Santiago Canyon College
DIVISION OF CONTINUING EDUCATION
What happens here matters.

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SCC

SPRING 2019   Enroll Today!!

4 Week Computer Courses!!

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

	COURSE	Section	Room	DAY/S	TIME
1st Session	**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.	66713	U-92	Mon. - Thurs. *Combo with 66714* *02/04/19 - 02/28/19*	11:00am - 2:00pm
	VBUS 258, Navigating the Internet —— (1st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	66714	U-92	Mon. - Thurs. *Combo with 66713* *02/04/19 - 02/28/19*	11:00am - 2:00pm
	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. *Recommended preparation VBUS-119 or equivalent.*	66711	U-92	Mon. - Thurs. *01/07/19 - 01/31/19*	11:00am - 2:00pm
	COURSE	Section	Room	DAY/S	TIME
2nd Session	**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.	67115	U-92	Mon. - Thurs. *Combo with 67116* *04/15/19 - 05/09/19*	11:00am - 2:00pm
	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. Recommended preparation VBUS-119 or equivalent.	67116	U-92	Mon. - Thurs. *Combo with 67115* *04/15/19 - 05/09/19*	11:00am - 2:00pm
	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.	67114	U-92	Mon. - Thurs. *03/04/19 - 03/28/19*	11:00am - 2:00pm

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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