

# FREE CLASSES FOR ADULTS!

2021

# SPRING

SCHEDULE OF CLASSES



**Stay Active and Healthy**



**Train for a New Career**

Improve  
Your  
English



**Become a U.S. Citizen**



**Finish High School**

**CLASSES BEGIN JANUARY 13, 2021 • REGISTER TODAY!**

**714-241-5782 • SAC.EDU/SCE**



**SANTA ANA COLLEGE**

School of Continuing Education

2900 W. Edinger Avenue  
Santa Ana, CA 92704



SCAN ME

# LEARN WITH US.

Reach your goals with Santa Ana College School of Continuing Education. We provide high quality education that is 100% tuition-free to adults 18+ living in the state of California.

Get started today!

## Our Programs

English Language



Career Training

High School Diploma

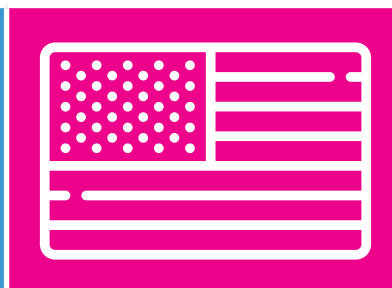
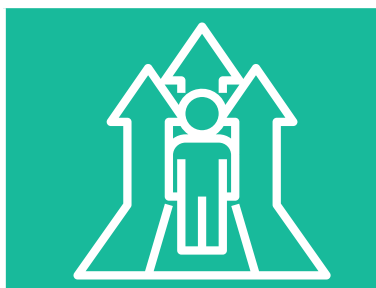


Active Adults

HiSET/GED Equivalency



U.S. Citizenship



## SPRING SEMESTER 2021

**Instruction begins: January 13, 2021**

Students are registered on a first-come, first-served basis throughout the semester.

**Get Started at [sac.edu/sce](https://sac.edu/sce)**

**Have questions? Call us at 714-241-5782 Counseling: 714-241-5720**

### TABLE OF CONTENTS:

ESL – English as a Second Language.....	2	Parenting .....	11
Citizenship Classes.....	4	Active Adults Online Classes .....	12
GED/HiSET Equivalency Preparation .....	5	Arts & Crafts .....	12
High School Diploma .....	5	Music Appreciation.....	12
Adult Basic Education.....	6	Health & Wellness .....	13
Spanish Literacy .....	6	Community Education .....	14
Substantial Disabilities .....	6	Student Services .....	15
Career Education Program .....	7	General Information.....	16
Career Certificates.....	10		

A special thanks to the students of Mr. Shiro Uesugi, Ms. Patty Sanchez and Ms. Malena Copeland's Fall 2020 ESL classes for their honest feedback and recommendations in the development of this schedule.

## REGISTRATION STEPS:

### ALL CLASSES

(excluding High School & Active Adults)

**Step 1:** Go [sac.edu/sce](https://sac.edu/sce)

**Step 2:** Click on the "Register Now" button.

**Step 3:** Complete the Online Application Form.

**Step 4:** You will receive a confirmation email.

Open this email and click on the confirmation link.

**Step 5:** Once your registration is processed, you will receive an email with your class confirmation and your teacher's contact information.

### HIGH SCHOOL DIPLOMA:

**Step 1:** Go to [sac.edu/sce-hsd](https://sac.edu/sce-hsd)

**Step 2:** Click on "Apply Now" and complete the application form.

**Step 3:** You will receive a confirmation email. Open this email and click on the confirmation link.








**Step 4:** You will receive a **welcome** email with instructions to meet with a counselor.

**Step 5:** Create an Education Plan with a counselor and register for classes.

## CLASS MODES

Learn in a way that works best for you. We offer classes in five different formats to meet your learning needs. If you need support choosing the best option for you, we are here to help.

Call us at 714-241-5782 or visit us at [sac.edu/scewelcome](https://sac.edu/scewelcome) for support.

INSTRUCTION MODE	DEFINITION
 <b>ON CAMPUS</b>	<p>This type of class takes place in a classroom at one of our school campuses. As the number of people with Covid 19 decreases, we will offer more On Campus classes.</p>
 <b>REMOTE LIVE</b>	<p>This is just like an on campus class, but you use Zoom™ to meet instead of a classroom. Your class will be held at <b>a set class time</b> where you will meet with your teacher and classmates.</p>
 <b>ONLINE</b>	<p>This class is 100% online and <b>there is not a set class time</b>. You take part in learning activities using Canvas, an online learning platform. You communicate with your teacher and classmates through online discussions, video recordings, and class activities.</p>
  <b>HYBRID 1</b> REMOTE LIVE + ON CAMPUS	<p>Part of this class is on Zoom. Part of this class takes place on campus. This is for classes that require 'hands-on' training such as our Automotive and Computer Repair programs.</p>
  <b>HYBRID 2</b> REMOTE LIVE + ONLINE	<p>Part of this class is on Zoom. Part of this class takes place online. This class has a set class time where students will meet with their instructor and classmate. In addition, students are assigned learning activities to complete online using Canvas, an online learning platform. This is for classes such as our Academic ESL program so students can get extra practice with their writing and grammar skills.</p>

# ESL – English as a Second Language



Learn the reading, writing, listening and speaking skills you need to communicate in English. Courses focus on the the language skills you need for the real world.

