What happens here matters.

SPRING 2017 Schedule of Classes

FREE Classes for Adults

Connect with us: SCCOEC

CLASSES FOR INTELLECTUALLY AND DEVELOPMENTALLY CHALLENGED STUDENTS

ESL & CITIZENSHIP CLASSES

ADULT HIGH SCHOOL DIPLOMA & GED TEST PREPARATION

COMPUTER CLASSES

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867

SPRING SEMESTER BEGINS JANUARY 9th • ENROLL TODAY!

714-628-5900 • www.sccollege.edu/OEC
EDUCATIONAL PROGRAMS & SERVICES FOR ADULTS

The Orange Education Center (OEC), Santiago Canyon College, Division of Continuing Education, offers free classes in the program areas of English as a Second Language, Short-Term Career Technical Education, Adult Basic Education, Adult High School Diploma, GED Test Preparation, Parenting Education, Health and Safety Education, Programs for Older Adults, and Adults with Substantial Disabilities. The OEC also offers free assessment services, academic counseling, career counseling, personal counseling and orientation services to all students. Keeping the working adult in mind, the OEC offers day, evening, and Saturday classes at the OEC and SCC sites and 30 other convenient locations in Orange, Anaheim Hills, Villa Park and Garden Grove.

Individuals may begin taking classes at any time during the semester, provided there is space available.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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Nondiscrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs 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, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Inquiries regarding compliance and/or grievance procedures may be directed to District’s Title IX Officer and/or Section 504/ADA Coordinator.

For district locations, see map on page 14.

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Calendar

SPRING SEMESTER 2017

JANUARY 9 – JUNE 30

Instruction Begins ......................... January 9
Martin Luther King Day ................ January 16
Lincoln's Birthday Holiday .......... February 17
(No classes – February 18)
President's Day Holiday ............ February 20
Cesar Chavez Holiday ............. March 31

SCC CTE Classes
1st Session .......................... Jan 9-April 7
Spring Break ......................... April 10-15
2nd Session ......................... April 17-June 30

CHAP/CWPC CTE Classes
1st Session ......................... Jan 9-March 30
Spring Break ......................... April 3-8
2nd Session ......................... April 10-June 30

OEC Commencement ............. May 26
Memorial Day Holiday .......... May 29
Instruction Ends ..................... June 30

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
DIVISION OF CONTINUING EDUCATION
MAIN REGISTRATION LOCATIONS

OEC Provisional Education Facility (CHAP)
1937 W. Chapman Avenue, 2nd Floor
Orange, CA 92868
714-628-5900 • Se habla español

Santiago Canyon College (SCC)
Division of Continuing Education
8045 E. Chapman Avenue, Room S-105 or U-84
Orange, CA 92869
714-628-5929 • Se habla español

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

Santiago Canyon College
Mission Statement
Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

Continuing Education
Mission Statement
The mission of the Continuing Education Division is to offer a variety of free, noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary technical and academic skills to reach their personal, educational, and career goals so they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

Registration
Registration for the Spring 2017 semester is now available and continues throughout the term. Spaces are filled on a first-come, first-served basis. Please note that classes are open entry/open exit and have a continuous enrollment policy. This means you may start attending a class even in the middle of the term. For information regarding classes or registration dates please visit the OEC website (www.sccollege.edu/OEC) or call 714-628-5900.

Who May Enroll?
Persons 18 years of age and over may enroll in continuing education classes. Students currently enrolled in secondary schools who wish to attend continuing education classes may be admitted by special request of the secondary school and approval from OEC administration.

Locations and Hours for registration information call 714-628-5900.
Hours are subject to change without notice. See map of locations on page 14.

Locations
Orange Education Center (OEC)
Administration Offices
714-628-5900 • Se habla español
1465 N. Batavia Street
Orange, CA 92867
Closed Spring 2017 for renovations.

All Division of Continuing Education classes, programs and services are administered through the Orange Education Center.

OEC Provisional Education Facility (CHAP)
714-628-5900 • Se habla español
1937 W. Chapman Avenue, 2nd Floor
Orange, CA 92868
Monday – Thursday 7:30 am – 7:15 pm
Friday 8:00 am – 5:00 pm
Saturday 8:00 am – 12:00 pm

The Rancho Santiago Community College District has made every reasonable effort to determine that everything stated in this class schedule is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Rancho Santiago Community College District for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District.

See page 2 for details on additional sites, locations, and classes offered.

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
All educational opportunities are offered without regard to race, color, national origin, sex, or disability.

Textbooks and Supplies
Textbooks are available for purchase by students at the bookstore. At OEC Provisional Education Facility (CHAP), a complete list of textbooks and prices required for each class is posted at the bookstore entrance. For bookstore hours please call 714-628-5900. For Santiago Canyon College (SCC) bookstore information and hours, please call 714-628-4735. Supplementary books and supplies are also available at both locations.

Class Discontinuance Policy
Any class that does not have a total of 20 students enrolled by the beginning of instruction may be discontinued. Any class which does not maintain satisfactory attendance may be discontinued.

