



# START ON YOUR PATH TO SUCCESS

FREE Classes For Adults • Español Al Reverso

# SPRING 2020

Bạn Hãy Ghi Danh Ngay Bây Giờ Cho Các Lớp Học Miễn Phí!

## Semester Begins January 13

Earn a High School Diploma or GED

Aprenda Inglés, Học tiếng Anh, Learn English

Learn the Latest Computer Programs

**ADULT EDUCATION  
CENTER**

1530 W. 17th St.  
Santa Ana, CA 92706

**CENTENNIAL EDUCATION  
CENTER**

2900 W. Edinger Ave.  
Santa Ana, CA 92704

**REMINGTON EDUCATION  
CENTER**

1325 E. 4th St.  
Santa Ana, CA 92701

## REGISTER TODAY



**SANTA ANA COLLEGE**

School of Continuing Education

[sac.edu/SCE](http://sac.edu/SCE)

Spring classes start	January 13	Locations & Hours .....	B
Martin Luther King Day (Holiday)	January 20	Registration/Bus Information .....	1
Lincoln's Birthday (Holiday)	February 14-15	Adult High School Diploma (ASE) .....	2
President's Day (Holiday)	February 17	GED & HiSET Preparation .....	2
Cesar Chavez Day (Holiday – Observed)	March 31	College Readiness .....	2
Spring Recess (No classes)	April 6-11	Adult Basic Education (ABE) .....	3
SCE High School Commencement	May 21	Career Education .....	4-5
Spring classes end	May 23	Career Education Certificates .....	6
Memorial Day (Holiday)	May 25	English as a Second Language .....	7-9
Summer classes begin	May 26	Citizenship .....	10
Independence Day (Holiday)	July 3-4	Adults with Substantial Disabilities .....	10
Summer classes end	August 1	Older Adults Program .....	10
		Student Services .....	11
		Map .....	11
		Community Site List .....	12
		General Information .....	13

**Español al reverso**

**Three Full Service Sites to Serve Your Educational Needs**  
 Plus Many Other Convenient Santa Ana Community Locations! – See page 12



**Centennial Education Center (CEC)**  
 2900 W. Edinger Avenue  
 Santa Ana, CA 92704

**Adult Education Center (AEC)**  
 at Santa Ana College  
 1530 W. 17th Street  
 Santa Ana, CA 92706

**Remington Education Center (REC)**  
 1325 E. 4th Street  
 Santa Ana, CA 92701

**Registration Office Hours:**

**Monday to Thursday:**  
 8:00am-8:30pm  
**Friday:**  
 8:00am-1:00pm  
**Saturday:**  
 8:00am-12:00pm

**Monday to Thursday:**  
 8:00am-8:30pm  
**Friday:**  
 8:00am-12:00pm

**Monday to Thursday:**  
 8:00am-8:30pm  
**Friday:**  
 8:00am-12:00pm

**Phone Numbers:**

Registration: 714-241-5700

Registration: 714-564-6173

Registration: 714-241-5850

Counseling: 714-241-5720

Counseling: 714-564-6176

Counseling: 714-241-5853

**Interested in Taking a Class?**

**REGISTER ONLINE AT: [sac.edu/sceapply](http://sac.edu/sceapply)**

Register in person  
 in Room A101

Register in person  
 in Room B8

Register in person in  
 the Registration Office

You can also register with the instructor at any community site.

All class days, hours, and sites are subject to change.

## REGISTRATION STEPS

ESL Classes	Career Education Classes	High School Classes
Fill out an application	Fill out an application	Get official transcripts from all schools attended
Take an assessment test	Create a Student Education Plan with a Counselor	Fill out an application
Attend an orientation and speak with a Counselor	Register for classes in person or online	Attend an orientation
Register for classes	Attend class	Take an assessment test
Attend class		Create a Student Education Plan with a Counselor
		Register for classes in person or online
		Attend class

To register for Community Site classes or for other programs not listed above, please visit any of the three Continuing Education offices or register on the first day of class at the class location.

## OCTA BUS PASSES:

Starting the spring semester, OCTA bus passes will be issued to all eligible students that are registered by January 18, 2020.

The only exception is for classes that start after January 13, 2020. These OCTA bus passes will be issued to students during the first week of class.

All students must meet the requirements listed below.

### ELIGIBILITY REQUIREMENTS FOR FREE OCTA BUS PASS:

1. Must have a smartphone.
2. Must have a valid email address.
3. Must enroll for classes in a minimum of 12 hours per week in any of the following instructional programs:  
Adult Basic Education, High School Subjects (Adult High School Diploma), Preparation for GED or HiSET, English as a Second Language, Short-Term Career Education, Workforce Preparation and Adults with Disabilities.
4. Attend classes at least 12 hours per week throughout the semester.
5. Remain in good academic standing.



### RSCCD BOARD OF TRUSTEES

Phillip Yarbrough, President • Claudia C. Alvarez, Vice President • Zeke Hernandez, Clerk • Arianna P. Barrios • John R. Hanna  
Lawrence "Larry" R. Labrado • Nelida Mendoza • Theodore D. Moreno, Student Trustee  
Chancellor, Marvin Martinez • Santa Ana College President, Linda D. Rose, Ed.D.

### CONTINUING EDUCATION ADMINISTRATION

James Kennedy, Ed.D., Vice President • Sergio Sotelo, Ph.D., Dean • Stephanie Paramore, Dean • Christine Kosko, Dean  
Lorena Chavez, Director of Special Programs • Phuong Nguyen, Registrar



# ADULT SECONDARY EDUCATION (ASE)

The Adult High School Diploma program is self-paced and offers open-entry/open-exit classes. Each student has an individualized educational plan to complete his/her personal graduation requirements. All students must see a counselor prior to enrollment. Tutoring services are available in the classrooms. For information, call the Counseling Office at CEC 714-241-5720 or AEC 714-564-6176.

## All High School Subject Courses

DAY	TIME	LOCATION
MTuWTh	8:00am-5:00pm	CEC
<b>MTuWTh</b>	<b>5:00pm-9:00pm</b>	<b>CEC</b>
MTuWTh	8:00am-2:00pm	AEC
<b>MTuWTh</b>	<b>5:00pm to 9:00pm</b>	<b>AEC</b>
FSa	8:00am-12:00pm	CEC
F	8:00am-12:00pm	AEC
F	9:00am-1:00pm	AEC

## HSART 601 Music Theory 1 – Course is 9 weeks

A beginning level music course that introduces the vocabulary and basic principles of music. Students must bring their own instrument. Students can earn 5 elective school credits.

DAY	TIME	LOCATION	DATES
<b>Tu</b>	<b>6:00pm-9:00pm</b>	<b>CEC (Guitar)</b>	<b>1/14-3/10</b>
<b>M</b>	<b>5:30pm-8:30pm</b>	<b>CEC (Ukulele)</b>	<b>1/27-3/30</b>

## HSOTH 742 Spanish 1 & HSOTH 742 Spanish 2 – Course is 9 weeks

Provides students with additional skills, concepts, grammar and vocabulary appropriate for a course in learning to speak beginning and intermediate Spanish. Students can earn 5 high school credits. FOR CLASS INFORMATION, CALL 714-241-5782

## HSS 031 GED and HiSET Test Preparation (English and Spanish)

Provides individualized instruction in preparation for the GED and HiSET tests. Covers test-taking strategies and the fundamentals of social studies, mathematics, science, reading, and writing.