## DATES

## DAYS

## TIME



## REMOTE LIVE

### Beginning Low – ESL-301

Learn to read and write sentences and communicate basic needs.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	11:00A – 2:00P
1/13 – 5/29	M TU W TH	2:00P – 5:00P
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

### Beginning High – ESL-302

Read one-page texts about familiar topics and write multiple sentences. Have conversations to share needs, likes and dislikes.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	11:00A – 2:00P
1/13 – 5/29	M TU W TH	2:00P – 5:00P
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

### Intermediate Low – ESL-303

Learn to read different types of texts and write paragraphs. Summarize and share opinions in conversation.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	11:00A – 2:00P
1/13 – 5/29	M TU W TH	2:00P – 5:00P
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

### Intermediate High – ESL-304

Read various texts and write well-structured paragraphs. Share ideas and opinions about a wide range of topics in conversation.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

## DATES

## DAYS

## TIME

### Advanced Low – ESL-305

Read and communicate about authentic English texts on a wide range of topics and write multi-paragraph compositions. Use critical thinking skills to share opinions and debate in conversation.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

### Advanced High – ESL-306

Read, communicate, and debate about authentic English texts on a wide range of topics and write well-structured, multi-paragraph compositions. Use critical and creative thinking skills to easily convey opinions and debate in conversation.

1/13 – 5/29	M TU W TH	8:00A – 11:00A
1/13 – 5/29	M TU W TH	6:00P – 9:00P
1/13 – 5/29	SA	8:00A – 12:00P

### American English Pronunciation – ESL-530

In this class you will: Learn how to make each of English consonant and vowel sounds. Speak so others understand you. Learn the 'music' of English to improve your intonation.

1/13 – 5/29	M W	11:00A – 2:00P
1/13 – 5/29	M TU W TH	11:00A – 2:00P
1/13 – 5/29	M TU W TH	2:00P – 5:00P
1/13 – 5/29	TU TH	6:00P – 9:00P
1/13 – 5/29	F	8:00A – 11:00A
1/13 – 5/29	SA	10:00A – 12:00P

### Conversation 1 – ESL-570

In this class you will: Improve your listening and speaking skills Get confident holding conversations with others on many topics Learn common phrases and idioms used in everyday conversations.

1/13 – 5/29	M TU	11:00A – 1:00P
1/13 – 5/29	F	8:00A – 11:00A
1/13 – 5/29	SA	8:00A – 11:00A
1/13 – 5/29	F	8:00A – 11:00A

DATES	DAYS	TIME
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### Conversation 2 – ESL-580

In this class you will: Improve your listening and speaking skills Get confident holding conversations with others on many topics Learn common phrases and idioms used in everyday conversations. This level is appropriate for intermediate and advanced level students.

1/13 – 5/29 W TH 2:00P – 4:00P



### HYBRID 2

REMOTE LIVE + ONLINE

### Beginning High – ESL-302

Read one-page texts about familiar topics and write multiple sentences. Have conversations to share needs, likes and dislikes.

1/13 – 5/29 M TU W TH 8:00A – 9:00A

1/13 – 5/29 M TU W TH 9:00A – 10:00A

1/13 – 5/29 M TU W TH 11:00A – 12:00P

### Intermediate Low – ESL-303

Learn to read different types of texts and write paragraphs. Summarize and share opinions in conversation.

1/13 – 5/29 M TU W TH 8:00A – 9:00A

1/13 – 5/29 M TU W TH 6:00P – 7:00P

### Intermediate High – ESL-304

Read various texts and write well-structured paragraphs. Share ideas and opinions about a wide range of topics in conversation.

1/13 – 5/29 M TU W TH 8:00A – 9:00A

1/13 – 5/29 M W 11:00A – 12:00P

1/13 – 5/29 M W 6:00P – 7:00P

1/13 – 5/29 M TU W TH 6:00P – 7:00P

### Advanced Low – ESL-305

Read and communicate about authentic English texts on a wide range of topics and write multi-paragraph compositions. Use critical thinking skills to share opinions and debate in conversation.

1/13 – 5/29 M TU W TH 8:00A – 9:00A

1/13 – 5/29 M TU W TH 6:00P – 7:00P

### Advanced Writing & Grammar Review – ESL-491

Learn the grammar, writing, and technology skills needed to be successful in English 101 as well as other college-level English courses. Learn grammar needed for college, the basics of the writing process and study skills needed to complete coursework correctly and on time.

1/13 – 5/29 SA 9:00A – 10:00A



### ON CAMPUS

Classes are both held at Remington Educational Center.

### Beginning Low – ESL-301

Learn to read and write sentences and communicate basic needs.

1/13 – 5/29 M TU W TH 11:00A – 2:00P

### American English Pronunciation – ESL-530

In this class you will:

- Learn how to make each of English consonant and vowel sounds.
- Speak so others understand you.
- Learn the 'music' of English to improve your intonation.

1/13 – 5/29 M TU W TH 5:00P – 8:00P



### ONLINE

### Advanced Low – ESL-305

Read and communicate about authentic English texts on a wide range of topics and write multi-paragraph compositions. Use critical thinking skills to share opinions and debate in conversation.

1/13 – 5/29

### Advanced High – ESL-306

Read, communicate, and debate about authentic English texts on a wide range of topics and write well-structured, multi-paragraph compositions. Use critical and creative thinking skills to easily convey opinions and debate in conversation.

1/13 – 5/29



## Improve your reading and writing skills with Academic ESL!

Learn the reading, writing and communication skills you need for college as well as a professional career. In this program, you will:

- Read a variety of English language materials to help you build academic vocabulary.
- Clearly share your ideas and opinions in writing.
- Work on projects with others to build communication & presentation skills.
- Participate in program events to use English in the 'real world'.

*The Academic English program is for students at an intermediate to advanced English Level.*

**DATES DAYS TIME**



**HYBRID 2**  
REMOTE LIVE + ONLINE

### Academic Beginning A – ESL-704

Write clear sentences about various topics. Understand and be able to summarize various English language materials. Do basic research on various topics and present findings of others.

1/13 – 5/29 M W 8:30A – 9:30A

### Academic Beginning B – ESL-705

Write a clear paragraph about a variety of topics to share opinions. Understand and be able to summarize and share opinions about various authentic English language materials.

