FREE Classes for Adults

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

AUGUST 31 – DECEMBER 19 • 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 (computer applications), Adult Basic Education, Adult High School Diploma, GED Test Preparation, Parenting Education, Health and Safety, 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, and Garden Grove.

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

For free adult classes in Santa Ana and East Garden Grove, call 714-241-5700.

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RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Board Of Trustees
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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, RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2322 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

For district locations, see map on page 10.

Calendar

FALL SEMESTER 2015
AUGUST 31 – DECEMBER 19
Instruction Begins .................. August 31
Labor Day Holiday ................. September 7
Veterans’ Day Holiday ............ November 11
Thanksgiving Holiday .......... November 23–28
Instruction Ends .................... December 19

SPRING 2016 SEMESTER
JANUARY 11 – JUNE 2

Enroll Today!
All classes are offered FREE of charge!

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.

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 fall 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 10.

Additional Locations
Orange Education Center (OEC)
Administration Offices
714-628-5900 • Se habla español
1465 N. Batavia Street
Orange, CA 92867
Monday – Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 12:00 pm
Saturday CLOSED

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

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

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.
REGISTRATION, LOCATIONS, HOURS AND OFFERINGS

East Anaheim Community Center (EACC)
714-628-5900 • Se habla español
8201 East Santa Ana Canyon Road
Anaheim Hills, CA 92808
Monday – Friday 9:00 am – 3:00 pm

El Modena High School (EMHS)
714-628-5900 • Se habla español
3920 Spring Street, Room 221
Orange, CA 92869
Monday – Thursday 6:30 pm – 9:00 pm

El Modena Community Center (EMCC)
714-628-5900 • Se habla español
18672 Center Street
Orange, CA 92869
Monday – Thursday 8:30 am – 12:00 pm

Friendly Center (FRLY)
714-628-5900 • Se habla español
615-A Lemon Street
Orange, CA 92867
Monday – Thursday 8:30 am – 12:00 pm

Friendly Center Orange – North
1820 E. Meats Ave.
Orange, CA 92865
Monday, Thursday, Friday 8:30 am – 12:00 pm

Recovery Education Institute (REI)
714-628-5900 • Se habla español
401 South Tustin Street
Orange, CA 92869
Monday – Thursday 9:00 am – 8:30 pm
Friday 9:00 am – 12:00 pm

Classes are also offered at other locations and at schools throughout the Orange Unified School District.

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.

Disabled Students Policy
Disabled Students Programs & Services (DSPS) provides instructional support services and academic accommodations to students with disabilities attending the college. Students are responsible for requesting services and providing disability verification. To apply for services, students must meet with a DSPS professional to have their needs evaluated. Assessment for learning disabilities eligibility is available to students experiencing ongoing academic difficulties. To request services, contact the office of Disabled Students Programs and Services at 714-628-4860.

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, RSCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.
STUDENT SERVICES

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

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

Placement Assessment
Placement assessments for the Adult High School Diploma, GED Test Preparation, Adult Basic Education, and English as a Second Language (ESL) programs are given at:

OEC Provisional Education Facility
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
Division of Continuing Education
8045 E. Chapman Avenue, Room S-105
Orange, CA 92869
Tel: 714-628-5929

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

Academic Advisement
- Individual assessment of transcripts and graduation requirements
- Referrals to tutoring, Disabled Student Program Services (DSPS), and outside community agencies
- Vocational/Educational Planning
- Career Exploration and Planning

Personal Counseling
- Individual or group counseling
- Initial crisis intervention
- Community referrals

Orientations
- Adult High School Diploma, GED Test Preparation, ABE and ESL Program
- High School Petition Program
- College Orientation Sessions
- SCC Tours and university tours
- Group/classroom presentations
- Counseling topics of instructors’ choices
- Community job/resource fairs
- Residency/naturalization workshops
- Matriculation to college (help with application, testing, financial aid information, and 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.

For more information contact the Counseling Office at Santiago Canyon College Room S-105 or call 714-628-5929.