DAY	TIME	LOCATION	
MTuWTh	8:00am-11:00am	CEC	<b>ES</b>
MTuWTh	11:00am-2:00pm	CEC	<b>ES</b>
MTuWTh	8:30am-11:30am	REC	<b>ES</b>
MTuWTh	11:30am-2:30pm	REC	<b>ES</b>
<b>MTuWTh</b>	<b>5:00pm-9:00pm</b>	<b>CEC</b>	<b>ES</b>
<b>MTuWTh</b>	<b>5:30pm-9:00pm</b>	<b>REC</b>	<b>ES</b>
FSa	8:00am-12:00pm	CEC	<b>ES</b>
F	8:30am-12:30pm	REC	<b>ES</b>
<b>TuTh</b>	<b>5:30pm-8:00pm</b>	<b>CJCG</b>	<b>ES</b>
W	8:30am-11:30am	MDES	<b>ES</b>
<b>W</b>	<b>5:30pm-8:00pm</b>	<b>BCYF</b>	<b>ES</b>
F	8:30am-11:30am	WDES	<b>ES</b>
F	8:30am-11:30am	WIS	<b>ES</b>

**ES** Bilingual Spanish

## EARN A STATE APPROVED CERTIFICATE

### Secondary Education (GED Prep) Certificate of Competency

## COLLEGE READINESS



### Learning Support Classes (LRN)

The Learning Support (LRN) courses include supplemental and transition courses offered free to credit and non-credit students. These courses specifically have a pathway to Santa Ana College credit courses.

### LRN 084 Composition 2

Provides paragraph and essay construction including reading analysis and research. Complete a Composition 2 class with a grade of B or better, and be prepared for English 101 at SAC.

DAY	TIME	LOCATION
MTuWTh	8:00am-9:00pm	CEC
FSa	8:00am-12:00pm	CEC
MTuWTh	8:00am-2:00pm	AEC
MTuWTh	5:00pm-9:00pm	AEC
F	8:00am-12:00pm	AEC

### LRN 164 Introductory Algebra

Provides instruction in basic algebra concepts, math vocabulary, and algebraic operations. Complete an Introductory Algebra class with a grade of B or better, and be prepared for Math 083/084 at SAC.

DAY	TIME	LOCATION
MTuWThF	9:00am-1:00pm	AEC
MTuWTh	5:00pm-9:00pm	AEC
MTuWTh	8:00am-2:00pm	CEC
<b>MTuWTh</b>	<b>5:00pm-9:00pm</b>	<b>CEC</b>
FSa	8:00am-12:00pm	CEC

### LRN 750 Intensive Writing & Grammar

Provides intensive review and practice of writing strategies and advanced grammar. Five high school English credits may be granted.

DAY	TIME	LOCATION
Sat	9:00am-12:00pm	AEC

## ELECTIVE CREDIT OPPORTUNITIES

Elective High School credits may be earned through:

- Work Experience
- Career Education, ESL, Academic ESL, ABE, and Leadership courses

## NEED EXTRA TIME TO FINISH YOUR HIGH SCHOOL DIPLOMA?

Visit our High School Lab (CEC B109) for Study Skills 1 Monday–Thursday – 2pm to 5pm

Get specific help with time management, reading across disciplines, note taking, and test taking skills for your High School courses.

# ADULT BASIC EDUCATION (ABE)

The ABE program helps students improve basic skills in reading, writing and math in order to prepare them for success in the high school diploma or equivalency classes, college, or career training.

## FAST TRACK

**Earn a State Certificate in one semester.**

**Classes meet twice a week for 9 weeks.**

**Sign up early, spaces are limited!**

In Adult Basic Education Reading and Writing, you will improve your vocabulary, reading, and writing skills in order to prepare you for GED classes, high school, or job training. Learn in a supportive environment with classmates and a teacher who wants you to succeed.

### ABE 023 Reading, ABE 024 Writing

#### Session 1: January 14 - March 12

SUBJECT	DAYS	TIME	LOCATION
Writing	TuTh	11:00am-2:00pm	CEC
Reading	MW	6:00pm-9:00pm	CEC

#### Session 2: March 17 - May 21

SUBJECT	DAYS	TIME	LOCATION
Reading	TuTh	11:00am-2:00pm	CEC
Writing	MW	6:00pm-9:00pm	CEC

## EARN A STATE APPROVED CERTIFICATE

ABE Certificate of Competency

ABE/ASE Writing Proficiency Certificate of Competency

ABE/ASE Math Proficiency Certificate of Competency



### ABE 112, 113, 114 Spanish Literacy for Adults

The Spanish Literacy Program instructs Spanish speaking students in reading, writing, and math. Students can earn their Primaria and Secundaria Certificates through the Mexican Consulate.

ABE 112 Literacy

ABE 113 Elementary Level (Grades 1-5)

ABE 114 Middle School Level (Grades 6-8)

DAYS	TIME	LOCATION
TuW	8:30am-12:30pm	SWSC
<b>TuWTh</b>	<b>5:00pm-9:00pm</b>	<b>REC</b>
W	8:00am-12:00pm	LES 64
ThF	8:00am-11:00am	LES 64
ThF	11:00am-2:00pm	LES 64
Sa	8:00am-12:00pm	CEC

### ABE 018 & HSS 092 Leadership Training 2

Students will learn how to apply leadership techniques at work, home, school and in the community. Students can earn 5 high school credits.

DAYS	TIME	LOCATION	DATES
<b>W</b>	<b>5:30pm-9:30pm</b>	<b>CEC</b>	<b>1/22-5/13</b>
F	11:00am-3:00pm	CEC	1/24-5/15

### ABE 046 Attitudes for Success

Provides students with discussion and information about attitudes and behaviors that influence their personal and educational development.

DAYS	TIME	LOCATION
<b>MTuF</b>	<b>6:30pm-8:30pm</b>	<b>CFSA</b>
SA	9:00am-12:00pm	CEC

**ES** Bilingual Spanish

## Pharmacy Technology Certification at Santa Ana College

### VHLTH 799 Intro to Pharmacy Technology

DAY	TIME	LOCATION	START
Sa	8:00am-10:05am	SAC H-201	2/22
<b>Tu</b>	<b>6:00pm-8:05pm</b>	<b>SAC D-204</b>	<b>2/11</b>
Tu	9:00am-11:05am	SAC H-201	2/11

### Take the First Pharmacy Class FREE!

For more information, call Counseling at CEC 714-241-5720 or AEC 714-564-6176, or visit [www.sac.edu/pharmacy](http://www.sac.edu/pharmacy)

# CAREER EDUCATION

The Career Education Program provides students with the professionalism, technical, computer, and soft skills needed in today's workforce that focuses on meeting the goals and needs of our students.

## EARN A STATE APPROVED CERTIFICATE

**Childcare Worker**

**Computer Maintenance and Repair Worker**

**Customer Service Representative**

**Executive Secretary / Administrative Assistant**

**General Office Clerk**

**Vocational Construction Technology**

### PRNT 558 Early Childhood Care & Development for Family Child Care Providers

Provides knowledge about the care and development of young children for family childcare providers seeking state licensing.

DAY	TIME	LOCATION	
MW	8:30am-11:30am	OCCT	ES

### PRNT 562 Health Education for Family Child Care Providers

Provides family child care providers with health and safety information related to licensing.

