Summer 2016
Professional Development

St. Louis Community College
Continuing Education

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

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
	June 11 – June 18	MC - BA, 118
681	Sa 9am-12pm	Lynette Watson
	July 9 – July 16	MC - BA, 118

Business Start-Up Skills for Artisans and Crafters: Make 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 spring 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 | W 6pm-9pm | Michelle Ochonicky |
| | June 15 | MC - SO, 107 |

Understanding Patents, Trademarks and Copyrights

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

BUSS:734 | $55

| 680 | Sa 8:30am-1:30pm | Morris Turek |
| | June 25 | MC - BA, 112 |

Finance

Understanding Accounting - An Introduction

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

BUSS:741 | $35

| 680 | Sa 9:30am-1pm | Kimberly Franklin |
| | June 18 | MC - BA, 124 |

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 | W 6:30pm-9:30pm | Laurie Hawkins |
| | June 22 | MC - SO, 107 |

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 | W 6:30pm-9pm | Laurie Hawkins |
| | June 15 | MC - SO, 109 |

Writing Your Resume to Impress

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

CPDV:704 | $49

| 650 | Tu 6pm-8pm | Jacqueline Meaders-Booth |
| | July 12 – July 26 | MC - BA, 202 |

Interviewing Skills 101

Preparing for your job interview can very well be one of the most important moments of your career. This course will focus on preparing for the interview, types of interviews and appropriate and illegal questions. Additional topics will include: Knowing Your Strengths; Professional Attire; Employer Research; What Employers Want; Importance of the Mock Interview; Closing the Interview; Thank You Notes. With some independent practice, this course can help you prepare successfully for your next job interview!

CPDV:703 | $29

550	Tu 6:30pm-8:30pm	Victoria Harris/
		Antoinette Boyd
	June 14 – June 21	FV - B, 136
650	Tu 6:30pm-8:30pm	Victoria Harris/
		Antoinette Boyd
	July 12 – July 19	MC - BA, 124

Finding Purpose and Passion in the Third Chapter

Are you facing the post-career years and wondering what's next? Many in the third chapter of life feel unsettled, restless, and adrift. The years between 50 and 75 can be some of the best, but one must make sense of the changes ahead. If you are looking for new meaning in work and life, this powerful interactive learning experience will teach you how to tap into the power of purpose. Whether you're seeking an encore career, looking for enlivening volunteer work, or reinventing your sense of identity, knowing your purpose will guide you to increased vitality, creativity, and fulfillment. Bring a sack lunch.

CPDV:702 | $65

| 680 | Sa 9am-4pm | Carol Watkins |
| | June 25 | MC - SO, 108 |

Nonprofit *Essentials*

Establishing and Running a Nonprofit Organization: Part I

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

NPAD:703 | $29

680	Sa 10am-12pm	**Amy Hereford**
	June 18	*MC - SO, 108*

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

681	Sa 1pm-3pm	**Amy Hereford**
	June 18	*MC - SO, 108*

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 producer for an international media outreach organization and former nonprofit manager for over 100 volunteers.

NPAD:704 | $29

650	Tu 6pm-9pm	**Sarah Guldalian**
	July 26	*MC - SO, 206*

Healthcare Occupations

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

Central Sterile Processing Technician Information Session

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

AHCE:788

450	Th 6pm-7pm	
	June 2	*FP - G Tower, 121*
451	Th 6pm-7pm	
	June 30	*FP - G Tower, 119*
452	Th 6pm-7pm	
	July 21	*FP - G Tower, 119*

Pharmacy Technician Information Session

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

AHCE:786

CO1	W 6pm-7pm	
	May 25	*Corp. College, 209*
C02	W 6pm-7pm	
	June 15	*Corp. College, 209*
C03	W 6pm-7pm	
	July 13	*Corp. College, 209*

Phlebotomy

Beginning with the summer semester, Phlebotomy will be offered at a lower cost and in a new 8 week schedule.

The course will be held from 6/14 - 8/4 preparing the student for entry level employment as a phlebotomist. Register in person only in Continuing Education at Forest Park, G 322/324.

