

**FALL OFFICE & TELEPHONE REGISTRATION HOURS**

Monday – Thursday 8:30am – 5:00pm  
 Friday 8:30am – 12:00pm  
 Office Closed Saturday & Sunday

Call: 714-628-4960  
 Fax: 714-628-6474

8045 E. CHAPMAN AVENUE, U-83  
 ORANGE, CA 92869-4512

**4 Easy Ways to Register**

On-line Registration @ [www.sccollege.edu/cs](http://www.sccollege.edu/cs) with your MasterCard, VISA, or Discover.

FAX Registration with your MasterCard, VISA, or Discover. Complete the registration form found online and FAX to 714 628-0474.

Phone Registration with your MasterCard, VISA, or Discover.

Print Mail-In Registration: Complete the registration form, include payment, and mail to:

**Santiago Canyon College**  
 Community Services  
 8045 E. Chapman Avenue  
 Orange, CA 92869

**GENERAL INFORMATION**

**CONFIRMATION:**

Registration received by mail will be confirmed if you send a self-addressed stamped envelope. Registration received by phone and online will receive a confirmation. If you do not receive a confirmation in 5 business days, call our office at 714-628-4960. **Non-receipt of confirmation does not warrant a refund.**

**REFUND & TRANSFER POLICY:**

Refund and transfer requests must be made **three (3) business days prior** to class and are charged a \$15 processing fee per person, per class. **TRAVEL TOUR REFUNDS must be requested ten (10) business days prior to departure, less a \$15 processing fee per person, and will only be issued if your space can be re-sold. Non-receipt of confirmation does not warrant a refund. A refund will not be issued after class or tour is held.**

**RETURNED CHECKS & REFUNDS BY CHECK, CASH OR MONEY ORDER:**

A \$25 fee will be charged for a returned check and an administrative hold on your student records will be issued. Refunds issued by cash, check or money order are handled by our Student Business Office. A completed W-9 Form is required and may take 4-5 weeks to process.

**PARKING POLICY:**

Daily \$2.00 parking permits are required seven days a week & are available for purchase at the permit dispensers located in each parking lot on campus.

**ADA NOTICE:**

It is the Policy of RSCCD to fully comply with the requirements of the Americans with Disabilities Act. Consistent with that policy, this material is available in alternate formats. Such materials and other disability accommodations will be provided as needed for program access, upon request. Please contact the Community Services Office, email: [sccs@sccollege.edu](mailto:sccs@sccollege.edu) phone: 714-628-4960, for needed accommodations or alternate formats.

**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.

**ACTIVE ADULTS**

**YOGA FOR EVERYBODY**

Yoga exercises will help you gain strength, increase flexibility and balance while focusing your awareness on your body, breath, and mind. We will practice standing poses, floor exercises, and flowing movements. We will offer modifications so that everyone can participate and work at their own pace. This class is taught via ZOOM. You'll see the instructor LIVE and practice in the comfort of your own home. Recommended: yoga mat, 2-3 firm blankets, 2 blocks and a strap, chair.

**Instructor: Mariana Fischer-Militaru, \$60**  
 #91573, Wed, 9/2-12/16, 5:00PM-6:45PM  
 #91574, Fri, 9/4-12/18, 10:30AM-12:15PM

**MEDITATION FOR EVERYDAY LIFE**

In these weekly meditation classes, we will practice different kinds of meditation like breath meditation, visualizations, body scan, walking meditation, loving kindness meditation and more. You will discover the many benefits of meditation. Meditation can bring happiness into your life and help with stress, illness, anxiety, depression, and pain. Whether you are a beginner or an experienced practitioner, you'll benefit from each meditation practice.

**Instructor: Mariana Fischer-Militaru, \$45**  
 #91576, Fri, 9/4-12/18, 12:30AM-1:30PM

**ARTS & CRAFTS**

**PAINTING & DRAWING WITH PASTELS**

This course is appropriate for beginners to advanced students. It will provide the basics of picture making and pastel drawing/painting techniques. The student will be introduced to various pastel papers and pastel application techniques. Color theory will be emphasized. For more advanced students, creativity and development of one's style will be encouraged as well as possible mixed media alternatives and use of various surfaces.

**Instructor: Dori Dewberry, \$120**  
 #91693, Th, 9/10-11/12, 5:00PM-7:30PM  
 #91694, Fri, 9/11-10/13, 10:00AM-12:30PM

**PAINTING ON SILK**

The objective of this course is to not only create 6 hand painted silk scarves but provide crafters with new business opportunities; artists seeking new venues to express themselves; novices who want to experience something new, and older adults who want to stay active, increase hand manipulation, expand concentration, and creative skills. Students will learn about the durability of silk; stretch the silk onto a frame, paint the silk with silk dyes; use the serti- gutta (fenced-in) technique to control the flow of dyes; shading techniques with diluted dyes; and setting the gutta and steam fixing to set the dyes.