DAY	TIME	LOCATION	
F	8:30am-10:30am	OCCT	ES

### VBUS 118 Intro to Windows

Introduces Windows navigation, views, commands, file management, customization and more.

DAY	TIME	LOCATION	DATES	
MTuWTh	8:00am-9:00pm	CEC		ES VI S-P
MW	8:00am-11:00am	CEC	1/13-3/11	
FSa	8:00am-12:00pm	CEC		ES VI S-P
F	8:00am-12:00pm	AEC		ES S-P
MTuWTh	11:00am-3:00pm	AEC		ES S-P

### VBUS 123 Intro to Computer Software Applications

Instruction on Microsoft Office Programs and the internet.

DAY	TIME	LOCATION	DATES	
MTuWTh	6:00pm-9:00pm	REC	1/13-2/27	
MTuWTh	6:00pm-9:00pm	REC	3/2-4/23	

### VBUS 124 Intro to Keyboarding I

Instruction in keyboarding by touch for speed and accuracy.

DAY	TIME	LOCATION	
MTuWTh	8:00am-9:00pm	CEC	ES VI S-P
FSa	8:00am-12:00pm	CEC	ES VI S-P
F	8:00am-12:00pm	AEC	ES S-P
Sa	8:00am-9:00am	MIS 19	ES
TuTh	8:30am-10:15am	GWCC	ES
F	8:30am-9:30am	REC	ES
MTuWTh	11:00am-3:00pm	AEC	ES S-P
MW	11:30am-12:30pm	REC	ES
TuW	4:30pm-6:15pm	OCCT	ES

### VBUS 125 Intro to Keyboarding II

Instruction in keyboarding by touch, basic document editing and word processing.

DAY	TIME	LOCATION	
MTuWTh	8:00am-9:00pm	CEC	ES VI S-P
FSa	8:00am-12:00pm	CEC	ES VI S-P

### VBUS 244 Intro to Databases Using Microsoft Access

Instruction in creating tables, queries, forms and reports.

DAY	TIME	LOCATION	
MTuWTh	8:00am-9:00pm	CEC	ES VI S-P
FSa	8:00am-12:00pm	CEC	ES VI S-P

### VBUS 245 Intro to Desktop Publishing Using Microsoft Publisher

Instruction in creating publications, flyers, newsletters, brochures, and invitations.

DAY	TIME	LOCATION	
MTuWTh	8:00am-9:00pm	CEC	ES VI S-P
FSa	8:00am-12:00pm	CEC	ES VI S-P

### VBUS 258 Navigating the Internet

Introduces the internet, connections, research, data retrieval, and email.

DAY	TIME	LOCATION	DATES	
MTuWTh	8:00am-9:00pm	CEC		ES VI S-P
TuTh	8:00am-11:00am	CEC	3/24-5/21	
FSa	8:00am-12:00pm	CEC		ES VI S-P
F	8:00am-12:00pm	AEC		ES S-P
TuTh	8:30am-10:15am	GWCC		
MTuWTh	11:00am-3:00pm	AEC		ES S-P
TuW	6:15pm-8:15pm	OCCT		ES

### VBUS 259 Orientation to Computers

Students will learn basic computers skills and how to use a variety of computer applications.

DAY	TIME	LOCATION	
MTu	8:00am-11:00am	CEC	ES
ThF	8:00am-12:00pm	CORB Comp Lab	VI
MW	9:00am-11:00pm	CORB Comp Lab	ES
W	9:00am-12:00pm	SASC Comp Lab	ES
Th	9:00am-12:00pm	SASC Comp Lab	ES
Sa	9:00am-11:00am	MIS 19	ES

### VBUS 260 Intro to Word Processing Using Microsoft Word

Instruction in creating formatting, editing, saving, and printing documents.

DAY	TIME	LOCATION	DATES	
MTuWTh	8:00am-9:00pm	CEC		ES VI S-P
FSa	8:00am-12:00pm	CEC		ES VI S-P
MW	8:00am-11:00am	CEC	3/16-5/20	
Tu	8:00am-11:00am	CORB Comp Lab		VI
F	8:00am-12:00pm	AEC		ES S-P
MTuWTh	11:00am-3:00pm	AEC		ES S-P
WTh	11:00am-1:00pm	CEC		
W	12:15pm-3:15pm	CORB Comp Lab		VI
MTuWTh	6:00pm-9:00pm	AEC	2/18-3/19	ES
MW	6:30pm-9:00pm	CEC	1/13-3/11	ES

**ES** Bilingual Spanish **VI** Bilingual Vietnamese **S-P** Self-Paced

## CAREER EDUCATION (Continued)

### VBUS 262 Intro to Spreadsheets Using Microsoft Excel

Instruction in basic spreadsheet concepts using sample problems.

DAY	TIME	LOCATION	DATES			
MTuWTh	8:00am-9:00pm	CEC		ES	VI	S-P
TuTh	8:00am-11:00am	CEC	1/14-3/19			
WTh	8:00am-11:00am	CEC	3/18-5/21			
FSa	8:00am-12:00pm	CEC		ES	VI	S-P
F	8:00am-12:00pm	AEC		ES		S-P
TuTh	10:15am-12:00pm	GWCC				
MTuWTh	11:00am-3:00pm	AEC		ES		S-P
WTh	12:00pm-2:00pm	CEC				
<b>MW</b>	<b>6:30pm-9:00pm</b>	<b>CEC</b>	<b>3/16-5/20</b>	<b>ES</b>		
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>	<b>3/23-4/30</b>			

### VBUS 280 Accounting Terminology

Introduces and provides an understanding of accounting terminology to prepare students for accounting occupations and coursework.

DAY	TIME	LOCATION
WTh	11:00am-12:00pm	CEC

### VBUS 301 Business Skills (QuickBooks)

Instruction in using the QuickBooks software program in accounting.

DAY	TIME	LOCATION
WTh	2:00pm-5:00pm	CEC
F	8:00am-11:00am	CEC

### VBUS 303 Intro to Electronic Imaging Using Adobe Photoshop

Instruction in using the Photoshop software program.

DAY	TIME	LOCATION	
Tu	9:00am-12:00pm	SASC Comp Lab	ES
F	9:00am-1:00pm	SASC Comp Lab	ES

### VBUS 304 Intro to Electronic Presentations Using PowerPoint

Instruction in creating presentations.

DAY	TIME	LOCATION	DATES			
MTuWTh	8:00am-9:00pm	CEC		ES	VI	S-P
WTh	8:00am-11:00am	CEC	1/15-3/12			
FSa	8:00am-12:00pm	CEC		ES	VI	S-P
Tu	1:00pm-3:00pm	SASC		ES		
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>	<b>1/13-2/13</b>	<b>ES</b>		

### VBUS 400 Employability Skills

Instruction in creating a career path, goals, resume, cover letter, interview techniques, and job retention skills.

DAY	TIME	LOCATION	DATES	
M	10:00am-12:00pm	WORK		
M	11:00am-2:00pm	CEC		
TuW	4:30pm-6:15pm	OCCT		ES
<b>TuTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>	<b>3/17-5/21</b>	<b>ES</b>

### VBUS 450 Hardware & Software A+ Preparation Review and Practice

Instruction and test preparation for taking the A+ certification test.

