Connect!

St. Louis
Community
College

Continuing Education

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

Applications and Systems

Personal Computers & Technology: Introduction
Do you call yourself "computer illiterate"? Does current technology boggle your mind? Then this class is for you! Build a strong foundation for your computer skills and get familiar with other digital technologies. This course emphasizes hands-on experience using a PC to teach essential concepts and commands and develop user confidence. Basic terms regarding computer hardware, software and current technology are covered, as are basics regarding the use of computers, printers, and drives. It's a class designed for those with little or no computer skills.
COMP:701 | $109

S01	W 9am-12pm		Kevin Adams
	Sept. 3 – Sept. 24		SCEUC, 206

PCs & 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

480	Sa 9am-4pm		Kevin Adams
	Sept. 6		FP - D Tower, 220
580	Sa 9am-4pm		Kevin Adams
	Sept. 27		FV - B, 127

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

S02	W 9am-4pm		Kevin Adams
	Oct. 8		SCEUC, 206

New 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 | $39

C01	W 9am-12pm		**Patti Bossi**
	Nov. 5		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 Prerequisite: Personal Computers Introduction class or equivalent experience. This course is not for tablets or touch screen and students will use a mouse to navigate.
COMP:705 | $109

C02	W 9am-12pm		**Patti Bossi**
	Oct. 8 – Oct. 15		Corp. College, 206
C03	W 9am-12pm		**Patti Bossi**
	Sept. 10 – Sept. 17		Corp. College, 206

New 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 & PowerPoint spending about 1.5 hours on each application. If you need a crash course or a basic understanding of the applications in Office 2010 then this class is for you! Prerequisite: Windows Introduction class or equivalent experience
COMP:713 | $89

480	Sa 9am-4pm		Tracy McMurtry
	Sept. 27		FP - D Tower, 220

New Overview of Office 2013 for Business
Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, develop PowerPoint presentations and learn basic database managment with Access (about 1.5 hours spent on each application). Prerequisite: Windows Introduction class or equivalent experience.
COMP:713 | $129

C01	F 9am-4pm		
	Aug. 29		Corp. College, 208

New 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

300	F 9am-4pm		Amanda Yancey
	Sept. 12		WW, 206
680	Sa 9am-4pm		Amanda Yancey
	Oct. 11		MC - BA, 203
C02	Sa 9am-4pm		Cris Heffernan
	Nov. 15		Corp. College, 208

Call 314-984-7777 to register today!

New Introduction to Microsoft Word 2013 for Business

Learn to create professional looking business documents using this powerful word processing software. Discover how editing and formatting tools are at your fingertips as you work with the toolbar ribbon. Leave with the skills to create a document, format, change styles and fonts, cut/paste, import text, and edit a document with confidence. Prerequisite: Windows Introduction class or equivalent experience.
COMP:715 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Sept. 5 | Corp. College, 208 |

New Intermediate Word 2013 for Business

If you are familiar with the basics, here's your opportunity to learn the more advanced features of Word. Learn to customize the Word environment, use advanced formatting techniques, work with styles, advanced table features, create and manage large documents, and use auto text, macros, and templates. Prerequisite: Microsoft Word Introduction class or equivalent experience.
COMP:716 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Sept. 12 | Corp. College, 208 |

Microsoft Excel 2013: In a Day

Learn the basics of MS Excel in one day! In this introductory course you'll learn how to create spreadsheets for all kinds of applications including accounting, expense analysis, budgeting, etc. Topics include setting up worksheets, labeling, entering values, editing cells, copying, saving, and other commands. Prerequisite: Windows Introduction class or equivalent experience.
COMP:720 | $99

C02	Sa 9am-4pm	Tracy McMurtry
	Nov. 22	Corp. College, 208
C80	Sa 9am-4pm	Cris Heffernan
	Sept. 6	Corp. College, 208
680	Sa 9am-4pm	Roy Lenox
	Dec. 13	MC - BA, 203

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 |
| | Sept. 3 – Oct. 1 | Kirkwood Sr. H.S., W 205 |

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 |
| | Oct. 15 – Nov. 12 | Kirkwood Sr. H.S., W 205 |

New Introduction to Microsoft Excel 2013 for Business

In this introductory class you will learn the business basics of Excel. Topics covered include setting up worksheets, labeling, entering values, editing cells, copying, formatting, and saving. Prerequisite: Windows Introduction class or equivalent experience.
COMP:720 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Sept. 26 | Corp. College, 208 |

New 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 documents, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.
COMP:721 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Oct. 3 | Corp. College, 208 |

New Exploring Topics in Excel: Advanced Functions, Lookup Tables, Macros, and More

Continue to expand your Excel expertise as you work with lookup tables, create macros and explore many more of Excel's advanced features. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Excel or equivalent experience.
COMP:722 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Oct. 10 | Corp. College, 208 |

New 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

680	Sa 9am-4pm	Tracy McMurtry
	Sept. 20	Corp. College, 208
600	F 9am-4pm	Cris Heffernan
	Dec. 12	MC - BA, 202

New 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.
COMP:725 | $129

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

New 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 equivalent experience and Introduction to Access or equivalent experience.
COMP:726 | $129

| C01 | F 9am-4pm | Cris Heffernan |
| | Nov. 7 | Corp. College, 208 |

"I found the Excel class to be very informative and I really learned a lot. It was worth the time spent! Good pace, nice class size for personal attention."

