Spring 2014 Technology Classes

Get Connected @ STLCC!

St. Louis Community College

Continuing Education

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

APPLICATIONS AND SYSTEMS

Personal Computers and Technology - Introduction: In a Day

Learn the basics of using a PC 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. This class will move at a fast pace.

COMP:701 | $99

C50	Sa 9am-4pm	
	Feb. 1	Corp. College, 208
580	Sa 9am-4pm	
	April 5	FV - B, 125

Personal Computers and Technology: Introduction

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

COMP:701 | $99

| S01 | W 9am-12pm | Patti Bossi |
| | Feb. 5 – Feb. 26 | SCEUC, 206 |

Ease Into Personal Computers

Do you have the desire to learn but need extra time to grasp new information? This class will move at a slower pace to allow you to become familiar with computer equipment and concepts. This is an introductory course for people with little or no computer experience.

COMP:701 | $99

| 300 | F 9am-11:20am | |
| | Feb. 7 – March 7 | WW, 206 |

Microsoft Windows 7: In a Day

Learn the basics of Windows 7 in one day! 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

C01	Sa 9am-4pm	
	Feb. 8	Corp. College, 206
S01	F 9am-4pm	Patti Bossi
	April 4	SCEUC, 206

Microsoft Windows 7: Introduction

Explore Windows 7 and all its user-friendly features in this course. Students learn mouse techniques and examine the desktop interface; including START 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: Windows Introduction class or equivalent experience. Class will move at a slower pace.

COMP:705 | $109

| S03 | W 9am-12:10pm | Patti Bossi |
| | March 19 – April 16 | SCEUC, 206 |

New Microsoft Windows 8: Introduction: In a Day

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. Personal Computers Introduction class or equivalent experience.

COMP:705 | $109

| S02 | W 9am-4pm | Patti Bossi |
| | March 5 | Corp. College, 206 |

Overview of Microsoft Office 2010: In a Day

Learn the basics of MS Office 2010 in one day! In this class you'll touch on the basics of Word, Excel, Access and PowerPoint spending about 1.5 hours on each application. If you need a crash course or a basic understanding of the applications in Office 2010 then this class is for you! Prerequisite: Windows Introduction class or equivalent experience.

COMP:713 | $89

| C80 | Sa 9am-4pm | Tracy McMurtry |
| | Feb. 15 | Corp. College, 206 |

Overview of Microsoft Office 2010 for Business

Learn the basic programs and features of the MS Office Suite. Create and edit Word documents, create formulas in Excel spreadsheets, and develop PowerPoint presentations. Prerequisite: Windows Introduction class or equivalent experience.

COMP:713 | $129

| C01 | F 9am-4pm | Tracy McMurtry |
| | Jan. 31 | Corp. College, 208 |

Microsoft Word 2010: In a Day

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

COMP:715 | $99

S01	W 9am-4pm	**Patti Bossi**
	April 30	*SCEUC, 206*
C02	Sa 9am-4pm	Kevin Ward
	Feb. 22	*Corp. College, 208*

Introduction to Microsoft Word 2010 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** |
| | *Feb. 7* | *Corp. College, 206* |

New Intermediate Word 2010 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** |
| | *Feb. 21* | *Corp. College, 208* |

Microsoft Excel 2010: 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	Roy Lenox
	Feb. 8	*MC - BA, 208*
C80	Sa 9am-4pm	Cris Heffernan
	March 8	*Corp. College, 208*

New Microsoft Excel 2013: Introduction

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

COMP:720 | $149

| 750 | W 6:30pm-9:40pm | **Roy Lenox** |
| | *Feb. 5 – March 5* | *Kirkwood Sr. H.S., W 205* |

New Microsoft Excel 2013: Intermediate

This course is a continuation of our Introduction to Excel class. Further your spreadsheet skills by managing multiple sheet workbooks, creating more complex formulas and functions, enhancing the appearance of your document, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | $149

| 750 | W 6:30pm-9:40pm | **Roy Lenox** |
| | *March 26 – April 23* | *Kirkwood Sr. H.S., W 205* |

Introduction to Microsoft Excel 2010 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** |
| | *March 7* | *Corp. College, 208* |

Intermediate Excel 2010 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** |
| | *March 14* | *Corp. College, 208* |

Microsoft Office Specialist (MOS) Certification

Microsoft Office Specialist (MOS) Certification for Access 2010

Master Microsoft Access 2010 and gain an edge in today's competitive job Market. Earning a Microsoft Office Specialist (MOS) certification in Access helps you differentiate yourself in today's Market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills.