DAY	TIME	LOCATION	
Sa	8:00am-12:00pm	CEC	ES
MW	3:00pm-6:00pm	CEC	ES

### VBUS 500 Digital Literacy for Academic & Professional Success- Tier 1

Prepares students for academic and workplace success by providing instruction on the fundamental technology skills needed to be digitally literate.

DAY	TIME	LOCATION	DATES	
F	9:30am-11:30am	REC		ES
MTu	11:00am-1:00pm	CEC	1/13-3/16	
MW	12:30pm-2:30pm	REC		ES

### VBUS 501 Digital Literacy for Academic & Professional Success- Tier 2

Prepares students for academic and workplace success by providing instruction on the primary technology skills needed to enhance digital literacy.

DAY	TIME	LOCATION	DATES
MTu	11:00am-1:00pm	CEC	3/17-5/20

### VBUS 559 Business Practices in Family Day Care

Provides information and skills necessary for successful operation of a family child care business.

DAY	TIME	LOCATION	
F	11:00am-1:30pm	OCCT	ES

### VBUS 574 Computer Basics: Hardware & Software

Provides instruction in maintenance, repair, and upgrading of personal computers.

DAY	TIME	LOCATION	
<b>MW</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>	<b>ES</b>

### VBUS 576 Computer Basics: Systems and Networking Essentials

Instruction in the networking of various operating systems.

DAY	TIME	LOCATION	
<b>TuTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>	<b>ES</b>

### VBUS 590 Intro to How to Start a Small Business

An introductory series of classes focusing on specific topics addressing the needs of individuals thinking about starting a small business.

DAY	TIME	LOCATION	
TuTh	9:00am-12:15pm	OCCT	ES
MW	11:00am-1:30pm	CEC	

### VBUS 668 Introduction to Auto Vehicle Maintenance

A practical approach to normal vehicle maintenance service procedures. 45 hours of lecture and 27 hours of lab.

DAY	TIME	LOCATION	DATES
<b>MW</b>	<b>6:00pm-8:00pm</b>	<b>LEC</b>	<b>2/10-5/23</b>

### VFOOD 005 ServSafe Food Handler

Prepares students for employment in commercial and institutional food kitchens.

DAY	TIME	LOCATION	DATES
MW	11:00am-1:00pm	AEC	2/10-4/22

**ES** Bilingual Spanish   **VI** Bilingual Vietnamese   **S-P** Self-Paced

# STATE APPROVED CAREER EDUCATION CERTIFICATES

## Earn a certificate in as little as 4 months!

### GENERAL OFFICE CLERK

This series of courses prepares students for entry-level general office clerk positions in a business environment. The student will attain knowledge of basic level office concepts, procedures, and technology commonly used in an office setting.

VBUS 118 Introduction to Windows

VBUS 124 Introduction to Keyboarding I

VBUS 258 Navigating the Internet

VBUS 260 Introduction to Word Processing using MS Word

VBUS 262 Introduction to Spreadsheets using MS Excel

VBUS 400 Employability Skills or ESL 520 English for Work 2

### EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT

This series of courses prepares students for in-depth training in executive secretary/administrative assistant positions. Students will develop skills in research, report and correspondence preparation. Students will learn advanced computer software applications, databases management, interactive presentations, customer service, telephone techniques, and other advanced office procedures.

VBUS 125 Introduction to Keyboarding II

VBUS 244 Introduction to Databases using MS Access

VBUS 245 Introduction to Desktop Publishing using MS Publisher

VBUS 304 Introduction to Electronic Presentations using MS PowerPoint

VBUS 400 Employability Skills or ESL 520 English for Work 2

### CUSTOMER SERVICE REPRESENTATIVE

This series of courses prepares students for customer service in a wide variety of business fields. Students will develop skills on how to handle customer needs, provide appropriate service, and resolve problems. Special emphasis will be on how to develop interpersonal, customer service, and upgrading technology skills for today's work environment.

VBUS 124 Introduction to Keyboarding I

VBUS 243 Introduction to Customer Service Skills

VBUS 258 Navigating the Internet

VBUS 259 Orientation to Computers

VBUS 260 Introduction to Word Processing using MS Word

VBUS 400 Employability Skills or ESL 520 English for Work 2

### COMPUTER MAINTENANCE AND REPAIR WORKER

This series of courses provides students with skills in maintenance, repair, upgrading, and networking of personal computers. The classes focus on functional operations of hardware and software components, hands on experience with upgrading and repairing computers, setting up home and small office networks and troubleshooting.

VBUS 450 Hardware & Software A+ Preparation, Review, and Practice

VBUS 574 Computer Basics: Hardware and Software

VBUS 576 Computer Basics: Systems and Networking Essentials

VBUS 400 Employability Skills or ESL 520 English for Work 2

### CHILDCARE WORKER

This series of courses prepares students in the understanding, care, and development of infants, toddlers, and preschool children for a future career as a family childcare provider. Special information in health education, business practices, licensing, and starting your own small business will be included.

PRNT 558 Early Childhood and Development for Family and Childcare Providers

PRNT 562 Health Education for Family Day Care Providers

VBUS 400 Employability Skills or ESL 520 English for Work 2

VBUS 559 Business Practices in Family Day Care

VBUS 590 Introduction to How to Start a Small Business

### VOCATIONAL CONSTRUCTION TECHNOLOGY

This series of courses will provide students with the skills to move towards employment as an apprentice in general and commercial contracting and/or property maintenance. Students will receive instruction in math, Occupational Safety and Health Administration (OSHA) safety standards, and employability skills. Students can receive five High School elective credits upon completion of each course.

VCNST 610 Vocational Construction Technology Module I

VCNST 620 Vocational Construction Technology Module II

VBUS 400 Employability Skills or ESL 520 English for Work 2

To learn more about our CE Certificates, please call or visit the Counseling Office at

CEC: Room B-100, 714-241-5720

AEC: Room B-8, 714-564-6176

REC: Front Office, 714-241-5853

## CONSTRUCTION TECHNOLOGY

New cohort for the 10-week program starts March 2, 2020. Class is Monday thru Thursday from 5-9pm. Students must be 18+ years old. Through lecture and hands-on activities, students learn the following skills and knowledge: working with tools and materials, blueprint reading, basic math for construction, green construction, and more! Please call (714) 241-5781 for information session dates which a person needs to attend to be considered for the program.

Prerequisites for Program: 18+ years old, H.S. Diploma or equivalent, eligible for employment in the U.S. and valid driver license

# ENGLISH AS A SECOND LANGUAGE (ESL)

## Enrollment and Orientation Procedures

Individuals interested in taking classes in the ESL Program take a placement test before enrolling into a class. The student's score on the test determines the appropriate level of English class. The test and orientation take approximately 2 hours.

Call the Registration desk for an appointment to take the placement test at 714-241-5700.

## Thủ tục ghi danh và thi xếp lớp

Học sinh muốn theo học các lớp Anh Ngữ cần phải thi xếp lớp trước khi ghi danh học.

Điểm thi xếp lớp rất cần thiết để chỉ định chính xác trình độ lớp học Anh Ngữ. Buổi thi xếp lớp và buổi hướng dẫn chương trình học sẽ mất chừng hai tiếng đồng hồ. Xin gọi cho văn phòng ghi danh tại số 714-241-5700 để lấy hẹn thi xếp lớp.

### ESL-300 Literacy

Basic English for immediate daily communication.