HELP WANTED!

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.

Seeking Employment?
Enroll in free computer application classes to develop technical skills for employment in business and industry.

For more information regarding our open-entry, open-exit classes, please contact the Orange Education Center at 714-628-5900.
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.

The test takes approximately three hours and is given on:

<table>
<thead>
<tr>
<th>Day</th>
<th>1:00 pm</th>
<th>SCC</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>5:30 pm</td>
<td>SCC</td>
</tr>
</tbody>
</table>

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. For additional information or should you have questions, please contact us at 714-628-5929.

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.

<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>
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</tbody>
</table>

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. Recommended Preparation: VBUS 302 Open entry/open exit.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>MTWTh</td>
<td>8:30 am – 1:30 pm</td>
<td>SCC</td>
</tr>
<tr>
<td>MW</td>
<td>5:30 pm – 9:30 pm</td>
<td>SCC</td>
</tr>
<tr>
<td>F</td>
<td>8:30 am – 12:30 pm</td>
<td>SCC</td>
</tr>
</tbody>
</table>

Career Technical Education - Computer Classes

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>T</td>
<td>12:00 pm – 3:00 pm</td>
<td>SCC</td>
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<tr>
<td>Th</td>
<td>6:30 pm – 9:30 pm</td>
<td>SCC</td>
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Workforce Readiness (Job Readiness Skills) (VBUS-012)

Provides instruction in office skills for employment preparation. Students will learn communication, decision making, interpersonal, lifelong learning, and job seeking skills. Open entry/open exit.

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<th>Location</th>
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<tr>
<td>W</td>
<td>6:30 pm – 9:30 pm</td>
<td>SCC</td>
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<tr>
<td>Th</td>
<td>8:30 am – 12:00 pm</td>
<td>SCC</td>
</tr>
<tr>
<td>F</td>
<td>8:00 am – 11:00 am</td>
<td>CHAP</td>
</tr>
</tbody>
</table>

Introduction to Personal Management using MS Outlook 2013 (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.

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<th>Location</th>
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<td>Th</td>
<td>6:30 pm – 9:30 pm</td>
<td>SCC</td>
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<tr>
<td>Sa</td>
<td>8:30 am – 11:30 am</td>
<td>CHAP</td>
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</table>

Introduction to Mobile and Social Media Tools (VBUS-014)

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. Open entry/open exit.

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<th>Time</th>
<th>Location</th>
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<td>12:00 pm – 3:00 pm</td>
<td>CHAP</td>
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<tr>
<td>F</td>
<td>8:30 am – 12:00 pm</td>
<td>SCC</td>
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</table>

Introduction to Medical Billing (Allscripts) (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.

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<thead>
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<th>Day</th>
<th>Time</th>
<th>Location</th>
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<td>MW</td>
<td>8:30 am – 12:00 pm</td>
<td>SCC</td>
</tr>
<tr>
<td>Sa</td>
<td>8:30 am – 2:30 pm</td>
<td>SCC</td>
</tr>
</tbody>
</table>

All educational opportunities are offered without regard to race, color, national origin, sex, or disability.
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.
M 8:00 am – 11:30 am CHAP
M 6:30 pm – 9:30 pm SCC
W 12:00 pm – 3:30 pm SCC
Th 8:30 am – 12:00 pm 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.
M 6:30 pm – 9:30 pm SCC
T 12:00 pm – 3:30 pm SCC
F 12:00 pm – 3:30 pm SCC

Introduction to 3-D Modeling using Blender (VBUS-101)
Introduces students to Blender’s interface, 3D space, animation and modeling features, surfaces and textures. Recommended preparation VBUS-119 or equivalent. Open entry/open exit.
M 6:30 pm – 9:30 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.
M 8:30 am – 12:00 pm SCC
T 8:00 am – 12:00 pm CHAP
F 6:30 pm – 9:30 pm SCC