COMP:725 | $499

CP1	TuTh 5pm-9pm	
	March 25 – May 8	*Corp. College, 206*
	Sa 8am-4pm	
	May 10	*Corp. College*

Microsoft Office Specialist (MOS) Certification for Excel 2010

Master Microsoft Excel 2010 and gain an edge in today's competitive job Market. Earning a Microsoft Office Specialist (MOS) certification in Excel helps you differentiate yourself in today's Market whether you're an established professional or new to the field. Plus students who complete the entire Microsoft Office Specialist training earn about 12% more than employees who aren't certified. This course includes intensive, hands-on instructor led training, certificate test preparation and the certification exam. Candidates must pass the certification exam in order to earn this MOS certification. Prerequisite: Students must have basic computer skills.

COMP:720 | $499

CP1	TuTh 5pm-9pm	
	Jan. 28 – March 13	*Corp. College, 208*
	Sa 8am-4pm	
	March 15	*Corp. College, 208*

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: Microsoft Excel Introduction class or equivalent experience.

COMP:722 | $129

| C01 | F 9am-4pm | **Cris Heffernan** |
| | *March 21* | *Corp. College, 208* |

Microsoft PowerPoint 2010: 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

| C80 | Sa 9am-4pm | Amanda Yancey |
| | *March 22* | *Corp. College, 208* |

Microsoft Access 2010: In a Day

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

COMP:725 | $99

C80	Sa 9am-4pm	Cris Heffernan
	April 5	*Corp. College, 208*

Introduction to Microsoft Access 2010 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.

COMP:725 | $129

C01	F 9am-4pm	Cris Heffernan
	April 4	*Corp. College, 206*

Intermediate Access 2010 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 Excel or equivalent experience.

COMP:726 | $129

C01	F 9am-4pm	Cris Heffernan
	April 18	*Corp. College, 208*

QuickBooks Pro 2013

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.

COMP:734 | $149

750	Tu 6:30pm-9:30pm	Kerry Woodruff
	Jan. 28 – Feb. 25	*Kirkwood Sr. H.S., W 200*
751	W 6:30pm-9:30pm	Kerry Woodruff
	March 5 – April 9	*Kirkwood Sr. H.S., W 200*
752	W 6:30pm-9:30pm	Kerry Woodruff
	April 16 – May 14	*Kirkwood Sr. H.S., W 200*

Introduction to AutoCAD 1

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. No class 3/12.

COMP:770 | $196

5C1	W 7pm-9:45pm	
	Jan. 15 – May 7	*FV - E, 278*

COMPUTER MAINTENANCE

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 more. Prerequisite: Windows Introduction class or equivalent experience.

COMP:793 | $25

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

How to Troubleshoot Your PC

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

COMP:794 | $35

680	Sa 8am-12pm	Patrick Karl
	April 19	*MC - BA, 202*

DESKTOP PUBLISHING

Microsoft Publisher 2010: In a Day

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

COMP:731 | $99

C80	Sa 9am-4pm	Amanda Yancey
	April 12	*Corp. College, 208*

Adobe InDesign CS6: 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

680	Sa 9am-4pm	Jane Kaiser
	March 8	*MC - BA, 202*

Adobe Illustrator CS6: 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	Jane Kaiser
	May 3	*Corp. College, 208*

Adobe Photoshop CS6: In a Day

Learn the Basics of Adobe Photoshop in one 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 Cloning. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

COMP:755 | $99

680	Sa 9am-4pm	Zak Zych
	March 29	*MC - BA, 203*
C80	Sa 9am-4pm	Zak Zych
	April 26	*Corp. College, 206*

Adobe Photoshop CS6: Introduction

This course, utilizing Adobe Photoshop CS6 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.

COMP:755 | $129

C50	Th 6pm-9pm	Zak Zych
	Feb. 6 – Feb. 27	*Corp. College, 206*

Adobe Photoshop CS6: Intermediate

Adobe Photoshop CS6 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.

COMP:755 | $129

C51	Th 6pm-9pm	Zak Zych
	March 20 – April 10	*Corp. College, 206*

Adobe Photoshop CS6: Advanced

Adobe Photoshop CS6 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.

COMP:755 | $135

C52	Th 6pm-9pm	Zak Zych
	April 17 – May 8	*Corp. College, 206*

MOBILE BASICS

New Mobile Applications Android

This course provides an overview of the basic principles and strategies for developing Android mobile applications. The course introduces students to all aspects of Android (beyond the code itself) and describes the components used to build applications. Students gain the skills and knowledge needed to write Android applications. This course is taught in a hybrid format with both on-line learning activities and hands-on, instructor facilitated lab activities. Labs will be held on 3/5, 3/19, 4/2, 4.16.

