



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

CHAP

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SPRING 2019
2nd Session

March 11 - May 17, 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. | 67144 | 210 | Friday <i>Combo with 67145</i> | 5:00 PM-8:00 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. | 67136 | 210 | Tuesday | 6:00 PM-9:00 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. | 67140 | 210 | Thursday | 6:00 PM-9:00 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. | 67147 | 210 | Saturday <i>Combo with 67148</i> | 8:30 AM-11:30 AM |
| 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. | 67131 | 210 | Mon. & Wed. <i>Combo with 67132</i> | 12:00 PM-3:00 PM |
| | 67149 | 210 | Saturday <i>Combo with 67150</i> | 11:30 AM-2:30 PM |
| 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. | 67145 | 210 | Friday <i>Combo with 67144</i> | 5:00 PM-8:00 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. | 67132 | 210 | Mon. & Wed. <i>Combo with 67131</i> | 12:00 PM-3:00 PM |
| 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> | 67150 | 210 | Saturday <i>Combo with 67149</i> | 11:30 AM-2:30 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</i> | 67134 | 210 | Mon. & Wed. | 6:00 PM-9:00 PM |
| | 67148 | 210 | Saturday <i>Combo with 67147</i> | 8:30 AM-11:30 AM |
| 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. | 67135 | 210 | Tues. & Thurs. | 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.

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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