Introduction to MS Project (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.
W 6:30 pm – 9:30 pm SCC
Sa 8:30 am – 11:30 am SCC

Introduction to 3-D Animation using Blender (VBUS-105)
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. Open entry/open exit.
M 6:30 pm – 9:30 pm SCC

Introduction to Desktop Video Editing using Adobe Premiere CC (VBUS-109)
Provides introductory instruction for doing videos and sound editing using Adobe Premiere software. This course is designed for students who have taken an Introduction to Windows class. Open entry/open exit.
M 6:30 pm – 9:30 pm SCC
W 8:30 am – 12:00 pm SCC

Introduction to Document Processing using Adobe Acrobat XI (VBUS-117)
Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit and annotate PDF files; and distribute PDF files on the Internet. Open entry/open exit.
M 12:00 pm – 3:30 pm SCC
Th 12:00 pm – 3:00 pm CHAP
F 8:30 am – 12:00 pm SCC

Introduction to Windows 8.1 (VBUS-118)
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. Open entry/open exit.
M 6:30 pm – 9:30 pm CHAP
T 8:30 am – 12:00 pm SCC
Th 12:00 pm – 3:30 pm SCC

Introduction to Keyboarding and Basic Windows 8.1 (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.
T 6:30 pm – 9:30 pm CHAP
W 8:30 am – 12:00 pm SCC
F 6:30 pm – 9:30 pm SCC
Sa 11:30 am – 2:30 pm CHAP

Three FREE Certificate Programs are offered at the:

OEC Provisional Education Facility
1937 W. Chapman Avenue, 2nd Floor
Orange, CA 92868

– Customer Service Representative
– Executive Secretary/
  Administrative Assistant
– General Office Clerk

We Offer Career Preparation Program Certificates

• Customer Service Representative Certificate
  Salary starts at $17.47 hourly, $28,330+ annual

• General Office Clerk Certificate
  Salary starts at $15.10 hourly, $24,960+ annual

• Executive Secretary/
  Administrative Assistant Certificate
  Salary starts at $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, $37,280+ annual

• Multi Media Artist and Animators Certificate
  Salary starts $36.44 hourly, $60,980+ annual

For more information, visit:
www.sccollege.edu/departments/oec
Introducción a la Animación usando Flash CC (VBUS-120)
Provida instrucción introductoria para crear cortas películas de Flash para ver en la Internet o en otras formas multimedia. Los estudiantes aprenden a crear animación usando Flash's tools, layers and timeline. Open entry/open exit.
M 12:00 pm – 3:00 pm SCC

Introducción a las Aplicaciones de Software de Compuerta (VBUS-121)
Provida instrucción introductoria en las aplicaciones de software de industria estándar para procesar palabras, hojas de cálculo, bases de datos, presentaciones, acceso a Internet, y gráficos. Abierto a la entrada/abierta a la salida.
M 3:30 pm – 6:00 pm SCC
T 12:00 pm – 2:30 pm SCC
W 3:30 pm – 5:30 pm SCC
F 11:00 am – 2:00 pm CHAP
F 12:00 pm – 3:00 pm SCC

Introducción a la Gráfica vectorial usando Adobe Illustrator CC (VBUS-242)
Provida instrucción introductoria en cómo crear tipos de gráficos (creación de diferentes formas, combinaciones, gradientes, layouts y efectos especiales) en el computador. Este programa trabaja bien con InDesign, que se utiliza para crear newsletters, documentos de tipo revista, etc. Recomendado preparación VBUS-119 o equivalente. Abierto a la entrada/abierto a la salida.
T 8:30 am – 12:00 pm SCC
W 8:00 am – 11:30 am CHAP
F 8:30 am – 12:00 pm SCC

Navigando en la Internet (VBUS-258)
(1er tiempo de usuarios de computadora)
Introduces a los estudiantes a la Internet. Temas incluyen tipos de conexión a Internet, investigación y técnicas de recuperación de datos y correo electrónico. Abierto a la entrada/abierto a la salida.
M 12:00 pm – 3:00 pm CHAP
T 6:30 pm – 9:30 pm SCC
W 12:00 pm – 3:30 pm SCC