The course provides classroom, lab instruction and clinical experience. The 100 hours of clinical experience is in addition to the scheduled 48 hours of class time. No weekend hours for clinical experience. Time off from work may be required to complete clinical. Course content includes basic anatomy pertinent to blood collection, as well as communication skills, specimen processing, related interdisciplinary tasks, lab experience of blood drawing techniques and practical experience of blood drawing techniques in the clinical setting. A strict attendance policy is enforced throughout this training. Prerequisites: Student must be 18 years of age; High school diploma or a High School Equivalency Certificate; Test of Adult Basic Education (TABE) Test Letter stating a minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 Mathematics Concepts and Application; Family Care Safety Registry-Worker registration letter. Only original letter will be accepted. Letter cannot be older than six months. Register online at www.dhss.mo.gov to obtain letter. Registration/refund/withdrawal deadline: 6/7. No refunds after that date.

AHCE:785 | $949

4D0	TuTh 4pm-7pm	**Joann Devine**
	June 14 – Aug. 4	*FP - B Tower, 417*

Pharmacy Technician Certification Training

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

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

AHCE:786 Section CD0 | $2,100

Orientation:		Workshops:		Externship:	
M 6pm-9pm		Th 6pm-9pm		M-F TBA	
May 16	*Corp. College, 276*	*May 26*	*Corp. College, 276*	*July 25 - Aug. 19*	
		Th 6pm-9pm		**Final Exam:**	
		June 9	*Corp. College, 276*	Th 6pm-9pm	
		Th 6pm-9pm		*Aug. 22*	*Corp. College, 276*
		June 23	*Corp. College, 276*	**Last Day of Class:**	
		Th 6pm-9pm		M 6pm-9pm	
		July 7	*Corp. College, 276*	*Aug. 29*	*Corp. College, 276*
		Th 6pm-9pm			
		July 21	*Corp. College, 276*		

Nurse Assistant for Nursing Homes

Training is held from 6/7 - 8/4. Register in person only in Continuing Education at Forest Park G 322/324. The course exceeds the required 75 hours classroom instruction and 100 hours of supervised on-the-job training. Class meets twice a week for 20 sessions; each four hours in length. The 104 hours of on-the-job training are in addition to the scheduled class time. No weekend hours for on-the-job training. Time off from work may be required to complete on-the-job training. Course content includes training in basic nursing skills, fire safety, disaster training, nursing home resident safety and rights, the social and psychological problems of nursing home residents, methods of caring for mentally confused residents such as those with Alzheimer's disease and related disorders, food service, personal care, elimination, restorative nursing, infection control and special procedures. Upon successful completion of the course the student is eligible for state certification. Strict attendance policy. Any missed class or on-the-job training time will be made up at an additional expense to the student. Prerequisite: Family Care Safety Registry Worker Registration letter is required at time of registration. Only original letter will be accepted. Letter cannot be older than six months. Register online at www.dhss.mo.gov/FCSR/ to obtain letter. To enroll in this state approved training the student must be employable in a skilled nursing facility or intermediate care facility in direct resident care. This is assured by verification with the criminal background check, 5 Panel drug screen, Family Care Safety Registry Worker Registration, state registry for nurse assistants and EDL. Intermediate or higher proficiency in English is recommended.

NURS:723 | $1,099

4D0	TuTh 5pm-9pm		**Ramona Smith**
	June 7 – Aug. 4		*FP - G Tower, 121*
	Sa 8am-4:30pm		
	June 11		*FP - C Tower, 415*

Required Nursing Skills Lab: Saturday, 6/11, 8 am - 4:30 pm. Registration/Refund/Withdrawal deadline: 5/31. No refunds after that date.

Medical Terminology for Nursing and Allied Health Occupations

This course will be offered 6/15 - 7/20. Medical terms and language are complex and not often easily understood. Nursing and allied health textbooks are filled with many words that have been derived from the combination of word forms from Latin suffixes and prefixes. Attend this course for a "jumpstart" to learn the meaning of these complex words and to gain the "extra edge" when reading textbooks filled with medical language. Refund/withdrawal deadline: 6/10. No class 7/6.