DAY	TIME	LOCATION
MTuWThF	11:00am-2:00pm	CEC
MW	8:15am-11:15am	MLKS

### ESL-301 Beginning Low

Listening comprehension, simple conversations, and simple writing tasks for everyday use.

DAY	TIME	LOCATION
MTuWThF	8:00am-11:00am	CEC
MTuWThF	8:30am-11:30am	REC
MTuWTh	8:00am-11:00am	AEC
MTuWTh	8:00am-11:00am	MVES-3
MTuWTh	8:00am-11:00am	WAES-9
MWF	8:00am-11:00am	MES
Sa	8:00am-12:00pm	CEC
MW	8:15am-11:15am	MLKS
TuWTh	8:15am-11:15am	JMES
MTuWTh	8:30am-11:00am	LES-71
MTuWTh	8:30am-11:30am	ESQ-B-209
MTuW	8:30am-11:30am	WIS
MTuWThF	11:00am-2:00pm	CEC
MTuWTh	2:30pm-5:30pm	CEC
<b>MTuWTh</b>	<b>5:30pm-8:30pm</b>	<b>MIS-19</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>MDES-54</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>KES-211</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>OLPC-8</b>

### ESL-302 Beginning High

Simple conversations, reading and writing tasks.

DAY	TIME	LOCATION
MTuWThF	8:00am-11:00am	CEC
MTuWTh	8:00am-11:00am	CEC
MTuWTh	8:00am-11:00am	AEC
MTuWTh	8:00am-11:00am	MVES-3
MTuWTh	8:00am-11:00am	WAES-9
MTuW	8:00am-11:00am	EDES
MWF	8:00am-11:00am	MES
Sa	8:00am-12:00pm	CEC
MW	8:15am-11:15am	MLKS
MTuW	8:15am-11:15am	MRES
TuWTh	8:15am-11:15am	JMES
MTuWThF	8:30am-11:30am	REC
MTuWTh	8:30am-11:30am	ESQ-B-209
MTuWTh	8:30am-11:30am	LES-71
MTuW	8:30am-11:30am	WIS
MTuWThF	11:00am-2:00pm	CEC
MTuWTh	2:30pm-5:30pm	CEC
<b>MTuWTh</b>	<b>5:30pm-8:30pm</b>	<b>MIS-19</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>KES-204</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>MDES-51</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>OLPC-8</b>

### ESL-303 Intermediate Low

Conversations, communicate opinions, and read from academic and informational text.

DAY	TIME	LOCATION
MTuWThF	8:00am-11:00am	CEC
MTuWTh	8:00am-11:00am	CEC
MTuWTh	8:00am-11:00am	AEC
MTuW	8:00am-11:00am	EDES-604
Sa	8:00am-12:00pm	CEC
MTuWThF	8:15am-11:15am	CORB-ED RM
MTuW	8:15am-11:15am	MRES
MTuWTh	8:30am-11:30am	REC
MTuWTh	11:00am-2:00pm	CEC
MTuWTh	2:30pm-5:30pm	CEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>KES-204</b>

**ESL-304 Intermediate High**

Critical and creative thinking skills as well as reading comprehension skills.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	CEC
Sa	8:00am-12:00pm	CEC
MTuWThF	8:15am-11:15am	CORB-ED RM
MTuWTh	8:30am-11:30am	REC
MTuWTh	11:00am-2:00pm	CEC
MTuWTh	2:30pm-5:30pm	CEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>

**ESL-305 Advanced Low**

Advanced level reading and writing skills.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	CEC
Sa	8:00am-12:00pm	CEC
MTuWTh	8:30am-11:30am	REC
MTuWTh	11:00am-2:00pm	CEC
MTuWTh	2:30pm-5:30pm	CEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>

**ESL-306 Advanced High**

Conversational skills and complex reading and writing strategies for higher level reading.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	CEC
Sa	8:00am-12:00pm	CEC
MTuWTh	8:30am-11:30am	REC
MTuWTh	11:00am-2:00pm	CEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>REC</b>

**ACADEMIC ESL****ESL-704 Academic Beginning A**

Introduction to multi-sentence paragraphs and complex speaking.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	AEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>

**ESL-705 Academic Beginning B**

Multi-paragraph texts, short paragraphs, and complex speaking skills.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	AEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>

**ESL-706 Academic Intermediate A**

Two page texts, essay writing, and advanced speaking skills through short lectures and speeches.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	AEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>

**ESL-707 Academic Intermediate B**

Read, write essays, and think critically and creatively about authentic English language materials to communicate opinions and debate with others.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	AEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>AEC</b>

**ESL SUPPORT CENTER****ESL-398 ESL English Language Learning Lab**

Independent studying and learning, small group and whole class instruction, and technology-based instruction.

DAY	TIME	LOCATION
F	8:00am-12:30pm	CEC
Sa	8:00am-12:00pm	CEC
<b>MTu</b>	<b>5:30pm-8:00pm</b>	<b>BCYF</b>
MTuWTh	11:00am-6:00pm	CEC
TuTh	11:30am-2:30pm	REC

**ESL SPECIALTY****ESL-120 ESL Civics**

English needed to prepare for the U.S. Citizenship examination.

DAY	TIME	LOCATION
MTu	6:00pm-9:00pm	CEC
F	8:00am-12:00pm	CEC
F	9:00am-12:00pm	AEC
Sa	8:00am-12:00pm	CEC
Sa	8:00am-12:00pm	AEC

**ESL-488 ESL Basic Writing**

Basics of the writing process and sentence structure.

DAY	TIME	LOCATION
F	8:00am-10:00am	CEC

**ESL-489 ESL Intermediate Writing**

Advanced sentence structures and practice with the writing process.

DAY	TIME	LOCATION
F	8:00am-11:00am	AEC

**ESL-490 ESL Advanced Writing and Grammar**

Advanced grammar and sentence combining strategies.

DAY	TIME	LOCATION
F	8:00am-11:00am	AEC

**ESL-530 American English Pronunciation**

English language fluency with an emphasis on receptive skills and pronunciation.

DAY	TIME	LOCATION
MTuWTh	8:00am-11:00am	CEC
F	8:00am-11:00am	CEC
Sa	10:00am-12:00pm	CEC
MTuWTh	11:00am-2:00pm	CEC
F	11:00am-1:30pm	CEC
TuTh	11:00am-1:00pm	AEC
MTu	2:00pm-4:00pm	CEC
<b>MTuWTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>

### ESL-570 Conversation 1

Basic conversational strategies and oral skills for basic ESL social interactions.

DAY	TIME	LOCATION
F	8:00am-10:30am	CEC
Sa	8:00am-10:00am	CEC
F	8:15am-11:15am	MLKS
F	8:30am-11:30pm	REC
F	10:30am-1:00pm	CEC
MTu	11:00am-1:00pm	CEC
MTu	4:00pm-6:00pm	CEC

### ESL-580 Conversation 2

Advanced conversational strategies and development of oral skills for level appropriate settings.

DAY	TIME	LOCATION
MW	11:00am-12:30pm	AEC
WTh	11:00am-1:00pm	CEC
WTh	2:00pm-4:00pm	CEC

### LRN-750 Intensive Writing and Grammar

Provides intensive review and practice of writing strategies and advanced grammar. Five high school English credits may be granted.

