

# *Spring 2015 Technology Classes*



St. Louis  
Community  
College

**Continuing Education**

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

# Connect!

## Applications and Systems

### Microsoft Windows 7: In a Day

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

COMP:705 | \$99

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

### Transitioning to Windows 8

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

COMP:705 | \$59

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

### MS Windows 8 - Introduction

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

COMP:705 | \$109

C02 W 9am-12pm  
March 4 - March 11 Patti Bossi  
Corp. College, 206

C01 W 9am-12pm  
Feb. 11 - Feb. 18 Patti Bossi  
Corp. College, 206

### Overview of Microsoft Office 2013: In a Day

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

COMP:713 | \$99

C80 Sa 9am-4pm  
March 28 Tracy McMurtry  
Corp. College, 206

### Microsoft Word 2013: In a Day

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

COMP:715 | \$99

S01 W 9am-4pm  
April 29 SCEUC, 206

C02 Sa 9am-4pm  
Feb. 14 Kevin Ward  
Corp. College, 208

### Intermediate Microsoft Word 2013 for Business

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

COMP:716 | \$129

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

### Introduction to Microsoft Excel 2013 for Business

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

COMP:720 | \$129

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

### Microsoft Excel 2013: Introduction

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

COMP:720 | \$149

750 W 6:30pm-9:40pm  
Feb. 11 - March 11 Roy Lenox  
Kirkwood H.S., W 205

### Microsoft Excel 2013: In a Day

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

COMP:720 | \$99

6W1 Sa 9am-4pm  
April 11 Roy Lenox  
MC - BA, 203

### Intermediate Microsoft Excel 2013 for Business

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

COMP:721 | \$129

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

### Microsoft Excel 2013: Intermediate

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

COMP:721 | \$149

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

### Advanced Microsoft Excel 2013 for Business

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

COMP:722 | \$129

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

### Introduction to Microsoft Access 2013 for Business

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

COMP:725 | \$129

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

### Microsoft Access 2013: In a Day

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

COMP:725 | \$99

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

### Intermediate Access 2013 for Business

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

COMP:726 | \$129

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



= Digital Arts and Technology  
Alliance Workshops

## Microsoft PowerPoint 2013: In a Day

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

COMP:730 | \$99

C01 Sa 9am-4pm Tracy McMurtry  
May 2 Corp. College, 206

C80 Sa 9am-4pm Amanda Yancey  
April 25 Corp. College, 208

## QuickBooks Pro 2014

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

COMP:734 | \$149

C52 Tu 6:30pm-9:30pm Amanda Yancey  
March 10 - April 14 Corp. College, 208

C01 W 9am-12pm Amanda Yancey  
April 15 - May 20 Corp. College, 208  
No class May 6

## Desktop Publishing

### Microsoft Publisher 2013: In a Day

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

COMP:731 | \$99

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

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

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

COMP:755 | \$99

680 Sa 9am-4pm Zak Zych  
March 28 MC - BA

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

### Adobe Photoshop Creative Cloud (CC): Intermediate

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

COMP:755 | \$135

C51 Th 6pm-9pm Zak Zych  
March 5 - April 2 Corp. College, 206

### Adobe Photoshop Creative Cloud (CC): Advanced

Adobe Photoshop Advanced builds on the skills learned in the beginning and intermediate classes covering subjects including the Brush Engine, Displacement Maps, Channels, Sharpening, Actions and Shadow and Highlight adjustments. Students will work hands-on with a wide variety of images. Prerequisite: Adobe Photoshop Intermediate class. This course meets the curriculum requirements of the Digital Photography Certificate.

COMP:755 | \$135

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

### Intro to Adobe Photoshop Lightroom 5

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

CVTW:701 | \$129

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

### What Is New in the Latest Adobe Creative Cloud Software

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

CVTW:701 | \$129

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

Like us on Facebook



St. Louis  
Community  
College  
Continuing  
Education

### Adobe InDesign CC for Professionals: the Next Step

Don't know the best way to set up your brochure or multi-page document? Learn how to optimize your page set up for better productivity. Modern typesetting techniques, including examples from the top magazines, show you how to make your document look great. Introduction to style sheets allows you to keep your work looking consistent and professional.