Attendance Policy
Students are expected to attend all class meetings. Students who are enrolled but are absent on the first day of class session may be dropped. Times listed for classes are subject to change without notice from the administration. Individuals should call 714-628-5900 to verify class times and dates.

Student ID Card
Continuing Education students may get a photo I.D. card at Santiago Canyon College, cashier’s office in E-102. For information, please call 714-628-4727.

Accommodations for Disabilities
Students with disabilities who want to request academic accommodations are responsible for informing their instructors and Disabled Students Programs and Services (DSPS) as early in the semester as possible, or at least two weeks before the accommodation is needed. To have accommodations authorized, students must provide DSPS with verification of disability and meet with a DSPS professional for an evaluation of needs. Students may schedule an appointment by coming to the Santiago Canyon College DSPS Office in E-105, by phoning 714-628-4860 or by emailing DSPS@sccollege.edu.

Photography Statement
Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual’s photograph may be made in writing to Public Affairs and Publications, RCCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.
STUDENT SERVICES

What happens here matters.

Counseling
The Counseling Department assists students in meeting their educational and career goals through orientation, assessment, educational planning, academic pathways, advisement, career planning, classroom workshops, and individual and group counseling.

Academic Advisement
- Individual assessment of transcripts and graduation requirements
- Educational Planning and completion of Electronic Education plans
- Referrals to tutoring, Disabled Students and Programs Services (DSPS), and outside community agencies
- Career Assessment guidance and exploration
- Individual or group counseling
- Crisis intervention

Career Counseling
- Career Assessments
- Career Assessment Embedded Counseling Sessions
- Career Exploration
- Career Educational Planning

Orientations
- Adult High School Diploma, GED Test Preparation, ABE and ESL Program
- Group/classroom presentations on career pathways and electronic education plans
- Community job/resource fairs
- Residency/naturalization workshops
- Students Transition And Registration Seminar (STARS)—Matriculation to college (help with paper work for college. Complete the application, testing, financial aid forms and early enrollment in classes.)

For more information visit the Division of Continuing Education at Santiago Canyon College Office, Room S-105, 714-628-5929. For counseling services available at other continuing education locations, please call 714-628-5929.

Veterans Services
Provides counseling and guidance to veterans.

CalWORKs
Provides counseling and assistance to all CalWORKs eligible students.

Placement Assessment
Placement assessments for the English as a Second Language (ESL) program is given at:

OEC Provisional Education Facility (CHAP)
1937 W. Chapman Avenue, 2nd Floor
Orange, CA 92868 • Tel: 714-628-5900

Placement assessments for the Adult High School Diploma, GED Test Preparation, and Adult Basic Education, and high school proficiencies are given at:

Santiago Canyon College (SCC)
Division of Continuing Education
8045 E. Chapman Avenue, Room S-105
Orange, CA 92869 • Tel: 714-628-5929

Placement assessments for the Adult High School Diploma, GED Test Preparation, and Adult Basic Education are given at:

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

Student Clubs & Student Activities
For information call 714-628-5947.

Career Services
Career Services offers assistance with career and educational information, assessments to determine career interest, resume critique, job application preparation, interviewing practice, job search, and follow-up.

Please call 714-628-5942 to schedule an appointment for career services assistance.

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
All educational opportunities are offered without regard to race, color, national origin, sex, or disability.

Adult High School Diploma / Adult Basic Education

HSS/GED/ABE ENROLLMENT PROCEDURES (CNSL-303)

Students take a placement assessment to register for Adult High School, GED, Adult Basic Education and Reading classes. Students will also complete an orientation and educational plan. This takes approximately three hours and is given on:

- Monday 8:30 am CWPC
- Monday 12:00 pm CHAP
- Tuesday 5:30 pm SCC

Individuals should bring unofficial school transcripts, if available, to the assessment test. Once a student has taken the assessment, he or she will schedule an appointment with a counselor to review assessment results and enroll in classes.

For Adult High School Diploma graduation requirements, or for information on the entrance exam required in order to enter the program, please visit the Counseling Office, Room S-105.

What happens here matters.

Leadership Basics Part 1 (HSOTH 050)

Provides the first of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Reading Improvement Program

The reading program is designed to help readers of all levels to further develop their reading skills. Reading skills and strategies will be taught, modeled and practiced. Students will work individually on developing speed and comprehension. Open entry/open exit.

- MTWTh 5:30 pm – 9:30 pm CWPC
- MTWThF 8:00 am – 12:00 pm CWPC
- F 8:30 am – 12:30 pm SCC

Leadership Basics Part 2 (HSOTH 050)

Provides the second part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Adult High School Diploma Program/GED Test Preparation (GED-031)

The High School Subjects and GED Programs are self-paced and individualized. Classes are offered on an open-entry/open-exit basis throughout the year. Students must be 18 years of age or older. Each student has an individualized educational plan to complete his/her personal graduation requirements. Concurrent enrollment in High School Subjects and college credit classes is also offered in some cases. Students interested in concurrent enrollment should meet with a counselor to discuss this option. Open entry/open exit.

