

## COMPUTER SKILLS BILINGUAL

The Computer Skills (Bilingual) Class provides open-entry bilingual computer instruction to those interested in acquiring or improving computer skills. Instruction is in groups (Class Modules). Instruction is ideal for those with little or no computer experience.

The Computer Skills (Bilingual) Class provides:



- Class Modules for a variety of computer applications used in many jobs.

*Students enrolled in vocational programs, GED and AHS can use the lab to practice. ESL Students are welcome to use the programs to practice English.*

## CLASES DE COMPUTACION BILINGÜE

La clase de Educación en Computación Bilingüe ofrece módulos de clase de manera bilingüe a aquellas personas interesadas en mejorar sus habilidades de computación. La instrucción es ideal para aquellos que tienen poca ó no experiencia usando la computadora.

La clase de Educación en Computación Bilingüe ofrece:

- Módulos de clase de los programas de computación comúnmente usados en los trabajos.
- Módulos de clase de Mecanografía y otros temas.

*Los estudiantes inscritos en clases vocacionales, GED, AHS pueden usar el laboratorio para practicar. Estudiantes de ESL son bienvenidos para practicar inglés usando los programas.*

## Community Technology Centers Centros de Computación y Tecnología

Computer skills (Bilingual) Class modules offered during the following locations and times.

Los Módulos de clase se ofrecen durante los siguientes lugares y horarios.

### SCHOTT CAMPUS

310 W. PADRE STREET ROOM 17

805-898-8152

Monday – Thursday 10:30am - 8:00pm

Fridays: 11:00am – 3:30pm

### WAKE CAMPUS

300 N. TURNPIKE ROAD ROOM 6

805-683-8232

Monday – Thursday 10:00am - 7:30pm

Fridays: 11:00am – 3:00pm

**Note:** This class is an introduction to Computer Skills bilingual, all activities will be monitored and should be following instructors' lecture, or to practice in conjunction with a vocational program.  
**Not for personal use.**

**Nota:** Esta es una clase de educación en computación bilingüe, todas las actividades serán controladas y solo deberán seguir la lectura del maestro ó practicar para clases vocacionales.  
**No se permiten uso de computadoras para trabajo personal.**

## SBCC NONCREDIT EDUCATIONAL PROGRAMS

### CLASS MODULE SCHEDULES

### HORARIO DE LOS MÓDULOS DE CLASE

Community Technology Centers  
Centros de Computación y Tecnología



(16 weeks)

**Fall 2016**

Dates: August 22 — December 9

**Otoño 2016**

Fechas: Agosto 22 – Diciembre 9

# SCHEDULE FOR COMPUTER CLASS MODULES – FALL 2016

## HORARIO PARA LOS MÓDULOS DE CLASE – OTOÑO 2016

### SCHOTT CAMPUS (Room 17)

Monday Lunes	Tuesday Martes	Wednesday Miércoles	Thursday Jueves	Friday Viernes
10:35-11:30am <b>Intro to Internet/Email</b> Norma Grafius	10:35-11:30am <b>Intro to MS Office</b> Norma Grafius	10:35-11:30am <b>Intro to Internet/ Email</b> Norma Grafius	10:35-11:30am <b>Intro to MS Word</b> Norma Grafius	11:05-12:30pm <b>Intro to Internet/ Email</b> Araceli
11:35-12:40pm <b>Intro to Computers</b> Norma Grafius	11:35-12:40pm <b>Introduction to Typing</b> Norma Grafius	11:35-12:40pm <b>Intro to Computers</b> Norma Grafius	11:35-12:40pm <b>Intro to MS Excel</b> Norma Grafius	12:40-2:00pm <b>Introduction – MS Word</b> Araceli
12:45-1:55 pm <b>Intro to Movie Maker</b> Norma Grafius	12:45-1:55 pm <b>Intro to Photoshop</b> Norma Grafius	12:45-1:55pm <b>Intro to Internet/ Email</b> Norma Grafius	12:45-1:55pm <b>Intro to MS PowerPoint</b> Norma Grafius	2:10-3:25pm <b>Intro to Computers</b> Araceli
2:05-3:00pm <b>Intro to Multimedia</b> Raul	2:05-3:00pm <b>Intro to Multimedia</b> Raul	2:05-3:00pm <b>Intro to File management</b> Raul	2:05-3:00pm <b>Intro to File management</b> Raul	
3:05-3:40pm <b>Intro to Internet/ Email</b> Raul	3:05-3:40pm <b>Intro to Internet/ Email</b> Raul	3:05-3:40pm <b>Intro to Microsoft Office</b> Raul	3:05-3:40pm <b>Intro to Microsoft Office</b> Raul	
3:45-4:55pm <b>Intro to Photoshop</b> Raul	3:45-4:55pm <b>Intro to Photoshop</b> Raul	3:45-4:55pm <b>Intro to Movie Maker</b> Raul	3:45-4:55pm <b>Intro to Movie Maker</b> Raul	
5:00-5:30pm <b>Introduction to Typing</b> (M-W) Norma Bahena	5:00-5:30pm <b>Introduction to Typing</b> (T-TH) Norma Bahena	5:00-5:30pm <b>Introduction to Typing</b> (M-W) Norma Bahena	5:00-5:30pm <b>Introduction to Typing</b> (T-TH) Norma Bahena	
5:30-6:45pm <b>Intro to Internet/Email</b> (M-W) Norma Bahena	5:30-6:45pm <b>Introduction – MS Word</b> (T-TH) Norma Bahena	5:30-6:45pm <b>Intro to Internet/Email</b> (M-W) Norma Bahena	5:30-6:45pm <b>Introduction – MS Word</b> (T-TH) Norma Bahena	
6:45-7:55pm <b>Intro- MS PowerPoint</b> (M-W) Norma Bahena	6:45-7:55pm <b>Intro to Computers</b> (T-TH) Norma Bahena	6:45-7:55pm <b>Intro- MS PowerPoint</b> (M-W) Norma Bahena	6:45-7:55pm <b>Intro to Computers</b> (T-TH) Norma Bahena	