**Instructor: Christie Campbell, \$99**  
 #91591, Fri, 9/11-10/16, 1:30PM-4:30PM  
 #91592, Fri, 10/30-12/11, 1:30PM-4:30PM

**BUSINESS & CAREERS**

**ACCOUNTING BASICS**

This class is design to introduce basic accounting concepts to students with no prior knowledge of accounting and who desire to apply it in learning the QuickBooks accounting software. Students will learn the definition of accounting and its terminologies. The concept of general accepted accounting principles and ethics will be taught along with basic accounting topics that include the following: The accounting equation, debits and credits, financial statements (income statement, balance sheet, owner's equity, and cashflow), budgeting, and auditing. Certificate of Completion will be provided for students who attend all class meetings.

**Instructor: Glenn Villanea, \$129**  
 #91650, TTh, 10/29-11/10, 6:00PM-9:00PM

**CLOUD BASED QUICKBOOKS ONLINE**

Students that are familiar with accounting concepts and working in an accounting department will learn how to apply knowledge in the use of QuickBooks Online, which is different from QuickBooks Desktop. Topics covered include all aspects of QuickBooks online, invoicing, billing, reports, vendors, customers, and all other accounting processes.

**Instructor: Glenn Villanea, \$129**  
 #91651, TTh, 11/12-11/19, 5:30PM-9:30PM

**INTRODUCTION TO QUICKBOOKS**

Learn the basics of one of the most highly used accounting software for business. This class will show students how to navigate through all software sections. Students will learn about chart of accounts, creating new accounts, items and services, vendors, customers, creating and paying a bill, creating an invoice, creating financial reports, backing up your file, and restoring your file. Accounting Basics is required and basic Microsoft Windows knowledge is recommended.

**Instructor: Glenn Villanea, \$129**  
 #91745, TTh, 12/1-12/8, 5:30PM-9:30PM

**QUICKBOOKS ADVANCED**

Increase your knowledge of QuickBooks by learning new concepts and features. Students will build on their basic knowledge of QuickBooks and be taught advance features; starting your own company profile, banking and reconciliation, Importing and exporting lists from excel, formatting reports, formatting general documents with company logos, and introduction to payroll. Introduction to QuickBooks is required

**Instructor: Glenn Villanea, \$129**  
 #91652, TTh, 12/10-12/17, 5:30PM-9:30PM

**INTRODUCTION TO VOICEOVERS**

Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved. You'll learn about different types of voiceovers and tools you'll need to find success. Your instructor, a professional voice actor, will take notes as you read a real script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later. Upon registration, students will schedule the 90-minute session directly with the instructor. This introductory class is for students 18yrs.and up.

**Instructor: Voices For All, \$49**  
 #91580, 90 Min. ONLINE

**PODCASTING**

Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class, will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

**Instructor: Matt Honsberger, \$245**  
 #91697, 9/8-10/30, Self-Paced

**DIGITAL MARKETING CERTIFICATE**

This eMarketing certificate will cover a wide range of topics including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. Your instructors are experts and can provide the latest most advanced information and answer your toughest questions. This class is perfect for beginner to advanced learners.

**Instructors: Dan Belhassen & Susan Hurrell, \$495**  
 #91703, 9/8-11/27, Self-Paced

**INSTAGRAM FOR BUSINESS**

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

**Instructor: Nicole Siscaretti Doyle, \$195**  
 #91701, 9/8-10/2, Self-Paced

**BECOME A NOTARY PUBLIC LIVESTREAM**

Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. Livestream with a notary expert for three sessions and you will be ready to take the official notary exam and practice as a safe and effective notary. Next, consider becoming a Loan Signing Agent and make \$200 to \$300 per signing. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates. All you need is a smartphone to join. Must be at least 18 years of age. A serious conviction may disqualify an applicant.

**Instructor: Notary Public Seminars, \$119**  
 #91690, MTTh, 10/5-10/8, 6:00PM-8:15PM

**RENEW YOUR NOTARY COMMISSION**

Need to renew your notary commission? A three hour refresher course is required. You must also be live scanned and pass the official Notary exam again. We will feature the new state laws passed this year and give you a brush-up on general law to make sure you haven't fallen into any bad habits. Your commission must be current to be eligible for a renewing seminar.

**Instructor: Notary Public Seminars, \$79**  
 #91691, MT, 10/5-10/6, 6:00PM-8:15PM

**BECOME A LOAN SIGNING AGENT**

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our livestream seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Our expert teachers are seasoned in the business and they'll teach you how to get loan signing assignments. A certificate is awarded upon completion of the course. Topics include: Notarize a loan package from any bank successfully every time, the do's and don'ts of the profession, what to discuss with your clients, how to develop your own business, and getting signed up with busy signing agencies Prerequisite: You must be a Notary or have completed the 'Become a Notary Public' seminar.

**Instructor: Notary Public Seminars, \$119**  
 #91692, TWTh, 10/13-10/15, 6:00PM-8:00PM

Use your



Call today and register:

**714-628-4960**

Online Registration available day or night:

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

**Email us at**  
**[Scccs@sccollege.edu](mailto:SCCCS@sccollege.edu)**

## MEDICAL BILLING CERTIFICATE PROGRAM

A comprehensive study of medical insurance billing, introduction to CPT1, ICD2 & HCPCS3 coding and collection strategies. Procedures and paperwork involving various insurance providers including, Medicare, Medi-Cal, TRICARE, CHAMPVA, California Workers' Compensation System and Managed Care plans for inpatient and outpatient claims. Privacy rules and regulations involving patient confidential information governed by HIPAA. Set-up a mock medical practice using web-based software to enter new practice information, new patient demographic and insurance information, patient billing, electronic and paper claims processing. Students will be notified with access to the online class prior to orientation. Details on the purchase materials will be covered at the orientation. There is a \$225 material fee payable to the instructor at orientation via PayPal. Upon successful completion of all classes students will receive a Certificate of Completion. Mandatory Online Orientation Link will be emailed upon registration.