Introducción a la Procesamiento de Palabras usando MS Word 2013 (VBUS-260)
(1er tiempo de usuarios de los usuarios)
Provida instrucción introductoria en los procesos de procesamiento de palabras usando MS Word. Incluye la creación, formateo, edición, salvado y impresión de documentos sencillos. Diseñado para estudiantes que pueden tomar por si misma. Recomendado preparación VBUS-119 o equivalente. Abierto a la entrada/abierto a la salida.
M 8:30 am – 12:00 pm SCC
T 6:30 pm – 9:30 pm SCC
Th 12:00 pm – 3:30 pm SCC
F 5:30 pm – 8:30 pm CHAP

Introducción a la Bases de Datos usando MS Access 2013 (VBUS-261)
Provida instrucción introductoria en los conceptos básicos usando el software de base de datos de MS Access. Recomendado preparación VBUS-119 o equivalente. Abierto a la entrada/abierto a la salida.
W 12:00 pm – 3:30 pm SCC
Th 8:00 am – 12:00 pm CHAP
Sá 11:30 am – 2:30 pm SCC

Introducción a las Hojas de Cálculo usando MS Excel 2013 (VBUS-262)
Provida instrucción introductoria en conceptos de hoja de cálculo usando hojas de cálculo de Excel y software de Microsoft. Diseñado para estudiantes que han completado una introducción a la computadora o equivalente. Abierto a la entrada/abierto a la salida.
M 12:00 pm – 3:30 pm SCC
W 6:30 pm – 9:30 pm CHAP
F 6:30 pm – 9:30 pm SCC
Sá 11:30 am – 2:30 pm SCC

Segunda parte.

Noncredit Business Skills Classes Credit by Exam

Students must complete a registration form at the Continuing Education Admissions and Records Office to register for the examination. Students can take no more than 3 exams per class session. Students who demonstrate course competency will receive credit for passing the course.

Students must bring a picture I.D. on the day of the test.

Register for the Credit by Exam Section
Section #
Register for courses which can be challenged:
17740 Register for the Credit by Exam Section
17741 Intro. to Windows 8.1
17742 Intro. to Keyboarding and Basic Windows 8.1
17743 Navigating the Internet
17745 Intro. to Word Processing using MS Word 2013
17746 Intro. to Spreadsheets using MS Excel 2013
17747 Intro. to Electronic Presentations using PowerPoint 2013
17748 Intro. To Databases using MS Access 2013

Tuesday, September 29th
3:30 pm - 6:30 pm
Room U-89
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.
T  6:30 pm – 9:30 pm  SCC
Th  12:00 pm – 3:30 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.
M 8:30 am – 12:00 pm  SCC
W  6:30 pm – 9:30 pm  SCC
Th  6:30 pm – 9:30 pm  CHAP
F  12:00 pm – 3:30 pm  SCC

Introduction to Electronic Presentation using PowerPoint 2013 (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.
T  12:00 pm – 3:00 pm  CHAP
Th  8:30 am – 12:00 pm  SCC
Sa  8:30 am – 11:30 am  CHAP

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  6:00 pm – 9:00 pm  CHAP
MTWTh  6:30 pm – 9:30 pm  EMHS
W  1:00 pm – 4:00 pm  CGT
TTh  2:00 pm – 5:00 pm  CGT
F  1:00 pm – 4:00 pm  CGT
Sa  8:00 am – 11:00 am  CGT
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 pm  CHAP
MTWTh  6:00 pm – 9:00 pm  CHAP
MTWTh  6:30 pm – 9:30 pm  EMHS
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 pm  CHAP
MTWTh  6:00 pm – 9:00 pm  CHAP
MTWTh  6:30 pm – 9:30 pm  EMHS
Sa  8:30 am – 11:30 am  CHAP

Citizenship
ESL Civics
We can help you complete your Citizenship Application for FREE.
The ESL Civics class focuses on basic knowledge of local, state, and federal government including language development within the context of American history and government.
M  5:30 pm – 8:30 pm  OCRD
F  8:00 am – 11:00 am  CHAP
Sa  8:30 am – 11:30 am  CHAP
Sa  9:00 am – 12:00 pm  OCRD

English as a Second Language
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.