-Jessica W., University City

New 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

680	Sa 9am-4pm	Kevin Ward
	Sept. 20	*MC - BA, 203*
C80	Sa 9am-4pm	Kevin Ward
	Nov. 8	*Corp. College, 206*

New 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. Prerequisite: Windows Introduction class or equivalent experience This course does not cover the QuickBooks online version.

COMP:734 | $149

C50	W 6pm-9pm	Amanda Yancey
	Sept. 3 – Oct. 1	*Corp. College, 208*
C51	Tu 6pm-9pm	Amanda Yancey
	Oct. 7 – Nov. 4	*Corp. College, 208*
C01	Th 9am-12pm	Amanda Yancey
	Nov. 6 – Dec. 11	*Corp. College, 208*

New Google Docs

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

COMP:742 | $25

C50	Tu 6pm-9pm	Rachel Bufalo
	Sept. 30	*Corp. College, 206*

Introduction to AutoCAD I

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

COMP:770 | $202

230	W 7pm-9:55pm	Walter Staas
	Sept. 10 – Dec. 10	*FV - E, 278*

Computer Maintenance and Security

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
	Nov. 1	*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 9am-1pm	Patrick Karl
	Sept. 27	*MC - BA, 216*

Combatting Viruses, Spyware & Other Malicious Software

Learn how to deal with the great plague of our time, Malware. Short for Malicious Software, Malware is a constant threat to any computer that has Internet access. Malware encompasses such malefactors as Spyware, Viruses, Worms and Spam, among many others. Is your computer running slower than when you bought it, even with upgrades? Chances are you have some form of Malware on your system. Find out about the tools and practices available to keep your computer running in tip-top shape and Malware free! Prerequisite: Windows Introduction class or equivalent experience.

COMP:795 | $49

S80	Sa 9:30am-12:30pm	Patrick Karl
	Sept. 6 – Sept. 20	*MC - BA, 212*

Desktop Publishing

New 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

680	Sa 9am-4pm	
	Oct. 25	*MC - BA, 203*

Adobe InDesign Creative Cloud (CC): In a Day

Learn the basics of InDesign in one day! In this course you will gain an understanding of the tools, menus and palettes required to produce digital page layout, including placement of text and pictures and typographic design control. Prerequisite: Windows Introduction class or equivalent experience.

COMP:731 | $99

C80	Sa 9am-4pm	Gary Hesse
	Dec. 6	*Corp. College, 206*

Adobe Illustrator Creative Cloud (CC): In a Day

Learn the basics of Illustrator in one day! In this course you will gain an understanding of creating vector art objects or typographic designs for print, as well as the tools, menus and palettes required to create and edit vector art object and typographic designs using color on layers. Prerequisite: Windows Introduction class or equivalent experience.

COMP:752 | $99

C80	Sa 9am-4pm	Gary Hesse
	Nov. 22	*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	W 6pm-9pm	Zak Zych
	Sept. 10 – Oct. 1	*Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): Intermediate

Adobe Photoshop Creative Cloud 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.

COMP:755 | $129

C51	W 6pm-9pm	Zak Zych
	Oct. 8 – Oct. 29	*Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): Advanced

Adobe Photoshop Creative Cloud 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	W 6pm-9pm	Zak Zych
	Nov. 5 – Dec. 3	*Corp. College, 206*

Adobe Photoshop Creative Cloud (CC): In a Day

Learn the Basics of Adobe Photoshop Creative Cloud 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
	Oct. 4	MC - BA, 212

Adobe Photoshop Creative Cloud (CC) Intermediate: In a Day

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

COMP:755 | $99

681	Sa 9am-4pm	Zak Zych
	Oct. 11	MC - BA, 212

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

680	Sa 9am-12pm	Patrick Karl
	Aug. 30	MC - BA, 208
C80	Sa 9am-12pm	Patrick Karl
	Dec. 6	Corp. College, 208

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 Apple iPad to the class. Other tablet devices will not be covered.

COMP:765 | $25

S50	Th 6pm-9pm	Patri ck Karl
	Sept. 11	SCEUC, 209
C81	Sa 9am-12pm	Patrick Karl
	Nov. 15	Corp. College, 207

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

S51	Th 6pm-9pm	
	Sept. 18	SCEUC, 100
C82	Sa 9am-12pm	
	Oct. 25	Corp. College, 208

Personal Computing

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 10/13.