CVTW:702 | \$129

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

### Adobe Illustrator CC for Professionals: the First Step

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

CVTW:702 | \$129

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

### Adobe Illustrator CC for Professionals: the Next Step

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

CVTW:702 | \$129

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

### Adobe Illustrator: Web Graphics and Techniques

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

CVTW:712 | \$139

680 Sa 8:30am-4:30pm John Schmitt  
April 11 MC - HE, 233

### Pages: Apple's Layout and Word Processing Application

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

CVTW:712 | \$139

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

 = Digital Arts and Technology  
Alliance Workshops

## Digital Architectural Photography for Professionals

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

**CVTW:710 | \$129**

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

## Maintenance, Networks and Security

### How to Network Computers

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

**COMP:792 | \$25**

580 Sa 9am-12pm  
April 25

### How to Tune Up a PC

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

**COMP:793 | \$25**


680 Sa 9am-12pm  
April 11 **Patrick Karl**  
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  
April 18 **Patrick Karl**  
MC - BA, 202

 = Digital Arts and Technology Alliance Workshops

## Mobile Basics

### Android Smart Phone Basics

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

**COMP:765 | \$25**

681 Sa 9am-12pm  
May 2 **Patrick Karl**  
MC - BA, 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 iPad to the class. This class will only discuss the Apple iPad. Other tablet devices will not be covered.

**COMP:765 | \$25**

C80 Sa 12:30pm-3:30pm  
April 11 **Corp. College, 210**

S50 W 6pm-9pm  
Feb. 4 **Patrick Karl**  
SCEUC, 206

### Making Movies With Your Mobile Device!

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

**COMM:765 | \$49**

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

## Personal Computing

### PCs and Technology: Introduction

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

**COMP:701 | \$99**

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

### PCs and Technology: Introduction In a Day

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

**COMP:701 | \$99**

580 Sa 9am-4pm  
April 11 **Kevin Adams**  
FV - B, 127

### Introduction to eBay: Buying and Selling

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

**COMP:742 | \$49**

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

### Google Docs

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

**COMP 742 | \$25**

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

Call  
**314-984-7777**  
to register  
today!

## Cloudy with a Chance of Confusion

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

COMP:742

550 Tu 6pm-9pm  
March 24

Rachel Bufalo  
SCEUC, 207

## The Cloud and What You Need to Know

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

CVTW:713 | \$129

682 Sa 8:30am-4:30pm  
April 11

Kevin Ward  
MC - HE

## Keyboarding: Learn to Type on the Computer

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

COMP:702 | \$109

780 M 7pm-9pm  
Feb. 23 - May 4

Helen Ralston  
Lindbergh H.S., 108

## Photoshop Elements 12: Basic Overview

This entry level course will introduce you to the basics of this incredible program. First we will learn the terminology of the program. Then we will touch on the "organizer" feature of Elements and learn what it does and what it can do for you. Next you will launch into the "editor" section including the tool bar and palette and edit a photo with basic techniques. Finally, we will embark on the "create" section and catch a glimpse of its amazing creativity. This course is designed to prepare you to the specialty classes of Adobe Elements. Prerequisite: Windows Introduction class and Digital Pictures Introduction class or equivalent experience.

COMP:755 | \$59

550 Tu 6pm-9pm  
Feb. 24 - March 10

Rachel Bufalo  
SCEUC, 207

## Introduction to Craigslist

Craigslist is a fantastic website and provides a wonderful community service to cities all over the United States. This site is about more than just buying and selling. Come find out what all of the hype is about! Prerequisite: Windows Introduction class or equivalent experience.

COMP:742 | \$25

C04 F 9:30am-12:30pm  
April 17

Rachel Bufalo  
Corp. College, 206

551 Tu 6pm-9pm  
Feb. 17

Rachel Bufalo  
SCEUC, 207

## Productivity

### Internet Research and Investigation: Public Records

Explore a wide range of public records on the internet. We'll look at real estate records, criminal records, court judgements, marriages, births, deaths, etc. Prerequisite: Windows Introduction class or equivalent experience. Some internet experience helpful.