- MTWTh 8:30 am – 1:30 pm SCC
- MTWTh 12:00 pm – 4:00 pm CHAP
- MTWTh 5:30 pm – 9:30 pm SCC
- MTWTh 6:00 pm – 9:00 pm CWPC
- MTWThF 8:00 am – 12:00 pm CWPC
- F 8:30 am – 12:30 pm SCC

Adult Basic Education (ABE) Classes (ABE-009)

The ABE program is designed to strengthen basic skills in reading, writing, spelling, vocabulary, math, English usage and grammar. This course can help a student improve basic skills to an eighth grade level. Emphasis is placed on life-skills that individuals use every day. Open entry/open exit.

- MTWTh 8:30 am – 1:30 pm SCC
- MTWTh 12:00 pm – 3:00 pm CHAP
- MTWTh 5:30 pm – 9:30 pm SCC
- MTWTh 6:00 pm – 9:00 pm CWPC
- MTWThF 8:00 am – 12:00 pm CWPC
- F 8:30 am – 12:30 pm SCC

Adult Basic Education (ABE) Classes (ABE-009)

The ABE program is designed to strengthen basic skills in reading, writing, spelling, vocabulary, math, English usage and grammar. This course can help a student improve basic skills to an eighth grade level. Emphasis is placed on life-skills that individuals use every day. Open entry/open exit.

- MTWTh 8:30 am – 1:30 pm SCC
- MTWTh 12:00 pm – 3:00 pm CHAP
- MTWTh 5:30 pm – 9:30 pm SCC
- MTWTh 6:00 pm – 9:00 pm CWPC
- MTWThF 8:00 am – 12:00 pm CWPC
- F 8:30 am – 12:30 pm SCC

Adult High School Diploma Graduation Requirements

(See counselor for detailed information in each subject area)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>20</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>30</td>
</tr>
<tr>
<td>Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>40</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>160</td>
</tr>
</tbody>
</table>

Adult High School Diploma Graduation Requirements

Subject Area | Credits
----- | ----
English | 40
Mathematics | 20
Natural Sciences | 20
Social and Behavioral Sciences | 30
Humanities | 10
Electives | 40
Total Credits Required | 160

Leadership Basics Part 1 (HSOTH 050)

Provides the first of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Leadership Basics Part 2 (HSOTH 050)

Provides the second part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Leadership Basics Part 3 (HSOTH 050)

Provides the third part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Leadership Basics Part 4 (HSOTH 050)

Provides the fourth part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Leadership Basics Part 5 (HSOTH 050)

Provides the fifth part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

Leadership Basics Part 6 (HSOTH 050)

Provides the sixth part of a two-part leadership course in which students apply leadership techniques in the workplace, home, school and the community. Students will increase their mastery of basic skills through intensive student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening and speaking.

- MT 11:30 am – 1:30 pm CWPC

What happens here matters.

I quit school in May 1994 – the day when I made the biggest mistake of my life. However, Orange Education Center (OEC) offered me a chance to complete my education. I graduated with my Adult High School Diploma, then thru the Students Transition And Registration Seminar (STARS), I am now taking classes at Santiago Canyon College. I plan to complete my general education classes and transfer to a university to complete my education as Radiation Therapist. I could not have reached this milestone in my life without the help of the staff, instructors and counselors at the Orange Education Center, Thank you!

Angel

I quit school in May 1994 – the day when I made the biggest mistake of my life. However, Orange Education Center (OEC) offered me a chance to complete my education. I graduated with my Adult High School Diploma, then thru the Students Transition And Registration Seminar (STARS), I am now taking classes at Santiago Canyon College. I plan to complete my general education classes and transfer to a university to complete my education as Radiation Therapist. I could not have reached this milestone in my life without the help of the staff, instructors and counselors at the Orange Education Center, Thank you!

Angel
Introduction to Web Design using Adobe Dreamweaver CC (VBUS-010)

Provides introductory instruction on Adobe Dreamweaver, one of the industry’s leading web authoring tools. Students will learn how to create and publish a web site, manage and maintain it. Open entry/open exit. Recommended preparation: VBUS-302.

Session One: 1/9/2017 – 4/7/2017
T  8:30 am – 12:30 pm  SCC
F  12:30 pm – 4:30 pm  SCC

Session Two: 4/17/2017 – 6/30/2017
M  8:30 am – 12:30 pm  SCC
F  6:30 pm – 10:00 pm  SCC

Introduction to Personal Management using MS Outlook 2016 (VBUS-013)

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. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
F  8:30 am – 12:30 pm  SCC

Session Two: 4/10/2017 – 6/30/2017
Sa  8:30 am – 11:30 am  SCC

Introduction to Medical Billing (VBUS-080)

**Limited to online registration ONLY. Must have a WebAdvisor account.**

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. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M  12:30 pm – 4:30 pm  SCC
F  8:30 am – 12:30 pm  SCC

Session Two: 4/10/2017 – 6/30/2017
T  7:00 pm – 9:30 pm  CHAP
W  6:00 pm – 9:00 pm  CWPC

Do you have questions?
Call us at 714-628-5922 or check our website www.sccollege.edu/OEC
Introduction to 3-D Modeling using Blender (VBUS-101)
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. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M 6:30 pm – 10:00 pm SCC
Session Two: 4/17/2017 – 6/30/2017
W 6:30 pm – 10:00 pm SCC