**Instructor: Kris G. Patterson, \$150**

**#91582, TWTh, 9/8-9/29, 6:30PM-8:30PM**

## MEDICAL FRONT OFFICE CERTIFICATE PROGRAM

This course is intended for students interested in becoming a Medical Front Office/Medical Receptionist sometime referred to as the Intake Coordinator. This class will ensure students are prepared to begin a rewarding career and to become an integral part of the medical office team. Topics covered include: Basic Medical Benefit Terms and Plans, Eligibility and Insurance Benefit Verification, Appointment Scheduling (Manual and Computerized), Improving Telephone Skills, Patient Arrival, Check-In and Departure, Handling Medical/Office Forms, HIPAA/Patient Privacy & Confidentiality, and Medical Terminology (specific to the front office). There is a \$ 89 material fee payable to the instructor at orientation via PayPal. Upon successful completion of all classes students will receive a Certificate of Completion. Mandatory Online Orientation Link will be provided upon registration.

**Instructor: Kris G. Patterson, \$50**

**#91583, WTh, 9/30-10/1, 6:30PM-8:30PM**

## START YOUR OWN BILLING SERVICE

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn: How to obtain clients; Setting your fees; What other services a billing service could offer; Marketing your services; Where to obtain HIPAA compliant software; Sample HIPAA Business Associate Agreement & Independent Contractor Agreement; What billing organizations you can join; How to obtain updates from insurance companies; Sole Proprietorship, Partnership, Corporation & LLC's discussed. Students will be notified with access to their online class prior to the orientation. Details on the purchase of materials will be covered at orientation. There is a \$29 material fee payable to the instructor at orientation via PayPal. Mandatory Online Orientation Link will be provided upon registration.

**Instructor: Kris G. Patterson, \$25**

**#91584, W, 10/7, 10:00AM-12:00PM**

## YOUTUBE FOR BUSINESS

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. Learn how to get your YouTube video on the first page of Google Search. Your patterns of behavior on YouTube may be working against you. Learn how YouTube can complement your current marketing and social media strategy and how to maximize your YouTube Channel to get the greatest return.

**Instructor: Rob Lee, \$245**

**#91704, 10/5-10/30, Self-Paced**

## HOW TO START A BUSINESS IN 5 EASY STEPS

Transform your hobby into a legal business with these five essential steps. In this course, you will write a simple business plan, choose a business structure, create and register your business name and brand, obtain business licenses & permits, explore bookkeeping practices and paying taxes. By the last session, you can be in business!

**Instructor: Julie Diebolt-Price, \$169**

**#91586, TTh, 10/6-10/29, 6:00PM-7:00PM**

## HOW TO SELL ON EBAY

Everyone has lots of stuff in closets, drawers, and garages. Some are even paying for storage areas to hold onto this stuff. Why not make some money and clear out your stuff at the same time? This class will show you how to sell on eBay. Lessons include: opening a seller account, the anatomy of the listing, write descriptions to get into your buyers view, research tools for competitive pricing, best practices to keep your seller rating high, use of seller tools, complete transactions, best shipping practices to save you and your customer time and money, PayPal account set up, use and record keeping.

**Instructor: Frances Greenspan, \$69**

**#91141, T, 10/6-10/13, 6:30PM-8:30PM**

## DMV APPROVED AUTO WHOLESALE BUSINESS

Come learn to make extra money buying and selling wholesale cars as a home-based business; or, simply buy cars for your friends, family and co-workers at great wholesale prices. You can earn \$3000 just selling 3-4 cars a month. In this DMV approved course, you learn how to get your auto dealer license and how to operate a profitable used car business. Find out the how and where of buying at wholesale prices and how to sell at retail for very good profits. You'll get a FREE list of all the dealer-only auctions in the USA. You'll receive a DMV certificate of completion at the end of class. A \$25 material fee is payable at the door.

**Instructor: Wayne Williams, \$89**

**#91571, WTh, 10/7-10/8, 6:00PM-9:00PM**

## EXPLORE 250 HOME BASED BUSINESS IDEAS

Turn your talents and hobbies into profit at home by learning how to start a home-based business. Topics include: 250 home business ideas, mandatory legal documentation, effective ways to market your product or service, taking tax deductions (including this workshop), and free future individual Q & A opportunities.

**Instructor: LeeAnne Krusemark, \$49**

**#91680, M, 10/12, 6:00PM-8:00PM**

## MAKE MONEY WITH A VIRTUAL ASSISTANT/ WORD PROCESSING BUSINESS

If you can type, then you can make money at home using your computer. Following a review of the steps necessary to start a profitable, legal business at home, you will then discover the secrets to success in the virtual assistant/word processing business. Prerequisite: Explore 250 Legitimate Home Business Ideas.