DAY	TIME	LOCATION
Sa	9:00am-12:00pm	AEC

## ESL FOR WORK

### ESL-510 VESL: English for Work 1

Prepares beginning level non-native English-speaking students to enter the workforce for general or specific occupations. Focuses on workplace communication, work-related vocabulary skills, job applications and postings, workplace safety and issues, and vocational readings with emphasis on verbal communication through basic language skills instruction.

DAY	TIME	LOCATION
M	11:15am-2:15pm	CEC

### ESL-520 VESL: English for Work 2

Prepares intermediate and advanced level non-native English speaking students to enter the workforce or a career education/vocational program. Focuses on communication in the workplace, job safety, work-related vocabulary skills, workplace culture/issues, career pathways and vocational readings with emphasis on verbal communication through intermediate language skills instruction.

DAY	TIME	LOCATION
M	11:15am-2:15pm	CEC

## FAST TRACK

### Managed Enrollment Classes for ESL Students!

ESL Students can take up to two ESL levels in the Spring 2020 Semester.

Students need to attend 5 days a week.

Sign up early for these classes! Space is limited.

For additional information, call 714-241-5700.

**Session 1: January 13 to March 13**

### Beginning High – Advanced Low

DAY	TIME	LOCATION
MTuWThF	8:00am-11:00am	CEC

**Session 2: March 16 to May 22**

### Beginning High – Advanced Low

DAY	TIME	LOCATION
MTuWThF	8:00am-11:00am	CEC

## EARN A STATE APPROVED CERTIFICATE

- Academic ESL Certificates of Competency
- Communication ESL Certificates of Competency
- ESL Core Beginning Certificate of Competency
- Vocational ESL Certificates of Competency



## CITIZENSHIP

### CTZN-020 Citizenship

Provides basic knowledge and preparation for the United States citizenship process and naturalization test including language usage within the context of American history, government, and civics.

DAY	TIME	LOCATION	
WTh	2:00pm-4:00pm	CEC	
<b>W</b>	<b>5:30pm-8:30pm</b>	<b>AEC</b>	
<b>WTh</b>	<b>6:00pm-9:00pm</b>	<b>CEC</b>	
Tu	9:30am-11:30am	IMHS-PARISH	<b>ES</b>
Tu	2:00pm-5:00pm	OCCC	<b>ES</b>
Sa	9:00am-12:00pm	CEC	

## SUBSTANTIAL DISABILITIES PROGRAM

### SSD 350 Communication with the Deaf

Designed as an introductory course to teach Signing Exact English, the manual alphabet, and signs used by the deaf.

DAY	TIME	LOCATION
<b>M</b>	<b>5:30pm-8:00pm</b>	<b>TAFT</b>

## OLDER ADULTS PROGRAM

### OAP 457 Music Arts

In our music arts classes, students will develop their musical skills through music appreciation demonstrations and exercises. Emphasis will be on activities designed to encourage creative expression and participation.

DAY	TIME	CLASS	LOCATION
M	9:00am-11:00am	Music Appreciation	CVP
MW	12:00pm-2:00pm	Choir	SWSC
Tu	1:30pm-3:30pm	Singing	VIP
W	9:30am-11:30am	World Music	FRPK
Th	9:30am-11:30am	Singing	SFG
F	12:00pm-2:00pm	Guitar	SWSC

### OAP 518 Creative Cooking

Students will learn how to enhance their food preparation and cooking techniques. Basic nutrition, consumer awareness, and cooking methods will be demonstrated.

DAY	TIME	CLASS	LOCATION
Tu	12:30pm-2:30pm	Food Appreciation	SWSC

### OAP 802 Topics for Active Adults

This exciting course offers students an opportunity to discuss topics of interest to them and that will be helpful in their daily lives. A wide variety of current events, health, culture, political, historical, and regional information will be presented.

DAY	TIME	CLASS	LOCATION
M	12:00pm-3:00pm	California History	SASC
Tu	9:00am-12:00pm	World Holidays	SASC
Tu	9:30am-11:00am	Brain Health	VIP
Tu	12:00pm-1:00pm	Elderly Issues	SASC
W	9:00am-12:00pm	Adv. Care Planning	SASC
W	1:30pm-4:30pm	Home Safety	SASC
Th	12:30pm-3:30pm	Healthy Aging	SASC

**ES** Bilingual Spanish

## OAP 823 Manipulative Skills

Students will participate in a variety of projects that will enhance their creative thinking and artistic confidence in a fun and supportive environment. Various art media, techniques, and projects will be presented so that students can express their artistic side.

DAY	TIME	CLASS	LOCATION
Tu	10:00am-12:00pm	Art	HBSL
Tu	1:30pm-3:00pm	Art	SFG
F	1:30pm-3:30pm	Art	FRPK

## OAP 894 Physical Fitness – Health and Wellness

Our Health and Wellness classes are designed to improve or maintain flexibility, strength, endurance, and cardiovascular/respiratory function. Students will learn how to improve motor movements, hand-eye coordination, body space awareness, balance, reaction time, and joint protection. Discussions on nutrition, relaxation, and health will be presented with each class.

DAY	TIME	LOCATION
TuTh	10:45am-12:15pm	SWSC

It is never too late to  
continue your education!  
**Do it for yourself  
and your family!**



- All classes we offer are FREE
- Free bus pass for those who qualify
- Free student IDs for registered students
- Three fully staffed campuses to serve you (CEC, AEC, and REC)
- Classes offered morning, afternoon, evening, and weekends
- Highly qualified instructors

**SANTA ANA COLLEGE SCHOOL OF CONTINUING EDUCATION**



[www.facebook.com/SACSCE](https://www.facebook.com/SACSCE)

# STUDENT SERVICES

## COUNSELING

The School of Continuing Education (SCE), Counseling Department is committed to providing all students the necessary guidance to support their academic, personal, and vocational/career goals. Counselors will collaborate with students to complete an orientation, assessment, and develop an individualized educational plan. Utilizing Guided Pathways students will develop a clear understanding on how to transition to college and acquire the education needed for numerous careers. Day and evening counseling services are available on an appointment and walk-in basis. For more information, call the Counseling Office at CEC (Room B-100) 714-241-5720, AEC (Room B-8) 714-564-6176 • REC (714) 241-5853.

## STUDENT TRANSITION PROGRAM

The decision to transition to Santa Ana College is a big step and some students may not be familiar with the application process. Counselors are available to guide students with each step of the transition process, including academic program pathways, assistance with online applications for admission and financial aid, scheduling new student orientations, and registering for classes. In addition, our Santa Ana College Outreach Department provides workshops for our students each semester to provide support and priority registration during this process. For more information about the Student Transition Program, please contact our Counseling Offices at CEC B-100 (714) 241-5720 or SAC AEC B-8 (714) 564-6176.

## CEC CAREER CENTER

Career services, such as classes, workshops, and individual appointments are offered through a collaborative effort between the School of Continuing Education and the Santa Ana Work Center. Students receive assistance with career exploration, goal setting, discovering career pathways, job preparation, and making informed decisions. Students who wish to attend college can meet with a SCE Counselor to discuss their career options. For more information, call the CEC Career Center Office (714) 241-5805 or stop by F-111.

## GRADUATION OFFICE

The Santa Ana College School of Continuing Education Graduation Office serves as a resource to students, faculty, and staff in the issuance of the adult high school degree and State of California approved certificates. The office verifies and reviews student academic records in order to award the high school diploma degree or the state certificates and notifies the student of eligibility of these awards. For more information, call the Graduation Office at (714) 241-5726.