1/13 – 5/29 TU TH 6:30P – 7:30P

### Academic Intermediate A – ESL-706

Write various types of paragraphs to summarize, share opinions, and analyze different English language materials. Summarize, share opinions, and debate with others about authentic English language materials. Conduct various types of research on a topic and present findings to others.

1/13 – 5/29 TU TH 6:30P – 7:30P

### Academic Intermediate B – ESL-707

Write a basic essay, summarize, share opinions, and analyze different English language materials. Summarize, share opinions, and debate with others about academic & business English language materials. Conduct various types of research on various topics and present findings to others.

1/13 – 5/29 TU TH 8:30A – 9:30A

## Learn English Anytime with the English Language Learning Lab!

Study independently with teacher support when you need it. You learn English using Rosetta Stone and/or Burlington English. Teachers watch your progress and help you reach your specific language goals.

All Levels Welcome!



**REMOTE LIVE**

**DATES DAYS TIME**

1/13 – 5/29 M TU W TH 8:00A – 11:00A

1/13 – 5/29 M TU W TH 11:00A – 2:00P

1/13 – 5/29 M TU W TH 5:00P – 8:00P

1/13 – 5/29 F 8:00A – 12:00P

1/13 – 5/29 SA 8:00A – 12:00P

## Citizenship Classes



**REMOTE LIVE**

### Citizenship – CTZN-020

Learn the skills needed to pass your citizenship interview and exam. Learn about the citizenship process and required forms needed for citizenship.

**DATES DAYS TIME**

1/13 – 5/29 M TU 2:00P – 4:00P

Spanish Only:

1/13 – 5/29 TU 8:00A – 11:00A

Spanish Only:

1/13 – 5/29 TU 2:00P – 5:00P

1/13 – 5/29 W TH 2:00P – 4:00P

1/13 – 5/29 M TU 6:00P – 9:00P

1/13 – 5/29 W TH 6:00P – 9:00P

1/13 – 5/29 SA 9:00A – 12:00P

### ESL Civics – ESL-120

Learn the English needed to pass your citizenship interview and exam. This course is specifically for English Language Learners.

**DATES DAYS TIME**

1/13 – 5/29 F 8:00A – 12:00P

1/13 – 5/29 SA 8:00A – 12:00P



## GED/HiSET Equivalency Preparation



### REMOTE LIVE

Learn the skills you need to pass the GED/HiSET exam. We provide instruction on the topics students need to pass the exam in a way that is easy to understand. All classes are held on Zoom and can be accessed by computer, tablet or smart phone. We offer classes in both English and Spanish. Transcripts are NOT required to register.

### GED / HiSET Preparation Lab Schedule

#### Monday through Thursday

8:00 AM – 11:00 AM

11:00 AM – 2:00 PM

5:00 PM – 9:00 PM

#### Friday, Saturday, and Sunday

8:00 AM – 12:00 PM

All classes offered in Spanish and English.

Classes run January 13 through May 29

### GED/HiSET Friday Workshops (ABE 137)

#### Have questions about HiSET/GED test?

Join our Friday Workshops and get the answers  
you need!

Workshops are offered every Friday  
throughout the Spring Semester.

## High School Diploma



Earn your high school diploma from home. Work at your own pace and receive individualized instruction on topics for which you need support.



### REMOTE LIVE

DATES	DAYS	TIME
<b>High School Classes in Language Arts, Mathematics, Social Science, Natural Science &amp; Humanities</b>		

1/13	M TU W TH	8:00A – 12:00P
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1/25	M TU W TH	4:00P – 8:00P
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1/15	F SA	8:00A – 12:00P
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#### Music Theory

Learn the fundamentals of playing an instrument including its parts, playing chords, tuning and more.

1/13	W (Guitar)	6:00P – 9:00P
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1/25	W (Ukulele)	6:00P – 9:00P
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3/17	W (Guitar)	6:00P – 9:00P
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### Join our Study Skills Lab!

#### Monday – Thursday

**2:00 PM to 4:00 PM**

**Open to all High School Diploma,  
GED/HiSET and ABE students!**

**Dates: 1/13 - 5/29**



### ONLINE

Finish your High School Diploma quickly in our 8-week Distance Education classes.

COURSE	START DATES
Government 1 - HSSOC-222	1/25 or 3/22
Geography 1A - HSSOC-224	1/25 or 3/22
Film as Art - HSART-837	1/25 or 3/22
Basic Science 1 - HSSCI-192	1/25 or 3/22
U.S. History 1 - HSSOC-218	1/25 or 3/22
Intro to Economics - HSSOC-215	1/25 or 3/22
English Fundamentals 1 – HSENG-065	1/25 or 3/22
English Fundamentals 2 – HSENG-066	1/25 or 3/22
English Fundamentals 3 – HSENG-067	1/25 or 3/22
English Fundamentals 4 – HSENG-068	1/25 or 3/22
Reading Skills 1 – HSRDG-093	1/25 or 3/22
Composition 1 – HSENG-084	1/25 or 3/22
Composition 2 – LRN-084	1/25 or 3/22
Math Fundamentals 1 – HSMTH-158	1/25 or 3/22
Introductory Algebra – LRN-164	1/25 or 3/22

## Adult Basic Education



### REMOTE LIVE

DATES	DAYS	TIME
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#### Attitudes for Success – ABE 046 (Instruction in Spanish)

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

1/19	TU	6:00P – 9:00P
1/16	SA	6:00P – 9:00P

#### Leadership Part 2 – ABE 018 & HSS 092

Students apply leadership techniques at work, home, school and in the community. This is the second course in a two part series.

1/20	W	5:00P – 9:00P
1/15	F	8:00A – 12:00P

## Spanish Literacy



### REMOTE LIVE

DATES	DAYS	TIME
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#### Spanish Literacy - Instruction in Spanish Beginning ABE 112 - Intermediate ABE 113 - Advanced ABE 114

Learn reading, writing and math skills to obtain your Primary and Secondary Certificates through the Consulate of Mexico. These classes help get you ready to learn English and finish high school.

