and Technology Alliance Workshops

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

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

COMP:765 | $19

S05	F 9am-11am	**Patti Bossi**
	May 1	*Corp. College, 206*

Video

AfterEffects for Professionals: 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 | $129

600	F 8:30am-4:30pm	**Timothy Linder**
	Feb. 20	*MC - HE, 233*

AfterEffects for Professionals: 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 | $129

601	F 8:30am-4:30pm	**Timothy Linder**
	March 13	*MC - HE, 233*

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 | $129

681	Sa 8:30am-4:30pm	**Anthony Carosella**
	Feb. 14	*MC - HE, 136*
682	Sa 8:30am-4:30pm	**Anthony Carosella**
	Feb. 21	*MC - HE, 136*

Creating Animated Film in Photoshop CC: Quickstart for Professionals

Using Adobe Photoshop CC students will learn how to get to the final digital stages of creating an animated film. Learn and experience: film analysis, visual development and research, inspiration, composition, staging and formats, rhythm and style variety, value and color plus a the basics of storyboarding, and then on to a finished computer animation.

CVTW:704 | $129

602	F 8:30am-4:30pm	**Anthony Carosella**
	March 6	*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:750 | $258

600	F 8:30am-4:30pm	**Anthony Carosella**
	March 27	*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**

650	Sa 8:30am-4:30pm	**Anthony Carosella**
May 2		*MC - HE,136*

Adobe Edge Animate CC for Professionals

Edge Animate helps web designers create highly interactive, HTML5 animations. Create custom, moving images for web sites, digital publishing, rich media advertising and more, for desktop and mobile browsers. Learn the basic functions in this new tool and build your own examples in this hands-on workshop.

CVTW 701 | **$139**

680	Sa 8:30am-4:30pm	**Mark Pennycuick**
March 7		*MC - HE,232*

Maya for Professionals

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

681	Sa 8:30am-4:30pm	**Joseph Rollins**
March 28		*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

706	Sa 8:30am-4:30pm	**Anthony Carosella**
April 4		*MC - HE,232*

Web Development

Ease into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience. This class will move at a slow pace. 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**

S50	Th 6pm-9pm	**Jerry Bearden**
Feb. 26 – March 12		*SCEUC, 207*

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**

S01	F 9am-4pm	**Jerry Bearden**
April 17		*SCEUC, 206*
C02	F 9am-4pm	**Jerry Bearden**
May 1		*Corp. College, 208*

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 | **$39**

S51	Th 6pm-9pm	**Jerry Bearden**
May 7		*SCEUC, 207*

EZ Websites for Professionals: 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 | **$129**

681	Sa 8:30am-4:30pm	**Kevin Ward**
Jan. 24		*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 | **$258**

650	F 8:30am-4:30pm	**Kevin Ward**
March 6		*MC - HE,233*

Increase Profits with Marketing Techniques Using HTML and CSS

This two day seminar will take you through the basics of HTML and CSS as it is used in online marketing within areas such as email marketing and content management systems. Day 1 covers the basics of HTML and CSS and how they are used to structure graphics, copy and other content. Day 2 covers the practical side of building templates for email and web pages. This is an intensive course and covers a large amount of information.

CVTW:750 | **$258**

600	FSa 8:30am-4:30pm	**Kevin Ward**
May 8 – May 9		*MC - HE,233*

WordPress for Professionals The First Step

This workshop offers students new to WordPress a quick start, step-by-step plan for learning what WordPress is all about. We will cover its features, the importance of web typography, what blogging is about, as well as how to use the WordPress online blog system to create and manage personal and professional websites.

CVTW 750 | **$139**

680	Sa 8:30am-4:30pm	**Kevin Ward**
March 28		*MC - HE,233*

Increase Web Activity for Business Using Web Analytics

In this workshop you will learn about website analytics, work basic assumptions, assumed interest, what does a "hit" really mean, measuring accuracy and how to apply this information to improved sales and profits

CVTW 750 | **$139**

682	S 8:30am-4:30pm	**Kevin Ward**
April 18		*MC - HE,233.*

= Digital Arts and Technology Alliance Workshops

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

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. No class 3/18.

COMP:745 | $299

S53	W 5:30pm-9:30pm	**Donna Peck**
	Feb. 25 – April 29	*SCEUC, 209*

Production Technology

◢ Sketch Up for Professionals

Three dimensional models are essential if you're in the design field. Students will learn the basics of three dimensional modeling with SketchUp. It's the perfect tool for the beginner as well as professional designers, filmmakers, game developers, architectural, civic, mechanical engineers and related professions. This program is available for anyone designing anything from frying pans to cathedrals. Basic proficiency in Illustrator and Photoshop will be helpful for this workshop.