NURS:708 | $79

4D0	W 9am-12pm		**Alverta Smith**
	June 15 – July 20		*FP - G Tower, 121*

Career Studies

Nursing and Allied Health

EMT Core Curriculum

This course begins May 19, 2016. Attendance at first class is required. A strict attendance policy is enforced. This course meets all the current requirements for Missouri EMT-B license renewal. It includes the assessment and care of the sick and injured, pediatric and geriatric emergencies, childbirth, defibrillation, hazardous material situations and the use of adjunctive EMS equipment. Does not include CPR. Course is not for initial EMT-Basic training. Initial EMT-Basic training is offered for college credit (EMT 121). Registration deadline before class begins on 5/19. No class 5/30, 7/4.

EMSS:700 | $270

HD1	MTuTh 5pm-10pm	**Norman Corley**
	May 19 – July 31	Harrison Ed. Ctr, 200

CPR and First Aid

Heartsaver CPR AED: Adult and Pediatric

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

CPRR:701 | $59

6D0	Th 6pm-9:30pm	**Gordon Back**
	July 14	MC - CE

Heartsaver CPR AED: Adult

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

CPRR:701 | $45

CD0	Tu 4pm-6pm	**Gary Holsapple**
	June 14	Corp. College, 276

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. No refund for late arrival.

CPRR:706 | $97

6D0	Sa 8:30am-4:30pm	**Marilyn Miederhoff**
	Aug. 20	MC - CE

Healthcare Provider CPR

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

CPRR:707 | $69

6D0	F 9am-3:30pm	**Marilyn Miederhoff**
	May 27	MC - CE
5D0	M 9am-3:30pm	**Gary Holsapple**
	June 6	FV - CWI, 136
4D0	W 5pm-10pm	**Gordon Back**
	June 8	FP - G Tower, 121
6D1	Th 5pm-10pm	**Carol Pikey**
	June 16	MC - CE
3D0	M 9am-3:30pm	**Carol Pikey**
	June 20	WW, 102B
6D2	Th 5pm-10pm	**Carol Pikey**
	June 23	MC - CE
SD0	M 5pm-10pm	**Carol Pikey**
	June 27	SCEUC, 213
4D1	W 5pm-10pm	**Gordon Back**
	July 6	FP - G Tower, 121
6D3	F 9am-3:30pm	**Carol Pikey**
	July 8	MC - CE
5D1	M 5pm-10pm	**Gary Holsapple**
	July 11	FV - TC, 110
3D1	Tu 5pm-10pm	**Carol Pikey**
	July 19	WW, 102B
5D2	Th 9am-3:30pm	**Gary Holsapple**
	July 21	FV - CWI, 136
4D2	F 9am-3:30pm	**Marilyn Miederhoff**
	July 22	FP - G Tower, 121
HD0	M 9am-3:30pm	**Gordon Back**
	July 25	Harrison Ed. Ctr, 100
4D3	W 5pm-10pm	**Gordon Back**
	July 27	FP - G Tower, 121
CD0	F 9am-3:30pm	**Gary Holsapple**
	July 29	Corp. College, 276
5D3	W 5pm-10pm	**Gary Holsapple**
	Aug. 3	FV - TC, 110
6D4	Sa 9am-3:30pm	**Gordon Back**
	Aug. 6	MC - CE
SD1	M 9am-3:30pm	**Carol Pikey**
	Aug. 8	SCEUC, 213
4D4	W 5pm-10pm	**Marilyn Miederhoff**
	Aug. 10	FP - G Tower, 121
5D4	F 9am-3:30pm	**Gary Holsapple**
	Aug. 12	FV - CWI, 136
4D5	Su 9am-3:30pm	**Gordon Back**
	Aug. 14	FP - G Tower, 121

CPR Instructor Course

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 enrolled in AHA courses the science, skills and philosophy of resuscitation programs. 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, pre-course work. Access to a computer will be necessary for this course work. Prerequisite required at time of registration: Current AHA Healthcare Provider CPR card. Registration three weeks prior to course start date is required to ensure arrival of pre-course materials and completion of extensive pre-course work. Per AHA requirements, within 6 months of the initial CPR Instructor Course, a STLCC TC faculty member must monitor the instructor candidate's teaching and verify the performance of the candidate's provider skills. The instructor candidate will pay an additional fee for this monitoring. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. No refund for late arrival. Registration/Refund/Withdrawal deadline: 7/5. Interested students must contact Diane Sterett at 314-539-5754 before registering for the CPR Instructor Course.