1/13	TU W	8:00A – 11:00A
1/13	W TH	11:00A – 2:00P
1/25	M	6:00P – 9:00P
1/13	TU W	6:00P – 9:00P
1/13	W TH	6:00P – 9:00P
1/15	F	8:00A – 12:00P
1/16	SA	8:00A – 12:00P

## Substantial Disabilities



### REMOTE LIVE

DATES	DAYS	TIME
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#### Signing Exact English for Parents of Deaf Children – SSD-350

An introduction to American Sign Language to communicate with your children and loved ones.

1/25	M	6:00P – 8:00P
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## Attention New Students!

*Have questions about technology?  
Want to learn more about student  
resources?*

**Need help with your registration?  
Visit our Virtual Welcome Center!**  
**sac.edu/scwelcome**



**Real Time Tech Support Available in  
English, Spanish and Vietnamese!**



**Stay up-to-date on the latest happenings at  
The School of Continuing Education.**

Follow us on FACEBOOK and Instagram at **sacsce**



## Need support choosing a class or certificate program?

Our counseling team is here to help.

Visit [sac.edu/scwelcome](https://sac.edu/scwelcome) for online support or call us at  
(714) 241-5720.

**All students welcome!**



**"A little progress each day adds  
up to BIG results. – Satya Nani**



# Career Education Program



Get the skills you need to improve your career or work toward a new one.

DATES	DAYS	TIME
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## REMOTE LIVE

### Intro to Windows – VBUS-118

Learn the basics of Windows navigation including views, commands, file management, customization and more.

1/19 – 5/25	TU TH	8:30A-11:00A
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1/13 – 5/28	M W	8:00A – 11:00A
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1/13 – 5/28	T TH	6:00P – 9:00P
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(This class is Bilingual Spanish/English)

### Intro to Windows (Vietnamese) – VBUS-118

Tìm hiểu những kiến thức cơ bản về điều hướng Windows bao gồm chế độ xem, lệnh, quản lý tệp, tùy chỉnh, v.v.

1/13 – 3/20	M W F	8:00A – 11:00A
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### Intro to Windows (Spanish) – VBUS-118

Aprenda los conceptos básicos de la navegación de Windows, incluyendo vistas, comandos, administración de archivos, personalización y más.

1/13 – 5/28	M W	6:00P – 9:00P
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### Intro to Keyboarding I – VBUS-124

Learn keyboarding by touch for speed and accuracy.

1/13 – 5/28	TU	11:00A – 2:00P
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1/18 – 5/24	M W	12:30P-3:00P
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### Intro to Keyboarding II – VBUS-125

Learn keyboarding by touch, basic document editing and word processing.

1/13 – 5/28	TU TH	8:00A – 11:00A
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### Intro to Quickbooks – VBUS-200

Learn how to use QuickBooks accounting software to manage your business's finances, from creating accounts to organizing customer, vendor and item records.

1/13 – 5/28	M W	9:00A – 11:00A
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1/13 – 4/3	W	6:00P – 9:00P
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### Intro to Customer Service Skills – VBUS-243

Learn the essentials skills needed for a career in customer service. Develop your interpersonal skills, stay positive and take initiative in the workplace.

1/13 – 5/28	M W	10:30A – 12:00P
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DATES	DAYS	TIME
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### Intro to Databases & MS Access – VBUS-244

Learn how to create tables, queries, forms and reports in a database.

1/13 – 5/28	M W	11:00A – 2:00P
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### Intro to Desktop Publishing – VBUS-245

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

1/13 – 5/28	F	8:00A – 11:00A
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### Navigating Internet (Vietnamese) – VBUS-258

Giới thiệu điều hướng Windows, dạng xem, lệnh, quản lý tệp, điều chỉnh công dụng, v.v.

3/22 – 5/28	M W F	8:00A – 11:00A
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3/22 – 5/28	M W	11:00A – 2:00P
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### Navigating the Internet – VBUS-258

Are you new to technology? Learn internet basics including how to access the internet, search for information online, send emails and more.

3/22 – 5/28	TU TH	6:00P – 9:00P
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### Navigating the Internet – (Spanish) VBUS-258

Introduce navegación de Windows, vistas, comandos, administración de archivos, personalización y mucho más.

1/14 – 5/27	TU TH	2:00P – 5:00P
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### Orientation to Computers – VBUS-259

Learn how to use a computer including essential applications.

1/13 – 3/20	M W	11:00A – 2:00P
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1/13 – 3/20	TU TH	6:00P – 9:00P
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### Intro to MS Word – VBUS 260

Learn the basics of word processing including how to create, edit, save and print documents.

1/13 – 3/20	M W	8:00A – 11:00A
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1/18 – 5/24	M W	8:30A – 11:00A
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3/22 – 5/28	M W	6:00P – 9:00P
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# SANTA ANA COLLEGE - SCHOOL OF CONTINUING EDUCATION

