

Summer 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 Word 2013: In A Day

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

COMP:715 | \$99

S01 F 9am-4pm

July 17

C02 F 9am-4pm

July 24

SCEUC, 207

Cris Heffernan

Corp. College, 208

Microsoft Word 2013 Basics 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

May 29

Cris Heffernan

Corp. College, 208

Microsoft Excel 2013: In A Day

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

COMP:720 | \$99

680 Sa 9am-4pm

June 20

C01 Sa 9am-4pm

July 25

Roy Lenox

MC - BA, 203

Cris Heffernan

Corp. College, 208

Introduction to Microsoft Excel 2013 for Business

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

COMP:720 | \$129

C02 F 9am-4pm

June 5

Cris Heffernan

Corp. College, 208

Microsoft Excel 2013: Charts, Tables & Lists

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

COMP:720 | \$79

651 W 6:30pm-9:30pm

July 15 - July 22

Roy Lenox

MC - SW, 202

Microsoft Excel 2013: Introduction

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

COMP:720 | \$109

650 W 6:30pm-9:40pm

May 27 - June 24

Roy Lenox

MC - SW, 202

Intermediate Excel 2013 for Business

Build on previous knowledge and further your spreadsheet skills by managing multiple workbooks, creating more complex formulas and functions, enhancing the appearance of your documents, and by creating custom reports with pivot tables and pivot charts. Prerequisite: Microsoft Excel Introduction class or equivalent experience.

COMP:721 | \$129

C01 F 9am-4pm

June 12

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

June 6

Cris Heffernan

Corp. College, 208

Microsoft Access 2013 for Business: Introduction

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

June 26

Cris Heffernan

Corp. College, 208

Intermediate Access 2013 for Business

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

COMP:726 | \$129

C01 F 9am-4pm

July 10

Cris Heffernan

Corp. College, 208

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 Th 9am-4pm

July 16

Corp. College, 208

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5	06/04/06 12:38	6	29%	0	0%	4	21%	4
6	06/05/06 07:42	14	12%	0	0%	4	21%	4
7	06/06/06 09:31	5	24%	2	10%	4	21%	4
8	06/07/06 13:07	9	42%	1	2%	4	21%	3
9	06/08/06 12:34	10	48%	4	3%	4	21%	3
10	06/09/06 09:31	5	24%	2	10%	4	21%	4
11	06/10/06 13:07	9	42%	1	2%	4	21%	3
12	06/11/06 12:34	10	48%	4	3%	4	21%	3
13	06/12/06 12:46	4	19%	3	27%	4	21%	9
14	06/13/06 11:52	8	40%	4	3%	4	21%	3
15	06/14/06 12:47	1	5%	4	55%	4	20%	10
16	06/15/06 11:46	5	24%	4	38%	4	20%	10
17	06/16/06 11:31	9	25%	4	30%	4	20%	10
18	06/17/06 10:20	9	25%	1	9%	4	20%	10
19	06/18/06 12:22	3	15%	3	27%	0	100%	10
20	06/19/06 07:21	3	15%	3	27%	0	100%	10



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 | \$115

C50 W 6:30pm-9:30pm
June 10 – July 8

Barbara Primm
Corp. College, 208

Publishing and Media Technologies

Desktop Publishing

Adobe Photoshop Creative Cloud: 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

C01 W 9am-4pm
June 3

Zak Zych
Corp. College, 206

600 Sa 9am-4pm
July 11

Zak Zych
MC - BA, 212

Adobe Photoshop Creative Cloud: Introduction

This course, utilizing Adobe Photoshop Creative Cloud software, shows students how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience. This course meets the curriculum requirements of the Digital Photography Non-Credit Certificate Program.

COMP:755 | \$99

C50 Tu 6pm-9pm
June 2 – June 23

Zak Zych
Corp. College, 206

Adobe Photoshop Creative Cloud: 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 Non-Credit Certificate Program.

COMP:755 | \$115

C51 Tu 6pm-9pm
July 7 – July 28

Zak Zych
Corp. College, 206

Photoshop Elements 12: Basic Overview

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

COMP:755 | \$69

S50 Tu 6pm-9pm
July 7 – July 21

Rachel Bufalo
SCEUC, 206

Adobe Photoshop CS6 for Professionals-The First Step

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

CVTW:701 | \$139

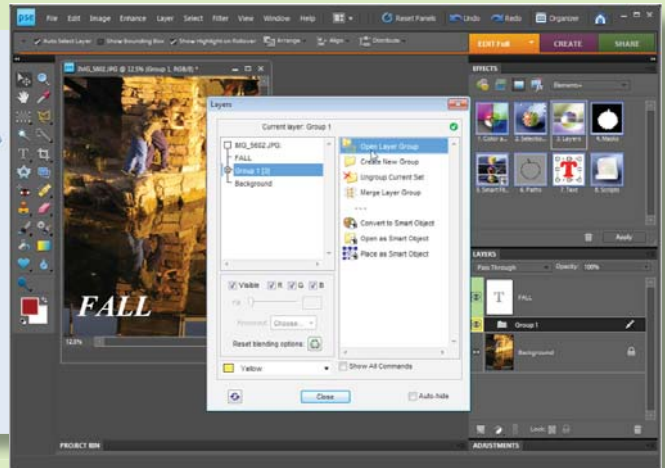
600 F 8:30am-4:30pm
June 19

Zak Zych
MC - HE, 233

Exclamation Point!

