





January 27 - June 2, 2012

COURSE	Ticket #	DAY/S	TIME
Introduction to Desktop Publishing using Adobe InDesign CS5 (VBUS-102) — Provides introductory instruction on desktop publishing using Adobe InDesign. Introduces students to placement of text and graphics within frames and how to export and print professional quality InDesign files.	58661 - M. Sandoval	Monday	11:30am - 2:30pm
	58663 - R. Mijares	Wednesday	3:30pm - 6:30pm
Introduction to Animations using Flash (VBUS-120) — Provides introductory instruction for creating short Flash movies for viewing on the Internet or for viewing in other multimedia formats. Students learn to create animations using Flash's drawing tools, layers and timeline.	58666 - M. Sandoval	Monday	6:30pm - 9:30pm
Introduction to Computer Software Applications (VBUS-121) — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	58668 - M. Sandoval	Monday	2:30pm - 3:30pm
	58671 - R. Mijares	Tuesday	11:30am - 12:30pm
	58674 - M. Sandoval	Tuesday	2:30pm - 3:30pm
	58677 - F. Martinez	Wednesday	11:30am - 3:30pm
	58680 - R. Mijares	Wednesday	2:30pm - 3:30pm
	58667 - M. Mehegan	Thursday	11:30am - 3:30pm
	58681 - S. Montelone	Thursday	2:30pm - 6:00pm
	58683 - K. Grilli	Friday	11:30am - 2:30pm
			
Introduction to Desktop Video Editing using Adobe Premiere (VBUS-109) — Provides introductory instruction for doing videos and sound editing using Adobe Premiere software. This course is designed for students who have taken an Introduction to Windows class.	58685 - F. Martinez	Monday	11:30am - 2:30pm
Introduction to Electronic Imaging using Adobe Photoshop CS5 (VBUS-303) — Introduces students to electronic imaging using Adobe Photoshop software. Topics include beginning and intermediate Photoshop features, scanner basics, image and file formats, color importing/exporting files and printing. Designed for students who have completed a basic computer course.	58686 - J. Haverstick	Monday	6:30pm - 9:30pm
	58687 - F. Martinez	Tuesday	8:30am - 11:30am
	58688 - H. Alvarado	Tuesday	6:30pm - 9:30 pm
	58689 - F. Lenny	Friday	5:30pm - 8:30pm
Introduction to Electronic Presentations using PowerPoint (VBUS-304) — Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. Designed for students who have completed a basic computer operations course or equivalent.	58690 - J. Doyle	Friday	8:30am - 11:30am
Introduction to Keyboarding & Basic Windows (VBUS-119) — (1st time computer users who do not type) Provides introductory instruction for keyboarding by touch and learning MS Windows. This course or Introduction to Windows is highly recommended prior to taking other courses taught within the Windows environment.	58694 - M. Mehegan	Monday	6:30pm - 9:30pm
	58691 - R. Mijares	Tuesday	8:30am - 11:30am
	58692 - K. Grilli	Thursday	11:30am - 2:30pm
	58697 - H. Castillo	Friday	5:30pm - 8:30pm
	58698 - M. Martyn	Saturday	11:30am - 2:30pm
			
Introduction to Personal Management using Outlook (VBUS-013) — Provides instruction on Microsoft Outlook, one of the industry's leading personal data management applications. Students will learn how to better manage their electronic communications, schedules, tasks and contact information using Outlook's Email, Calendar, Task and Contact components.	58700 - R. Mijares	Wednesday	6:30pm - 9:30pm
	58701 - M. Martyn	Saturday	8:30am - 11:30am
Introduction to Personal Commerce on the Internet (eBay) (VBUS-097) — Provides introductory instruction to personal commerce on the Internet. Topics include privacy and security issues, searching techniques, auction bidding, secure payment methods, selling techniques and things to do to protect your consumer rights.	58702 - F. Martinez	Tuesday	11:30am - 2:30pm

Class times & dates are subject to change without notice from the administration.

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All educational opportunities are offered without regard to race, color, national origin, sex, or disability.

