



Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

CHAP

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Tuition is FREE!!

FALL 2019

Enroll Today!!

August 19 - December 19, 2019

OEC Provisional Education Facility - 1937 W. Chapman Ave, Suite 200, - Orange, CA 92868 - (714) 628-5900

COURSE	Section #	Room	DAY/S	TIME
VBUS 118, Introduction to Windows 10 — Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs. <i>Recommended preparation VBUS-119 or equivalent.</i>	74731	210	Saturday	8:30am -11:30am
VBUS 119, Introduction to Keyboarding & Basic Windows 10 — (First Time computer users who type less than 35 words per minute) Provides introductory instruction for keyboarding by touch and learning MS Windows. This course or Introduction to Windows is highly recommended prior to taking other courses taught within the Windows environment.	74734	210	Wednesday	6:00pm - 9:00pm
VBUS 258, Navigating the Internet — (1 st time computer users okay) Introduces students to the Internet. Topics include types of Internet connections, research and data retrieval techniques and email.	74735	210	Tuesday	6:00pm - 9:00pm
	74730	210	Friday	8:00am -11:00am
VBUS 260, Introduction to Word Processing using MS Word 2016 — (1st time computer users who type) Provides introductory instruction to word processing techniques using the personal computer. Includes the creating, formatting, editing, saving, and printing of simple documents. Uses MS Word software. Designed for students who can type by touch. <i>Recommended preparation VBUS-119 or equivalent.</i>	74736	210	Thursday	6:00pm - 9:00pm
	74732	210	Saturday	11:30am - 2:30pm
WKPR 500, Workforce Readiness (Job Readiness Skills) — Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills.	75970	210	Monday	6:00pm - 9:00pm
	75969	210	Tuesday	8:00am -11:00am

All educational opportunities are offered without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status.

****Students who are enrolled and absent on the first class session may be dropped.****

Class times & dates are subject to change without notice from the administration.

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