I loved Zak Zych! Wow, what a great teacher. Super-knowledgeable. Obviously experienced in the real-world. Able to answer complicated questions. Able to customize the direction of the course according to students' needs. GREAT CLASS! I would take ANY class that Zak teaches.

Laura H., Chesterfield



Adobe Photoshop CS6 for Professionals - the Next Step

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

CVTW:701 | \$139

601 F 8:30am-4:30pm
June 26

Zak Zych
MC - HE, 233

Adobe Lightroom 5 for Professionals -- the First Step

This workshop will cover 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, especially for professional photographers.

CVTW:701 | \$139

602 Sa 8:30am-4:30pm
July 18

Charles LaGarce
MC - HE, 232

Adobe Photoshop Lightroom 5: Special Development Techniques for Professionals

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

CVTW:701 | \$139

680 Sa 8:30am-4:30pm
Aug. 1

Charles LaGarce
MC - HE, 233

Contemporary and Traditional Typography in a Digital World

This hands-on workshop discusses classical and contemporary typographic history and vocabulary, measurements and terms, type anatomy, rhythm and readability, typographic contrast, pacing and layout, the use of grids, and typeface classifications whilst utilizing InDesign and Illustrator CC 2014. We will study the use of character and paragraph styles and the use of hierarchy across single and multipage documents. We will learn about ligatures and alternate glyphs, hyphenation rules, and text cleanup. Participants will build skills for the art of dynamic and elegant typesetting and typographic layout, and for expressive, conceptual typographic thinking across a multitude of platforms.

CVTW 702 | \$139

601 F 8:30 am-4:30pm
June 12

Michael Swoboda
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 | \$139

681 Sa 8:30am-4:30pm
Aug. 1

John Schmitt
MC - HE, 232

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 | \$139

680 F 8:30am-4:30pm
June 5

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 | \$139

601 F 8:30am-4:30pm
June 26

Timothy Linder
MC - HE, 232

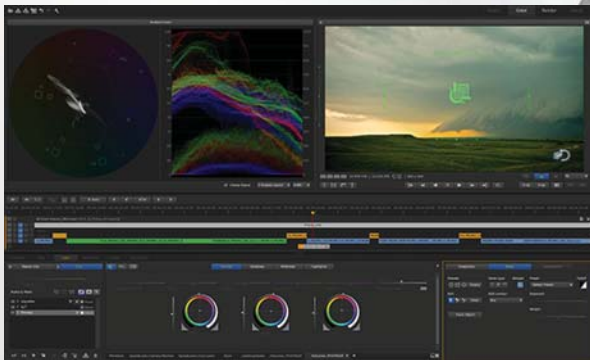
Digital Storytelling Techniques for Professionals

Using Photoshop and iMovie, this workshop will immerse beginners into the art of crafting and capturing a story electronically. From idea generation and basic scripting in the morning, this workshop will allow participants to create a short story in the afternoon. Students should come prepared with a story they want to tell. Bring your own videos and photos to include. Cost for adults 60 and over \$74.50.

CVTW:706 | \$139

680 Sa 8:30am-4:30pm
July 11

Anthony Carosella
MC - HE, 233



= Digital Arts and Technology Alliance Workshops

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

Final Cut Pro X - Video Editing: the First Step

An introduction to professional video editing for people that have used iMovie or other consumer editing software and want to expand their skills. Learn to import video, arrange clips and transitions. Add titles and trim edits to fine tune your video.