CPRR:708 | $275

4D0	M 8am-5pm	**Gordon Back**
	Aug. 1	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 and be a current CPR Instructor as evidenced by a current CPR Instructor card. At time of registration the instructor must provide documentation meeting both prerequisites. Registration is required one week prior to course start date. Registration/Refund/Withdrawal deadline: 7/6. Due to the nature of this course, you must arrive on time. No admittance after the stated start time. No refund for late arrival. Interested students must contact Diane Sterett at 314-539-5754 before registering for the CPR Instructor Renewal Course.

CPRR:709 | $85

4D0	W 6pm-10pm	**Gordon Back**
	July 13	FP - G Tower, 121

Heartsaver Pediatric First Aid CPR AED

The Heartsaver Pediatric First Aid CPR AED course teaches lay rescuers 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, 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. No refund for late arrival. Bring a sack lunch. Child Care Providers MUST NOT Register for this course. Child Care Providers Needing Approved Clock Hours MUST enroll in the Specialized Child Care Provider Course CCPR 711.

CPRR:711 | $97

5D0	Sa 8:30am-4pm	**Carol Pikey**
	June 25	FV - CDC, 110
6D0	Sa 8:30am-4pm	**Carol Pikey**
	June 11	MC - CE

Communications

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

580	Sa 9am-12pm		**Michael Doran**
	July 9		*FV - C, 102*
680	Sa 9am-12pm		**Michael Doran**
	July 23		*MC - SW, 210*

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

581	Sa 12:30pm-3:30pm		**Michael Doran**
	July 9		*FV - C, 102*
681	Sa 12:30pm-3:30pm		**Michael Doran**
	July 23		*MC - SW, 210*

Fitness Training

ACE Personal Trainer Certification Prep Course

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

PEDU:753 | $695

6D1	Tu 5pm-9pm		**Melissa Baumgartner**
	June 7 – Aug. 9		*MC - SO, 105*

Registration/withdrawal deadline: 5/31.
No refunds after that date.

SD1	F 9am-1pm		**Melissa Baumgartner**
	June 3 – Aug. 12		*SCEUC, 100*

Registration/withdrawal deadline: 5/26.
No refunds after that date. No Class 7/1.

Real Estate

How to Start a Career in Real Estate

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

REAL:715 | $29

350	Tu 7pm-9pm		**Jill McCoy**
	June 14		*WW, 208*
450	W 7pm-9pm		**Jill McCoy**
	June 29		*FP - G Tower, 115*

How to Be a Successful Landlord

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

REAL:720 | $69

480	Sa 9am-5pm		**Mary Hankins**
	July 16		*FP - G Tower, 115*

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:701 | $169

580	Sa 8am-3pm		**Almut Stephan Marino**
	June 11 – June 25		*FV - B, 243*
	No Class 6/18		
680	Sa 8am-3pm		**Almut Stephan Marino**
	Aug. 13 – Aug. 27		*MC - SO, 107*
	No Class 8/20		

ServSafe Food Safety Certification Review and Retest

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

RMGT:702 | $79

580	Sa 8am-3pm		**Almut Stephan Marino**
	June 25		*FV - B, 243*
680	Sa 8am-3pm		**Almut Stephan Marino**
	Aug. 27		*MC - SO, 107*

Applications and Systems

Microsoft Windows 10: Introduction - In a Day

Explore Windows 10 and all its user-friendly features in this course. Topics include using Start Screen, Live Tiles, Hot Corners, Charm Bar, One Drive and many others. This course is not for tablets or touch screen and students will use a mouse to navigate. Prerequisite: Personal Computers Introduction class or equivalent experience.

