



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

SCC



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SPRING 2019

1st Session

Enroll Today!

January 7 - March 9, 2019

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

COURSE	Section	Room	DAY/S	TIME
VBUS 010, Introduction to Web Design using Adobe Dreamweaver CC Tools — Introduces students in how to create and publish a web site, manage and maintain it.	66646	U-82	Monday	8:00 AM-11:00 AM
	66724	U-92	Friday	6:00 PM-9:00 PM
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.	66648	U-82	Wednesday <i>Combo with 66649</i>	6:30 PM-9:30 PM
VBUS 013, Introduction to Personal Management using MS Outlook 2016 — 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.	66709	U-82	Saturday	11:30 AM-2:30 PM
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.	66715	U-92	Monday	6:30 PM-9:30 PM
VBUS 040, Accounting for Non Accountants — 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.	66669	U-82	Friday <i>Combo with 66671</i>	8:00 AM-11:00 AM
VBUS 080, Introduction to Medical Billing — 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.	66716	U-92	Tue. & Thurs.	6:30 PM-9:30 PM
VBUS 096, Introduction to Use of Digital Cameras — 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.	66654	U-82	Wednesday	11:00 AM-2:00 PM
VBUS 101, Introduction to 3-D Modeling using Blender — 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.	66718	U-92	Thursday <i>Combo with 66719</i>	8:00 AM-11:00 AM
VBUS 102, Introduction to Desktop Publishing using Adobe InDesign CC — 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>	66647	U-82	Monday	11:00 AM-2:00 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.	66708	U-82	Saturday	8:30 AM-11:30 AM
VBUS 105, Introduction to 3-D Animation using Blender — 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.	66719	U-92	Thursday <i>Combo with 66718</i>	8:00 AM-11:00 AM

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.

FREE Classes!

****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.

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COURSE	Section	Room	DAY/S	TIME
VBUS 107, Seminar in Adobe tools - Adobe Lightroom — 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.	66655	U-82	Wednesday	2:00 PM-5:00 PM
VBUS 109, Introduction to Desktop Video Editing using Adobe Premiere CC — 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>	66653	U-82	Wednesday	8:00 AM-11:00 AM
VBUS 118, Introduction to Windows 10 — 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.	66652	U-82	Tuesday	6:30 PM-9:30 PM
VBUS 119, Introduction to Keyboarding and Basic Windows 10 — (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.	66674	U-82	Friday	11:00 AM-2:00 PM
VBUS 120, Introduction to Animations using Adobe Animate CC — 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.	66721	U-92	Friday	8:00 AM-11:00 AM
VBUS 121, Introduction to Computer Software Applications — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	66720	U-92	Thursday	2:00 PM-5:00 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.	66656	U-82	Thursday	9:00 AM-11:00 AM
VBUS 150, Introduction to Digital Marketing — 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.	66657	U-82	Thursday	11:00 AM-2:00 PM
VBUS 242, Introduction to Vector Graphics using Adobe Illustrator CC — 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>	66651	U-82	Tuesday	11:00 AM-2:00 PM
	66668	U-82	Thursday	6:30 PM-9:30 PM
VBUS 260, Introduction to Word Processing using MS Word 2016 — (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>	66649	U-82	Wednesday <i>Combo with 66648</i>	6:30 PM-9:30 PM
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. <i>Recommended preparation VBUS-119 or equivalent.</i>	66671	U-82	Friday <i>Combo with 66669</i>	8:00 AM-11:00 AM
VBUS 302, Introduction to Web Page Development using HTML 5 — 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>	66650	U-82	Tuesday	8:00 AM-11:00 AM
	66722	U-92	Friday	11:00 AM-2:00 PM
VBUS 303, Introduction to Electronic Imaging using Adobe Photoshop CC — 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>	66717	U-92	Wednesday	6:30 PM-9:30 PM
	66723	U-92	Friday	2:00 PM-5:00 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.	66726	U-92	Saturday	11:30 AM-2:30 PM