Summer 2015 Technology Classes

Connect!

St. Louis Community College
Continuing Education

3221 McKelvey Road, Suite 250
Bridgeton, MO 63044
314-984-7777
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
C01 F 9am-4pm June 17
C02 F 9am-4pm July 24
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
C01 Sa 9am-4pm June 20
C02 Sa 9am-4pm July 25
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

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 | $109
650 W 6:30pm-9:40pm May 27 – June 24
Roy Lenox
MC - SW, 202

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:725 | $129
C01 F 9am-4pm June 6
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

= Digital Arts and Technology Alliance Workshops
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
CS5 W  6:30pm-9:30pm
June 10 – July 8
Barbara Primm
Corp. College, 208

Publishing and Media Technologies

Desktop Publishing
Adobe Photoshop Creative Cloud: Intermediate
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.

COMP:755 | $115
CS5 Tu  6pm-9pm
July 7 – July 28
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
CS5 Tu  6pm-9pm
July 7 – July 21
Rachel Bufalo
SCEUC, 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 | $99
CS0 Tu  9am-4pm
June 3
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 | $99
CS5 Tu  6pm-9pm
July 11
MC - BA, 212

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  
Zak Zych  
June 26  
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  
Charles LaGarce  
July 18  
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  
Charles LaGarce  
Aug. 1  
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 8:30am-4:30pm  
Michael Swoboda  
June 12  
MC - HE, 233

3D Printing Workshop for Beginners
Have you ever wished that you had the power to design anything you heart desired and 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  
John Schmitt  
Aug. 1  
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 $74.30.

CVTW:706 | $139  
680 Sa 8:30am-4:30pm  
Anthony Carosella  
July 11  
MC - HE, 233

= Digital Arts and Technology Alliance Workshops
Drones for Video and Photography

Send your video and photography to new heights by learning about photography with drones. Learn the basic principles 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 Anthony Carosella
June 20
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 corporate 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

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
Corp. College, 206
C03 Th 9am-12pm
July 2 – July 9
Corp. College, 206

Microsoft Windows 7: In a Day

Explore Windows 7 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 | $99
C04 Sa 9am-4pm
June 20
Corp. College, 208

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

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:706 | $139
682 F 8:30am-4:30pm Richard Sprengeler
July 17
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 Anthony Carosella
June 13
MC - HE, 233

Call 314-984-7777
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
Barbara Primm
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 De Vore
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
501 F 9am-11am
June 12
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 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
502 F 9am-11am
July 24
Barbara Primm
SCEUC, 206

= Digital Arts and Technology Alliance Workshops
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 address 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. 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

“...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

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 Pennycuick
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, 233

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 maintain personal and professional websites.

CVTW:750 | $139
681 Sa 8:30am-4:30pm
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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 their registration is accepted unless otherwise notified. A registration confirmation is sent 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.

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).

Email Address: ____________________________

UIN or SS#: ____________________________

Birthdate: ____________________________

Name: ____________________________

LAST FIRST MIDDLE INITIAL

Address: ____________________________

STREET OR POST OFFICE BOX

City: ____________________________

State: ____________________________

Zip Code: ____________________________

Telephone/Home: ____________________________

Work: ____________________________

Credit Card Payment:

Charge fees to: ☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

CARD NUMBER: ____________________________

Expiration Date: ____________________________

Signature: ____________________________

Please register me for the following courses:

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