COMP:705 | $99

C80	Sa 9am-4pm		**James Prater**
	June 11		*Corp. College, 208*

Introduction to Microsoft Word 2013 for Business

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

COMP:715 | $129

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

Microsoft Word 2013: In a Day

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

COMP:715 | $99

S01	F 9am-4pm		**Rachel Bufalo**
	July 15		*SCEUC, 206*
C80	Sa 9am-4pm		**Rachel Bufalo**
	June 4		*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 | $109

650	W 6:30pm-9:40pm		**Roy Lenox**
	May 25 – June 22		*MC - HE, 127*

Introduction to Microsoft Excel 2013 for Business

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

COMP:720 | $129

C01	F 9am-4pm		**Cris Heffernan**
	June 10		*Corp. College, 208*

Microsoft Excel 2013: In a Day

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

COMP:720 | $99

C02	Sa 9am-4pm	**Cris Heffernan**
	June 25	*Corp. College, 208*
680	Sa 9am-4pm	**Roy Lenox**
	July 23	*MC - BA, 203*

Intermediate Excel 2013 for Business

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

COMP:721 | $129

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

Microsoft Excel 2013: Charts, Tables and Lists

Use Excel to manage lists and create charts and tables from your existing data. Sort, filter and use other database functions in Excel. Present your data in easy to understand graphical format. Learn to create effective charts that clearly and accurately convey the meaning of your data. Add graphics to your spreadsheets and charts for clarification. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | $79

| **650** | W 6:30pm-9:30pm | **Roy Lenox** |
| | *July 13 – July 20* | *MC - HE, 127* |

Introduction to Microsoft Access 2013 for Business Part I

Learn the foundations to plan and design a database system. Learn to create, manage and maintain tables and table relationships. Discover sorting and filtering records within tables. Explore field properties, including Input Masks and Data Validation. Prerequisite: Windows Introduction class or equivalent experience. Recommended to bring a flash drive.

COMP:725 | $129

| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *July 8* | *Corp. College, 208* |

Introduction to Microsoft Access 2013 for Business Part II

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

COMP:725 | $129

| **C02** | F 9am-4pm | **Cris Heffernan** |
| | *July 15* | *Corp. College, 208* |

Microsoft Access 2013: In a Day

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

COMP:725 | $99

| **C80** | Sa 9am-4pm | **Cris Heffernan** |
| | *July 23* | *Corp. College, 208* |

Intermediate Access 2013 for Business

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

COMP:726 | $129

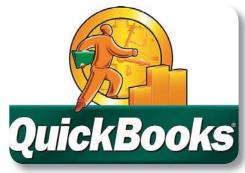| **C01** | F 9am-4pm | **Cris Heffernan** |
| | *July 22* | *Corp. College, 208* |

QuickBooks Pro 2015

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

COMP:734 | $115

| **C50** | W 6pm-9pm | |
| | *June 8 – July 6* | *Corp. College, 208* |

Mobile Technologies

Learn the Basics of an iPhone

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

COMP:765 | $25

680	Sa 9am-12pm	
	July 23	*Corp. College, 211*
681	Sa 9am-12pm	
	June 18	*MC - SW, 210*

Android Smart Phones Small Group Workshop

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

COMP:765 | $25

| **580** | Sa 9am-12pm | **Barbara Primm** |
| | *June 11* | *FV - B, 125* |

Computers and Technology

Personal Computing

PCs and Technology: Introduction In a Day

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

COMP:701 | $99

| **680** | Sa 9am-4pm | **Jerry Bearden** |
| | *June 4* | *MC - BA, 203* |

Personal Online Security

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

COMP:795 | $39

| **580** | Sa 9am-1pm | **Cortez Tillman** *July* |
| | *17* | *Corp. College, 208* |

