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
S01 W 9am-12:10pm
March 19 – April 16
SCEUC, 206
Patti Bossi

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
Patti Bossi

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 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: Windows Introduction class or equivalent experience.
COMP:705 | $109
S03 W 9am-12:10pm
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
March 5
Corp. College, 206
Patti Bossi

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
Feb. 15
Corp. College, 206
Tracy McMurtry

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
Jan. 31
Corp. College, 208
Tracy McMurtry

NISM Social Media Certification
From Facebook to LinkedIn, Twitter to YouTube – companies and individuals are embracing social media platforms at an ever-increasing rate.

Join us this spring so you will be able to navigate social media and gain a competitive edge.

For more information, see page 6 of this brochure or call 314-984-7777.
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  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

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

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  
April 5  
Cris Heffernan  
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  
April 4  
Cris Heffernan  
Corp. College, 208

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  
April 18  
Cris Heffernan  
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:731 | $149
750 Tu 6:30pm-9:30pm  
Jan. 28 – Feb. 25  
Kerry Woodruff  
Kirkwood Sr. H.S., W 200
751 W 6:30pm-9:30pm  
March 5 – April 9  
Kerry Woodruff  
Kirkwood Sr. H.S., W 200
752 W 6:30pm-9:30pm  
April 16 – May 14  
Kerry Woodruff  
Kirkwood Sr. H.S., W 200

Introduction to AutoCAD 1
COMP:770 | $196
SC1 W 7pm-9:45pm  
Jan. 15 – May 7  
FV - E, 278

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  
May 3  
Jane Kaiser  
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:753 | $99
680 Sa 9am-12pm  
April 19  
Patrick Karl  
MC - BA, 202

Intermediate Access 2010 for Business
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  
March 8  
Jane Kaiser  
MC - BA, 202

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  
March 8  
Jane Kaiser  
MC - BA, 202

Computer Maintenance
How to Tune Up a PC
Does your computer need a performance boost? You know you should keep your car in top-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  
April 12  
Patrick Karl  
MC - BA, 202

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-12pm  
April 19  
Patrick Karl  
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 gallery, and adding type effects. Prerequisite: Windows Introduction class or equivalent experience.
COMP:731 | $99
C80 Sa 9am-4pm  
April 12  
Amanda Yancey  
Corp. College, 208

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
C50 Th 6pm-9pm  
Feb. 6 – Feb. 27  
Zak Zych  
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  
April 17 – May 8  
Zak Zych  
Corp. College, 206

Adobe InDesign CS6: In a Day
Learn the Basics of Adobe InDesign in one day! You’ll 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:753 | $99
680 Sa 9am-4pm  
April 19  
Patrick Karl  
MC - BA, 202

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

Adobe InDesign CS6: In a Day
Learn the Basics of Adobe InDesign in one day! You’ll 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:753 | $99
680 Sa 9am-4pm  
March 29  
Zak Zych  
MC - BA, 203
C80 Sa 9am-4pm  
April 26  
Zak Zych  
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  
March 29 – April 10  
Zak Zych  
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  
March 29 – April 10  
Zak Zych  
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:792  $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
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
Feb. 5
SCUEC, 206
C80  Su 12:30pm-3:30pm
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 smartphone devices will not be covered.
COMP:765  $25
680  Sa 9am-12pm
Feb. 15
SCUEC, 206

Android Smart Phone Basics
Did you finally break down and purchase an Android smartphone only to discover that you can barely use it? Come to this class to learn the basics and functionality of an Android smartphone. 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 smartphone devices will not be covered.
COMP:765  $25
650  Sa 9am-12pm
March 22
Robert Lewis
MC - BA, 208
681  Sa 9am-12pm
May 3
Patrick Karl
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
April 26
Robert Lewis
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 Spams, 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
May 3 – May 10
Robert Lewis
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
581  Tu 6pm-9pm
May 6
SCEUC, 207
C04  F 9:30am-1:30pm
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 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
582  Tu 6:30pm-9pm
Feb. 25 – March 4
William Bearden
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 7:30pm
Feb. 24 – May 5
Helen Ralston
Lindbergh Sr. H.S., 107
“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 it’s all about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742  |  $25  
C02 F 9am-12pm  
April 4  
Rachel Bufalo  
Corp. College, 208

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  
March 28  
Patti Bossi  
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 iPads, iPhones, tablets, and more.

COMP:765  |  $19  
S05 F 9am-11am  
April 11  
Patti Bossi  
SCEUC, 206

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  
Feb. 7  
Patti Bossi  
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  
Feb. 14  
Patti Bossi  
Corp. College, 208

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  
Feb. 21  
Patti Bossi  
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  
March 7  
Patti Bossi  
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  
March 7  
Patti Bossi  
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
March 20 – April 3
Jerry Bearden
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
Jan. 24
SS1 Th 6pm-9pm
April 10 – April 17
Jerry Bearden
Corp. College, 208
Jerry Bearden
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
Feb. 12
SS2 Th 6pm-9pm
April 24
Jerry Bearden
Corp. College, 208
Jerry Bearden
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
Feb. 26 – April 30
SCEUC, 209
Donna Peck
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 KMVTV, 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 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 office of Continuing Education. 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 classes, 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 to and signed-in at the beginning of each program session by a responsible party. In addition, a responsible party must also meet the participant at the end of 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.

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

Mail-IN Registration form Please print in ink.

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

Senior Citizen? Yes ☐ No ☐

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

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

Mail: 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044

STLCC Continuing Education, 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044

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

Email Address: __________________________

UIN or SS#: __________________________ Birthdate: __________________________

Name: ___________ ___________ ___________

Address: ___________ ___________ ___________

City: ___________________ State: ___________ Zip Code: ___________________

Telephone/Home: ___________________ Work: ___________________

Expiration Date: ___________________

Please register me for the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Day/Time</th>
<th>Fees</th>
</tr>
</thead>
</table>

Total ____________________

Signature: ___________________