**Instructor: LeeAnne Krusemark, \$39**

**#91681, M, 10/12, 8:00PM-9:00PM**

## INTRODUCTION TO SCREENWRITING FOR TELEVISION OR MOVIES

In this fast-paced comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. You'll get an inside look into the business of selling your script to agents and producers and building your career as a screenwriter.

**Instructor: LeeAnne Krusemark, \$39**

**#91677, T, 10/13, 5:00PM-6:00PM**

## BEGINNER'S GUIDE TO GETTING PUBLISHED

If your goal is to become a published writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will show you how to become published quickly, find a publisher or agent, how to format a manuscript, and how to copyright your work.

**Instructor: LeeAnne Krusemark, \$49**

**#91679, T, 10/13, 6:00PM-8:00PM**

## EXPLORE 50 DIFFERENT SELF-PUBLISHING OPTIONS

Self-Publishing is all the rage, but is it the best option for YOU? You will learn about the pros and cons of all of the self-publishing options and how it compares to traditional publishing (participants must attend A Beginner's Guide to Getting Published), including vanity publishing, print on demand publishing, e-book publishing, and the Amazon option of KDP. You will also learn how and why you can do both!

**Instructor: LeeAnne Krusemark, \$39**

**#91678, T, 10/13, 8:00PM-9:00PM**

## START YOUR BLOG FOR FREE

You will learn how to start a FREE blog with WordPress, choose a blog template, use your unique voice to share your expertise, and connect your domain/website. You will also learn how to earn an income with your blog, as well as increase your internet ranking. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

**Instructor: LeeAnne Krusemark, \$49**

**#91706, W, 10/14, 6:00PM-8:00PM**

## WRITING FOR ONLINE BLOGS, MAGAZINES, & WEBSITES

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well -- \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self published novel. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

**Instructor: LeeAnne Krusemark, \$39**

**#91682, W, 10/14, 5:00PM-6:00PM**

## \$MONETIZES WITH AFFILIATE MARKETING

\$Monetize\$ Websites, Blogs, and Social Media with Affiliate Marketing. Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

**Instructor: LeeAnne Krusemark, \$39**

**#91683, Th, 10/15, 6:00PM-7:00PM**

## MEET THE PUBLISHER - GET YOUR MANUSCRIPT CRITIQUED

Have you ever wanted to talk to a real publisher? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, novel, non-fiction book, or children's book. You can then email a copy of your manuscript for a professional critique for an optional additional fee.

**Instructor: LeeAnne Krusemark, \$39**

**#91684, Th, 10/15, 7:00PM-8:00PM**

## HOW TO BECOME A TRAVEL AGENT

Students will learn the type of skills, training and/or certification needed to become a travel agent; including the types of businesses, you can work at as a travel agent; how to start your own travel agency. Topics Covered: types of training, skills needed, home-based travels, finding a job, legal aspects of starting your own business.

**Instructor: Dahlia Quinonez, \$49**

**#91943, W, 10/28, 6:00PM-8:00PM**

## COLLEGE FOR KIDS & TEENS

Academic classes were developed to help improve academic skills or get ahead for the upcoming school year. Community Services classes do NOT earn K-12 / college transferable credits.

## THE TEEN BRAIN

One of the most turbulent periods in brain development occurs during adolescence. The teen brain actually functions very differently from the adult brain. Certain kinds of thinking, such as decision-making, actually happen in different parts of the brain for adolescents and adults. Understanding these complex changes can help calm the rough seas of the teen years, but also provide your teen with critical support and understanding that will promote better decision-making, better mental health, and better outcomes at school. Come find out the important ways in which the teen brain is developing. Identify behaviors and attitudes that are influenced by these changes. Then learn to offer constructive strategies for establishing a better understanding of and communication with your amazing teen.

**Instructor: Julie Coates, \$195**

**#91700, 9/8-10/2, Self-Paced**

## ONLINE DRIVERS EDUCATION

This is an interactive, online course with videos, animated driving scenarios and sample test questions. Learn the rules of the road, DMV procedures and more. Receive DMV-approved Certificate of Completion (OL 237). This class is a requirement for teens under 17 and a half years old to obtain a learner's permit & driver's license. A licensed instructor is available to answer any questions. Students must be 15 years or older and have internet access. Students will be contacted with login information after registering for the class.

**Instructor: Bay Area Driving, \$49**

**#91579, 9/1-12/18, Self-Paced**

## MATH PRACTICE FOR THE ACT & SAT

This course will cover the Math section of the ACT/SAT. Emphasis of the course will be on content as well as strategy. Students will have opportunity to not only review the fundamentals of math but also review organizational skills essential for success on the tests. Instruction will also include the essential planning and strategic skills needed for success such as: process of elimination, use of key words, time management, productive guessing, and many more. Students will also gain confidence and gain skills for overcoming test anxiety.

**Instructor: Trizzie Huynh \$129**

**#91603, S, 9/26-10/24, 9:00AM-11:00AM**

## MATH HOMEWORK HELP (FOR GRADES 4-6)

The primary focus of this class is to provide Math support for students entering grades 4, 5 & 6. Students will learn new ways to work through Math Problems and concepts. The instructor will help students work through their Math homework and provide additional instruction to help students succeed!