DATES	DAYS	TIME	DATES	DAYS	TIME
<b>Intro to MS Excel – VBUS-262</b>			<b>How to Start a Small Business for Childcare Providers – VBUS-590</b>		
Instruction in basic spreadsheet concepts. Learn how to Learn how to enter data, organize data, perform calculations with simple functions, work with multiple worksheets.			An introductory series of classes focusing on specific topics addressing the needs of individuals thinking about starting a small business.		
1/13 – 3/20	M W	6:00P – 9:00P	1/13 – 5/28	TU TH	9:00A – 12:00P
1/13 – 5/28	TH	6:00P – 9:00P	1/13 – 5/28	M	6:00P – 9:00P
1/13 – 5/28	SA	8:00A – 12:00P	<b>Intro to Small Business - Food Service – VBUS-590</b>		
(Bilingual Spanish/English)			An introductory series of classes focusing on specific topics addressing the needs of individuals thinking about starting a small business.		
<b>Intro to MS Outlook – VBUS-270</b>			1/13 – 5/28	TH	11:00A – 1:00P
Learn the basics of MS Outlook including how to construct an email, manage calendars, set up meeting, emails and organize contacts.			<b>Intro to a Career in the Automotive Industry – VBUS-668</b>		
1/13 – 5/28	M W	11:00A – 2:00P	A practical approach to normal vehicle maintenance service procedures. 45 hours of lecture and 27 hours of lab.		
<b>Intro to Adobe Photoshop – VBUS-303</b>			1/13 – 5/28	M W	6:00P – 8:30P
Learn the basics of photo editing including how to edit, crop, and modify photos.			<b>Servsafe Food Handler – VFOOD-005</b>		
1/13 – 5/28	TU TH	9:00A – 12:00P	Prepare for employment in commercial and institutional food kitchens by training for a Food Handler Certificate.		
1/13 – 5/28	F	8:00A – 12:00P	1/13 – 4/28	W	6:00P – 9:00P
<b>Intro to MS PowerPoint – VBUS-304</b>			<b>Servsafe Food Protection Manager Certification – VFOOD-210</b>		
Learn the basics of PowerPoint including how to create, edit and present slideshows.			The certification allows students to obtain employment in commercial and institutional food kitchens. The following areas will be covered: foodborne microorganisms and allergens; purchasing, receiving, and storing food; preparing, cooking, and serving food; cleaning and sanitizing facilities; and learning about pest control methods. Three high school elective credits may be awarded if a student passes the course with a minimum average of 70% in all coursework.		
1/13 – 5/28	M W	8:00A – 11:00A	2/8 – 5/28	M W	11:00A – 1:00P
<b>Intro to MS PowerPoint (Spanish) – VBUS-304</b>			<b>Intro to Pharmacy Tech (PHAR 048) – VHLTH-799</b>		
Aprenda los conceptos básicos de PowerPoint, incluyendo cómo crear, editar y presentar presentaciones de diapositivas.			Understand the role and responsibilities of a pharmacy technician. Learn the basics of Pharmaceutical dosage forms, drug development processes, prescription labeling and drug classification systems. To register for this class, schedule an appointment with a counselor.		
1/13 – 5/28	TU TH	6:00P – 9:00P	2/9 – 6/1	TU	9:00A – 11:05A
<b>Employability Skills – VBUS-400</b>			2/20 – 6/5	SA	8:00A – 10:05A
Learn how choose a career path, set goals, write a resume & cover letter. Learn interview techniques and job retention skills					
1/13 – 5/28	M W	4:30P – 7:30P			
1/13 – 5/28	TU TH	11:00A – 2:00P			
<b>Hardware &amp; Software A+ Preparation Review and Practice – VBUS-450</b>					
Instruction and test preparation for taking the A+ certification test.					
1/13 – 5/28	SA	8:00A – 12:00P			
<b>Business Practices for Running a Family Child Care – VBUS-559</b>					
Provides potential family child care providers with information and skills necessary for successful operation of a family child care business.					
1/13 – 5/28	W	6:00P – 9:00P			
1/13 – 5/28	F	11:00A – 2:00P			

DATES	DAYS	TIME
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### Career Focus - Hospitality Service – VHOSP-201

Learn about career options in hospitality services and the essential skills you need to start a career in this industry.

1/13 – 5/28	M W	9:00A – 10:30A
1/13 – 5/28	SA	8:00A – 11:00A



### ON CAMPUS

### Intro to Keyboarding I – VBUS-124

Instruction in keyboarding by touch for speed and accuracy.

1/13 – 5/28	SA	8:00A – 11:00A
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### Intro to MS Word – VBUS 260

Learn the basics of word processing including how to create, edit, save and print documents.

1/13 – 5/28	M W	6:00P – 9:00P
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### Intro to Spreadsheets Using MS Excel – VBUS-262

Instruction in basic spreadsheet concepts. Learn how to Learn how to enter data, organize data, perform calculations with simple functions, work with multiple worksheets.

1/13 – 5/28	TH	5:00P – 8:00P
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### HYBRID 1

REMOTE LIVE + ON CAMPUS

On Campus classes held at Remington Education Center.

### Computer Basics: Hardware & Software – VBUS-574

Learn the essentials of maintenance, repair, and upgrading of personal computers.

1/13 – 5/28	M W	5:00P – 8:00P
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### Computer Basics: Systems & Networking – VBUS-576

Learn the networking of various operating systems.

1/13 – 5/28	T TH	5:00P – 8:00P
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### 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.

1/22 – 5/21	F	8:30AM – 11:30A
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## Student Support Lab

**Need access to a computer?**  
Join our Student Support Lab.  
You can use computers to complete class assignments.

**Lab Hours: Monday & Wednesday 1:00P – 5:00P**

This lab is located at Centennial Education Center.  
You can register onsite.

## Digital Literacy for Academic & Career Success

Learn the skills you need to survive in the virtual world we are living in. All levels welcome! [sac.edu/digit](http://sac.edu/digit)



### REMOTE LIVE

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

Learn basic technology skills. Topics include:

- Navigating the Internet
- Using the Internet for everyday tasks
- Social Media for Communication & Learning
- The World of Google - an Introduction
- Smart Phone basics - Start making the most of all that your smart phone offers!

1/13 – 3/20	M W	6:00P – 9:00P
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### Digital Literacy for Academic & Professional Success- Tier 2 – VBUS-501

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

- Google Applications
- Searching for Information Online
- Social Media for Social and Professional Engagement
- Working from Home - Technology basics to succeed!