COMP:742 | \$29

680 Su 12:30pm-3:30pm  
Feb. 8

Jean Bradley  
MC - BA, 216

681 Su 12:30pm-3:30pm  
April 26

Jean Bradley  
MC - BA, 216

## Social Networks

### Social Media Marketing for Professionals

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

CVTW:713 | \$129

603 F 8:30am-4:30pm  
April 17

Anthony Carosella  
MC - HE, 233

### 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

552 Tu 6pm-9pm  
May 5

Rachel Bufalo  
SCEUC, 207

350 W 6pm-9pm  
March 25

Erin De Vore  
WW, 209

### Facebook for Business: Effective Marketing Techniques for Professionals

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

CVTW:713 | \$129

681 Sa 8:30am-4:30pm  
April 25

Kevin Ward  
MC - HE, 233

## Twitter

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

COMP:742 | \$45

554 W 6pm-9pm  
April 15

Rich Vagen  
SCEUC, 206

## NISM Social Media Strategist Certification

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

COMM:720 | \$1,295

6D1 Tu 6pm-9pm  
March 3 - May 12

MC - BA, 209

## Free Information Session

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

COMM:720 | No Fee

650 Tu 7pm-8pm  
Feb. 17

MC - BA, 114



 = Digital Arts and Technology Alliance Workshops

# Call 314-984-7777 to register today!

## Tech Savvy Fridays

### Tech Savvy Friday: Utilizing the Internet

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

COMP:765 | \$19

C01 F 9am-11am  
Feb. 27

Patti Bossi  
Corp. College, 206

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

One of the trickiest concepts for new computer users to master is folders. Come to this 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  
March 13

Patti Bossi  
SCEUC, 206

### Tech Savvy Friday: What is the Cloud?

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

COMP:765 | \$19

C02 F 9am-11am  
April 10

Kevin Adams  
Corp. College, 206

### Tech Savvy Friday: Flash Drives

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

COMP:765 | \$25

C03 F 9am-11am  
April 24

Patti Bossi  
Corp. College, 206

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

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

COMP:765 | \$19

S03 F 9am-11am  
April 10

SCEUC, 206

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

One of the trickiest concepts for new computer users to master is folders. Come to this 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 8.

COMP:765 | \$19

S05 F 9am-11am  
May 1

Patti Bossi  
Corp. College, 206

## Video

### AfterEffects for Professionals: The First Step

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

CVTW:704 | \$129

600 F 8:30am-4:30pm  
Feb. 20

Timothy Linder  
MC - HE, 233

### AfterEffects for Professionals: The Next Step

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

CVTW:704 | \$129

601 F 8:30am-4:30pm  
March 13

Timothy Linder  
MC - HE, 233

### Final Cut Pro X: Video Editing: The Next Step

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

CVTW:706 | \$129

681 Sa 8:30am-4:30pm  
Feb. 14

Anthony Carosella  
MC - HE, 136

682 Sa 8:30am-4:30pm  
Feb. 21

Anthony Carosella  
MC - HE, 136

### Creating Animated Film in Photoshop CC: Quickstart for Professionals

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

CVTW:704 | \$129

602 F 8:30am-4:30pm  
March 6

Anthony Carosella  
MC - HE,232

### GoPro HD Hero Camera for Professionals and Adventurers

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

CVTW:750 | \$258

600 F 8:30am-4:30pm  
March 27

Anthony Carosella  
MC - HE,233

### Drones for Video and Photography

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

CVTW:710 | \$139

650 Sa 8:30am-4:30pm  
May 2

Anthony Carosella  
MC - HE,136

### Adobe Edge Animate CC for Professionals

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

CVTW 701 | \$139

680 Sa 8:30am-4:30pm  
March 7

Mark Pennycuick  
MC - HE,232

### Maya for Professionals

Learn the concepts and basic tools for creating imagery in 3D using Autodesk's Maya. Starting with a road-map to the main interface, students will be shown how to construct shapes and geometry using polygons. Once built, they will learn how to "texture" these polygons so that they appear to have surface detail, followed by how to use the lighting tools to illuminate the objects they've created. We will discuss the basics of animation, making our objects and camera move through time. Finally, we will learn "rendering" or the final output of our work to a finished, playable animation file which each student will have created.

