



# 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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## Summer 2019

# Enroll Today!!

# Tuition is FREE!!

## May 20 - July 27, 2019

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

COURSE	Section #	Room	DAY/S	TIME
<b>VBUS 012, Workforce Readiness (Job Readiness Skills)</b> — Provides instruction in office skills for employment preparation. Students will learn communication, decision making, interpersonal, lifelong learning, and job seeking skills.	72980	108	Tues. & Thurs.	8:00AM -11:00AM
<b>VBUS-014, Introduction to Mobile and Social Media Tools</b> — 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.	73895	108	Tues. & Thurs.	11:00AM -2:00PM
<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.	72977	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>	72984	108	Mon. & Wed. <i>Combo with 72986</i>	6:00PM -9:00PM
<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.	72986	108	Mon. & Wed. <i>Combo with 72984</i>	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.	72993	108	Tues. & Thurs.	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.	72996	108	Tues. & Thurs.	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.	72989	108	Tues. & Thurs.	6:00PM -9:00PM
<b>VBUS 260, Introduction to Word Processing using MS Word 2016</b> — (First 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>	72999	108	Friday	8:00AM -12:00PM

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.*