COMP:798 | $329

| C01 | W 6:30pm-9pm | |
| | March 5 – April 16 | Corp. College, 209 |

New Cloudy with a Chance of Confusion

What is this cloud everyone keeps talking about and where is it? The cloud is everywhere and more and more people are using it for their personal computing needs. In fact, there is a good chance you are already using it and don't even know. Come to this class to find out more.

COMP:742 | $25

| C01 | F 9am-12pm | Rachel Bufalo |
| | March 7 | Corp. College, 206 |

Learn the Basics of an iPad

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

COMP:765 | $25

S50	W 6pm-9pm	Jeffrey Morgan
	Feb. 5	SCEUC, 206
C80	Su 12:30pm-3:30pm	Jeffrey Morgan
	April 13	Corp. College, 211

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 | Jeffrey Morgan |
| | Feb. 15 | MC - SW, 210 |

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

650	Sa 9am-12pm	Robert Lewis
	March 22	MC - BA, 208
681	Sa 9am-12pm	Patrick Karl
	May 3	MC - BA, 208

NETWORKS AND SECURITY

How to Network Computers

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

COMP:792 | $25

| 580 | Sa 9am-12pm | Robert Lewis |
| | April 26 | FV - B, 120 |

Combatting Viruses, Spyware and 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

| 580 | Sa 8:30am-12:15pm | Robert Lewis |
| | May 3 – May 10 | FV - B, 120 |

PERSONAL COMPUTING

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

S51	Tu 6pm-9pm	Rachel Bufalo
	May 6	SCEUC, 207
C04	F 9:30am-12:30pm	Rachel Bufalo
	Feb. 28	Corp. College, 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 updated on changes. Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | $49

| S52 | Tu 6:30pm-9pm | William Bearden |
| | Feb. 25 – March 4 | SCEUC, 207 |

Keyboarding: Learn to Type on the Computer

Do you use the hunt and peck method of typing? Keyboarding skills are essential fundamentals for all computer software applications. Learn where each key is and how to type more efficiently. Increase speed and accuracy. You will learn correct hand positions and how to use the alphabetic, numeric, symbol and shortcut keys. No class 3/17.

COMP:702 | $109

| 780 | M 7pm-9pm | Helen Ralston |
| | Feb. 24 – May 5 | Lindbergh Sr. H.S., 107 |

Photoshop Elements 9: 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 |
| | April 1 – April 15 | SCEUC, 207 |

Photoshop Elements 9: Special Techniques and Retouching Faces

Bye-bye crow's feet! Want whiter teeth? No problem! Look fantastic in every picture from now on. In this course you'll learn the basics such as removing red-eye and blemishes to more advanced techniques such as making the subject thinner with a smaller nose! Learn to remove unwanted objects, make a photo black and white or sepia and put someone's head on a different body and more! This course will use the 'editor' portion of Elements 9. Prerequisite: Adobe Elements: Basic Overview class or equivalent experience.

COMP:755 | $39

| S51 | Tu 6pm-9pm | Rachel Bufalo |
| | April 22 – April 29 | SCEUC, 207 |

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
	Feb. 9	MC - BA, 216
681	Su 12:30pm-3:30pm	Jean Bradley
	April 27	MC - BA, 216

SOCIAL NETWORKS

New

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. 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 2/26. No refund after that date.

COMM 720 | $1,295

CD1	W 6pm-9pm	
	March 5-May 7	Corp. College, 208

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

C50	W 6pm-7pm	
	Feb. 19	Corp. College, 208

Facebook

Facebook has over one billion users! That means one out of every seven people in the WORLD are on Facebook! In a few more years communicating on this social networking site will be as second nature to you as email. Don't get left in the dust. Come and learn how to navigate this fun and exciting site! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | $25

350	Tu 6pm-9pm	Erin De Vore
	Jan. 28	WW, 209
550	Tu 5:30pm-8:30pm	Rachel Bufalo
	Feb. 18	FV - B, 125
S50	Tu 6pm-9pm	Rachel Bufalo
	May 13	SCEUC, 207

Facebook for Business

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

COMP:742 | $25

C03	F 9am-12pm	Rachel Bufalo
	March 21	Corp. College, 206

Build Your Business with Pinterest

Here's a news flash: Pinterest already beats Facebook for the number of purchasing customers it sends to retail sites, according to a recent Social Shopping 2012 survey. Designed in the style of a digital corkboard, Pinterest users can pin images and videos they find on the web to themed pages called boards. Other users can then re-pin images to their own boards, give it a "like", or add a comment. Unlike other networks such as Twitter, Pinterest is a major driver of e-commerce traffic. A recent Bizrate Insights survey found 32% of north American buyers bought a product after seeing it on a social site such as Pinterest. Come to this class and find out what its all about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | $25

C02	F 9am-12pm	Rachel Bufalo
	April 4	Corp. College, 208

TECH SAVVY FRIDAYS

Tech Savvy Fridays: Creating Folders and File Management

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

COMP:765 | $19

S01	F 9am-11am	Patti Bossi
	Feb. 7	SCEUC, 206

Tech Savvy Fridays: Utilizing the Internet

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

COMP:765 | $19

C01	F 9am-11am	Patti Bossi
	Feb. 14	Corp. College, 208

New Tech Savvy Fridays: What is The Cloud?