CVTW:704 | $129

603	F 8:30am-4:30pm	**Darren Thompson**
	May 15	*MC - HE, 233*

◢ 3D Printing Workshop for Beginners

Have you ever wished that you had the power to design anything your heart desired and have it magically created out of thin air? Now you can. Learn how to design and print objects using software such as Adobe Illustrator, Google Sketch Up or Blender. Explore how digital design can reveal new ideas and provide fresh inspiration for your future projects. The workshop consists of two parts, an introduction to 3D design and a demonstration of a MakerBot Replicator 2 printer. Class is suitable for beginners. No code writing or 3D printing experience required. Knowledge of any other 3D printing software is helpful, but not required.

CVTW:713 | $129

680	Sa 8:30am-4:30pm	**John Schmitt**
	Feb. 28	*MC - HE, 136*

Construction Technologies

Solar Photovoltaics 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 introduced. Explore the path for certification through the North American Board of Certified Energy Professionals (NABCEP)

CONS:721 | No Fee

5C0	Tu 6pm-7:30pm	**Jeffrey Foster**
	Jan. 13	*FV - SS, 105*

Solar Basics, Solar Site Survey, Components, and System Build - Part 1

Join the field of solar energy. 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. Texts included.

CONS:721 | $299

5C1	TuTh 5pm-8pm	**Jeffrey Foster**
	Jan. 20 – Feb. 10	*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.

Solar Basics, Solar Site Survey, Components, and System Build - Part 2

A continuation of the solar energy studies and hands-on experiences. Prerequisite: Must have attended Solar Basics - Part 1. Texts included.

CONS:721 | $199

5C2	TuTh 5pm-8pm	**Jeffrey Foster**
	Feb. 17 – March 10	*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.

CONS:721 | $189

5C3	TuTh 5pm-8pm	**Jeffrey Foster**
	March 24 – April 7	*FV - CWI, 120*

Advanced NEC for Photovoltaics and NABCEP for Installer Exam Prep

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.

CONS:721 | $259

5C4	TuTh 5pm-8pm	**Jeffrey Foster**
	April 14 – May 7	*FV - CWI, 120*

ACT Test Preparation

Statistics show that preparation is the key to maximizing ACT scores. 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 and practice test included - bring a calculator to class. No class 3/21.

EDUC:712 | $175

480	Sa 9am-12pm		**Toshi Floyd**
	Feb. 14 – April 4		FP - G Tower, 111
650	M 6pm-9pm		**Toshi Floyd**
	Feb. 9 – April 6		MC - CS, 206

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

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

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

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

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

Science and Social Studies Review for the HiSET Test

Prepare for the Science and Social Studies portions of the HiSET examination during this review workshop. Topics reviewed include Physical, Earth and Life Sciences as well as Civics, Economics, History and Geography. Graphic interpretation and critical thinking exercises will be covered. Out of class study is expected. Study materials included. No class 3/17, 3/19.

EDUC:765 | $99

5C3	TuTh 6pm-8pm		
	March 3 – April 2		FV - CWI, 136

Mathematics Review for the HiSET Test

Prepare for the math section of the HiSET during this review workshop. Topics reviewed include Number Operations, Measurement, Geometry, Data Analysis/Statistics, and Algebra. Out of class study is expected. Study materials included.

EDUC:765 | $125

5C4	TuTh 6pm-8pm		
	April 7 – May 7		FV - CWI, 136

GENERAL INFORMATION

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

Accommodations Statement

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

Students Rights and Responsibilities

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

Postponement/Cancellation Due to Inclement Weather

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

Refund of Fees

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

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

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

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

Safety and Program Guidelines for Youth Classes

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

Unattended Children

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

Textbooks — can be purchased at the campus bookstores.

Library and Computer Lab Privileges

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

Firearms on College Property

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

Notice of Non-Discrimination

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

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

Cosand Center/Employment
Patricia Henderson, Senior Manager of Employment
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5214, phenderson@stlcc.edu

Florissant Valley
Joe Worth, Vice President, Student Affairs
3400 Pershall Road, St. Louis, MO 63135-1408, 314-513-4250, jworth@stlcc.edu

Forest Park
Franklyn Taylor, Vice President, Student Affairs
5600 Oakland Avenue, St. Louis, MO 63110-1316, 314-644-9009, ftaylor65@stlcc.edu

Meramec
Kim Fitzgerald, Vice President, Student Affairs
11333 Big Bend Road, St. Louis, MO 63122-5720, 314-984-7609, kfitzgerald@stlcc.edu

Wildwood
Laura Davidson, Director of Student Affairs
2645 Generations Drive, Wildwood, MO 63040-1168, 636-422-2004, ldavidson@stlcc.edu

Section 504/Title II Coordinator
Dr. Donna Dare, Vice Chancellor of Academic Affairs
300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5285, ddare@stlcc.edu

Title IX Coordinator:
William Woodward, Associate Vice Chancellor, Student Affairs
300 S. Broadway, St. Louis, MO 63102-2800. 314-539-5374. wwoodward5@stlcc.edu

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	**Florissant Valley**	**Forest Park**
802 Couch Avenue	At the Center for Workforce Innovation	Forest Park, G Tower-320-322
St. Louis, MO 63122	3400 Pershall Rd., Ferguson, MO 63135	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.

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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.

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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 (addess 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: _____

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