Introduction to Spreadsheets using MS Excel (VBUS-262) — Provides instruction in basic spreadsheet concepts using typical spreadsheet problems and Microsoft Excel software. Designed for students who have completed an introductory computer course or equivalent.	58704 - M. Scherzer	Thursday	8:30am - 11:30am
	58705 - A. Magno	Friday	5:30pm - 8:30pm
Introduction to Use of Digital Cameras (VBUS-096) — Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, how to transfer files from the camera to the computer.	58707 - J. Doyle	Monday	8:30am - 11:30am
	58712 - R. Mijares	Wednesday	11:30am - 2:30pm
	58708 - J. Haverstick	Wednesday	6:30pm - 9:30pm
Introduction to Vector Graphics using Adobe Illustrator CS5 (VBUS-242) — Provides introductory instruction on how to create both type and graphics (creating different shapes, blends, gradients, layouts and special effects) on the computer in a way that will capture the interest of the reader. This program works well with InDesign, which is used to create newsletters, magazine-type documents, etc. Everyone needs to understand a little about computer graphics if they are to really learn about the computer, even the person who is not an artist. Illustrator is one of the most popular art software programs used today.	58713 - M. Sandoval	Tuesday	11:30am-2:30pm
	58715 - R. Lee	Thursday	3:30pm - 6:30pm
Introduction to Web Design using Adobe Dreamweaver CS5 (VBUS-010) — Introduces students in how to create and publish a web site, manage and maintain it.	58716 - S. Trodick	Thursday	8:30am - 11:30am
	58719 - R. Lee	Thursday	6:30pm - 9:30pm
Introduction to Windows (VBUS-118) — Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs. This course or Introduction to Keyboarding & Basic Windows is highly recommended prior to taking other courses taught within the Windows environment.	58722 - F. Martinez	Wednesday	8:30am - 11:30am
	58730 - E. Cuellar	Thursday	6:30pm - 9:30pm
Introduction to Word Processing using MS Word (VBUS-260) — (1 st time computer users who type) Provides introductory instruction to word processing techniques using the personal computer. Includes the creating, formatting, editing, saving, and printing of simple documents. Uses MS Word software. Designed for students who can type by touch.	58731 - M. Mehegan	Monday	8:30am - 11:30am
	58732 - K. Willner	Friday	8:30am - 11:30am
	58734 - E. Cuellar	Saturday	11:30am - 2:30pm
Navigating the Internet (VBUS-258) — (1 st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	58735 - C. Wilson	Monday	8:30am - 11:30am
	58756 - R. Lee	Friday	2:30pm - 5:30pm
Workforce Readiness (Job Readiness Skills) (VBUS-012) — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills.	58759 - S. Montelone	Thursday	11:30am - 2:30pm
	58988 - E. Cuellar	Saturday	8:30am - 11:30am
Introduction to Medical Billing (VBUS-080) — Introduces students to concepts and skills needed for a successful career in medical office billing. Students will learn current procedural terminology, the general flow of information in a medical office and the role of computers. Designed for students who have completed an introductory computer course or equivalent.	58761 - M. Prey	M, T, W (Jan. 16 - Mar. 10)	12:30pm - 5:30pm
	58766 - M. Prey	M, T, W (Mar. 12 - May. 12)	12:30pm - 5:30pm
	58768 - B. Luke	Saturday	8:00am - 2:00pm
Introduction to Document Processing using Adobe Acrobat (VBUS-117) — Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit and annotate PDF files; and distribute PDF files via the Internet.	58770 - S. Trodick	Thursday (Jan. 16 - Mar. 10)	6:30pm - 9:30pm
Introduction to Web Graphics using Adobe CS5 Tools (VBUS-011) — Provides introductory instruction on preparing graphic images for the web with a focus on, optimization, rollovers and simple animation.	58773 - S. Trodick	Thursday (Mar. 12 - May 12)	6:30pm - 9:30pm
Introduction to Databases using MS Access (VBUS-261) — Provides instruction in basic concepts using typical database problems with MS Access software. Designed for students who have completed an introductory basic computer operations course or equivalent.	58774 - M. Martyn	Tuesday	6:30pm - 9:30pm
Introduction to 3-D Modeling using Blender (VBUS-101) — Introduces students to Blender's interface, 3D space, animation and modeling features, surfaces and textures. Designed for students who have completed an introductory computer course.	58776 - F. Lenny	Tuesday	6:30pm - 9:30pm
Introduction to Web Page Development using HTML (VBUS-302) — Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic image, movie and sound formats. Designed for students who have completed a basic computer course.	58778 - M. Sandoval	Monday	3:30pm - 6:30pm

LATE START CLASSES.

January 30 - June 2, 2012

COURSE	Ticket #	DAY/S	TIME
Introduction to Use of Digital Cameras (VBUS-096) — Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, how to transfer files from the camera to the computer.	60406 - Staff	Friday	2:30pm - 5:30pm
Introduction to Word Processing using MS Word (VBUS-260) — (1 st time computer users who type) Provides introductory instruction to word processing techniques using the personal computer. Includes the creating, formatting, editing, saving, and printing of simple documents. Uses MS Word software. Designed for students who can type by touch.	60404 - J. Nguyen	Thursday	3:30pm - 6:30pm
Introduction to Computer Software Applications (VBUS-121) — Provides individualized introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	60399 - R. Mijares	Tuesday	4:00pm - 6:30pm
	60396 - S. Montelone	Wednesday	11:30am - 12:30pm
	60403 - J. Nguyen	Thursday	2:30pm - 3:30pm
	60402 - K. Willner	Friday	11:30am - 12:30pm
Introduction to Web Design using Adobe Dreamweaver CS5 (VBUS-010) — Introduces students in how to create and publish a web site, manage and maintain it.	60397- M. Sandoval	Tuesday	4:00pm - 6:30pm
Introduction to Electronic Imaging using Adobe Photoshop CS5 (VBUS-303) — Introduces students to electronic imaging using Adobe Photoshop software. Topics include beginning and intermediate Photoshop features, scanner basics, image and file formats, color importing/exporting files and printing. Designed for students who have completed a basic computer course.	60405 - Staff	Friday	11:30am - 2:30pm
Introduction to Spreadsheets using MS Excel (VBUS-262) — Provides instruction in basic spreadsheet concepts using typical spreadsheet problems and Microsoft Excel software. Designed for students who have completed an introductory computer course or equivalent.	60401 - M. Scherzer	Friday (Jan. 27 - June 2)	8:30am - 11:30am
Introduction to Keyboarding & Basic Windows (VBUS-119) — (1 st time computer users who do not type) Provides introductory instruction for keyboarding by touch and learning MS Windows. This course or Introduction to Windows is highly recommended prior to taking other courses taught within the Windows environment.	60400 - S. Montelone	Wednesday	8:30am - 11:30am
Navigating the Internet (VBUS-258) — (1 st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	60398 - M. Mehegan	Wednesday	3:30pm - 6:30pm
Introduction to Windows (VBUS-118) — Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs. This course or Introduction to Keyboarding & Basic Windows is highly recommended prior to taking other courses taught within the Windows environ-	60408 - K. Willner	Friday	12:30pm - 3:30pm

****Students who are enrolled and absent on the first class session may be dropped.****