**Instructor: Trizzie Huynh \$99**

**#91674, MW, 10/26-12/7, 3:00PM-4:30PM**

## MATH HOMEWORK HELP FOR MIDDLE SCHOOL STUDENTS

For students who have completed or will be enrolling in Middle School. This class is designed to help students with their Math Homework. The instructor will answer questions, review Math concepts, and provide support to help students succeed.

**Instructor: Trizzie Huynh \$99**

**#91672, TTh, 9/22-10/22, 3:00PM-4:30PM**

## MATH PROBLEM SOLVING SKILLS

For students who have completed or will be enrolling in grade 6, 7 or 8. This course is designed to help students develop skills and problem solving techniques. Students will learn to solve problems using critical thinking. Focus will be on: Words problems, Guess and Check, Using Fractions, Decimals, Percentages, fractions, and basic pre-algebra concepts.

**Instructor: Trizzie Huynh \$69**

**#91606, S, 10/31-12/5, 9:00AM-10:30AM**

## PRE-ALGEBRA (GRADES 6-8)

Focus will be on: order of operations, exponents and variables, combining like terms and solving one-step equations. Students will receive group instruction as well as participate in various math-based activities. This course is a great way to prep for the upcoming school year. Curriculum is based on California State Standards for Mathematics.

**Instructor: Trizzie Huynh \$129**

**#91670, MW, 9/21-10/21, 3:00PM-4:30PM**

## ALGEBRA I (GRADES 8-11)

For students who wish to gain or strengthen Algebra I level skills. Topics covered include polynomials, rational numbers, rational expressions, and graphs. Students will receive group instruction as well as participate in various math-based activities. Curriculum is based on California State Standards for Mathematics.

**Instructor: Trizzie Huynh \$129**

**#91671, MW, 9/21-10/21, 4:30PM-6:00PM**

## ALGEBRA 2 (ENTERING GRADES 9-12)

This course is designed to build on algebraic and geometric concepts. It develops advanced algebra skills such as systems of equations, advanced polynomials, imaginary and complex numbers, quadratics, and concepts and includes the study of trigonometric functions. It also introduces matrices and their properties.

**Instructor: Trizzie Huynh \$129**

**#91675, TTh, 10/27-12/3, 3:00PM-4:30PM**

## GEOMETRY (GRADES 9-11)

For students who have completed or will be enrolling in high school level Geometry. Topics covered include finding perimeter, circumference, area, and working with basic proofs. Students will receive group instruction as well as participate in various math based activities. California State Standards for Mathematics. A \$5 material fee is payable in class.

**Instructor: Trizzie Huynh \$129**

**#91676, TTh, 10/27-12/3, 4:30PM-6:00PM**

**Register Early!**

Classes may fill quickly or cancel due to low enrollment.

**Email us at**  
**SCCCS@sccollege.edu**

### TRIG & PRE-CALCULUS (GRADES 10-12)

For students who have completed or will be enrolling in high school level Pre-Calculus. Topics covered include composite, Polynomial and Rational functions, and Trigonometry. Students will receive group instruction as well as participate in various math-based activities. California State Standards for Mathematics.

**Instructor: Trizzie Huynh \$129**  
#91673, TTh, 9/22-10/22, 4:30PM-6:00PM

## COMPUTERS

### COMPUTER PROFICIENCY – COMBO CLASS

Register for the computer proficiency combo class and receive over 10% in savings! Series includes the following courses: Computer Basics, Introduction to Microsoft Windows, Managing Your Computer Files, Mastering Microsoft Word and Perfecting Power Point Proficiency. Receive a Certificate of Completion at the end of this course!

**Instructor: Glenn Villanea \$269**  
#91645, TTh, 10/6-10/27, 5:30PM-9:30PM

### INTRODUCTION TO MICROSOFT WINDOWS

Learn to use your computer smarter by learning the proper use of the Windows environment. You will be able to efficiently work with multiple programs, create shortcuts on your desktop, and use the Control Panel to customize your working environment and power saving options. This class is helpful to beginners and experienced computer users.

**Instructor: Glenn Villanea \$69**  
#91646, T, 10/6, 5:30PM-9:30PM

### MANAGING YOUR COMPUTER FILES

Can't find your files? Want to organize your photos from your digital camera? Learn how to copy, move, rename, delete, and organize files and folders using Windows Explorer (My Computer) in Microsoft Windows. Understand how to use the Recycle Bin. Bring a USB/Jump drive to class.

**Instructor: Glenn Villanea \$69**  
#91647, Th, 10/8, 5:30PM-9:30PM

### MASTERING MICROSOFT WORD

Learn the most efficient methods of creating, editing, formatting, and printing letters and other documents. Beginners as well as experienced Word users will benefit from learning shortcuts and tips to make word processing easier and faster to use for home and work. Exercises include how to add headers and footers with page numbering create a mail merge for multiple addresses, envelopes and labels, and using templates. Learn creative techniques to create a letterhead using WordArt, graphics, borders, and fonts. Basic computer and word processing knowledge is recommended. Bring a USB/Jump drive to class.

**Instructor: Glenn Villanea \$89**  
#91648, TTh, 10/13-10/20, 5:30PM-9:30PM

### PERFECTING POWER POINT PROFICIENCY

This class is perfect for beginner to intermediate PowerPoint users. Learn to create screen shows, slides and transparencies. Learn how easy it is to create effective on-line screen presentation slides including placing and manipulating clipart images, adding text effects and dynamic slide transitions. Basic computer knowledge is recommended.