### WAKE CAMPUS (Room 6)

Monday Lunes	Tuesday Martes	Wednesday Miércoles	Thursday Jueves	Friday Viernes
10:05-11:25am <b>Intro-Microsoft Office</b> (M-T) Cesar Lara	10:05-11:25am <b>Intro-Microsoft Office</b> (M-T) Cesar Lara	10:05-11:25am <b>Intro to File Management</b> Antonieta (W-TH)	10:05-11:25am <b>Intro to File Management</b> Antonieta (W-TH)	
11:35-12:45pm <b>Intro to Photoshop CC</b> (M-T) Cesar Lara	11:35-12:45pm <b>Intro to Photoshop CC</b> (M-T) Cesar Lara	11:35-12:45pm <b>Introduction to Typing</b> Antonieta (W-TH)	11:35-12:45pm <b>Introduction to Typing</b> Antonieta (W-TH)	11:05-12:20pm <b>Intro to MS Excel</b> Friday Antonieta
12:50-2:15pm <b>Intro to Movie Maker</b> (M-T) Cesar Lara	12:50-2:15pm <b>Intro to Movie Maker</b> (M-T) Cesar Lara	12:50-1:55pm <b>Intro to MS Excel</b> (W-TH) Antonieta	12:50-1:55pm <b>Intro to MS Excel</b> (W-TH) Antonieta	12:25-1:45pm <b>Intro-Internet/ Email</b> Friday Antonieta
2:20-3:30pm <b>Introduction MS Excel</b> (M-T) Cesar Lara	2:20-3:30pm <b>Introduction MS Excel</b> (M-T) Cesar Lara	2:00-3:30pm <b>Intro to MS Office</b> (W-TH) Araceli	2:00-3:30pm <b>Intro to MS Office</b> (W-TH) Araceli	1:50-3:00pm <b>Intro to Movie Maker</b> Friday Antonieta
3:40-5:00pm <b>Introduction – MS Word</b> (M-T) Carlos	3:40-5:00pm <b>Introduction – MS Word</b> (M-T) Carlos	3:40-5:00pm <b>Intro to Computers</b> (W-TH) Araceli	3:40-5:00pm <b>Intro to Computers</b> (W-TH) Araceli	
5:10-6:15pm <b>Intro to Internet/Email</b> (M-T) Carlos	5:10-6:15pm <b>Intro to Internet/Email</b> (M-T) Carlos	5:05-5:55pm <b>Introduction to Typing</b> (W-TH) Araceli	5:05-5:55pm <b>Introduction to Typing</b> (W-TH) Araceli	
6:20-7:25pm <b>Introduction MS Excel</b> (M-T) Carlos	6:20-7:25pm <b>Introduction MS Excel</b> (M-T) Carlos	6:00-7:25pm <b>Intro to Internet/Email</b> (W-TH) Carlos	6:00-7:25pm <b>Intro to Internet/Email</b> (W-TH) Carlos	

#### Holidays Observed (CLOSED, Dias Festivos-CERRADO):

Labor Day, Monday, September 5  
Veterans Day, Viernes, November 11  
Thanksgiving Vacation Thursday-Saturday, November 24 - 26

- Class modules meet regularly on a weekly basis. **Los módulos de clase se reúnen semanalmente.**
- Class modules are open entry/exit; students may register at any time. **Los módulos de clase son de asistencia flexible.**

**Note:** The Computer Skills (Bilingual) class is an open entry/exit class you can register in any class modules at any time. Students are encouraged to be on time for scheduled class modules. Students who successfully complete the class will receive a participation card. Instructors could be re-assigned.

**Nota:** La clase de Educación en Computación bilingüe es una clase de acceso libre, usted se puede registrar en cualquiera de los módulos de clase en cualquier momento. Por favor llegue a tiempo a los módulos programados. Los estudiantes que completen la clase de manera satisfactoria recibirán una tarjeta de participación. Los profesores pueden ser re-asignados.