Introduction to Desktop Publishing using Adobe InDesign CC (VBUS-102)
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. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M 12:30 pm – 4:30 pm SCC
F 8:30 am – 12:30 pm SCC
Session Two: 4/17/2017 – 6/30/2017
T 12:30 pm – 4:30 pm SCC

Introduction to MS Project 2016 (VBUS-103)
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. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
W 6:30 pm – 10:00 pm SCC
Sa 11:30 am – 2:30 pm SCC
Session Two: 4/17/2017 – 6/30/2017
M 6:30 pm – 10:00 pm SCC
W 8:30 am – 12:30 pm SCC
Sa 8:30 am – 11:30 am SCC

Introduction to Use of Digital Cameras (VBUS-096)
Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, and how to transfer files from the camera to the computer. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M 6:30 pm – 10:00 pm SCC
W 12:30 pm – 4:30 pm SCC
Sa 8:30 am – 11:30 am SCC
Session Two: 4/17/2017 – 6/30/2017
M 6:30 pm – 10:00 pm SCC
W 8:30 am – 12:30 pm SCC
Sa 8:30 am – 11:30 am SCC

Introduction to Personal Commerce on the Internet (eBay) (VBUS-097)
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. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
T 12:30 pm – 4:30 pm SCC
Th 6:30 pm – 10:00 pm SCC
Session Two: 4/17/2017 – 6/30/2017
T 6:30 pm – 10:00 pm SCC
Th 12:30 pm – 4:30 pm SCC

Looking for a new job or career direction?
Enroll in the Workforce Readiness Class (VBUS-012)

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
We Offer Career Preparation Program Certificates

- **Customer Service Representative Certificate**
  - Salary starts $17.47 hourly, $28,330+ annual

- **General Office Clerk Certificate**
  - Salary starts $15.10 hourly, $24,960+ annual

- **Executive Secretary/ Administrative Assistant Certificate**
  - Salary starts $24.25 hourly, $37,240+ annual

- **First-Line Supervisor/Manager of Office & Administrative Support Workers Certificate**
  - Salary starts $26.28 hourly, $54,662+ annual

- **Web Associate Certificate**
  - Salary starts $40.50 hourly, $44,640+ annual

- **Medical Billing Certificate**
  - Salary starts $18.23 hourly, $29,880+ annual

- **Multi Media Artist and Animators Certificate**
  - Salary starts $36.44 hourly, $59,760+ annual

For more information on these visit [www.sccollege.edu/departments/OEC](http://www.sccollege.edu/departments/OEC)
All educational opportunities are offered without regard to race, color, national origin, sex, or disability.

Introduction to Keyboarding and Basic Windows 10 (VBUS-119)
(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. Open entry/open exit.

Session One: 1/9/2017 – 3/30/2017
M 12:00 pm – 3:00 pm CHAP
Th 6:00 pm – 9:00 pm CWPC
F 11:00 am – 2:00 pm CHAP
Sa 11:30 am – 2:30 pm CHAP

Session One: 1/9/2017 – 4/7/2017
T 8:30 am – 12:30 pm SCC
W 12:30 pm – 4:30 pm SCC
F 6:30 pm – 10:00 pm SCC

Session Two: 4/10/2017 – 6/30/2017
M 6:00 pm – 9:00 pm CWPC
F 8:00 am – 11:00 am CHAP
Sa 11:30 am – 2:30 pm CHAP

Session Two: 4/17/2017 – 6/30/2017
T 6:30 pm – 10:00 pm SCC
Th 12:30 pm – 4:30 pm SCC
F 6:30 pm – 10:00 pm SCC

Introduction to Animation using Adobe Animate CC (VBUS-120)
Provides introductory instruction for creating short Flash movies for viewing on the Internet or for viewing in other multimedia formats. Students learn to create animation using Flash’s drawing tools, layers and timeline. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
T 6:30 pm – 10:00 pm SCC
Session Two: 4/10/2017 – 6/30/2017
T 8:30 am – 12:30 pm SCC
Th 6:30 pm – 9:30 pm CHAP
Session Two: 4/17/2017 – 6/30/2017
Sa 8:30 am – 11:30 am SCC

Introduction to Computer Software Applications (VBUS-121)
Provides introductory instruction on industry standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M 4:30 pm – 6:30 pm SCC
T 4:30 pm – 6:30 pm SCC
W 4:30 pm – 6:30 pm SCC
F 4:30 pm – 5:30 pm SCC

Session Two: 4/17/2017 – 6/30/2017
M 4:30 pm – 6:30 pm SCC
T 4:30 pm – 6:30 pm SCC
W 4:30 pm – 6:30 pm SCC
F 4:30 pm – 5:30 pm SCC

Introduction to Vector Graphics using Adobe Illustrator CC (VBUS-242)
Provides introductory instruction on how to create both type and graphics (creating different shapes, blends, gradients, layouts and special effects) on the computer. This program works well with InDesign, which is used to create newsletters, magazine-type documents, etc. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
T 12:30 pm – 4:30 pm SCC
F 6:30 pm – 10:00 pm SCC
Session Two: 4/17/2017 – 6/30/2017
M 6:00 pm – 9:00 pm CWPC
F 8:30 am – 12:30 pm SCC

Introduction to Seminar in Business Applications - Accounting for Non Accountants (VBUS 257)
Explores and provides instruction in evolving standard software applications commonly used in business.