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. The assessment takes approximately two hours. Placement assessments are offered as follows (except holidays):
Fall Semester Assessment Schedule
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.
Children are not allowed in the testing room. Thank you for your cooperation.

LOOKING FOR A CLASS TO KEEP YOU FIT?
Try one of the many SCC Community Service Classes.
For more information, call 714-628-4960 or visit their website www.sccollege.edu/CS
### 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 pm CHAP
- **MTWTh**: 6:00 pm – 9:00 pm CHAP
- **MTWTh**: 6:30 pm – 9:30 pm EMHS
- **Sa**: 8:30 am – 11:30 am CHAP

### 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.
- **MTWTh**: 8:15 am – 11:15 am YMS
- **MTWTh**: 8:30 am – 12:00 pm EMCC
- **MTWTh**: 8:30 am – 12:00 pm FRLY
- **MTWTh**: 8:30 am – 12:30 pm LMES
- **MTHF**: 8:30 am – 12:00 pm FCOR
- **MTWTh**: 9:00 am – 12:00 pm EACC
- **MTWTh**: 9:00 am – 12:00 pm REI
- **MTWTh**: 6:00 pm – 9:00 pm REI
- **TWTh**: 8:15 am – 10:15 am HDES
- **TWTh**: 8:15 am – 10:15 am SYES
- **TWTh**: 8:15 am – 11:15 am TAES

### 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
- **MTWTh**: 6:00 pm – 9:00 pm CHAP
- **MTWTh**: 6:30 pm – 9:30 pm EMHS
- **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
- **MTWTh**: 6:00 pm – 9:00 pm CHAP
- **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
- **MT**: 8:35 am – 10:05 am SCC
- **MTWTh**: 6:00 pm – 9:00 pm CHAP
- **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.
- **MTWTh**: 9:00 am – 12:00 pm REI
- **MTWTh**: 12:00 pm – 3:00 pm EACC

### 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 – 3:00 pm CHAP
- **F**: 8:00 am – 11:00 am CHAP
- **F**: 9:00 am – 12:00 pm EACC
- **F**: 9:00 am – 12:00 pm REI
- **Sa**: 11:30 am – 1:30 pm CHAP

### 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.
- **MTh**: 12:00 pm – 3:00 pm CHAP
- **Th**: 10:15 am – 12:20 pm SCC
  (combined with ACE 093)
- **F**: 8:00 am – 11:00 am CHAP
- **F**: 9:00 am – 12:00 pm REI
- **F**: 12:00 pm – 3:00 pm EACC

### 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

### English for Work 2 (ESL-520)
Prepares limited English-speaking students for employment. Focuses on vocabulary skills and vocational readings with emphasis on oral communication through basic language skills instruction.
- **F**: 2:00 pm – 5:00 pm CHAP
- **Sa**: 11:30 am – 2:30 pm CHAP

### 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.
- **T**: 8:00 am – 12:00 pm CHAP
- **F**: 11:00 am – 2:00 pm CHAP
- **F**: 5:00 pm – 8:30 pm CHAP

### 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.
- **MT**: 10:15 am – 11:40 am SCC
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.
M 10:30 am – 12:00 pm RIO
M 1:00 pm – 3:00 pm OSC
T 9:00 am – 10:30 am OSC
(Focus on Brain Fitness)
T 10:15 am – 12:15 pm FSAL
W 8:30 am – 10:00 am OSC
W 12:15 pm – 2:15 pm OSC
W 1:00 pm – 3:00 pm RIO
Th 9:00 am – 10:30 am FSAL
Th 12:45 pm – 2:45 pm BKDL
Th 1:00 pm – 2:30 pm RIO
F 9:30 am – 11:00 am RIO

Older Adults Programs

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.

