



# Santiago Canyon College

## DIVISION OF CONTINUING EDUCATION

*What happens here matters.*

SCC Facility - 8045 E. Chapman Ave., Room U-80 - Orange, CA 92869 - (714) 628-5929

# SCC



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## FALL 2018

### August 20 - December 15, 2018

## Enroll Today!!

COURSE	Section	Room	DAY/S	TIME
<b>VBUS 010, Introduction to Web Design using Adobe Dreamweaver CC Tools</b> — Introduces students in how to create and publish a web site, manage and maintain it.	60393	U-82	Friday	11:00am - 2:00pm
<b>VBUS 012, Workforce Readiness (Job Readiness Skills)</b> — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills.	60383	U-82	Wednesday	6:30pm - 9:30pm
<b>VBUS 013, Introduction to Personal Management using MS Outlook 2016</b> — 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.	60408	U-92	Saturday	11:30am - 2:30pm
<b>VBUS 014, Introduction to Mobile and Social Media Tools</b> — Provides instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as LinkedIn, Facebook, twitter, wikis, and blogs.	60363	U-82	Mon. & Tues. <i>Combo with 60362</i>	8:00am - 11:00am
<b>VBUS 030 How to Build a Home Based Business</b> — This course provides an overview of the process of planning, launching, and operating a home-based business. Students will learn to distinguish between the various forms of home-based businesses and explain how they can be supported by business models. Open-entry/open-exit.	60362	U-82	Mon. & Tues. <i>Combo with 60363</i>	8:00am - 11:00am
<b>VBUS 040, Accounting for Non Accountants</b> — Designed for those who may be interested in building a home-based business, this course introduces general accounting principles, including basic terminology, processes, and an overview of financial statements. An emphasis is placed on utilizing accounting methods to generate and interpret financial information in real-life situations to make managerial and financial decisions.	60404	U-92	Saturday <i>Combo with 60405</i>	8:30am - 11:30am
<b>VBUS 080, Introduction to Medical Billing</b> — 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.	60379	U-92	Tues. & Thurs.	6:30pm - 9:30pm
<b>VBUS 096, Introduction to Use of Digital Cameras</b> — 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.	60381	U-82	Wednesday	11:00am - 2:00pm
<b>VBUS 101, Introduction to 3-D Modeling using Blender</b> — 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. Recommended preparation VBUS-119 or equivalent.	60385	U-92	Thursday <i>Combo with 60386</i>	8:00am - 11:00am
<b>VBUS 102, Introduction to Desktop Publishing using Adobe InDesign CC</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60364	U-82	Mon. & Tues. <i>Combo with 60365</i>	11:00am - 2:00pm
<b>VBUS 103, Introduction to MS Project</b> — This course provides introductory instruction on the use of Microsoft Office Project software. Students will learn how to set up a project, manage project files, schedule tasks, assign resources and costs, track a project and analyze progress.	60397	U-92	Friday	11:00am - 2:00pm
<b>VBUS 105, Introduction to 3-D Animation using Blender</b> — Provides introductory instruction for creating short 3D animations using Blender software. Students learn to create animations using blender's tools and timeline; e.g., trajectory, lighting, bones, and movements. Students will gain an under-standing of the basics needed to succeed as an animator.	60386	U-92	Thursday <i>Combo with 60385</i>	8:00am - 11:00am

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## FREE Classes!