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

| **650** | Tu 9am-4pm | **Rachel Bufalo** |
| | *June 21* | *SCEUC, 206* |

Introduction to eBay: Buying and Selling

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

COMP:742 | $39

S51 W 6:30pm-9pm **William Bearden**
June 29 – July 6 *SCEUC, 206*

S50 Th 6:30pm-9pm **Barbara Primm**
June 2 – June 9 *FV - B, 125*

Strategies for Selling on eBay

Get more out of your listings! This course covers, among other topics, appropriate listing formats, opening an Ebay store, effective pricing, marketing your business, managing larger numbers of listings, packing and shipping inventory effectively and using PayPal for online payments. You will learn how to improve your item descriptions, photography and pricing. We will also review the Seller's Dashboard including the feedback, seller rating, resolution center and more. Prerequisite: Introduction to eBay: Buying and Selling class or equivalent experience and must have previous eBay experience buying or selling.

COMP:742 | $29

C50 Th 6pm-9pm **Barbara Primm**
July 21 *Corp. College, 208*

Publishing and Media Technologies

Desktop Publishing

Adobe Illustrator Creative Cloud: The First Step

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

CVTW:702 | $139

601 F 8:30am-4:30pm **John Schmitt**
July 8 *MC - HE, 233*

Adobe Illustrator Creative Cloud: The Next Step

This workshop is a continuation on the skills developed from Illustrator the First Step. Topics that will be covered; Pattern Creation, Gradient Tool, Transparency Menu, Exporting Files and Document layout. Learn how to utilize the benefits of vector design and in Illustrative Techniques. Students will be learning how to work with Illustrator in combination with Photoshop. Prerequisite: Adobe Illustrator for Beginners: the First Step. This class will be offered on the Mac platform with a current version of Adobe Illustrator.

CVTW:702 | $139

680 F 8:30am-4:30pm **John Schmitt**
July 22 *MC - HE, 233*

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 | $69

S50 Tu 6pm-9pm **Rachel Bufalo**
June 28 – July 12 *SCEUC, 206*

Adobe Photoshop Creative Cloud (CC): In a Day

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

COMP:755 | $99

C80 Sa 9am-4pm **Zak Zych**
June 25 *Corp. College, 206*

Adobe Photoshop Creative Cloud: Introduction

Utilizing Adobe Photoshop Creative Cloud software, students will learn how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Topics may include but are not limited to: layers, history, the clone stamp, the spot healing brush tool and content-aware fill, the quick selection tool, the magic wand and color range, transformations and the difference between destructive and non-destructive editing. Work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience. This course meets the curriculum requirements of the Digital Photography Essentials Program.

COMP:755 | $115

C50 W 6pm-9pm **Zak Zych**
June 1 – June 22 *Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): Intermediate

Picking up right where the introductory class left off - topics may include but are not limited to: understanding the histogram and how to adjust exposure, smoothing wrinkles and brightening teeth, changing the size of your image and canvas, the power of crop tool and blending modes. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Introduction class. This course meets the curriculum requirements of the Digital Photography Essentails Program.

COMP:755 | $115

C51 W 6pm-9pm **Zak Zych**
July 6 – July 27 *Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): The First Step

This workshop introduces practical methods for working with the software. Carefully crafted tutorials provide an overview and reinforce the student's understanding of Photoshop tools, including Layers, Making Selections, Masking, Basic Color, the Type tool, Extraction Filter, Image Resolution, and the conversion from RGB to Grayscale. Image repairs with the Healing Patch and Clone Stamp will be explored. The ability to create unique fictional images without a camera or scanner will be introduced. Lots of discussion and guided demonstrations by a Photoshop expert will encourage class participation in an atmosphere of mutual support.

CVTW:701 | $139

600 F 8:30am-4:30pm **Zak Zych**
June 10 *MC - HE, 233*

Adobe Photoshop Creative Cloud (CC): The Next Step

This workshop presents essential techniques for graphic designers, photographers and digital artists who are already regular users of Photoshop. This level of instruction will demonstrate precise selections using the pen tool and compositing two images together based on displacement maps. You will explore the brush engine, typography, filters, channels, advanced masking and the new vanishing point tool. Be prepared for an intensive hands-on learning experience that will assist you in expanding creativity.