Session One: 1/9/2017 – 3/30/2017
M 6:00 pm – 9:00 pm CWPC
Session One: 1/9/2017 – 4/7/2017
Sa 8:30 am – 11:30 am SCC
Session Two: 4/10/2017 – 6/30/2017
Th 6:30 pm – 9:30 pm CHAP
Session Two: 4/17/2017 – 6/30/2017
Sa 8:30 am – 11:30 am SCC

Introduction to Seminar in How to Build Home-Based Business (VBUS 257)
Explores and provides instruction in evolving standard software applications commonly used in business.

Session One: 1/9/2017 – 4/7/2017
Th 8:30 am – 11:30 am SCC

Navigating the Internet (VBUS-258)
Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email. Open entry/open exit.

Session One: 1/9/2017 – 3/30/2017
M 7:00 pm – 9:30 pm CHAP
Th 12:00 pm – 3:00 pm CHAP
Session One: 1/9/2017 – 4/7/2017
T 8:30 am – 12:30 pm SCC
F 12:30 pm – 3:30 pm SCC
Session Two: 4/10/2017 – 6/30/2017
F 11:00 am – 2:00 pm CHAP
Session Two: 4/17/2017 – 6/30/2017
M 12:30 pm – 4:30 pm SCC
Th 8:30 am – 12:30 pm SCC

What happens here matters.

In one semester, you can earn multiple class completion certificates.
Sign up for a class today! They are all FREE of cost.
Introduction to Word Processing using MS Word 2016 (VBUS-260)

Provides introductory instruction to word processing techniques using MS Word. Includes the creating, formatting, editing, saving, and printing of simple documents. Designed for students who can type by touch. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 3/30/2017
W 6:00 pm – 9:00 pm CWPC
Sa 8:30 am – 11:30 am CHAP

Session One: 1/9/2017 – 4/7/2017
T 12:30 pm – 4:30 pm SCC
Th 8:30 am – 12:30 pm SCC

Session Two: 4/10/2017 – 6/30/2017
F 8:00 am – 12:00 pm CWPC
Sa 8:30 am – 11:30 am CHAP

Session Two: 4/17/2017 – 6/30/2017
M 12:30 pm – 4:30 pm SCC
W 6:30 pm – 10:00 pm SCC

Introduction to Databases using MS Access 2016 (VBUS-261)

Provides instruction in basic concepts using typical database problems with MS Access software. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
W 12:30 pm – 4:30 pm SCC
Sa 8:30 am – 11:30 am SCC

Session Two: 4/10/2017 – 6/30/2017
W 6:30 pm – 9:30 pm CHAP
Th 8:00 am – 12:00 pm CWPC

Session Two: 4/17/2017 – 6/30/2017
F 12:30 pm – 4:30 pm SCC

Introduction to Spreadsheets using MS Excel 2016 (VBUS-262)

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. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
W 6:30 pm – 9:30 pm CHAP
Th 8:00 am – 12:00 pm CWPC

Session One: 1/9/2017 – 3/30/2017
W 6:30 pm – 9:30 pm CHAP
Th 8:00 am – 12:00 pm CWPC

Session Two: 4/10/2017 – 6/30/2017
M 12:30 pm – 4:30 pm SCC
F 5:30 pm – 8:30 pm SCC

Session Two: 4/17/2017 – 6/30/2017
W 12:00 pm – 3:00 pm CHAP
F 5:00 pm – 8:30 pm CWPC

Introduction to Web Page Development using HTML 5 (VBUS-302)

Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic image, movie and sound formats. Designed for students who have completed a basic computer course. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 4/7/2017
M 8:30 am – 12:30 pm SCC
Th 6:30 pm – 10:00 pm SCC

Session Two: 4/17/2017 – 6/30/2017
T 8:30 am – 12:30 pm SCC
F 12:30 pm – 4:30 pm SCC

Introduction to Electronic Imaging with Adobe Photoshop CC (VBUS-303)

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. Designed for students who have completed a basic computer course. Open entry/open exit.

Session One: 1/9/2017 – 3/30/2017
T 12:00 pm – 3:00 pm CHAP

Session One: 1/9/2017 – 4/7/2017
M 6:30 pm – 10:00 pm SCC
Th 8:30 am – 12:30 pm SCC

Session Two: 4/17/2017 – 6/30/2017
M 6:30 pm – 10:00 pm SCC
W 6:30 pm – 10:00 pm SCC
F 12:30 pm – 4:30 pm SCC

Introduction to Electronic Presentation using PowerPoint 2016 (VBUS-304)

Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. Designed for students who have completed an introductory computer course or equivalent. Open entry/open exit.