**Instructor: Glenn Villanea \$79**  
#91649, ThT, 10/22-10/27, 5:30PM-9:30PM

### INTRODUCTION TO MICROSOFT EXCEL

This class is an introductory course in the use of Microsoft Office Excel version 2016. The class will introduce the software to beginners that desire to apply it for both business or personal use. Students will learn to navigate, set up, and format spread sheets in order to organize data as they wish. Learn how to represent sets of data visually with the use of pie, line, bar, and other types of charts. Students will be taught basic formulas in order to sum, subtract, average, and total sets of data. All features and methods will be instructed through shortcuts, menus and the use of wizards. Basic computer knowledge is recommended. Bring a USB/Jump drive to class.

**Instructor: Glenn Villanea \$129**  
#91653, W, 10/7-10/28, 6:00PM-9:00PM

### INTERMEDIATE MICROSOFT EXCEL

Increase your basic knowledge of Excel by applying more advanced features and methods. The intermediate class will build on basic knowledge introduced in the beginners' class. Topics covered in this class include creating more complex charts, absolute vs. relative cell references, naming ranges, working with multiple worksheets and workbooks, filtering list information, integrating Excel and Word, and the introduction of logical and referencing formulas for data presentation. Basic Excel knowledge is required. Bring a USB/Jump Drive to class.

**Instructor: Glenn Villanea \$129**  
#91654, W, 11/18-12/16, 6:00PM-9:00PM

### GOOGLE ANALYTICS

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using Google Analytics, a free online tool. You'll understand visitor traffic, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

**Instructor: Dan Belhassen & Susan Hurrell, \$195**  
#91702, 9/8-10/2, Self-Paced

### MARKETING WITH FACEBOOK & SOCIAL MEDIA

Learn how to promote your business with time-saving methods and tools. You'll learn how to create a Facebook Page for your business and find ideas for posts and pictures to increase web traffic. Find out how others are using content that attracts and builds a fan base. Get valuable information on who uses sites like Instagram, Twitter, LinkedIn, SnapChat and save hours of marketing time.

**Instructor: Bob Cohen \$49**  
#91588, T, 10/6, 6:00PM-9:30PM

### SECRETS OF INTERNET MARKETING

Learn nine essential steps every business and organization should know for successful marketing on the internet. Find out how to target your audience, show up better in Google search, place Google AdWords, when to use social media, why email is so powerful, and use e-commerce to reach your prospects and customers. Make sure your website is working for you and what you can do to improve it.

**Instructor: Bob Cohen \$49**  
#91589, T, 10/13, 6:00PM-9:30PM

## HEALTH, FITNESS & BEAUTY

### YOGA FOR RELAXATION & RENEWAL

End your day with a relaxing, all-levels, breath-centered yoga flow. Explore basic poses and sequences designed to increase your range of motion, and enhance your flexibility, strength, and balance. Expand your ability to connect with your breath, clear your mind, and focus your awareness as you move from one posture into another. Join us to experience the gifts of mindfulness and relaxation! Wear loose clothing and bring a mat or towel to class.

**Instructor: Alex Boggio \$129**  
#91607, M, 9/14-12/14, 5:15PM-6:15PM

### RESTORATIVE YOGA

This course is a unique blend of restorative and yin yoga with heart-opening soothing music. The class focuses on deep relaxation and healing, using principles from therapeutic yoga, yoga nidra, and subtle body and breath work. In Restorative Yoga, participants are guided through a series of deeply relaxing poses and guided meditations. Crystal bowls and sound facilitates the healing process by providing a luxurious, peaceful space for the mind to rest while the body relaxes, rebalances, and restores itself.

**Instructor: Alex Boggio \$129**  
#91609, M, 9/14-12/14, 6:30PM-7:30PM

### CHAIR YOGA FOR EVERYBODY

Chair yoga is a general term for practices that modify yoga poses so they can be done while seated in a chair. These modifications make yoga accessible to people who may wish to practice yoga but may have limited ability to stand, reduced ease moving from standing to seated or to floor positions or want a quick break from office work. Chair yoga is great for anyone who needs more support and/or is managing an injury or wants a more therapeutic approach to the practice. This class is for Every BODY! Many of the basic body mechanics and all of the individual postures are adaptable to chair yoga as well as all the benefits of breathing and meditation. While seated on chairs, students can do versions of twists, hip stretches, forward bends, and mild backbends.

**Instructor: Alex Boggio \$129**  
#91661, T, 9/1-11/18, 5:15PM-6:15PM

### MEDITATION 101 FOR BEGINNERS & BEYOND

There are many styles of meditation. Which one is right for you? Where do you begin? How do you create calm in your already busy mind? Meditation allows us to rest and regenerate. The beauty of meditation is that you can practice it anywhere, anytime and requires no equipment at all. Meditation is really easy to understand and practice. This class is for those new and practiced alike to meditation, those that have tried, those wishing to practice in groups and those seeking new resources and options to their existing meditation practice. Various forms of meditation will be taught. You can explore what works best for you. Mindfulness, Mantra Meditation, Visualization, Loving Kindness, Tonglen, Meditation and Sound. Each form of meditation essentially has the same ultimate goal; to encourage you to stay in the present, let go of all that extra 'stuff' cluttering up your mind, and relax. Studies show that practicing meditation as a group is far more effective than meditating alone. These studies have shown the existence of a ripple effect of peace in the surrounding environment when a group meditates together. The beauty of this group is that we include practitioners of varying levels encouraging you to take the first step or continue down your path. The benefits will nurture you and make a lasting personal change.