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.
M 12:00 pm – 4:00 pm SCC
(Topic on Basic Drawing & Watercolor)
T 12:00 pm – 4:00 pm SCC
(Topic on Intermediate & Advanced Watercolor)
T 12:00 pm – 3:00 pm SCC
(Topic on Quilting)
Th 12:00 pm – 3:00 pm SCC
(Topic on Quilting)

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.
W 9:45 am – 11:45 am TCM
W 3:00 pm – 5:00 pm FSAL

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.
M 9:00 am – 12:00 pm OSC
(Focus on Life Story Writing)
M 10:00 am – 12:00 pm BKDL
(Focus on Thematic and Timely Discussion Topics)
T 3:30 pm – 5:00 pm FSAL
(Focus on Thematic and Timely Discussion Topics)
W 6:15 pm – 8:15 pm TCM
(Focus on Thematic and Timely Discussion Topics)
Th 10:00 am – 12:00 pm RIO
(Focus on Thematic and Timely Discussion Topics)
Th 1:00 pm – 3:00 pm FSAL
(Focus on Thematic and Timely Discussion Topics)
Th 3:00 pm – 5:00 pm BKDL
(Focus on Thematic and Timely Discussion Topics)

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.
W 7:00 pm – 10:00 pm UCMC 56-113
Session One: 09/02/15 – 09/30/15
Session Two: 10/21/15 – 11/18/15
(no class 11/11/15)
Th 7:00 pm – 10:00 pm UCMC 56-113
Session One: 09/03/15 – 10/01/15
Session Two: 10/22/15 – 11/19/15

Persons 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.
M 9:00 am – 11:00 am RIO

English Language Program (ELP) for Students with an F-1 Visa
This program is designed for beginner, intermediate and advanced level International (F-1) students looking to improve their English skills to prepare for study at U.S. colleges and universities. The program is designed for students who have some knowledge of English.
ELP is both TOEFL-preparatory and academically oriented 8 week or 16 week sessions conducted throughout the year, during fall, spring and summer term. Each session consists of 24 hours of instruction per week.
Tuition: $3,450.00 per semester for 16 week classes
$1,725.00 for 8 week classes
$862.00 for 4 week classes
Monday – Thursday: 9:00am – 4:00pm
Upon completion and successful testing students are expected to go back to their home country or they can choose to transfer to credit English classes along with regular associate degree program coursework at Santiago Canyon College.
For application and information on how to apply contact:
International Student Program
Santiago Canyon College
8045 E. Chapman Ave., Room 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.
Division of Continuing Education List of Locations

ANAHEIM
EACC  East Anaheim Community Center 8201 E. Santa Ana Canyon Rd.

ANAHEIM HILLS
CHS  Canyon High School 220 S. Imperial Hwy.

GARDEN GROVE
CGT  Community Garden Towers 4001 W. Garden Grove Blvd.
LAES  Lampson Elementary School 13221 Lampson Ave.
OCRD  Orange County Communities Organized for Responsible Development 13252 Garden Grove Blvd., Ste. 209

ORANGE
BKDL  Brookdale at Orange 142 S. Prospect Ave.
CHAP  OEC Provisional Education Facility 1937 W. Chapman Ave., 2nd Floor
EMCC  El Modena Community Center 18672 Center St.
EMHS  El Modena High School 3920 Spring St.
FRLY  Friendly Center - Lemon St. 615-A Lemon St. Friendly Center Orange – North 1820 Meats Ave.
FSAL  Fountain Senior Assisted Living 1800 W. Culver Ave.
HDES  Handy Elementary 860 N. Handy St.

For registration information, see pages 1 & 2

For Division of Continuing Education classes in Santa Ana call 714-241-5700

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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:

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<th>STUDENT SUCCESS CHECKLIST</th>
<th>DATE COMPLETED</th>
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