3/22 – 5/28	M W	6:00P – 9:00P
1/22 – 5/22	SA	8:00A-12:00P

### Digital Literacy for Academic & Professional Success-Tier 3 – VBUS-502

Learn advanced technology skills. Topics include:

- Blogging and Website Creation Basics
- Your Digital Footprint
- Plagiarism in a Digital World
- Finding Solutions using 21st Century Skills
- An Introduction to Intranets & Learning Management Systems

1/13 – 3/20	TU TH	11:00A – 2:00P
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### Digital Literacy for Real World Application – Tier 4 – VBUS-503

Using all of the skills learned in levels 1 through 4, you will create an Online Professional Presence including:

- Creating your own Professional Website / Portfolio
- Building an online presence via social media
- Learning how to market yourself and your services to prospective companies

3/22 – 5/28	TU TH	11:00A – 2:00P
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## Career Certificates



Start on a new career path with The School of Continuing Education! Learn essential skills needed for employment in a growing industry. Flexible schedule, highly trained teachers and registration is easy!

### CERTIFIED NURSING ASSISTANT (CNA)

Overview Of The Nursing Assistant Training Program	VHLTH 101
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Certified Nursing Assistant (CNA) Training	VHLTH 102
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### CHILDCARE WORKER

Early Childhood and Development for Family and Childcare Providers	PRNT 558
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Health Education for Family Day Care Providers	PRNT 562
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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Business Practices in Family Day Care	VBUS 559
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Intro to How to Start a Small Business	VBUS 590
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### COMPUTER MAINTENANCE AND REPAIR WORKER

Hardware & Software A+ Preparation, Review, and Practice	VBUS 450
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Computer Basics: Hardware and Software	VBUS 574
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Computer Basics: Systems and Networking Essentials	VBUS 576
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### CONSTRUCTION TECH PROGRAM

Vocational Construction Technology Module I	VCNST 610
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Vocational Construction Technology Module II	VCNST 620
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Employability Skills or VESL: English For Work 2	VBUS 400/ESL 520
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### CUSTOMER SERVICE REPRESENTATIVE

Intro to Keyboarding I	VBUS 124
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Intro to Customer Service Skills	VBUS 243
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Navigating the Internet	VBUS 258
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Orientation to Computers	VBUS 259
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Intro to Word Processing Using MS Word	VBUS 260
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### DIGITAL LITERACY FOR OFFICE WORK

Digital Literacy for Academic and Professional Success - Tier 1	VBUS 500
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Digital Literacy for Academic and Professional Success - Tier 2	VBUS 501
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Digital Literacy for Academic and Professional Success - Tier 3	VBUS 502
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Digital Literacy for Real World Application - Tier 4	VBUS 503
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT

Intro to Keyboarding II	VBUS 125
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Intro to Databases using MS Access	VBUS 244
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Intro to Desktop Publishing using MS Publisher	VBUS 245
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Intro to Electronic Presentations using MS PowerPoint	VBUS 304
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### GENERAL OFFICE CLERK

Intro to Windows	VBUS 118
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Intro to Keyboarding I	VBUS 124
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Navigating the Internet	VBUS 258
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Intro to Word Processing using MS Word	VBUS 260
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Intro to Spreadsheets using MS Excel	VBUS 262
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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### HOSPITALITY SERVICES

Hospitality Services	VHOSP 201
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Intro to Customer Service Skills	VBUS 243
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Intro to Windows	VBUS 118
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or

ServSafe Food Handler	VFOOD 005
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Employability Skills	VBUS 400
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### PHARMACY TECHNICIAN

Intro to Pharmacy Technology	VHLTH 799
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Principles of Mathematics	HSMTH 151
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Employability Skills or VESL: English For Work 2	VBUS 400/ ESL 520
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## Become a Certified Nursing Assistant (CNA)

Certified Nursing Assistants are on the front lines of patient care, work under the supervision of a nurse to help patients with daily living tasks, assist with medical equipment, and check patient vital signs. CNAs give patients important social and emotional support and also provide vital information on patient conditions to nurses. This is a hybrid certification program with coursework conducted online as well as in the physical classroom.

In this 10-week certification program, you will do the following:

- Get equipped with knowledge and skills necessary to assume the role and responsibility required as a certified nurse assistant.
- Prepare to take the Certified Nursing Assistant Board Exam and be licensed as a Certified Nurse Assistant
- Prepare to gain employment as a licensed CNA

For program requirements and more information, visit [sac.edu/cna](http://sac.edu/cna)

## Train for a Career in Construction

The Vocational Construction Technology Certificate Program to prepares you to enter into Union Apprenticeships. The Multi-Craft Core Curriculum (MC 3) teaches you the skills you need to become a construction worker and also helps you better understand career options in this growing industry.

In addition to the MC3 Curriculum listed below, you will be introduced to:

- Cabinet making
- Cement masonry
- Green technologies
- H.V.A.C.
- Plumbing
- Surveying
- Weatherization

The training program is 10 weeks long and includes OSHA 10 Certification and CPR/First Aide Training.

For program requirements and more information, visit [sac.edu/sceconstruction](http://sac.edu/sceconstruction)

## Parenting

DATES	DAYS	TIME
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### REMOTE LIVE

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

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

DATES	DAYS	TIME
1/13	M W	8:00A to 11:00A

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

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

DATES	DAYS	TIME
1/15	F	8:00A to 10:00A

## Are you looking for a new career but not sure where to start?

Visit our Career Services Center online.

- Career Planning
- Resume and Interview Assistance
- Job Training workshops

All services area free and everyone is welcome!

Learn more at [sac.edu/scecareerservices](http://sac.edu/scecareerservices)



## Interested in a leadership position?

### Become part of Student Government! Join us virtually on Fridays at 12:00!

All students welcome!