**Instructor: Alex Boggio \$119**  
#91663, T, 9/1-11/18, 6:30PM-7:30PM

### STRESS LESS FOR THE SEASON

The holidays can be a joyous pleasant time as well as can conjure up all kinds of stressful associations. Sometimes these stressors can pile up unwillingly turning us into a real Grinch! Possibly, feeling cabin fever already this year... now how do we navigate busy malls, online shopping, traffic, flights, delays, gatherings, colds and flu, scheduling, budgeting, family dynamics, fitting all into shorter days... wait, how will the landscape be this year with the current pandemic? Are you stressed yet? In a perfect world, this time of twinkles and togetherness would bring about strictly positive emotions such as joy and connection, but in reality, can be colored with anxiety triggered by a mash-up of mixed emotions. To the rescue is this special series! We will learn gentle yoga movements, mindfulness exercises, breathing techniques and joy of laughter themed for the holidays that you can employ when you're feeling more mad than merry or rushed than relaxed. Classes led by Alexandra Boggio a clinically trained professional therapeutic yoga teacher and meditation guide

**Instructor: Alex Boggio \$59**  
#91664, W, 11/4-1/6, 5:15PM-6:15PM

## LANGUAGE

### FRENCH CYBERSPACE

Summer in Paris and beyond! Join us in French cyberspace, and learn about culture and customs, doing conversation at your own pace, live online, using an electronic chat service and linking in real-time to what is going on in the French-speaking world.

**Instructor: Katherine Watson, \$69**  
#91844, W, 9/9-9/30, 7:00PM-9:00PM

### SPANISH I

Beginning level Spanish course with a focus on pronunciation, practical grammar, and everyday conversational skills. Learn vocabulary, verb conjunctions and phrases needed for a variety of situations. This course is perfect for those who wish to learn, practice and extend their vocabulary.

**Instructor: Rigoberto Barreto, \$99**  
#91595, M, 8/24-10/12, 6:30PM-8:30PM  
#91596, T, 10/20-12/8, 6:30PM-8:30PM

### SPANISH II

This course is the continuation course for Spanish 1. This course will focus on practical everyday conversational skill. Learn practical vocabulary, verbs conjunctions and phrases needed for a variety of situations. This course is adequate for those who wish to learn, practice and extend their vocabulary with a focus on pronunciation and practical grammar.

**Instructor: Rigoberto Barreto, \$99**  
#91597, T, 8/25-10/6, 6:30PM-8:30PM  
#91598, W, 10/21-12/16, 6:30PM-8:30PM

### SPANISH III

Continuation course for Spanish 2. This course is adequate for those who wish to continue learning, practicing and extending their vocabulary with a focus on pronunciation and practical grammar. Learn new vocabulary, verbs conjunctions and phrases needed for a variety of situations.

**Instructor: Rigoberto Barreto, \$99**  
#91599, M, 10/19-11/30, 6:30PM-8:30PM

### SPANISH FOR MEDICAL PROFESSIONALS

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients. NOTE: Students will also need to order an eBook for under \$15, or the paperback book version.

**Instructor: Cristina Sempé, \$290**  
#91696, 9/8-10/30, Self-Paced

## MUSIC

### BEGINNING GUITAR (AGE 16+)

Playing the guitar is an enjoyable and relaxing way to enrich your life with music. Experience interaction with other beginning guitarist in a supportive small group environment. The aim of the class is to transform the novice into a self-reliant musician. Learn to play easy chords, fun melodies, strum styles and many popular songs. Instructor Ron Gorman has enjoyed teaching at Santiago Canyon College for the past twelve years. Have a blast and bring your own guitar to class.

**Instructor: Ron Gorman, \$109**  
#91569, Th, 10/15-11/12, 6:00PM-7:00PM

### BEGINNING UKULELE

Just one strum of the ukulele brings on a smile. Enjoy learning how to play the world's easiest string instrument in a supportive small group setting. This class will provide all the fundamentals to be able to play songs on your own. Learn simple chords, easy melodies, strum styles, finger picking and a wide assortment of great songs. Instructor Ron Gorman has enjoyed teaching at Santiago Canyon College for the past twelve years. Bring your own ukulele to class and let's have some fun!

**Instructor: Ron Gorman, \$109**  
#91570, Th, 10/15-11/12, 7:00PM-8:00PM

## PERSONAL ENRICHMENT

### FINANCIAL & GRIEF SKILLS WORKSHOP

This course will provide you with the tools and skills necessary to feel empower and live confidently. You will be introduced to expectations and resources for financial literacy and practical steps after loss, financial gain or even during hospice. Topics include: intro and the shocking statistics, how grief sabotages thinking and decision making, implications for your money, financial steps, avoiding money pitfalls, issues of the heart as part of your plans, what to do before loss, how to be supportive of widowed friends and relatives and understanding empathy.