COMP:702 | $109

780	M 7pm-9pm	Helen Ralston
	Sept. 29 – Dec. 8	Lindbergh H.S., 107

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

551	Tu 6pm-9pm	Rachel Bufalo
	Sept. 23	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

C80	Sa 9am-3pm	William Bearden
	Nov. 15	Corp. College, 206

New 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
	Nov. 4 – Nov. 18	SCEUC, 206

New Photoshop Elements 12: Special Techniques and Retouching Faces

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

COMP:755 | $49

S51	Tu 6pm-9pm	Rachel Bufalo
	Nov. 25 – Dec. 2	SCEUC, 206

Productivity

Internet Research and Investigations: 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
	Sept. 28	MC - BA, 208
681	Su 12:30pm-3:30pm	Jean Bradley
	Nov. 16	MC - BA, 208

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St. Louis Community College Continuing Education

Social Networks

New Twitter

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

COMP:742 | $25

650	Th 6pm-9pm	Rich Vagen
	Nov. 13	SCEUC, 209

Facebook for Business

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

COMP:742 | $35

C01	F 9:30am-12:30pm	Rachel Bufalo
	Sept. 19	Corp. College, 206

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 | $25

550	Tu 6pm-9pm	Rachel Bufalo
	Sept. 2	FV - B, 127
350	W 6pm-9pm	Erin De Vore
	Sept. 24	WW, 206

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St. Louis Community College Continuing Education

NISM Social Media 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 Certification course! Designed to give you the knowledge and skills necessary to be proficient in strategic social media methodologies and prepare for the NISM Social Media Strategist certification examination. Fee includes cost of exam, textbook, worksheets, and all other course materials. Additional fee 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. Registration/Withdrawal deadline 9/24. No refund after that date.

COMM:720 | $1,295

651	W 6pm-9pm	
	Oct. 1 – Dec. 3	MC - BA, 212

Free Information Session

Get more information on our new Social Media Certification course through this FREE Information Session! All participants must register.

COMM:720 | No Fee

650	W 6pm-7pm	
	Sept. 10	MC - BA, 114

Web Development

Dreamweaver Creative Cloud (CC): In a Day

Learn the basics of Dreamweaver in one day! You will learn the basics in the Dreamweaver environment; how to create and enhance documents; basic formatting skills; how to create and manage a new site with site maps and templates; how to link pages using anchors; work with images, tables and frames; and how to publish your web site. Prerequisite: Windows Introduction class or equivalent experience. HTML experience recommended. Bring a thumb/flash drive.

COMP:745 | $99

C80	Sa 9am-4pm	
	Oct. 18	Corp. College, 206

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. 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. 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
	Sept. 11 – Sept. 25	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

C01	F 9am-4pm		**Jerry Bearden**
	Oct. 3		*Corp. College, 206*
S51	Th 6pm-9pm		**Jerry Bearden**
	Oct. 9 – Oct. 16		*SCEUC, 207*
600	F 9am-4pm		**Jerry Bearden**
	Nov. 7		*MC - BA, 208*

New Internet Marketing with WordPress

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

COMP:745 | $49

S52	Th 6pm-9pm	**Jerry Bearden**
	Nov. 13	*SCEUC, 207*

Web Development Certificate

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

COMP:745 | $299

S53	Th 6pm-10pm	Donna Peck
	Sept. 18 – Nov. 6	*SCEUC, 209*

"The course was exactly what I needed, because it was hands on while explaining the basic mechanics and the key features of WordPress."

-Mark A. of Affton

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 Access office at the campus where you are registering 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.

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 $50 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

Safety and Program Guidelines for Youth Classes
All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education, must be accompanied 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:

Lesley English-Abrams
STLCC Corporate Center
3221 McKelvey Raod, Suite 250
Bridgeton, MO 63044
314-539-5480

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
Meramec, Florissant Valley, Forest Park & Wildwood: M–F 8:30am–4pm
You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.

Telephone: 314-984-7777
Call to complete your registration by charging fees to MasterCard, Visa, American Express or Discover.

Before calling to register, have this information ready:
1. Course Title / Course Code (letter prefix with number) / Section Number
2. Student Contact Info (name / address / phone number)
3. Student Social Security Number or UIN
4. Credit Card Number with Expiration Date

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

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

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

Mail-IN
Registration form *Please print in ink.*

☐ Male ☐ Female

Senior Citizen?
☐ Yes ☐ No

Check Payment:
Please make checks payable to St. Louis Community College, and mail with form (addess above).

Email Address: _____

UIN or SS#: _____   Birthdate: _____

Name: _____
LAST   FIRST   MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

CITY   STATE   ZIP CODE

Credit Card Payment:
Charge fees to: ☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

_____
CARD NUMBER

Telephone/Home: _____   Work: _____

Expiration Date: _____

Signature: _____

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
			Total	