## ASSOCIATED STUDENT GOVERNMENT (ASG)

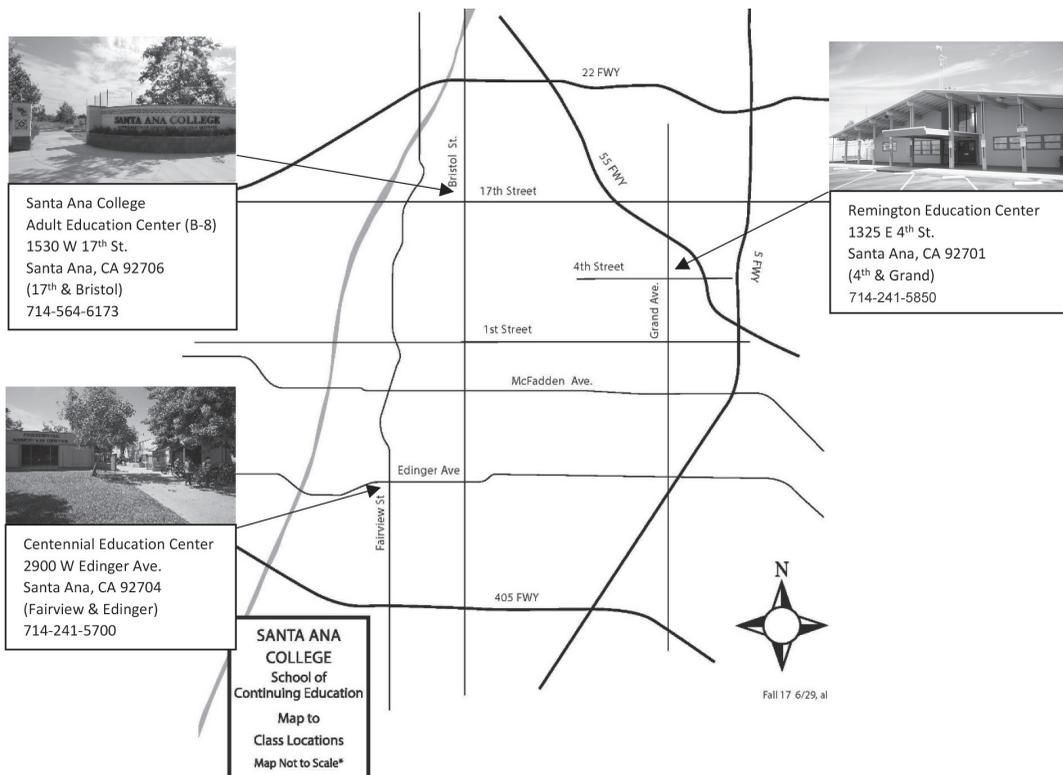
Associated Student Government of Santa Ana College School of Continuing Education (ASG SACSCE) values the participation of all Santa Ana College School of Continuing Education students in our team's functions, events, and meetings. Our program provides excellent leadership opportunities to students. We sponsor a variety of educational, social, and cultural programs. We provide multicultural events, educational programs, holiday events, book drives, panel discussions, and services. The voice of every student is important, join us! Meetings are held every Tuesday at 10:30 am in Room A-112 at Centennial Education Center.

## CHILD DEVELOPMENT SERVICES

Would you like your child to have a preschool learning experience and be ready for kindergarten? We offer a Part-Day & Full Day Early Education program for children ages 18 months to 5 that includes:

- Enriched learning environment
- Highly qualified staff
- Nutritious meals
- Opportunities for parent involvement
- Bilingual staff (English/Spanish)

Morning and afternoon sessions available! Sliding fee scale for families who qualify. For more information, call (714) 241-5739.



## Community Site List – Spring 2020

### Lista de Locaciones Comunitarias Primavera 2020

1	BCYF	Buena Clinton Youth & Family Center	12661 Sunswept Avenue, Garden Grove
2	CEC	Centennial Education Center	2900 W. Edinger Avenue
3	CFSA	Cooper Fellowship of Santa Ana	409 N. Cooper Street
4	CORB	Corbin Center	2215 W. McFadden
5	CVP	Country Villa Plaza	1209 Hemlock Way
6	EDES	Edison Elementary School	2063 Orange Avenue
7	ESQ	Esqueda Elementary School	2240 S. Main Street
8	FRPK	French Park	3730 S. Greenville Avenue
9	GWCC	Goodwill Career Center	200 N. Fairview Street
10	HBSL	Hollybrook Senior Living	2025 N. Bush Street
11	IMHS	Immaculate Heart Of Mary	1100 S. Center Street
12	KES	Kennedy Elementary School	1300 E. McFadden
13	MLKS	King Elementary School	1001 South Graham Lane
14	CJCG	Latter Day Saints – Greenville	3401 S. Greenville
15	LEC	Lincoln Education Center	11262 Garden Grove Blvd., Garden Grove
16	LES	Lincoln Elementary School	425 S. Sullivan
17	MDES	Madison Elementary School	1124 E. Hobart
18	MES	Martin Elementary School	939 W. Wilshire
19	MIS	McFadden Intermediate School	2701 S. Raitt
20	MRES	Monroe Elementary School	417 E. Central Avenue
21	MVES	Monte Vista Elementary School	2116 Monte Vista Avenue
22	JMES	Muir Elementary School	1951 Mabury Street
23	OCCC	Catholic Charities of Orange County	1800 E. 17th Street
24	OCCT	OC Children's Therapeutic Arts Center	2215 N. Broadway
25	OLPC	Our Lady of Pillar Church	1622 W. 6th Street
26	REM	Remington Education Center	1325 E. Fourth Street
27	SAC AEC	Santa Ana College Adult Education Center (SAC AEC B8)	1530 West 17th Street (Room B-8)
28	SASC	Santa Ana Senior Center	424 W. 3rd Street
29	WORK	Santa Ana Work Center	801 W. Civic Center Drive, #200
30	SFG	Sunflower Gardens	3730 S. Greenville Avenue
31	SWSC	Southwest Senior Center	2201 W. McFadden
32	VHS	Valley High School	1801 S. Greenville Street
33	VIP	VIP Adult Day Health Care	1101 S. Grand Avenue, Ste. K
34	WDES	Wallace R. Davis Elementary School	1405 French Street
35	WAES	Washington Elementary School	910 Anahurst Place
36	WIS	Willard Intermediate School	1342 N. Ross Street

# GENERAL INFORMATION

## WHO MAY ENROLL?

Persons 18 years of age and over may enroll in continuing education classes. Students currently enrolled in secondary schools who wish to attend continuing education classes may be admitted by special request of the secondary school and approval by the SAC School of Continuing Education administration.

All classes are free and operate on an open-entry/open-exit basis. Registration is ongoing provided there is space available in class. All classes are free. Enrollment is on a first-come, first-served basis. Times listed for classes are subject to change without notice from the administration.

## ATTENDANCE POLICY

Students are expected to attend all class meetings. Students who are enrolled and do not attend on the first class session may be dropped.

## CLASS CANCELLATION POLICY

Any class with fewer than 20 students may be canceled.

