Small Business Essentials

The Small Business Essentials certificate is designed to provide a pathway for new and current entrepreneurs interested in exploring the components of small business startup, operations, and to learn business management skills essential for success of their endeavor.

Requirements:

• Eleven classes taken over a three-year period from the following Continuing Education programs:
  • Two classes from each of the following core areas:
    • Startup
    • Finance
    • Management
  • Three marketing classes
  • Two classes from designated technology options

Classes must be taken via Continuing Education and may include up to three from American Management Association (AMA) online programs.

AMA classes can be found at:
http://www.flexclassroom.com/edu/index.cfm?edu=stlcc

Courses may be taken individually or towards completion of the certificate program. Additional classes may be added and courses offered may change. Not every class will be offered every semester. Courses will rotate.
Understanding Patents, Trademarks and Copyrights

If you are a business or creative person selling a product or service, then you need to know how to protect your trademark, copyright, and patents so that you can profit by their use. In this problem-solving course, you will explore topics relating to the law for intellectual property such as patents, trademarks, trade names, copyrights, and trade secrets. Taught by an attorney.

**BUSS:729 | $55**

- **680**  Sa 8:30am-1:30pm
- **April 5**
- **Morris Turek**
- **MC - BA, 114**

**New Business Plan Development**

An intensive, four-session, individually customized course designed to provide new and aspiring entrepreneurs with the tools and resources to create a solid business plan. Experienced business facilitators/coaches will guide group sessions, and share practical experiences to enhance your business. Participants learn with and from their peers, creating a powerful network that continues well after the program is complete. These sessions are enriched with guest speakers from various disciplines including the legal profession, marketing, human resources, and financing. In addition, each participant will begin by taking the GrowthWheel assessment and receive customized tools based on this assessment to assist as you build your plan. Weekly homework assignments are given and participation is required to be successful in the class. Continued counseling from a business counselor and certified life coach is available after the completion of the class. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:702 | $99**

- **650**  Tu 6pm-9pm
- **March 25 – April 15**
- **Lynette Watson**
- **MC - TBA**

**New Artisans and Crafters: Making Money with Your Business**

You've been honing your talent and finding a demand for your handmade craft or artistic products, but how do you navigate the “indie” marketplace? Learn tips from award winning artist, 35 year veteran in the arts and former Executive Director of Best of Missouri Hands, “Mike” Ochonicky as she discusses: effective marketing techniques, outlets to sell online and in-person, balancing creativity with administrative tasks, and more.

**BUSS:701 | $29**

- **450**  Tu 6pm-9pm
- **Feb. 18**
- **Michelle Ochonicky**
- **FP - G Tower, 117**

- **650**  Tu 6pm-9pm
- **March 4**
- **Michelle Ochonicky**
- **MC - CS, 205**

**Recipe for Success: How to Start a Restaurant or Catering Business**

Join Larry G., owner of Championship Catering and food service provider to the St. Louis Cardinals, Verizon Amphitheater, and former Executive Director of the Casa Loma Ballroom, as he shares his knowledge and insight about the essential aspects in opening your own restaurant or catering business. Learn concept development, finding a location with a feasibility study, lease negotiations, licensing, financing, opening and operating costs, menu planning, cost analysis and advertising your concepts.

**BUSS:716 | $59**

- **680**  Sa 9:30am-12:30pm
- **March 1 – March 8**
- **Larry Gerstein**
- **MC - BA, 220**

**New Starting and Managing a Small Business**

Are you thinking about starting and managing a small business in Missouri? Designed for individuals who are considering starting a business, have made the decision to start or who have been in business for less than two years, this program will discuss: the basics of business ownership, planning for success, organizing forms of business, legal and regulatory environment, recordkeeping and information management, marketing, financing and resources. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:701 | $59**

- **680**  Sa 9am-12pm
- **Feb. 8 – Feb. 15**
- **Lynette Watson**
- **MC - BA, 220**

**Developing and Using Effective Supervisor Skills**

Being an effective supervisor requires you to know the people you manage and to use good management skills, techniques, and methods. Learn the skills and tools to apply in managing, motivating, counseling, using constructive correction, resolving problems, decision-making and many other vital skills to manage others. Lunch not provided.

