



# Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

*What happens here matters.*

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867 • 714-628-5900 • Fax: 714-434-7920 • [sccollege.edu/OEC](http://sccollege.edu/OEC)

# CWPC



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## FALL 2019

# FREE Classes!

## August 19 - December 19, 2019

# Enroll Today!!

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

COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 080, Introduction to Medical Billing</b> — Introduces students to concepts and skills needed for a successful career in medical office billing. Students will learn current procedural terminology, the general flow of information in a medical office and the role of computers. Designed for students who have completed an introductory computer course or equivalent.	74737	108	Mon. & Wed.	8:00am - 11:00am
<b>VBUS 101, Introduction to 3-D Modeling using Blender</b> — Introduces students to Blender's interface, 3D space, animation and modeling features, surfaces and textures. Designed for students who have completed an introductory computer course. <i>Recommended preparation VBUS-119 or equivalent.</i>	74745	108	Monday	6:00pm - 9:00pm
	74742	108	Tuesday	8:00am - 11:00am
<b>VBUS 105, Introduction to 3-D Animation using Blender</b> — 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.	74746	108	Monday	6:00pm - 9:00pm
	74743	108	Tuesday	8:00am - 11:00am
<b>VBUS 118, Introduction to Windows 10</b> — 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.	74751	108	Thursday	6:00pm - 9:00pm
<b>VBUS 119, Introduction to Keyboarding and Basic Windows 10</b> — (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.	74740	108	Monday	2:00pm - 6:00pm
	74748	108	Wednesday	2:00pm - 6:00pm
<b>VBUS 121, Introduction to Computer Software Applications</b> — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	74741	108	Monday	2:00pm - 6:00pm
	74749	108	Wednesday	2:00pm - 6:00pm
<b>VBUS 130, Introduction to 3D Printing</b> — This course is designed to teach students how to use a 3D printer and the technology behind 3D printing. Students will learn about the different plastic filaments that are used, and the techniques for feeding the plastic filament into the 3D printer for optimal performance. Students will also learn about future applications and components of the printer, such as the extruder nozzle, contact sensor, calibration techniques, software, design methods, and reducing defects. An emphasis is placed on familiarizing students with the use of 3D printing in the areas of personal applications, engineering, design and manufacturing.	74747	108	Wednesday	6:00pm - 9:00pm
	74744	108	Thursday	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.**

COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 140, Introduction to Google Applications for Work</b> — This course provides an overview of Google Apps for Work, a collection of cloud computing, productivity, and collaboration tools, with an emphasis on their use in effective workplace communication. Applications covered include Google Documents, Sheets, Slides, Drive, and Forms.	74752	108	Friday	8:00am - 12:00pm
<b>VBUS 261, Introduction to Databases using MS Access 2016</b> — Provides instruction in basic concepts using typical database problems with MS Access software. <i>Recommended preparation VBUS-119 or equivalent.</i>	74739	108	Wednesday	11:00am - 2:00pm
<b>VBUS 262, Introduction to Spreadsheets using MS Excel 2016</b> — Provides instruction in basic spreadsheet concepts using typical spreadsheet problems and Microsoft Excel software. Designed for students who have completed an introductory computer course or equivalent. <i>Recommended preparation VBUS-119 or equivalent.</i>	74750	108	Tuesday	6:00pm - 9:00pm
<b>VBUS 304, Introduction to Electronic Presentations using PowerPoint 2016</b> — Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. Designed for students who have completed a basic computer operations course or equivalent.	74738	108	Monday	11:00am - 2:00pm