CVTW:701 | $139

601 F 8:30am-4:30pm **Zak Zych**
July 1 *MC - HE, 233*

Introduction to Adobe Photoshop Lightroom

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

CVTW:701 | $139

602 Sa 8:30am-4:30pm **Charles LaGarce**
July 16 *MC - HE, 232*

Adobe Photoshop Lightroom 5: Special Development Techniques

This workshop will cover image development techniques focusing on output. You will learn eye-catching techniques for the presentation of your work. You will learn how to create a photobook, slideshow and how to best prepare an image for print, as well as, how to achieve amazing image quality. Lightroom 5 is designed as an end-to-end photographic workflow process, geared especially for professional photographers.

CVTW:701 | $139

680 Sa 8:30am-4:30pm **Charles LaGarce**
July 30 *MC - HE, 233*

Digital Architectural Photography for Professionals

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

CVTW:710 | $139

| 682 | Sa 8:30am-4:30pm | **Richard Sprengeler** |
| | *July 23* | *MC - HE, 233* |

Video

Adobe Animate Creavtive Cloud Introduction

Adobe Animate Creative Cloud, the HTML5 web development animation tool, formerly known as Adobe Flash Professional, will enable you to create web animations that can be viewed on multiple platforms. This introductory class will get you started creating web animations for any device.

CVTW:701 | $139

| 681 | Sa 8:30am-4:30pm | **Mark Pennycuick** |
| | *July 30* | *MC - HE, 232* |

AfterEffects: The First Step

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

CVTW:704 | $139

| 600 | F 8:30am-4:30pm | **Timothy Linder** |
| | *June 17* | *MC - HE, 233* |

AfterEffects: The Next Step

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

CVTW:704 | $139

| 601 | F 8:30am-4:30pm | **Timothy Linder** |
| | *June 24* | *MC - HE, 233* |

Final Cut Pro X: Video Editing: The First Step

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

CVTW:706 | $139

| 600 | Sa 8:30am-4:30pm | **Anthony Carosella** |
| | *July 2* | *MC - HE, 232* |

Final Cut Pro X: Video Editing: The Next Step

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

CVTW:706 | $139

| 601 | Sa 8:30am-4:30pm | **Anthony Carosella** |
| | *July 16* | *MC - HE, 233* |

GoPro HD Hero Camera for Professionals and Adventurers

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

CVTW:710 | $139

| 680 | Sa 8:30am-4:30pm | **Anthony Carosella** |
| | *June 18* | *MC - HE, 233* |

Drones for Video and Photography

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

CVTW:710 | $139

| 681 | Sa 8:30am-4:30pm | **Anthony Carosella** |
| | *June 25* | *MC - HE, 136* |

Social Media

Facebook

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

COMP:742 | $25

651	Tu 6pm-9pm	**Rachel Bufalo**
	June 7	*SCEUC, 206*
350	W 6pm-9pm	**Erin De Vore**
	July 20	*WW, 207*

Facebook for Business

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

COMP:742 | $39

C01	F 9:30am-1pm	**Rachel Bufalo**
	May 27	*Corp. College, 206*
S50	Tu 5:30pm-9pm	**Rachel Bufalo**
	July 19	*SCEUC, 206*

Social Media Marketing

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

CVTW:713 | $139

| 680 | Sa 8:30am-4:30pm | **Anthony Carosella** |
| | *July 23* | *MC - HE, 136* |

Web Development

Create Your Own Website with WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. WordPress is used by almost 15% of the top 1 million websites and, as of August 2011, powers 22% of all new websites. Whether you are just a beginner using graphically based templates or want to get down into the nitty-gritty code, WordPress is your answer and it's FREE and you don't have to be a techie! DIY with your creativity and WordPress. Walk away from this class with a basic website and the skills to go as far as you want. The sky's the limit! Prerequisite: Windows Introduction class or equivalent experience and Basic Introduction to WordPress or equivalent experience. This class will move at a fast pace. Students must already have a generic email account through gmail, yahoo or hotmail and know this email address and password when coming to class.