**BUSN:705 | $45**

- **680**  Sa 9am-1:30pm
- **March 8**
- **Glenda Herron**
- **MC - SO, 111**

- **481**  Sa 9am-1:30pm
- **April 3**
- **Glenda Herron**
- **FP - G Tower, 119**

**Dealing with Difficult People in the Workplace and Managing the Conflicts**

Are there co-workers, subordinates or bosses in your office with whom there are conflicts? Would you like to learn how to enhance communication and build a better rapport? The relationships we have with others is important in cooperation, productivity, teamwork and support. Join Dr. Renee Huss and learn processes for interacting clearly with others in order to get what you need and want from others through negotiating styles which can result in a win-win outcome.

**BUSN:705 | $35**

- **480**  Sa 9am-12pm
- **Feb. 22**
- **Dr. Renee Huss**
- **FP - G Tower, 113**
New Essentials of Leadership
This foundational course is designed to teach leaders how to get results through people. You’ll learn a set of essential skills to meet both practical business needs and people’s personal needs. Discussions will focus on acquiring a set of proven interaction skills, discovering the seven leadership imperatives for meeting today’s challenges, and the role as a catalyst leader—a leader who inspires others to act. Course is approved for HRCI credit.
BUSS:704 | $99
C01 Tu 8:30am-12:30pm Barry Shapiro Apr 8
C02 Tu 8:30am-12:30pm Dr. Renee Huss Feb. 25
C03 Tu 8:30am-12:30pm Jim Lombardo Apr 5
C04 Tu 8:30am-12:30pm Kimberly Franklin Feb. 26
C05 Tu 8:30am-12:30pm Lynette Watson Apr 1

New Leading Change
This course will focus on leader’s crucial role in initiating change in the workplace. Learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes and to help others overcome their resistance to change. These skills enhance a leader’s ability to minimize the potentially negative effects of change on morale, productivity, and business. We will also discuss how to involve others in the change process to increase their receptivity to change and how to conduct effective change discussions, and minimize the potentially negative impact of change on morale and productivity. Course is approved for HRCI credit.
BUSS:765 | $99
C01 Tu 8:30am-12:30pm Dr. Renee Huss Feb. 25
C02 Tu 8:30am-12:30pm Jim Lombardo Apr 5
C03 Tu 8:30am-12:30pm Kimberly Franklin Feb. 26
C04 Tu 8:30am-12:30pm Lynette Watson Apr 1

New Mastering the Art of Effective Facilitation
You have to pay attention to the process elements of meetings if you want them to be effective. With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership idea, the core competency everybody needs. Through interactive activities, you’ll learn common process tools to make meetings easier and more productive, to identify the stages of team development, to identify the competencies linked to effective small group facilitation, and more. Lunch on your own.
BUSS:714 | $75
600 Tu 8:30am-5pm Jim Lombardo Apr 1
650 W 6pm-9:30pm Teri Spector Apr 21
750 W 6pm-9:30pm Kim Franklin Apr 22

Finance
Keeping Records for a Small Business
As a small business owner, you need to have current record keeping procedures and methods. This class is helpful if you are currently engaged in your own business with limited record keeping experience. Topics include: internal and external financial records, sole proprietorship and corporate records, setting up your own books, and identifying the specific heading categories for management reporting.
BUSS:705 | $69
650 W 6pm-9:30pm Teri Spector May 21 – May 28