Session One: 1/9/2017 – 3/30/2017
W 8:00 am – 12:00 pm CWPC
F 5:00 pm – 8:30 pm CWPC

Session One: 1/9/2017 – 4/7/2017
Th 12:30 pm – 4:30 pm SCC

Session Two: 4/10/2017 – 6/30/2017
M 12:00 pm – 3:00 pm CHAP
T 6:00 pm – 9:00 pm CWPC

Session Two: 4/17/2017 – 6/30/2017
W 12:30 pm – 4:30 pm SCC

Citizenship

ESL Civics (ESL-120)
We can help you complete your Citizenship Application for FREE.
Provides development in listening, speaking, reading, and writing English within the context of history and government in preparation for the United States citizenship examination. Open entry/open exit.

M 5:00 pm – 8:30 pm OCRD
W 5:00 pm – 8:30 pm OCRD
F 8:00 am – 11:00 am CHAP
Sa 8:30 am – 11:30 am CHAP
ESL CLASSES provide English language instruction for students at all levels of English proficiency. This program includes classes from beginning levels through intermediate. Conversation, pronunciation, and writing classes are available to students who want to further improve their English.

What happens here matters.

Enrollment Procedures

Individuals interested in taking classes in the ESL take a placement assessment before enrolling into a class. The assessment is given to help determine which class level would be best for the learner. Students will also complete and orientation and educational plan. This takes approximately 3 hours. Placement assessments are offered as follows (except holidays):

Spring Semester Assessment Schedule
Tuesday 5:30 pm CHAP
Wednesday 1:30 pm CHAP
Friday & Saturday 8:30 am CHAP

For the English as a Second Language placement exam information, please call 714-628-5900.

For the Adult High School, GED, and ABE placement exam information, please call 714-628-5929 or 714-628-5999.

Children are not allowed in the testing room. Thank you for your cooperation.

Native Language Basic Skills for Adults [Part I] (ABE-011)
Assists students in acquiring basic skills in their native language in order to facilitate the transition to beginning ESL courses. Focuses on reading, math, and writing skills, as well as classroom and community coping skills. Open entry/open exit.

MT 6:00 pm – 9:30 pm EMHS

ESL Literacy (ESL-399)
Develops the ability to recognize letters and numbers, read letters and numbers, and copy/produce alphabet, numerals, and simple personal information. Open entry/open exit.

MWTh 8:00 am – 12:00 pm CHAP
MTWTh 5:00 pm – 9:00 pm PTMS
WTh 6:00 pm – 9:30 pm EMHS
Sa 8:30 am – 11:30 am CHAP

Beginning ESL 1 (ESL-410)
Emphasizes listening comprehension and beginning oral production of simple conversation, reading of practiced words and phrases and pre-writing tasks. Open entry/open exit.

MWTh 8:00 am – 12:00 am CHAP
MTWTh 5:00 pm – 9:00 pm PTMS
Sa 8:30 am – 11:30 am CHAP

Beginning ESL 2 (ESL-420)
Emphasizes comprehending simple conversations, communicating survival needs, reading phrases and simple sentences, and performing communicative written tasks. Open entry/open exit.

MWTh 8:00 am – 12:00 am CHAP
MTWTh 5:00 pm – 9:00 pm PTMS
Sa 8:30 am – 11:30 am CHAP

Beginning ESL 3 (ESL-430)
Emphasizes comprehending, participating in, and sustaining simple conversations, reading short passages with understanding, and producing short written passages. Open entry/open exit.

MWTh 8:00 am – 12:00 am CHAP
MTWTh 5:30 pm – 9:30 pm CHAP
Sa 8:30 am – 11:30 am CHAP

ENGLISH AS A SECOND LANGUAGE (ESL)
English Language Program (ELP) for Students with an F-1 Visa
International (F-1) students looking to improve English skills to prepare for study at U.S. colleges and universities can enroll in the ELP. TOEFL-preparatory and academically 8-week and 16 week sessions are conducted during fall, spring and summer term. Students attend 20-24 hours of instruction per week, Monday – Thursday.

Tuition: $3,450 per semester for 16-week classes
$1,725 for 8-week classes and

For application and information on how to apply contact:
International Students Program
Santiago Canyon College
8045 E. Chapman Avenue, Rm. A-203
Orange, CA 92869
714-628-5050
www.sccollege.edu/

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
ESL Beginning 1-3 Multilevel (ESL-440)
Provides instruction for students in various levels of beginning English proficiency. Emphasizes speaking, listening, reading and writing English in familiar contexts. Topics include participating in basic conversations in routine social situations, and producing sentences related to survival skills and personal topics including technology enhanced instruction. Recommended for students in Beginning ESL Levels 1-3. Open entry/open exit.

MThW 8:15 am – 11:15 am HDES
MThW 8:15 am – 11:15 am YMS
MThW 8:30 am – 12:00 pm EMCC
MThW 8:30 am – 12:00 pm FRLY
MThW 9:00 am – 12:00 pm EACC
MThW 9:00 am – 12:00 pm REI
MThW 6:00 pm – 9:30 pm EMHS
MThW 6:00 pm – 9:00 pm REI
MThF 8:30 am – 12:00 pm FCOR
M 12:00 pm – 2:00 pm CHAP
T 8:00 am – 12:00 pm CHAP
TW 2:00 pm – 5:00 pm CGT
W 1:00 pm – 4:00 pm CGT

Intermediate ESL 1 (ESL-460)
Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks, which begin to focus on academic skills. Open entry/open exit.