Learn more at [sac.edu/sce-asg](http://sac.edu/sce-asg)



***"Good things come to people who wait, but better things come to those who go out and get them."***

– Anonymous

## Active Adults Online Classes

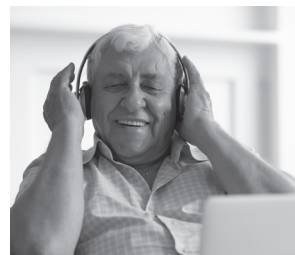


Stay active and healthy with Active Adults online. This program is free and anyone over the age of 18 can participate. Only CA residents.

### The way it works:

When you register for Active Adults Online, you have access to all Active adults classes. All classes are held on Zoom and are accessed on our Active Adults Online Portal.

To learn more and register, visit [sac.edu/active](https://sac.edu/active)!



#### DATES

#### DAYS

#### TIME



### REMOTE LIVE

## Arts & Crafts

#### Art for Beginners

Let's explore our hidden creativity with the help of art. Improve your creative skills while having fun. You will see what you can accomplish in a two-hour class!

1/13	W	10:00A – 12:00P
1/17	SUN	1:00P – 3:00P

#### Art Soul

Art Soul is an online course with weekly live lessons, demonstrations, and Q&A. Students will explore a variety of artists, art processes, techniques, and activities.

1/14	TU TH	1:00P – 3:00P
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#### History of Quilting

Love the look of quilts but seem overwhelmed with the intricacy and details of the blocks. Ever wonder about the origin of a quilt block. Whether you want to explore the art of quilting and see what it is all about, or you are a seasoned quilter, you are bound to enjoy this class.

1/25	M	10:00A – 12:00P
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#### Embroidery Part 1

This course will enable you to learn and develop a firm foundation of hand embroidery stitches. By working through categories of stitch types you will: create your own colorful stitch notebook packed full of information, and develop skills that will enable you to create artwork, craft one-of-a-kind gifts, and embellish clothing and home accessories. All levels welcome.

1/19	TU	10:00A – 12:00P
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#### DATES

#### DAYS

#### TIME

#### Embroidery Part 2

1/15	F	10:00A – 12:00P
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#### In the Loop Crochet

In the Loop is an online beginner's crochet course with weekly live lessons, demonstrations, and Q&A. Students will be introduced to crochet terminology and tools, and explore basic crochet stitches and patterns. Learn how to make a scarf, coaster and toy in the comfort of your home.

1/13	W	1:00P – 3:00P
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## Music Appreciation

#### Beginning Guitar

Students will learn 15 chords and perform songs from country, blues, rock and pop categories. Comprehensive Method using the left hand to form chords and the right for strumming different patterns will be taught.

1/14	TH	10:00A – 12:00P
1/16	SA	10:30A – 12:30P

#### Musical Play

Regardless of your musical background, come "play" music with us and find your own unique sound while learning about music. Bring your own instrument and create songs and lyrics! We'll move a little, sing a little, clap a little, snap a little, and make purposeful sounds. Explore your creativity, individually or with others in small groups.

Unleash your creative potential! Be ready to step out of the box, laugh and have fun!

1/15	F	10:00A – 12:00P
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DATES	DAYS	TIME
<b>Guided Relaxation at Night</b>		
1/15	F	8:00P – 9:00P
1/17	SUN	8:00P – 9:00P

<b>Music Infusion</b>		
Explore the infinite power music has to inspire lovers, fuel a revolution, ignite religious ecstasy, or return adults to their youth. Human migration, rituals, politics, money and technology all play extraordinary roles in shaping music. Come discover the relationship of music to art forms, including poetry, painting, dance & the movies you love.		
1/25	M	1:00P – 3:00P

## Health & Wellness

<b>Brain Training to Stay Sharp</b>		
This class will focus on learning and practicing different techniques to maintain brain health. We will also examine how different cultures view illness and treat disease.		
1/15	M F	9:30A – 11:30A
<b>Yoga for Relaxation</b>		
Learn yoga poses to help you build strength, flexibility and relieve tension. Each class will focus on a region or system of the body that may need balancing for better health and well being. All levels are welcome!		
1/13	M W	6:00P – 8:00P
<b>Massage for Strength &amp; Wellness</b>		
Working with a foam roller allows us to massage and stretch muscles in a way that promotes greater flexibility, core and total body strength, pain reduction from old injuries, reduce arthritis pain, assist in injury prevention, and help with an overall feeling of wellness. This class gives an introduction the latest topics in Wellness.		
1/13	M W	9:00A – 11:00A

<b>Strength &amp; Conditioning</b>		
Through a variety of exercises that include the use of mats, weights, resistance bands and household items students will have an opportunity to strengthen and tone all major muscle groups. Strength and Conditioning will help in the development of lean muscles and balances your strength with your flexibility. Class is appropriate for both men and women. This class welcomes all levels fitness for all individuals.		
1/19	TU	9:00A – 11:00A
<b>Exercise Mixology</b>		
Build strength, stamina and coordination with Exercise Mixology. All levels are welcome! In each class we will stretch, do cardio, build muscle, improve balance and mediate.		
1/14	TU TH	6:00P – 8:00P
1/17	SUN	8:30A – 10:30A

DATES	DAYS	TIME
<b>Cardio &amp; Core</b>		
Through a variety of exercises that include the use of mats and weights students will have an opportunity to strengthen and tone all major muscle groups. Cardio promotes calorie burning, flexibility and comes with many health benefits. Cardio and Core also helps build long, lean muscles and balances your strength with your flexibility. Class is appropriate for both men and women. This class welcomes all levels fitness for all individuals.		
1/14	TH	9:00A to 11:00A



## REMOTE LIVE

The following classes are offering in partnership with Jerome Recreation Center and Santa Ana Community Center.