## DISABLED STUDENTS POLICY

Disabled Students Programs & Services (DSPS) provides instructional support services and academic accommodations to students with disabilities. Students are responsible for requesting services and providing disability verification. To apply for services, students must meet with a DSPS professional to have their needs evaluated. Assessment for learning disabilities eligibility is available to students experiencing ongoing academic difficulties. To request services, contact the office of Disabled Students Programs and Services at 714-241-5769.

## TEXTBOOKS AND SUPPLIES

Textbooks are available for purchase by students at the bookstore. Supplemental books and supplies are also available. For bookstore hours, please call 714-241-5705.

## PHOTOGRAPHY

Santa Ana College School of Continuing Education, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual's photograph may be made in writing to Public Affairs and Publications, RSCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.

## CLASS SCHEDULE

The Rancho Santiago Community College District has made every reasonable effort to determine that everything stated in this class schedule is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Rancho Santiago Community College District for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District.

## NONDISCRIMINATION POLICY

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs 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, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.

## EDUCATIONAL PROGRAMS & SERVICES FOR ADULTS

Rancho Santiago Community College District is comprised of Santa Ana College and Santiago Canyon College. Each college has a division of continuing education whereby free educational programs and services are offered to adults. Educational programs that are offered free of charge include Adult Basic Education (ABE), Citizenship, Computer Applications, Computer Basics, English as a Second Language (ESL), ESL/Family Literacy, General Education Development (GED) Test Preparation, Adult High School Diploma Program, Office Employment Training Program, and Spanish Literacy. Each school also provides free services such as assessment, academic counseling, career counseling, personal counseling and orientation to all students. With the working adult in mind, classes are offered days, evenings and weekends at our main sites and over 30 other convenient locations in the city of Santa Ana.

# INFORMACIÓN GENERAL

## ¿QUIÉN SE PUEDE INSCRIBIR?

Personas mayores de 18 años se pueden inscribir en clases de educación continua. Los estudiantes que estén actualmente inscritos en escuelas secundarias que desean atender las clases de educación continua serán aceptados si someten una solicitud de su escuela secundaria.

Todas las clases son gratuitas y de inscripción abierta. El registro es constante si hay espacio disponible en las clases. El horario de las clases está sujeto a cambios sin previo aviso de la administración. Personas interesadas favor de llamar al 714-241-5700 con anticipación para confirmar el horario de las clases.

## PÓLIZA DE ASISTENCIA

Se espera que los estudiantes asistan a todas sus clases. Los estudiantes que estén inscritos pero que no se presenten el primer día de clase, podrían ser dados de baja.

## DAR DE BAJA

Las clases que no tengan un mínimo de 20 estudiantes inscritos para el primer día de clases pueden ser canceladas.

## PÓLIZA PARA ESTUDIANTES CON DISCAPACIDADES

Los Programas y servicios para estudiantes con discapacidades (DSPS) proporcionan servicios de apoyo informativo y alojamiento académico a estudiantes con discapacidad que asisten a la escuela. Los estudiantes son responsables de solicitar servicios y proporcionar verificación de discapacidad. Para solicitar servicios, los estudiantes deben hablar con un profesional de DSPS para que sus necesidades sean evaluadas. Evaluaciones de elegibilidad para los estudiantes con dificultades académicas está disponibles constantemente. Para solicitar servicios, contacte la oficina de Programas y Servicios para Estudiantes con Discapacidades llamando al 714-241-5769.

## LIBROS DE TEXTO Y MATERIALES ESCOLARES

Los libros de texto están disponibles para la compra por parte de los estudiantes en la librería. Libros complementarios y materiales escolares también están disponibles. Para horas de servicio de la librería, llame al 714-241-5705.

## FOTOGRAFÍA

Santa Ana College-Escuela de Educación Continua, una Comunidad de Colegios sin fines de lucro, se reservan el derecho a utilizar fotografías e imágenes de video de estudiantes y visitantes, mayores de 18 años, tomadas en nuestra propiedad y en eventos presentados por nuestros colegios con fines comerciales y promocionales. Objección a la utilización de una fotografía tomado de un individuo puede ser hecha por escrito a Asuntos Públicos y Publicaciones, Oficina del Distrito RSCCD, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.

## HORARIO DE CLASES

El "Rancho Santiago Community College District" ha hecho todo lo posible para asegurar que todo indicado en este catalogo de clases este actualizado. Los cursos y los programas que se ofrecen, junto con otras materias contenidas en este catalogo, están sujetos a cambio sin previo aviso de la administración del "Rancho Santiago Community College District", por razones relacionadas con la inscripción de los estudiantes, nivel de ayuda financiera, o por cualquier otra razón, a discreción del distrito.

## PÓLIZA DE NO DISCRIMINACION

El Distrito está comprometido a ofrecer la igualdad en oportunidades para programas educativos, empleos, y a todo acceso a los programas institucionales y actividades.

El Distrito, y cada persona que representa al Distrito, debe proveer acceso a sus servicios, clases y programas sin importar el lugar de nacimiento, religión, edad, sexo, identidad de género, expresión del género, raza o etnicidad, color, condición médica, información de genética, descendencia familiar, orientación sexual, estado civil, incapacidad física o mental, embarazo, categoría militar o de veterano, o por creer que él o ella tiene una o más de las características mencionadas, o en base a estar relacionado con una persona o grupo que se cree tenga algunas de estas características.

El Canciller debe establecer procedimientos administrativos para asegurarse que todos los miembros de la comunidad del colegio puedan presentar quejas sobre supuestas violaciones a esta política y que sus quejas sean escuchadas de acuerdo a los reglamentos señalados en el Título 5 y por aquellos de otras agencias que administran las leyes estatales y federales sobre la no discriminación.

Ningún fondo del Distrito debe ser utilizado para la membresía, o para la participación incluyendo pagos financieros o contribuciones hechas a organizaciones privadas de parte del Distrito o de cualquier individuo empleado por el Distrito o con asociación, cuyas practicas de membresía son discriminatorias en base a lugar de nacimiento, religión, edad, sexo, identidad de género, expresión del género, raza, color, condición médica, información de genética, descendencia familiar, orientación sexual, estado civil, incapacidad física o mental, embarazo, categoría militar o de veterano, o por creer que él o ella tiene una o más de las características mencionadas, o en base a estar relacionado con una persona o grupo que se cree tenga algunas de estas características.

Preguntas sobre el cumplimiento y/o el procedimiento para quejas pueden ser dirigidas al Oficial del Distrito a cargo del Título IX en RSCCD y Coordinador de la Sección 504/ADA de RSCCD: Tracie Green, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

## PROGRAMAS EDUCACIONALES Y SERVICIOS PARA ADULTOS

El distrito Rancho Santiago Community College está integrado por el Santa Ana College y Santiago Canyon college. Cada colegio tiene una división de educación continua en donde se ofrecen servicios y programas educacionales para adultos. Los programas gratuitos incluyen: Educación Básica para adultos (ABE), Clases de ciudadanía, informática en computación, computación básica, Inglés como segundo idioma, preparación para la examinación del desarrollo de educación general (GED), Diploma de Secundaria, entrenamiento para trabajos de oficina, y alfabetización en español. Cada escuela también provee servicios gratuitos como asesoramiento, consejería académica, consejería sobre carreras, consejería personal y orientación para todos los estudiantes. Manteniendo en mente las necesidades de los adultos, las clases son impartidas durante mañana, tarde, noche, y fines de semana en nuestros locales principales y alrededor de otras 30 convenientes localidades en la ciudad de Santa Ana.