

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)

Spring 2017

Dates: January 17 — May 13

Primavera 2017

Fechas: Enero 17 – Mayo 13

SCHEDULE FOR COMPUTER CLASS MODULES – SPRING 2017

HORARIO PARA LOS MÓDULOS DE CLASE – PRIMAVERA 2017

SCHOTT CAMPUS (Room 17)

Monday Lunes	Tuesday Martes	Wednesday Miércoles	Thursday Jueves	Friday Viernes
10:35-11:30am Intro to Microsoft Office (M-W) Norma Grafius	10:35-11:30am Intro to Internet/Email (T-TH) Norma Grafius	10:35-11:30am Intro to Microsoft Office (M-W) Norma Grafius	10:35-11:30am Intro to Internet/Email (T-TH) Norma Grafius	
11:35-12:40pm Intro to Internet/Email (M-W) Norma Grafius	11:35-12:40pm Intro to MS Word (T-TH) Norma Grafius	11:35-12:40pm Intro to Internet/Email (M-W) Norma Grafius	11:35-12:40pm Intro to MS Word (T-TH) Norma Grafius	11:05-12:30pm Intro to Computers Araceli Friday
12:45-1:55 pm Intro to MS Word (M-W) Norma Grafius	12:45-1:55 pm Intro to Microsoft Office (T-TH) Norma Grafius	12:45-1:55pm Intro to MS Word (M-W) Norma Grafius	12:45-1:55pm Intro to Microsoft Office (T-TH) Norma Grafius	12:40-2:00pm Intro to MS PowerPoint Araceli Friday
2:05-3:00pm Intro to MS Excel (M-T) Raul	2:05-3:00pm Intro to MS Excel (M-T) Raul	2:05-3:00pm Intro to Computers (W-TH) Raul	2:05-3:00pm Intro to Computers (W-TH) Raul	2:10-3:20pm Intro to Internet/Email Araceli Friday
3:05-3:40pm Intro- W. Operating System (M-T) Raul	3:05-3:40pm Intro-W. Operating System (M-T) Raul	3:05-3:40pm Intro to Internet/ Email (W-TH) Raul	3:05-3:40pm Intro to Internet/ Email (W-TH) Raul	
3:45-4:55pm Intro to Graphics (M-T) Raul	3:45-4:55pm Intro to Graphics (M-T) Raul	3:45-4:55pm Intro to MS Excel (W-TH) Raul	3:45-4:55pm Intro to MS Excel (W-TH) Raul	
5:00-5:30pm Introduction to Typing (M-W) Norma Bahena	5:00-5:30pm Introduction to Typing (T-TH) Norma Bahena	5:00-5:30pm Introduction to Typing (M-W) Norma Bahena	5:00-5:30pm Introduction to Typing (T-TH) Norma Bahena	
5:30-6:45pm Intro to Microsoft Office (M-W) Norma Bahena	5:30-6:45pm Intro to Computers (T-TH) Norma Bahena	5:30-6:45pm Intro to Microsoft Office (M-W) Norma Bahena	5:30-6:45pm Intro to Computers (T-TH) Norma Bahena	
6:45-7:55pm Intro to Internet/Email (M-W) Norma Bahena	6:45-7:55pm Intro to Graphics (T-TH) Norma Bahena	6:45-7:55pm Intro to Internet/Email (M-W) Norma Bahena	6:45-7:55pm Intro to Graphics (T-TH) Norma Bahena	

WAKE CAMPUS (Room 6)

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

Holidays Observed (CLOSED, Dias Festivos-CERRADO): Lincoln's Birthday– Friday, February 17, Presidents Day, Monday, February 20 and Spring Break from March 27 to April 1st.

- 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-assignados.