Small Business Tax Seminar
If you are thinking of opening a small business or have opened a business in the last year, this program is designed for you. Learn the essentials of starting a business, record keeping, business use of the home, federal income tax and employment tax requirements of small businesses, and independent contractor versus employee. The program is designed for sole proprietors and partnerships. Corporations are briefly discussed.
BUSS:706 | $35
680 Sa 9am-12:30pm May 17

Understanding Accounting
Described for individuals with non-financial backgrounds who work with budgets or those wanting to enter an office manager position, this course provides an overview of accounting terminology and processes, analyzing financial activities and statements, and applying the fundamentals of accounting. Course will cover debits, credits, general ledgers, assets, liabilities, balance sheets, profit and loss statements and more.
BUSS:741 | $29
650 Th 6pm-9pm March 20
680 Sa 9am-12pm April 16

Predicting Future Cash Needs
This class is designed to teach you how to create and use a cash budget to prepare for future business performance. You will learn to estimate future sources and uses of cash, how to analyze your predictions to make more informed decisions and become more comfortable about decisions related to preparing for growth, realistic loan and financing requests, how much cash you can safely take out of the business, and how to make affordable purchases for your business. At its conclusion, you should be able to: forecast sales, receivables and expenses, use a cash budget to create a month-by-month view and calculate breakeven, as it relates to business expansion, workforce additions or capital expenditures. Program is offered in collaboration with the Small Business and Technology Development Center.
BUSS:741 | $29
680 Sa 9am-12pm April 16

A Sensible Approach to Financial Strategies for Business Owners
Learn what you can do to reach your business financial goals while protecting all you’ve worked so hard to build. Topics covered include: protecting your business from the potentially devastating effect of estate taxes, strategies for retaining key people that benefit both your business and your top employees, and trusts and the role they can play in your business. You will also learn effective approaches you can take to save for your own retirement and how to protect the continuity of your business in the event of death or disability.
BUSS:741 | $19
651 Tu 7pm-9pm Steve Glazer, Laura Boedges April 1

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 and handling sales tax, along with inventory. Prerequisite: Windows Introduction class or equivalent experience.
COMP:734 | $149
750 Tu 6:30pm-9:30pm Kerry Woodruff Jan. 28 – Feb. 25
750 W 6:30pm-9:30pm Kerry Woodruff March 5 – April 9
750 W 6:30pm-9:30pm Kerry Woodruff April 16 – May 14
751 W 6:30pm-9:30pm Kirkwood Sr. H.S., W 200
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752 W 6:30pm-9:30pm Kirkwood Sr. H.S., W 200
**New Creating a Breakthrough Marketing Program for Your Small Business**

Get a hands-on approach to understanding the foundational pieces of a marketing program and how to create a marketing plan that can help your small business move beyond the basics of marketing. Learn to develop objectives and strategies to assist you in meeting your goals. Program is offered in collaboration with the Small Business and Technology Development Center. Program is offered in collaboration with the Small Business and Technology Development Center.

**BUSS:710**

560 Sa 9am-12pm Lynette Watson March 22 MC - BA, 220

**Advertising, Marketing and PR on a Dime**

Explore some of the best ways to advertise, market and get public relations for your business with little or no money. Learn how to stretch your budget by maximizing the image of your product or service. Learn to take control and know the consumer you want. We'll discuss tools to create and capture customer value, managing marketing information to assess buyer behavior, communicating your brand, social responsibility and ethics.

**BUSS:710 | $39**

H50 Tu 6pm-8pm Robin Boyce Feb. 18 – Feb. 25 Harrison Ed Ctr, 109

450 Tu 6pm-8pm Robin Boyce March 18 – March 25 FP - G Tower, TBA

**New Increase Your Bottom Line Through Exceptional Customer Service**

You need more than just a good product to succeed in the marketplace. You need exceptional customer skills to maintain customer loyalty, establish repeat visitors and to get new referrals. Learn how to evaluate your customers' experience and identify any gaps that may be causing lost or reduced sales along with solutions to correct. Increase your sales, increase your profits and increase your customer base with extraordinary customer service.