CVTW:706 | \$139

681 Sa 8:30am-4:30pm
June 27

Anthony Carosella
MC - HE, 232

Final Cut Pro X - Video Editing: the Next Step

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

CVTW:706 | \$139

682 F 8:30am-4:30pm
July 17

Anthony Carosella
MC - HE, 233

Digital Architectural Photography for Professionals

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

CVTW:710 | \$139

682 Sa 8:30am-4:30pm
July 25

Richard Sprengeler
MC - HE, 233

GoPro Camera for Professionals and Adventurers

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

CVTW:710 | \$139

680 Sa 8:30am-4:30pm
June 13

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

681 Sa 8:30am-4:30pm
June 20

Anthony Carosella
MC - HE, 136

Maintenance, Networks and Security

Personal Online Security

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

COMP:795 | \$39

580 Sa 9am-1pm
July 18

Fernando Tillman
Corp. College, 208

Mobile Technologies

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

580 Sa 9am-12pm
June 13

FV - B, 125

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
June 20

MC - BA, 212

681 Su 12pm-3pm
July 19

MC - BA, 212

Personal Computing

PCs & Technology: Introduction In a Day

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

COMP:701 | \$99

C80 Sa 9am-4pm
June 20

Corp. College, 206

Microsoft Windows 8

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

COMP:705 | \$109

C02 Th 9am-12pm
June 4 - June 11

Cris Heffernan
Corp. College, 206

C03 Th 9am-12pm
July 2 - July 9

Cris Heffernan
Corp. College, 206



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

C04 Sa 9am-4pm
June 13

Corp. College, 208

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to register today!**

Introduction to Craigslist

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

COMP:742 | \$25

650 Tu 6pm-9pm
June 23

Rachel Bufalo
SCEUC, 206

Introduction to eBay: Buying and Selling

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

COMP:742 | \$39

550 Th 6:30pm-9pm
June 18 - June 25

Barbara Primm
FV - B, 125

551 W 6:30pm-9pm
July 1 - July 8

William Bearden
SCEUC, 206

Strategies for Selling on eBay

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

COMP:742 | \$29

652 Th 6pm-9pm
July 23

Barbara Primm
MC - BA, 203

Social Media

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 | \$39

C01 F 9am-12pm
May 29

Rachel Bufalo
Corp. College, 206

S50 Tu 6pm-9pm
June 16

Rachel Bufalo
SCEUC, 206

Facebook

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

COMP:742 | \$25

651 Tu 6pm-9pm
June 2

Rachel Bufalo
SCEUC, 206

350 W 6pm-9pm
July 29

Erin DeVore
WW, 207

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 | \$139

680 Sa 8:30am-4:30pm
July 25

Anthony Carosella
MC - HE, 136

Tech Savvy

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

500 F 9am-11am
July 10

Barbara Primm
FV - B, 125

Tech Savvy: iPads & 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.

COMP:765 | \$19

S01 F 9am-11am
June 19

Barbara Primm
SCEUC, 206

Tech Savvy Fridays: What is The Cloud?

If the "cloud" sounds more like a high in the sky idea than a technological term this is the class is for you.

COMP:765 | \$19

C01 F 9am-11am
June 12

Barbara Primm
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 | \$24

S02 F 9am-11am
July 24

Barbara Primm
SCEUC, 206

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St. Louis
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Continuing
Education



Web Development

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 F 9am-12pm
July 17

Jerry Bearden
Corp. College, 206

Ease Into WordPress

Anyone can learn how to create their own website in just a few hours using WordPress, the most popular website creator tool on the Internet. 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

650 Th 6pm-9pm
July 2 – July 16

Jerry Bearden
MC - BA, 203

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. 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
June 19

Jerry Bearden
Corp. College, 206

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

681 Sa 8:30am-4:30pm
July 11

Mark Pennycuik
MC - HE, 232

Adobe Muse: Web Design for the Graphic Designer

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

CVTW:702 | \$139

600 F 8:30am-4:30pm
July 24

David Haley
MC - HE, 232

EZ Websites for Professionals

Learn to create a professional website without costly software. 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 | \$139

680 Sa 8:30am-4:30pm
June 20

Kevin Ward
MC - HE, 233

WordPress for Business

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

681 Sa 8:30am-4:30pm
July 11

Kevin Ward
MC - HE, 136



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

-Mark A. of Affton



= Digital Arts and Technology Alliance Workshops

GENERAL INFORMATION

STLCC CONTINUING EDUCATION

Non-Discrimination/Accommodations Statement

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

If you have accommodation needs, please contact Anne Marie Schreiber, 314-984-7704, at least two working days prior to the event.

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 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 KMOV-TV, 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.

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.

Refund of Fees

Since continuing education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. The college reserves the right to cancel if sufficient enrollment is not achieved. Registrants will be notified by phone or mail if a class is cancelled. Full refunds will be issued for classes cancelled by the college. If you drop a class, you will receive a 100 percent refund for most classes if the class is dropped one business day before the first meeting. A 50 percent refund will be given for most classes dropped between one business day before the first class meeting and prior to the second meeting of the class. See the course schedule for classes (such as daytrips) that require notice beyond one business day for cancellation and eligibility for a refund.

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

Fee Reduction for Older Adults

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

Senior Citizen Scholarship

Missouri residents who are at least sixty-five years of age will be awarded a scholarship to be exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of \$5 per course to a maximum of \$50 per semester. Student is responsible for other fees, such as materials, supplies and books. At the earliest, students may enroll in the class two days prior to the first class date. Students may not receive a refund for a paid course in order to enroll for a scholarship space in that same course. PLEASE CALL THE CONTINUING EDUCATION OFFICE TO GET SPECIFICS REGARDING THE SENIOR SCHOLARSHIP. The senior scholarship discount does not apply to online classes.

Safety and Program Guidelines for Youth Classes

All children under the age of 16 who are enrolled in programs through the St. Louis Community College Office of Continuing Education, must be accompanied 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.

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 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: _____

Expiration Date: _____

CARD NUMBER

Signature: _____

Please register me for the following courses:

Course Code	Section	Course Title	Day/Time	Fees
Total				