The "cloud" is the latest technological "term" being thrown around that you don't have any idea what it means. Come to this class to find out.

COMP:765 | $19

S02	F 9am-11am	Patti Bossi
	Feb. 21	SCEUC, 206

Tech-Savvy Fridays: Learn to Cut, Copy and Paste

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

COMP:765 | $19

S03	F 9am-11am	Patti Bossi
	March 7	SCEUC, 206

Tech Savvy Fridays: Flash Drives

Some call it a thumb drive, a memory stick, a jump drive, a USB drive, etc. Regardless of what you call it, Flash Drives have become the most widely used device in portable data storage. Come find out how to use and love this cool little gadget. Class includes your very own flash drive to use in the class and keep. Prerequisite: Windows Introduction class or equivalent experience. Fee includes a flash drive.
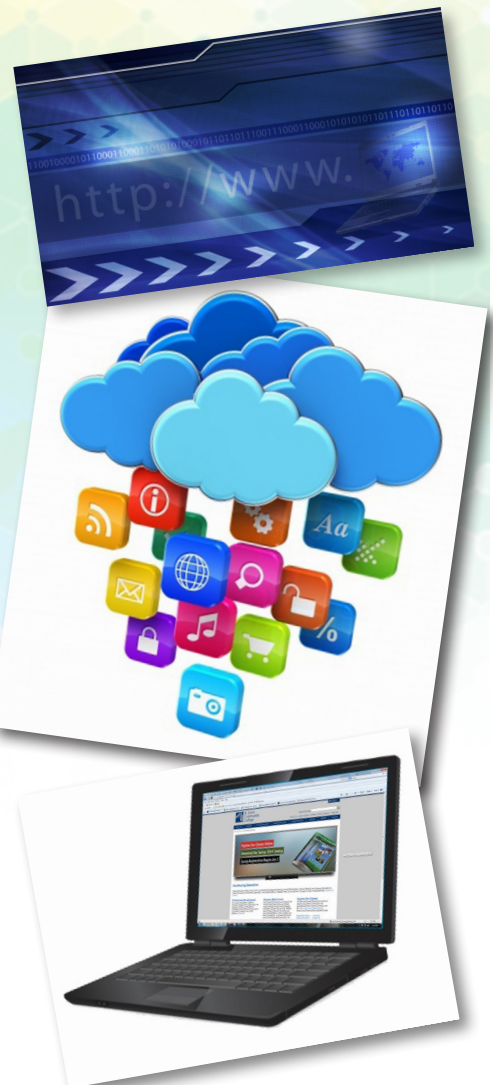
COMP:765 | $25

S04	F 9am-11am	Patti Bossi
	March 28	SCEUC, 206

Tech Savvy: iPads and Tablets

Touch screen technology is everywhere these days. Come to this class to learn about all of the latest touchscreen devices and some of the differences between iPods, iPads, tablets, smart phones and more.

COMP:765 | $19

S05	F 9am-11am	Patti Bossi
	April 11	SCEUC, 206

WEB DEVELOPMENT

Ease into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. 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**
	March 20 – April 3	*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**
	Jan. 24	*Corp. College, 208*
S51	Th 6pm-9pm	**Jerry Bearden**
	April 10 – April 17	*SCEUC, 207*

Optimizing WordPress for Your Business

Take your basic WordPress site to the next level! Learn more advanced techniques such as template optimization, site customization and search engine optimization. Prerequisite: Windows Introduction class and Create Your Own Website with 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 | $39

C02	W 9am-12pm	**Jerry Bearden**
	Feb. 12	*Corp. College, 208*
S52	Th 6pm-9pm	**Jerry Bearden**
	April 24	*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 CS6. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class. No class 3/12.

COMP:745 | $299

S53	W 5:30pm-9:30pm	**Donna Peck**
	Feb. 26 – April 30	*SCEUC, 209*

Like us on Facebook

St. Louis Community College Continuing Education

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 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).

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

CARD NUMBER

Email Address: _____

UIN or SS#: _____   Birthdate: _____

Name: _____
LAST   FIRST   MIDDLE INITIAL

Address: _____
STREET OR POST OFFICE BOX

_____
CITY   STATE   ZIP CODE

Telephone/Home: _____   Work: _____

Expiration Date: _____

Signature: _____

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
			Total	