



Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

What happens here matters.

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Summer 2019 Enroll Today!!

Tuition is FREE!!

May 20 - July 27, 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>	72961	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.	72962	210	Tues. & Thurs.	12:00PM -3:00PM
	72966	210	Mon. & Wed.	6:00PM -9:00PM
VBUS 121, Introduction to Computer Software Applications — Provides introductory instruction on industry-standard computer applications used for word processing, spreadsheets, databases, presentations, Internet access, and graphics.	72963	210	Tues. & Thurs.	12:00PM -3:00PM
VBUS 257, Seminar in Business Applications: MS Office Overview — Explores and provides instruction in evolving standard software applications commonly used in business. This course will provide an overview on Microsoft Word, Excel, PowerPoint, and Access.	72960	210	Tues. & Fri.	8:00AM -11:00AM
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.	73013	210	Saturday	11:30AM -2:30PM
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>	72965	210	Mon. & Wed.	6:00PM -9:00PM
VBUS 262, Introduction to Spreadsheets using MS Excel 2016 — 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.	72967	210	Tues. & Thurs.	6:00PM -9:00PM

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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