**\*\*Students who are enrolled and absent on the first class session may be dropped.\*\***  
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COURSE	Section	Room	DAY/S	TIME
<b>VBUS 107, Seminar in Adobe tools - Adobe Lightroom</b> — Explores and provides instruction in evolving Creative Cloud applications for the personal computer such as design, web and video/audio tools. Open entry/open exit.	60382	U-92	Wednesday	2:00pm - 5:00pm
<b>VBUS 109, Introduction to Desktop Video Editing using Adobe Premiere CC</b> — Provides introductory instruction for video and sound editing using Adobe Premiere software. This course is designed for students who have taken an Introduction to Windows class. <i>Recommended preparation VBUS-119 or equivalent.</i>	60380	U-82	Wednesday	8:00am - 11:00am
	60399	U-92	Friday	6:00pm - 9:00pm
<b>VBUS 117, Introduction to Document Processing using Adobe Acrobat DC</b> — 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.	60377	U-92	Tuesday <i>Combo with 60378</i>	8:00am - 11:00am
<b>VBUS 120, Introduction to Animations using Adobe Animate CC</b> — 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.	60376	U-82	Tuesday	6:30pm - 9:30pm
<b>VBUS 121, Introduction to Computer Software Applications</b> — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	60391	U-92	Thursday	2:00pm - 5:00pm
<b>VBUS 140, Introduction to Google Applications for Work</b> — This course provides an over-view of Google Apps for Work, a collection of cloud computing, productivity, and collaboration tools, with an emphasis on their use in effective workplace communication. Applications covered include Google Documents, Sheets, Slides, Drive, and Forms.	60373	U-82	Thursday	9:00am - 11:00am
<b>VBUS 150, Introduction to Digital Marketing</b> — This course is an introduction to the use of digital marketing methods to research market conditions in local, regional, or national areas, and to gather information to determine potential sales of a product or service. Students will learn how to use marketing tools to gather and analyze information on competitors, prices, and sales.	60389	U-82	Thursday	11:00am - 12:00pm
<b>VBUS 152, Intro to Digital Marketing Analytics</b> — This course is an introduction to the theory and practice of digital marketing analytics. Students will explore the theory of web analytics and how they are used in real-world business situations. An emphasis is placed on identifying the appropriate analytics tools to collect, analyze, and visualize data from the web, using that data to make decisions that impact an organization, its stakeholders, and its customers.	60366	U-82	Monday	6:30pm - 9:30pm
<b>VBUS 242, Introduction to Vector Graphics using Adobe Illustrator CC</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60365	U-82	Mon. & Tues. <i>Combo with 60364</i>	11:00am - 2:00pm
	60394	U-82	Friday	2:00pm - 5:00pm
<b>VBUS 260, Introduction to Word Processing using MS Word 2016</b> — (First 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60378	U-92	Tuesday <i>Combo with 60377</i>	8:00am - 11:00am
<b>VBUS 261, Introduction to Databases using MS Access 2016</b> — Provides instruction in basic concepts using typical database problems with MS Access software. <i>Recommended preparation VBUS-119 or equivalent.</i>	60396	U-92	Friday	8:00am - 11:00am
<b>VBUS 262, Introduction to Spreadsheets using MS Excel 2016</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60367	U-92	Monday	8:00am - 11:00am
	60405	U-92	Saturday <i>Combo with 60404</i>	8:30am - 11:30am
<b>VBUS 302, Introduction to Web Page Development using HTML 5</b> — Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic image, movie and sound formats. <i>Recommended preparation VBUS-119 or equivalent.</i>	60392	U-82	Friday	8:00am - 11:00am
<b>VBUS 303, Introduction to Electronic Imaging using Adobe Photoshop CC</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60384	U-92	Wednesday	6:30pm - 9:30pm
	62730	U-82	Friday	6:00pm - 9:00pm



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## FALL 2018

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### August 20 - December 15, 2018

COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 012, Workforce Readiness (Job Readiness Skills)</b> — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills.	60523	210	Friday <b><u>Combo with 60524</u></b>	5:30pm - 8:30pm
<b>VBUS 014, Introduction to Mobile and Social Media Tools</b> — Provides instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as LinkedIn, Facebook, twitter, wikis, and blogs.	60498	210	Tuesday <b><u>Combo with 60497</u></b>	12:00pm - 3:00pm
<b>VBUS 030 How to Build a Home Based Business</b> — This course provides an overview of the process of planning, launching, and operating a home-based business. Students will learn to distinguish between the various forms of home-based businesses and explain how they can be supported by business models. Open-entry/open-exit.	60511	210	Thursday <b><u>Combo with 60519</u></b>	8:00am - 12:00pm
<b>VBUS 096, Introduction to Use of Digital Cameras</b> — 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.	60526	210	Friday	8:00am - 11:00am
<b>VBUS 097, Introduction to Personal Commerce on the Internet (eBay)</b> — 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.	60519	210	Thursday <b><u>Combo with 60511</u></b>	8:00am - 12:00pm
<b>VBUS 118, Introduction to Windows 10</b> — Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs. <i>Recommended preparation VBUS-119 or equivalent.</i>	60493	210	Monday	12:00pm - 3:00pm
<b>VBUS 119, Introduction to Keyboarding &amp; Basic Windows 10</b> — (First Time computer users who type less than 35 words per minute) 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.	60495	210	Monday	6:00pm - 9:00pm
	60530	210	Saturday <b><u>Combo with 60528</u></b>	11:30am - 2:30pm
<b>VBUS 258, Navigating the Internet</b> — (1 <sup>st</sup> time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	60497	210	Tuesday <b><u>Combo with 60498</u></b>	12:00pm - 3:00pm
<b>VBUS 260, Introduction to Word Processing using MS Word 2016</b> — (1st 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60524	210	Friday <b><u>Combo with 60523</u></b>	5:30pm - 8:30pm
<b>VBUS 262, Introduction to Spreadsheets using MS Excel 2016</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60499	210	Tuesday	6:00pm - 9:00pm
	60528	210	Saturday <b><u>Combo with 60530</u></b>	11:30am - 2:30pm