**BUSS:740 | $19**

650 Tu 6pm-9pm Tiffany Smith March 25 MC - CS, 205

**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 Corp. College, 208

**Adobe InDesign CS6: In a Day**

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

**COMP:731 | $99**

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

**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**

550 Th 6pm-9pm March 20 – April 3 Jerry Bearden SCEUC, 207

**Facebook for Business**

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

**COMP:742 | $25**

C02 W 9am-12pm Feb. 12 Jerry Bearden Corp. College, 208

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

**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 search engine optimization. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:745 | $99**

C51 W 9am-12pm April 10 – April 17 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 | $99**

C02 W 9am-12pm Feb. 12 Jerry Bearden Corp. College, 208

C03 F 9am-12pm March 21 Rachel Bufalo Corp. College, 206
### Build Your Business with Pinterest

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

**COMP:742 | $25**

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### Technology

#### 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**

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#### 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**

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#### 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**

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#### Introduction to Microsoft Excel 2010 for Business

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

**COMP:720 | $129**

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#### Intermediate Excel 2010 for Business

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

**COMP:721 | $129**

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#### Introduction to Microsoft Access 2010 for Business

Learn 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**

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#### 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 forms. Prerequisite: Windows Introduction class or equivalent experience and Introduction to Excel or equivalent experience.

**COMP:726 | $129**

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#### 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**

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#### 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**

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### New Intermediate Word 2010 for Business

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**COMP:716 | $129**

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### 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**

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#### Adobe Photoshop CS6: In a Day

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

**COMP:755 | $99**

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### Adobe Photoshop CS6: Introduction

This course, utilizing Adobe Photoshop CS6 software, shows students how to manipulate digital images from a digital camera, previously scanned images, or internet graphics. Concepts covered include Selection Tools, Paintbrush Tools, Layers and Masking. Students will work hands-on with a wide variety of images. Prerequisite: Windows Introduction class or equivalent experience.

**COMP:755 | $129**

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Admissions Statement
St. Louis Community College is committed to providing access and reasonable accommodations for students with disabilities. If you have accommodation needs, please contact the Continuing Education Access office 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 weeks 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 to review and/or download a copy of the Fact Finder Student Handbook including student rights and responsibilities or call the Continuing Education office.

Postenrollment Cancellation/Due to Inclement Weather
Occasionally, continuing education classes are cancelled due to inclement weather. Cancellations will be broadcast on KMOV 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.

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.

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 exempt from maintenance fees to enroll in courses on a space available basis. There will be a non-refundable registration fee of $10 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 program 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.

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, Manager-Community Services
STLCC Corporate Center
3221 McKelvey Road, 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 Continuing Education Offices** M-F 8:30 am - 4 pm
- **Meramec**
  - 802 Couch Avenue
  - St. Louis, MO 63122
- **Florissant Valley**
  - At the Center for Workforce Innovation
  - 3400 Pershall Rd., Ferguson, MO 63135
- **Forest Park**
  - Forest Park, G Tower-320-322
  - 5600 Oakland Ave., St. Louis, MO 63110
You may want to first call the Continuing Education office at 314-984-7777, to check that openings exist.

**By Phone**
Call to complete your registration by charging fees to MasterCard, Visa, American Express or Discover.

**Telephone: 314-984-7777**
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

**Online: www.stlcc.edu**
Visit our website and click on the “Continuing Education” link — where you can view current class offerings and to register for classes.

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.
Please register me for the following courses:

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☐ 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 Student#: ____________________________

Birthday: _______________________

Name:

LAST

FIRST

MIDDLE INITIAL

Address: ________________________________

STREET OR POST OFFICE BOX

CITY

STATE

ZIP CODE

Telephone/Home: ____________________________

Work: ____________________________

CARD NUMBER ____________________________

Expiration Date: _______________________

Signature: __________________________________

__________________________________________________________________________

__________________________________________________________________________