



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

CWPC



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SPRING 2019 2nd Session

Enroll Today!

March 11 - May 17, 2019

College and Workforce Preparation Center (CWPC) • 1572 N. Main St., Orange, CA 92867 (714) 628-5999

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.	67155	108	Monday	6:00 PM-9:00 PM
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.	67151	108	Mon. & Wed.	8:00 AM-11:00 AM
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. <i>Recommended preparation VBUS-119 or equivalent.</i>	67161	108	Wednesday <i>Combo with 67162</i>	6:00 PM-9:00 PM
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 understanding of the basics needed to succeed as an animator.	67162	108	Wednesday <i>Combo with 67161</i>	6:00 PM-9:00 PM
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.	67156	108	Tues. & Thurs.	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.	67154	108	Monday	2:00 PM-6:00 PM
	67158	108	Tuesday	2:00 PM-6:00 PM
	67160	108	Wednesday	2:00 PM-6:00 PM
VBUS 130 Introduction to 3D Printing — 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.	67159	108	Tuesday	6:00 PM-9:00 PM
	67163	108	Thursday	6:00 PM-9:00 PM
VBUS 140, Introduction to Google Applications for Work — This course provides an overview 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.	67157	108	Tues. & Thurs.	11:00 AM-2:00 PM
	67142	108	Friday	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.

COURSE	Section #	Room	DAY/S	TIME
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>	67152	108	Mon. & Wed. <u><i>Combo with 67153</i></u>	11:00 AM-2:00 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.	67153	108	Mon. & Wed. <u><i>Combo with 67152</i></u>	11:00 AM-2:00 PM