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

# FREE Classes!

COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 303, Introduction to Electronic Imaging using Adobe Photoshop CC</b> — 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. Recommended preparation VBUS-119 or equivalent.	60527	210	Friday	11:00am - 2:00pm
<b>VBUS 304, Introduction to Electronic Presentations using PowerPoint 2016</b> — 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.	60494	210	Wednesday	12:00pm - 3:00pm



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# CWPC

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COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 012, Workforce Readiness (Job Readiness Skills)</b> — Provides instruction in office skills for employment preparation. Students will learn communication, decision making, interpersonal, lifelong learning, and job seeking skills.	60418	108	Tuesday <i><u>Combo with 60419</u></i>	6:00pm - 9:00pm
<b>VBUS 014, Introduction to Mobile and Social Media Tools</b> — Provides instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as LinkedIn, Facebook, twitter, wikis, and blogs.	60423	108	Thursday	12:00pm - 3:00pm
<b>VBUS 040, Accounting for Non Accountants</b> — Designed for those who may be interested in building a home-based business, this course introduces general accounting principles, including basic terminology, processes, and an overview of financial statements. An emphasis is placed on utilizing accounting methods to generate and interpret financial information in real-life situations to make managerial and financial decisions.	60424	108	Thursday <i><u>Combo with 60425</u></i>	6:00pm - 9:00pm
<b>VBUS 080, Introduction to Medical Billing</b> — 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.	60409	108	Mon. & Wed.	9:00am - 12:00pm
<b>VBUS 101, Introduction to 3-D Modeling using Blender</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60413	108	Monday <i><u>Combo with 60415</u></i>	6:00pm - 9:00pm
<b>VBUS 105, Introduction to 3-D Animation using Blender</b> — Provides introductory instruction for creating short 3D animations using Blender software. Students learn to create animations using blender's tools and timeline; e.g., trajectory, lighting, bones, and movements. Students will gain an understanding of the basics needed to succeed as an animator.	60415	108	Monday <i><u>Combo with 60413</u></i>	6:00pm - 9:00pm
<b>VBUS 118, Introduction to Windows 10</b> — Provides introductory instruction for learning MS Windows. Including Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs. This course is highly recommended prior to taking other courses taught within the Windows environment. Recommended preparation VBUS-119 or equivalent.	60427	108	Friday	9:00am -12:00pm
<b>VBUS 119, Introduction to Keyboarding and Basic Windows 10</b> — (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.	60419	108	Tuesday <i><u>Combo with 60418</u></i>	6:00pm - 9:00pm
<b>VBUS 121, Introduction to Computer Software Applications</b> — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	60411	108	Monday	3:00pm - 6:00pm
	60420	108	Wednesday	3:30pm - 6:00pm
<b>VBUS 130 Introduction to 3D Printing</b> — This course is designed to teach students how to use a 3D printer and the technology behind 3D printing. Students will learn about the different plastic filaments that are used, and the techniques for feeding the plastic filament into the 3D printer for optimal performance. Students will also learn about future applications and components of the printer, such as the extruder nozzle, contact sensor, calibration techniques, software, design methods, and reducing defects. An emphasis is placed on familiarizing students with the use of 3D printing in the areas of personal applications, engineering, design and manufacturing.	60422	108	Wednesday	6:00pm - 9:00pm

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COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 150, Introduction to Digital Marketing</b> — This course is an introduction to the use of digital marketing methods to research market conditions in local, regional, or national areas, and to gather information to determine potential sales of a product or service. Students will learn how to use marketing tools to gather and analyze information on competitors, prices, and sales.	60416	108	Thursday <i><u>Combo with 60417</u></i>	9:00am - 12:00pm
<b>VBUS 152, Intro to Digital Marketing Analytics</b> — This course is an introduction to the theory and practice of digital marketing analytics. Students will explore the theory of web analytics and how they are used in real-world business situations. An emphasis is placed on identifying the appropriate analytics tools to collect, analyze, and visualize data from the web, using that data to make decisions that impact an organization, its stakeholders, and its customers.	60417	108	Thursday <i><u>Combo with 60416</u></i>	9:00am - 12:00pm
<b>VBUS 257, Seminar in Business Applications: MS Office Overview</b> — Explores and provides instruction in evolving standard software applications commonly used in business. This course will provide an overview on Microsoft Word, Excel, PowerPoint, and Access.	60410	108	Mon. & Wed.	12:00pm - 3:00pm
<b>VBUS 262, Introduction to Spreadsheets using MS Excel 2016</b> — 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. <i>Recommended preparation VBUS-119 or equivalent.</i>	60425	108	Thursday <i><u>Combo with 60424</u></i>	6:00pm - 9:00pm