



Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

What happens here matters.

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867 • 714-628-5900 • Fax: 714-434-7920 • sccollege.edu/OEC

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SPRING 2019

1st Session

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January 7 - March 9, 2019

OEC Provisional Education Facility • 1937 W. Chapman Ave, Suite 200, • Orange, CA 92868 • (714) 628-5900

COURSE	Section #	Room	DAY/S	TIME
VBUS 012, Workforce Readiness (Job Readiness Skills) — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills.	66737	210	Friday <i>Combo with 66738</i>	8:00 AM-11:00 AM
VBUS 014, Introduction to Mobile and Social Media Tools — 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.	66732	210	Tue. & Thurs. <i>Combo with 66733</i>	12:00 PM-3:00 PM
VBUS 097, Introduction to Personal Commerce on the Internet (eBay) — 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.	66733	210	Tue. & Thurs. <i>Combo with 66732</i>	12:00 PM-3:00 PM
VBUS 103, Introduction to MS Project — 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.	66734	210	Tuesday	6:00 PM-9:00 PM
VBUS 118, Introduction to Windows 10 — 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>	66729	210	Mon. & Wed. <i>Combo with 66730</i>	12:00 PM-3:00 PM
VBUS 119, Introduction to Keyboarding & Basic Windows 10 — (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.	67016	210	Tuesday <i>Combo with 67017</i>	8:00 AM-12:00 PM
	66742	210	Saturday <i>Combo with 66743</i>	11:30 AM-2:30 PM
VBUS 140, Introduction to Google Applications for Work — 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.	66740	210	Saturday <i>Combo with 66741</i>	8:30 AM-11:30 AM
VBUS 257, Seminar in Business Applications: MS Office Overview — 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.	66743	210	Saturday <i>Combo with 66742</i>	11:30 AM-2:30 PM
VBUS 258, Navigating the Internet — (1 st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	66741	210	Saturday <i>Combo with 66740</i>	8:30 AM-11:30 AM
VBUS 260, Introduction to Word Processing using MS Word 2016 — (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>	67017	210	Tuesday <i>Combo with 67016</i>	8:00 AM-12:00 PM
	66738	210	Friday <i>Combo with 66737</i>	8:00 AM-11:00 AM
VBUS 262, Introduction to Spreadsheets using MS Excel 2016 — 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.	66739	210	Friday	5:00 PM-8:00 PM
VBUS 304, Introduction to Electronic Presentations using PowerPoint 2016 — 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.	66730	210	Mon. & Wed. <i>Combo with 66729</i>	12:00 PM-3:00 PM

All educational opportunities are offered without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status.

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

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