COMP:745 | $99

600	F 9am-4pm	**Jerry Bearden**
	July 8	*MC - BA, 203*
C01	F 9am-4pm	**Jerry Bearden**
	June 17	*MC - BA, 203*

Adobe Muse: Web Design for the Graphic Designer

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

CVTW:702 | $139

| 600 | F 8:30am-4:30pm | **David Haley** |
| | *July 29* | *MC - HE, 233* |

= Digital Arts and Technology Alliance Workshops

EZ Websites

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

680	Sa 8:30am-4:30pm	Benjamin Shasserre
	June 25	*MC - HE, 233*

Website Design with WordPress

This workshop offers students new to WordPress a quick start, step-by-step plan for learning what WordPress is all about. With a focus on design, 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

681	Sa 8:30am-4:30pm	Benjamin Shasserre
	July 9	*MC - HE, 136*

Industry and Construction Technologies

New ISO 9001:2015 The New Standard

Class meets Tuesdays, 8/2 and 8/9. Recently released, the new ISO 9001:2015 standard changes the requirements from the 2008 standard and its updates. It takes into account changes in technology, business diversity, global commerce and focuses on managing such as leadership involvement, process and risk management. Learn how this new standard effects your current ISO certification or how you will be impacted in getting ISO 9001 certified for the first time. Class will discuss an overview of the new ISO 9001:2015 standard including:

- Key themes in the revision and how to go about implementing them such as Risk-based thinking;
- Timeline and tips for transitioning from ISO 9001:2008 version to ISO 9001:2015;
- Developing a thoughtful strategy for transitioning and dealing with these new requirements;
- Tips on training and more.

CONS:765 | $249

C50	Tu 6pm-9pm	Patricia Dalton
	Aug. 2 – Aug. 9	*Corp. College, 209*

Education and Test Prep

Test Prep

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.

EDUC:712 | $175

400	Tu 9am-12pm	Toshi Floyd
	June 28 – Aug. 9	*FP - G Tower, 115*
580	Sa 9am-12pm	Toshi Floyd
	July 9 – Aug. 20	*FV - B, 124*
600	Th 9am-12pm	Toshi Floyd
	June 23 – Aug. 4	*MC - CS, 104*

Math Review for Chemistry Students

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

MATH:752 | $59

600	WThF 8:30am-12:30pm	Suzanne Saum
	June 1 – June 3	*MC - LH, 102*

OSHA Training

10 Hour OSHA Construction Safety and Health Training Certification

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

CONS:736 | $125

C50	MW 4pm-9:30pm	Patricia Dalton
	June 13 – June 15	*Corp. College, 211*

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

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

CONS:736 | $239

C51	MW 4pm-9:30pm	Patricia Dalton
	June 20 – June 29	*Corp. College, 211*

10 Hour OSHA General Industry Certification

Class meets Monday 7/11 and Wednesday 7/13. This 10 hour OSHA course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Students will receive an OSHA card after completion of the course. Students may bring a sack dinner and/or drinks and snack to class. Registration by 7/5 is encouraged.

CONS:736 | $125

C52	MW 4pm-9:30pm	Patricia Dalton
	July 11 – July 13	*Corp. College, 211*

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

Class meets Mondays 7/18, 7/25 and Wednesdays 7/20, 7/27. This course meets the required laws in Missouri for working on public jobsites and covers the mandated OSHA topics including OSHA regulations, general health and safety, basic electrical safety, fall protection, ladder and scaffold safety, hand and power tools, material handling and more. Students may bring a sack dinner and/or drinks and snack to class. Registration by 7/11 is encouraged.

CONS:736 | $239

C53	MW 4pm-9:30pm	Patricia Dalton
	July 18 – July 27	*Corp. College, 211*

General Information

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

Non-Discrimination/Accommodations Statement
St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran, and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact William Woodward, associate vice chancellor for student affairs, 314-539-5374.

If you have accommodation needs, please contact Ann Marie Schreiber, 314-984-7704, at least six weeks prior to the class or event.

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

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

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

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

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

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

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

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

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

Textbooks
Textbooks can be purchased at the campus bookstores.

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

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

Registration is Easy!!!

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

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

Meramec	**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.

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

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

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

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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: _____

12