DATES	DAYS	TIME	LOCATION
<b>Music Arts - Choir – OAP-457</b>			
1/13 - 5/29	M W	12:00P - 2:00P	JECT
<b>Music Arts - Guitar – OAP-457</b>			
1/13 - 5/29	F	12:00P - 2:00P	JECT
<b>Seminar - Healthy Aging 1 – OAP-802</b>			
1/13 - 5/29	M	1:00P - 3:00P	SASC
<b>Seminar - Famous Musicians – OAP-802</b>			
1/13 - 5/29	M	3:00P - 5:00P	SASC
<b>Seminar - Famous Artists – OAP-802</b>			
1/13 - 5/29	TU	10:00A - 12:00P	SASC
<b>Seminar - Independent Living – OAP-802</b>			
1/13 - 5/29	TU	1:00P - 3:00P	SASC
<b>Seminar - Healthy Aging 2 – OAP-802</b>			
1/13 - 5/29	W	10:00A - 12:00P	SASC
<b>Seminar - Cultural Appreciation – OAP-802</b>			
1/13 - 5/29	W	1:00P - 3:00P	SASC
<b>Seminar - Healthy Living – OAP-802</b>			
1/13 - 5/29	TH	12:30P - 2:30P	SASC
<b>Seminar - Home Safety – OAP-802</b>			
1/13 - 5/29	TH	2:30P - 4:30P	SASC
<b>Seminar - Veg. &amp; Flower Garden – OAP-802</b>			
1/13 - 5/29	TH	1:00P - 3:00P	JECT



**Take Action  
Aim For Success  
Enroll Now!**

**Call (714) 480-7443**

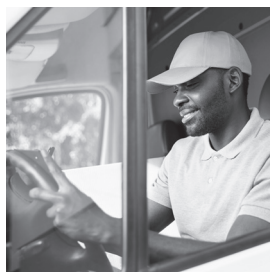
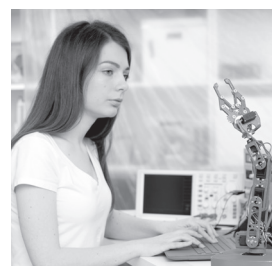


# CONTINUING EDUCATION

**Featuring these courses and more!**

- Covid-19 Contact Tracing
- Robotics Technician
- Commercial Driver Training
- YouTube for Business
- Digital Game Artist Certification
- Drone Photography
- Pickleball
- Language On the Go
- Retirement Planning Today
- Certificate in Meditation
- Become a Notary Public
- Certificate in Food, Nutrition & Health

**REGISTER AT  
ANY TIME!**



**SANTA ANA  
COLLEGE**

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

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

14



**Santiago  
Canyon  
College**

[sccollege.edu/cs](http://sccollege.edu/cs)

8045 E. Chapman Ave., Orange, CA 92869

## 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. Online counseling services are available through Cranium Cafe and Zoom.

Website: [sac.edu/sce-counseling](https://sac.edu/sce-counseling)

Phone: (714) 241-5720

### 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.

Website: [sac.edu/sce-counseling](https://sac.edu/sce-counseling)

Phone: (714) 241-5720

### CEC CAREER CENTER

Explore new careers, set professional goals, discover career pathways and prepare for a new job with the Career Center. Virtual job training workshops are held throughout the year. All services are free and offered through a collaborative effort between the School of Continuing Education and the Santa Ana Work Center.

Website: [sac.edu/scecareerservices](https://sac.edu/scecareerservices)

Phone: (714) 241-5805

### GRADUATION OFFICE

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 to award the high school diploma degree or the state certificates.

Website: [sac.edu/scegraduation](https://sac.edu/scegraduation)

Phone: (714) 241-5726

Do you want to earn a digital badge/certificate from the School of Continuing education?

Visit [sac.edu/scecertificates](https://sac.edu/scecertificates)

### ASSOCIATED STUDENT GOVERNMENT (ASG)

The School of Continuing Education's Student Government gives students the opportunity to develop leadership skills by organizing school events and activities foster school community among students, teachers, and administration. Improve your leadership and workplace skills. Build relationships with fellow students. Help make our school and even better place to learn. Weekly meetings held every Friday at 12:30. All welcome!

Website: [sac.edu/sce-asg](https://sac.edu/sce-asg)

### CHILDCARE CENTER

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. Sliding fee scale for families who qualify.

Website: [rscdd.edu/childdevelopmentservices](https://rscdd.edu/childdevelopmentservices)

Phone: (714) 241-5739

### PROJECT RISE

Project Rise offers job training, education and access to community resources to help students formerly incarcerated with their transition back into the community.

Website: [sac.edu/projectrise](https://sac.edu/projectrise)

Phone: (714) 241-5825

## General Information

### Who May Enroll?

Anyone 18 years old and over can enrolling continuing Education classes. Students currently enrolled in high school can attend continuing education classes with special request from their high school and approval SAC School of Continuing Education administration.

All classes are free and most classes are open-entry/open-exit. 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.

### Textbooks and Supplies

In classes where textbooks are used, instructors will provide information on how students can purchase them.

### 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.

### 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.

### RSCCD BOARD OF TRUSTEES

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Sal Tinajero  
Phillip C. Yarbrough • Mariano Cuellar, Student Trustee

CHANCELLOR: Marvin Martinez • INTERIM PRESIDENT, SANTA ANA COLLEGE: Marilyn Flores, P.h.D.

### CONTINUING EDUCATION ADMINISTRATION

James Kennedy, Ed.D., Vice President • Christine Gascon, Interim Executive Dean • Stephanie Paramore, Interim Executive Dean  
Joseph Alonzo, Interim Dean • Lorena Chavez, Interim Dean • Chris Kosko, Dean • Eden Quimzon, Interim Executive Director  
Jennifer Hoeger, Interim Director of Special Programs • Nicole Gallegos, Interim Director of Support Services  
Pat Alvano, Interim Registrar