CVTW 704 \$139

681 Sa 8:30am-4:30pm  
March 28

Joseph Rollins  
MC - HE,136



= Digital Arts and Technology Alliance Workshops

## **Avid Media Composer 6 Video Editing**

This workshop will cover the basics of Avid Media Composer. Avid is a powerful SD and HD professional video editor for Mac or Windows. Media Composer is Avid's top video editing program, and it offers integrated DVD authoring, surround sound audio processing, and thousands of powerful, real-time effects. Media Composer's integrated toolset provides all of the components needed to create the highest quality productions and finish to tape, DVD or web streams.

CVTW 706 | \$139

706 Sa 8:30am-4:30pm  
April 4

**Anthony Carosella**  
MC - HE,232

## **Web Development**

### **Ease into WordPress**

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

COMP:745 | \$109

550 Th 6pm-9pm  
Feb. 26 - March 12

**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

501 F 9am-4pm  
April 17

**Jerry Bearden**  
SCEUC, 206

C02 F 9am-4pm  
May 1

**Jerry Bearden**  
Corp. College, 208

## **Internet Marketing with WordPress**

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

COMP:745 | \$39

551 Th 6pm-9pm  
May 7

**Jerry Bearden**  
SCEUC, 207

## **EZ Websites for Professionals: The First Step**

Learn to create a professional website using a free platform. Students will learn how to register a domain name and use free website tools and templates to create and maintain a professional website.

CVTW:750 | \$129

681 Sa 8:30am-4:30pm  
Jan. 24

**Kevin Ward**  
MC - HE,233

## **Adobe Muse: Web Design for the Graphic Designer**

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

CVTW:702 | \$258

650 F 8:30am-4:30pm  
March 6

MC - HE,233

## **Increase Profits with Marketing Techniques Using HTML and CSS**

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

CVTW:750 | \$258

600 FSa 8:30am-4:30pm  
May 8 - May 9

**Kevin Ward**  
MC - HE,233

## **WordPress for Professionals The First Step**

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

CVTW 750 | \$139

680 Sa 8:30am-4:30pm  
March 28

**Kevin Ward**  
MC - HE,233

## **Increase Web Activity for Business Using Web Analytics**

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

CVTW 750 | \$139

682 S 8:30am-4:30pm  
April 18

**Kevin Ward**  
MC - HE,233.

## **Web Development Certificate**

Our exceptional course is intense and comprehensive. You'll learn how to develop websites using two methods: 1) hand-coding HTML using a text editor and 2) using a powerful design and development tool, Dreamweaver. Within this broad framework you're going to cover a lot of ground including fonts, lists, links, images, tables, forms, frames, cascading style sheets, page layout, animation, multimedia, good design principles, and World Wide Web Consortium standards. Prerequisite: Windows Introduction class or equivalent experience. Bring a flash drive to the first class. No class 3/18.

COMP:745 | \$299

553 W 5:30pm-9:30pm  
Feb. 25 - April 29

**Donna Peck**  
SCEUC, 209

## **Production Technology**

### **Sketch Up for Professionals**

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

CVTW:704 | \$129

603 F 8:30am-4:30pm  
May 15

**Darren Thompson**  
MC - HE, 233

### **3D Printing Workshop for Beginners**

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

CVTW:713 | \$129

680 Sa 8:30am-4:30pm  
Feb. 28

**John Schmitt**  
MC - HE, 136



= Digital Arts and Technology Alliance Workshops

**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](http://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 KMOVT, 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 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 to and signed-in at the beginning of each program session by a responsible party. In addition, a responsible party must also meet the participant at the end of the session and sign them out. Appropriate behavior is expected. Students may be disenrolled for misbehavior.

**Unattended Children**

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

**Textbooks** — can be purchased at the campus bookstores.

**Library and Computer Lab Privileges**

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

**Firearms on College Property**

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

**Notice of Non-Discrimination**

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

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** Before calling to register, have this information ready:  
**by charging fees to MasterCard,**  
**Visa, American Express or Discover.**

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 (address above).

**Credit Card Payment:**

Charge fees to:  MasterCard  VISA  Discover  American Express

Email Address: \_\_\_\_\_

UIN or SS#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address: \_\_\_\_\_  
STREET OR POST OFFICE BOX

CITY STATE ZIP CODE

Telephone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

CARD NUMBER Expiration Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Please register me for the following courses:**

Course Code	Section	Course Title	Day/Time	Fees
<b>Total</b>				