**Instructor: Michelle Hensley, \$39**  
#91602, W, 11/4-12/2, 5:45PM-7:30PM

### PHOTOGRAPHY TIPS & TRICKS

Learn handy tips and tricks to make your photography better, faster, and more fun! Want to know how to photograph events? What to know how to take better people pictures? Want to know some cool apps for your cell phone camera? We'll cover these topics and other questions you may have.

**Instructor: Julie Diebolt-Price, \$49**  
#91587, W, 10/7, 6:00PM-7:30PM

## Refund & Transfer Policy

- Refund & transfer requests are accepted 3 business days prior to class and are subject to a \$10 processing fee per person, per class.
- Refunds are not issued after class is held.
- Email us with questions. [SCCCS@sccollege.edu](mailto:SCCCS@sccollege.edu)

### Community Services Mission Statement

The Community Services program at Santiago Canyon College exists to provide additional options for educational opportunities and life-long learning to our community. These offerings are designed to complement the traditional college-credit and non-credit class offerings. Classes are intended to appeal to a wide range of professional and recreational needs and are made available to a public who wish to enrich, enhance and explore new learning resources.

#### TRAVEL DO'S AND DON'TS

Learn how to get the most out of your vacation after learning the do's and don'ts while traveling as well as the travel etiquette. After completing this class students will be able to explain the precautions they need to take in order to stay safe while traveling; identify the different travel seasons in the travel industry; list the legal documents needed to travel nationally and internationally; describe what they should do and/or avoid to get the most out of their vacation. Instead of just a vacation your travels will become life time experiences.

**Instructor: Dahlia Quinonez, \$49**  
#90945, W, 10/21, 6:00PM-8:00PM

#### CRUISING 101

Have you ever wondered what happens on a cruise? If you haven't been on a cruise this is a great opportunity to learn the ins-and-outs. Learn to choose the best cruise for you, the types of cruises available, what happens at the ports of call, and what not to do. Don't miss this great opportunity! The best way to travel safely is knowing what to expect!

**Instructor: Dahlia Quinonez, \$49**  
#90946, Th, 10/22, 6:00PM-8:00PM

### SELF-PACED ONLINE

#### INTRODUCTION TO FICTION WRITING

Designed specifically for those with little to no fiction writing experience. Learn the basic building blocks of story: character, plot and setting. Then find out the different forms of fiction writing and some of the genres you might like to explore. Whether you've never written a word of fiction, or haven't written since high school or college, you will complete the course with the skills you need to get started. Create a new work of fiction, or revive an old one that's been sitting in your bottom drawer.

**Instructor: Jacqui Lipton, \$195**  
#91707, 9/8-10/2, Self-Paced

#### CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental training in teaching online. From building an online course to improving an online course, fostering online discussion to encouraging student interaction, to traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. **Instructors: Dionne (Dee) Felix, Mary Dereshiwsky, and William A. Draves**  
#91698, 9/8-11/27, Self-Paced, \$495

#### SUBSTITUTE TEACHER PREPARATION

To be a substitute today it takes student respect, skills and a portfolio of ideas and workable presentations. Understand what is expected of a substitute and how to maximize your value to a school. Find out how to develop a sub-notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. With information applicable to any U.S. state, this course will provide you with the information you need to know to be successful at any level in any school.

**Instructor: David J. Reilly, \$145**  
#91699, 10/5-10/30, Self-Paced

#### THE BASICS OF BOOKKEEPING

Whether you are looking to advance in your career, or you're an entrepreneur, or maybe you are a part of a family business, this course will help you understand the numbers; all of the money you spend, and all of the money you earn, have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do I label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens to the money. In this course you will learn the bookkeeping terminology as well as what it means to keep track of the numbers.

**Instructor: Sharon deFonteny, \$195**  
#91705, 10/5-10/30, Self-Paced

#### CYBER SECURITY FOR MANAGERS

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

**Instructor: Stan Waddell, \$195**  
#91695, 10/5-10/30, Self-Paced

#### English Language Program (ELP) for Students with an F-1 Visa

International (F-1 visa holders) students looking to improve their English skills to prepare for studying at U.S. colleges and universities can enroll in the ELP. ELP is offered as a 16-week session during fall and spring and as an 8-week session during summer. Each session consist of 20-24 hours of instruction per week, Monday – Thursday.

#### Tuition:

\$1,725 for 8-week classes and  
\$3,450 per semester for 16-week classes

For application and information on how to apply contact:

International Student Program  
Santiago Canyon College  
8045 E. Chapman Avenue, Room A-203  
Orange, CA 92869  
714-628-5050  
[www.sccollege.edu/international](http://www.sccollege.edu/international)

To request this document in an alternate format, please contact (714) 628-4960 or [scccs@sccollege.edu](mailto:scccs@sccollege.edu)

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## Community Services – ONLINE FALL 2020 SCHEDULE OF CLASSES AND WORKSHOPS



**REGISTRATION IS NOW BEING ACCEPTED**



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*What happens here matters*

For more info call 714-628-4960 or visit [sccollege.edu/cs](http://sccollege.edu/cs)