



## Career Technical Education (CTE) & Vocational Programs Class Schedule

**Free CTE & Vocational Classes for the Workplace**

**CENTENNIAL EDUCATION CENTER**

**January 23 through June 7, 2014**

### **E108 Open Lab Classes**

	Days	Time	Room
VBUS 118 Intro to Windows	<b>Open Lab Hours</b> Monday, Tuesday, Wednesday and Thursday 8:00 am – 9:00 pm  Fridays 8:00 am – 12:00 pm  Saturdays 8:00 am – 12:00 pm		E-108
VBUS 124 Windows and Keyboarding I			
VBUS 125 Windows and Keyboarding II			
VBUS 244 Introduction to Databases/Ms Access			
VBUS 245 Intro to Desktop Publishing/ Publisher			
VBUS 258 Navigating the Internet			
VBUS 260 Word Processing/Ms Word			
VBUS 262 Spreadsheet/Ms Excel			
VBUS 304 Intro to Electronic Presentation/PowerPoint			
VBUS 259 Orientation to Computers			

### **Special Lab Class**

VBUS 243 Introduction to Customer Skills	M/W	8:00 am - 12:00 pm	E-108
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### **Teacher Directed Classes**

	Days	Time	Room
VBUS 118 Windows	T	8:00 am - 12:00 pm	E-109
VBUS 259 Orientation to Computers	Th	8:00 am – 10:30 am	E-106
VBUS 260 Word	Th	8:00 am – 12:00 pm	E-109
VBUS 262 Excel	M/W	12:00 pm – 3:00 pm	E-109
VBUS 400 Employability Skills	M/W	8:00 am – 12:00 pm	E-109



Classes are subject to change without notice  
**Santa Ana College School of Continuing Education**  
 2900 W. Edinger Avenue • Santa Ana CA 92704 • (714) 241-5736



<b>VBUS 400 Employability Skills</b>	M/W	3:00 pm – 6:00 pm	E-109
<b>VBUS 303 Intro to Adobe Photoshop</b>	T Th	12:00 pm – 3:00 pm	E-109
<b>VBUS 574 Computer Basics: Hardware and Software *</b>	M/T	6:00 pm – 9:00 pm	E-106
<b>VBUS 576 Computer Basics: Sys &amp; Networking *</b>	W/Th	6:00 pm – 9:00 pm	E-106
<b>VBUS 576 Computer Basics: Sys &amp; Networking *</b>	F	8:00 am – 12:00 pm	E-106
<b>VBUS 576 Computer Basics: Sys &amp; Networking *</b>	S	8:00 am – 1:00 pm	E-106
<b>VBUS 301 Business Skills (Accounting I)*</b>	W	8:00 am – 10:00 am	E-106
<b>VBUS 301 Business Skills (Accounting II)*</b>	S	8:00 am – 11:00 am	E-101
<b>VBUS 301 Business Skills (Accounting II)*</b>	M	8:00 am – 11:00 am	E-106
<b>VBUS 301 Business Skills (Payroll)*</b>	F	8:00 am – 10:00 am	E-101
<b>VBUS 301 Business Skills (QuickBooks)*</b>	M	11:00 am – 12:00 pm	E-106
<b>VBUS 301 Business Skills (QuickBooks)*</b>	F	10:00 am – 12:00 pm	E-109
<b>VBUS 301 Business Skills (QuickBooks)*</b>	W	10:00 am – 12:00 pm	E-106
<b>VBUS 301 Business Skills (QuickBooks)*</b>	S	11:00 am – 12:00 pm	E-109
<b>* Register directly in class</b>			

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**[ceclab.wordpress.com](http://ceclab.wordpress.com)**

