



Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

SCC



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

**Tuition is
FREE!!**

May 20 - July 27, 2019

**Summer 2019
Enroll Today!!**

SCC Facility • 8045 E. Chapman Ave., Room U-80 • Orange, CA 92869 • (714) 628-5929

COURSE	Section	Room	DAYS/S	TIME
VBUS 010, Introduction to Web Design using Adobe Dreamweaver CC Tools — Provides introductory instruction on Adobe Dreamweaver, one of the industry's leading web authoring tools. Students will learn how to create, publish, manage, and maintain a website.	72955	U-82	Tues. & Thurs.	11:00AM - 2:00PM
VBUS 030 How to Build a Home Based Business — This course provides an overview of the process of planning, launching, and operating a home-based business. Students will learn to distinguish between the various forms of home-based businesses and explain how they can be supported by business models.	72939	U-92	Saturday	8:30AM - 11:30AM
VBUS 040, Accounting for Non Accountants — Designed for those who may be interested in building a home-based business, this course introduces general accounting principles, including basic terminology, processes, and an overview of financial statements. An emphasis is placed on utilizing accounting methods to generate and interpret financial information in real-life situations to make managerial and financial decisions.	72944	U-92	Friday	8:00AM - 2:00PM
VBUS 096, Introduction to Use of Digital Cameras — Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, how to transfer files from the camera to the computer, basic image editing, use of photos/ videos in common applications, and output options. This course is designed to be taken independently or concurrently with courses, such as Adobe Photoshop or Premiere.	72951	U-82	Mon. & Wed.	8:00AM - 11:00AM
VBUS 097, Introduction to Personal Commerce on the Internet (eBay) — 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.	72940	U-92	Saturday	11:30AM - 2:30PM
VBUS 107, Seminar in Adobe tools - Adobe Lightroom — Explores and provides instruction in evolving Creative Cloud applications for the personal computer such as design, web and video/audio tools.	72954	U-82	Mon. & Wed.	11:00AM - 2:00PM
VBUS 140, Introduction to Google Applications for Work — 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.	72937	U-92	Mon. & Wed.	8:00AM - 11:00AM
VBUS 152, Intro to Digital Marketing Analytics — This course is an introduction to the theory and practice of digital marketing analytics. Students will explore the theory of web analytics and how they are used in real-world business situations. An emphasis is placed on identifying the appropriate analytics tools to collect, analyze, and visualize data from the web, using that data to make decisions that impact an organization, its stakeholders, and its customers.	72958	U-82	Tues. & Thurs.	6:30PM - 9:30PM
VBUS 242, Introduction to Vector Graphics using Adobe Illustrator CC — Provides introductory instruction on how to create both type and graphics (creating different shapes, blends, gradients, layouts and special effects) on the computer in a way that will capture the interest of the reader. This program works well with InDesign, which is used to create newsletters, magazine-type documents, etc. Everyone needs to understand a little about computer graphics if they are to really learn about the computer, even the person who is not an artist. Illustrator is one of the most popular art software programs used today. <i>Recommended preparation VBUS-119 or equivalent.</i>	72956	U-82	Friday	8:00AM - 2:00PM
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.	72947	U-92	Tues. & Thurs.	6:30PM - 9:30PM

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
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. <i>Recommended preparation VBUS-119 or equivalent.</i>	72938	U-92	Mon. & Wed.	6:30PM - 9:30PM
VBUS 261, MS Access — Provides instruction in basic concepts addressing typical database problems with MS Access software.	73236	U-92	Tues. & Thurs.	8:00AM - 11:00AM
VBUS 302, Introduction to Web Page Development using HTML 5 — Provides introductory instruction to web page development. Topics include web page design elements: HTML; graphic images, movie and sound formats; and testing pages on cross platforms.	72953	U-82	Tues. & Thurs.	8:00AM - 11:00AM
VBUS 303, Introduction to Electronic Imaging using Adobe Photoshop CC — 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. Recommended preparation VBUS-119 or equivalent.	72959	U-82	Mon. & Wed.	6:30PM - 9:30PM
VBUS 304, Introduction to Electronic Presentations using PowerPoint 2016 — 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.	72957	U-82	Saturday	8:30AM - 2:30PM