MWTh 8:00 am – 12:00 pm CHAP
MWTh 5:30 pm – 9:30 pm CHAP
Sa 8:30 am – 11:30 am CHAP

Intermediate ESL 2 (ESL-470)
Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. Open entry/open exit.

MWTh 8:00 am – 12:00 pm CHAP
MWTh 5:30 pm – 9:30 pm CHAP
TTh 8:00 am – 12:00 pm SCC
Sa 8:30 am – 11:30 am CHAP

Intermediate ESL 3 (ESL-480)
Emphasizes comprehending of higher level language activities, engaging in conversations which convey complex thought patterns, reading authentic material which expands the use of critical thinking skills, and expanding realistic and creative/academic writing. Open entry/open exit.

MWTh 8:00 am – 12:00 pm CHAP
MWTh 6:00 pm – 9:30 pm CHAP
TTh 8:00 am – 12:00 pm SCC
Sa 8:30 am – 11:30 am CHAP

ESL Intermediate 1-3 Multilevel (ESL-500)
Emphasizes creative oral language activities, introductory critical thinking skills in reading comprehension, and creative and academic writing tasks. Open entry/open exit.

MWTh 9:00 am – 12:00 pm REI
MWTh 12:00 pm – 3:00 pm EACC
MWTh 6:00 pm – 9:30 pm EMHS
T 8:00 am – 12:00 pm CHAP

ESL Writing (ESL-010)
Introduces non-native English speakers to an overview of the writing process including activities to improve student composition skills. Open entry/open exit.

T 8:00 am – 12:00 pm CHAP
Sa 11:30 am – 2:30 pm CHAP

What happens here matters.

I was determined to grow personally and professionally in my new homeland – USA. I soon realized that without the ability to communicate in English, I would not be able to reach my goals. Gradually, I progressed from ESL Transition classes (Basic English) to ESL Intermediate 2. I’ve had several outstanding ESL instructors throughout my enrollment at OEC, however, my instructor Grazyna Kopydlowska continuously motivated me to keep learning and not to give up. I can now communicate in English.

Mariana

Conversation 1 (ESL-570)
Introduces conversation strategies in listening, language use, and non-verbal communications. Presents oral skills necessary in initiating, maintaining and closing conversations. Emphasis on oral skills, which assist in social encounters and expand listening and speaking skills. Conversation 1 is recommended for Beginning ESL 3 and Intermediate ESL 1 students. Open entry/open exit.

MWTh 12:00 pm – 4:00 pm CHAP
F 8:00 am – 11:00 am CHAP
F 9:00 am – 12:00 pm EACC

Conversation 2 (ESL-580)
For students interested in obtaining a practical degree of fluency in spoken English. Includes verbal and non-verbal communication within large and small groups or between two people. Emphasizes differences between formal and colloquial language, based on American attitudes and culture. This course is recommended for Intermediate ESL 2 and Intermediate ESL 3 Students. Open entry/open exit.

MW 11:50 am – 12:40 pm SCC
(Starts 2/13/17, Room H-235)
MTTh 12:00 pm – 4:00 pm CHAP
F 8:00 am – 11:00 am CHAP
F 12:00 pm – 3:00 pm EACC

Connect with us! Find us at SCCOEC
# American English Pronunciation (ESL-530)
Develops English language fluency as it relates to sound discrimination, stress and intonation patterns, reduced forms and transition from “classroom” to “colloquial” English. Open entry/ open exit.

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<td>5:00 pm – 8:30 pm</td>
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</table>

# Advanced Grammar and Writing (ESL-601)
Emphasizes control of more advanced grammar structures in writing, with a focus on complex sentences, punctuation, verb tenses and forms, and word order. Writing instruction focuses on pre-collegiate skills: anticipating the needs and questions of readers, creating clear main ideas with strong support and development, using effective transition strategies, and learning to edit. Open Entry/open exit.

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<tr>
<th>MW</th>
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# Health and Safety Education
Health and Safety Awareness & Applications (SAFE-200)
This course provides information and a discussion forum related to current and relevant health and safety topics. Issues, and/or concerns. Focus of this section is on health and wellness. Open entry/ open exit.

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<tr>
<th>M</th>
<th>9:30 am – 11:00 am</th>
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# Programs for Older Adults
The Older Adult Program offers a variety of classes specifically for the older adult population. Classes meet in various community locations and facilities. Current class offerings include life story writing, quilting, watercolor, drawing, seminar and cooking. Open entry/open exit.

- **Music Arts for Older Adults (OAP-457)**
  This class provides a positive framework for developing and enhancing music appreciation and skills, with an emphasis on activities designed to encourage creative expression. Open entry/ open exit.

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<th>M</th>
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<td>TCM</td>
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- **Creative Cooking for Older Adults (OAP 518)**
  This class provides information about current cooking techniques. Demonstrations and lectures focus on basic nutrition and consumer awareness. Open entry/open exit.

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<th>M</th>
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**What happens here matters.**

This will be my third semester attending college. I’m enjoying my student life so much. I want to thank you for all your help and encouragement while I was in the program at OEC. I learned a lot from the staff and teachers. The help and continued support from the counseling team made a difference. If I hadn’t taken classes at your school, I know that I would not be doing as well as I am doing now in college.

Lupita

**What happens here matters.**

I am originally from France. I have been taking ESL classes at OEC for the last 3 months because I want to learn how to speak English. The teachers at this school are very creative and patient.

Liora

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*All educational opportunities are offered without regard to race, color, national origin, sex, or disability.*
### Seminar for Older Adults (OAP-802)
These classes provide information and a discussion forum related to the examination of topics and concerns common to older adults. Open entry/open exit.

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<th>Day</th>
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### Manipulative Skills for Older Adults (OAP-823)
These classes concentrate on the improvement of motor skills and decision-making through the utilization of a variety of art media and techniques. Open entry/open exit.

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<th>Day</th>
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<tbody>
<tr>
<td>M</td>
<td>12:00 pm – 4:00 pm</td>
<td>SCC (Focus on Basic Drawing &amp; Watercolor)</td>
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<tr>
<td>M</td>
<td>5:00 pm – 8:00 pm</td>
<td>SCC (Focus on Intermediate &amp; Advanced Watercolor)</td>
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<tr>
<td>T</td>
<td>12:00 pm – 3:00 pm</td>
<td>SCC (Focus on Quilting)</td>
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<td>12:00 pm – 4:00 pm</td>
<td>SCC (Focus on Quilting)</td>
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<td>T</td>
<td>4:00 pm – 9:00 pm</td>
<td>SCC (Focus on Quilting)</td>
</tr>
<tr>
<td>W</td>
<td>12:00 pm – 3:00 pm</td>
<td>SCC (Sewing for Minimalists)</td>
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<td>Th</td>
<td>12:00 pm – 3:00 pm</td>
<td>SCC (Focus on Quilting)</td>
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<td>F</td>
<td>3:00 pm – 6:00 pm</td>
<td>SCC (Focus on Experimental Water Media)</td>
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</tbody>
</table>

### Parenting Education
**Preparation for Childbirth (55544)**
These classes provide parents with information regarding the intellectual, physical and emotional components of the birth process. The classes emphasize exercise techniques for relaxation, birth, labor, and post-natal care. Open entry/open exit.

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<th>Day</th>
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<tr>
<td>W</td>
<td>7:00 pm – 10:00 pm</td>
<td>UCMC 56-113</td>
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<td>7:00 pm – 10:00 pm</td>
<td>UCMC 56-113</td>
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</tbody>
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### Adults with Substantial Disabilities
**Issues and Concepts for Adults with Developmental Disabilities (SSD-200)**
Provides information related to topics of everyday interest and importance to adults with disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics. Open entry/open exit.

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**Employment Preparation for Adults with Developmental Disabilities (SSD 787)**
Assists adults with developmental disabilities attain a higher functional level for the purposes of employment. Teaches skills necessary to establish and maintain productive interpersonal relationships, social interaction, and etiquette related to home, community, and vocational settings.

<table>
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<th>Days</th>
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<tr>
<td>MTWF</td>
<td>10:30 am – 3:00 pm</td>
<td>CHOC</td>
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</table>

### New Classes/Programs for Adults with Learning Disabilities
Offered at Our New Location
College and Workforce Preparation Center (CWPC)

**Leadership Basics Part I (HSOTH 050)**
MT 11:30 am – 1:30 pm

**Reading Improvement Program**
MTWThF 8:00 am – 12:00 pm

For information on classes offered thru our Community Services, please call 714-628-4960 or visit the website at: [www.sccollege.edu/CS](http://www.sccollege.edu/CS)
All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
Semester Schedule Planning Worksheet
Hoja de Planificación Académica

Directions: Answer the following questions to help plan your semester schedule. Then select your classes and enter the class information under the Registration Planning Form.

Conteste las siguientes preguntas para asistirle a planificar su semestre escolar. Después de que elija sus clases escribálas en la forma siguiente.

1. What continuing education classes would you like to take? ¿Cuáles clases de educación continua le gustaría tomar?
2. When and where would you like to take these classes? ¿Cuándo y dónde le gustaría tomar estas clases?

Please write the date you complete the following:
Por favor, escriba la fecha en que completo lo siguiente:

STUDENT SUCCESS CHECKLIST
LISTA DE ÉXITOS ESTUDIANTIL

<table>
<thead>
<tr>
<th>Orientation / Orientación</th>
<th>DATE COMPLETED</th>
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<tbody>
<tr>
<td>Assessment / Evaluación</td>
<td>FECHA QUE SE COMPLETÓ</td>
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<tr>
<td>Student Educational Plan / Planificación Académico del Estudiante</td>
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</tbody>
</table>

Course Title/Curso | Day/Día | Time/Hora | Location/Localidad

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<tr>
<th>Monday Lunes</th>
<th>Tuesday Martes</th>
<th>Wed. Miércoles</th>
<th>Thursday Jueves</th>
<th>Friday Viernes</th>
<th>Saturday Sábado</th>
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