SANTA BARBARA CITY COLLEGE CAREER SKILLS INSTITUTE

Business • Design • Technology • Career

Spring 2019

January 14 - May 11

BUSINESS

ALL COURSES TUITION FREE

CRN	DEPT	Course	Class Name	Day	Start	End	Time	Rm	Instructor
65118	ACTW	NC001	Setting Up QuickBooks for Small Business	S	1/19/2019	2/9/2019	9:00-1:00 pm	5	Terry
64130	PD	NC001	Personalized Career Planning	S	1/19/2019	1/26/2019	9:00-1:00 pm	28/4	Eurman
63020	PRO	NC067	High Impact Presentations and Proposals	T	1/29/2019	1/29/2019	8:30-4:30 pm	28	Croyle
64893	PRO	NC051	Secrets of a Great Employee	W	1/30/2019	1/30/2019	8:30-4:30 pm	28	Croyle
64091	PRO	NC010	Project Management for Non-Project Managers	Th	1/31/2019	1/31/2019	8:30-4:30 pm	28	Welch
65092	PRO	NC019	Personality Styles and Difficult Relationships	F	2/1/2019	2/8/2019	9:00-1:00 pm	Schott 30	Croyle
64149	PD	NC002	Strategic Job Search	S	2/2/2019	2/9/2019	9:00-1:00 pm	28/4	Eurman
63734	PRO	NC028	Championing Diversity	T	2/5/2019	2/5/2019	8:30-4:30 pm	28	Johnson
65209	PRO	NC036	The Art of Negotiating and Collaborating	W	2/6/2019	2/6/2019	8:30-4:30 pm	EDDOFF	Pending
63030	PRO	NC002	Business Writing in the Technology Age	W	2/6/2019	2/6/2019	8:30-4:30 pm	28	Taylor
64536	PRO	NC039	Innovation and Creativity	Th	2/7/2019	2/7/2019	8:30-4:30 pm	28	Croyle
65233	PRO	NC017	Change is the New Constant	T	2/12/2019	2/12/2019	8:30-4:30 pm	28	Croyle
64537	PRO	NC068	Professional Etiquette	W	2/20/2019	2/20/2019	8:30-4:30 pm	28	Pending
65210	PRO	NC050	Best Practices in Customer Service	W	2/20/2019	2/20/2019	8:30-4:30 pm	EDDOFF	Zackrison
64092	PRO	NC011	Process Improvement	Th	2/21/2019	2/21/2019	8:30-4:30 pm	28	Zackrison
65093	PRO	NC036	The Art of Negotiating and Collaborating	F	2/22/2019	3/1/2019	9:00-1:00 pm	Schott 30	Pending
65119	ACTW	NC002	Monthly Procedures Using Quickbooks	S	2/23/2019	3/16/2019	9:00-1:00 pm	5	Terry
63735	PRO	NC032	Difficult Conversations	T	2/26/2019	2/26/2019	8:30-4:30 pm	28	Kasmar
64894	PRO	NC064	Accountability	W	2/27/2019	2/27/2019	8:30-4:30 pm	28	Starr
64895	PRO	NC044	Assertive Communication	Th	2/28/2019	2/28/2019	8:30-4:30 pm	28	Zackrison
63008	PRO	NC003	Time Management	T	3/5/2019	3/5/2019	8:30-4:30 pm	28	Croyle
63733	PRO	NC006	Leadership Skills	W	3/6/2019	3/6/2019	8:30-4:30 pm	28	Kasmar
65211	PRO	NC019	Personality Styles and Difficult Relationships	W	3/6/2019	3/6/2019	8:30-4:30 pm	EDDOFF	Welch
64896	PRO	NC025	Resolving Differences in the workplace	Th	3/7/2019	3/7/2019	8:30-4:30 pm	28	Zackrison
65094	PRO	NC050	Best Practices in Customer Service	F	3/8/2019	3/15/2019	9:00-1:00 pm	Schott 30	Croyle
62991	PRO	NC033	Successfully Managing & Developing People	Th	3/14/2019	3/21/2019	8:30-4:30 pm	28	Croyle
63021	PRO	NC005	Critical Thinking, Problem Solving & Decision ...	T	3/19/2019	3/19/2019	8:30-4:30 pm	28	Croyle
64577	PRO	NC038	Increasing Productivity	W	3/20/2019	3/20/2019	8:30-4:30 pm	28	Zackrison
65212	PRO	NC051	Secrets of a Great Employee	W	3/20/2019	3/20/2019	8:30-4:30 pm	EDDOFF	Pending
63023	PRO	NC004	Communication Strategies for the Workplace	T	4/2/2019	4/2/2019	8:30-4:30 pm	28	Kasmar
65213	PRO	NC028	Championing Diversity in the Workplace	W	4/3/2019	4/3/2019	8:30-4:30 pm	EDDOFF	Johnson
64897	PRO	NC012	Supervisory Skills	W	4/3/2019	4/3/2019	8:30-4:30 pm	28	Pending
64898	PRO	NC035	Workplace Politics	Th	4/4/2019	4/4/2019	8:30-4:30 pm	28	Croyle
65095	PRO	NC002	Business Writing in the Technology Age	F	4/5/2019	4/12/2019	9:00-1:00 pm	Schott 30	Taylor
65120	ACTW	NC003	Year End Procedures Using Quickbooks	S	4/6/2019	4/27/2019	9:00-1:00 pm	5	Terry
63015	PRO	NC021	Coaching Skills	Th	4/11/2019	4/11/2019	8:30-4:30 pm	28	Welch
63029	PRO	NC015	Building High Performance Teams	T	4/16/2019	4/16/2019	8:30-4:30 pm	28	Kasmar
63871	PRO	NC019	Personality Styles and Difficult Relationships	W	4/17/2019	4/17/2019	8:30-4:30 pm	28	Croyle
65214	PRO	NC068	Professional Etiquette	W	4/17/2019	4/17/2019	8:30-4:30 pm	EDDOFF	Pending
64093	PRO	NC013	Emotional Intelligence	Th	4/18/2019	4/18/2019	8:30-4:30 pm	28	Backelin
65096	PRO	NC003	Time Management	F	4/19/2019	4/26/2019	9:00-1:00 pm	Schott 30	Pending
63003	PRO	NC050	Best Practices in Customer Service	W	4/24/2019	4/24/2019	8:30-4:30 pm	28	Starr
63017	PRO	NC036	The Art of Negotiating and Collaborating	Th	4/25/2019	4/25/2019	8:30-4:30 pm	28	Welch
64568	PRO	NC014	Motivating Others and Yourself	W	5/1/2019	5/1/2019	8:30-4:30 pm	28	Croyle
65216	PRO	NC064	Accountability	W	5/1/2019	5/1/2019	8:30-4:30 pm	EDDOFF	Pending
64095	PRO	NC017	Change is the New Constant	Th	5/2/2019	5/2/2019	8:30-4:30 pm	28	Pending
65097	PRO	NC005	Critical Thinking, Problem Solving & Decision Making	F	5/3/2019	5/10/2019	9:00-1:00 pm	Schott 30	Croyle

DESIGN

CRN	DEPT	Course	Class Name	Day	Start	End	Time	Rm	Instructor
65046	GDP	NC010	Introduction to Adobe Illustrator	T/Th	1/15/2019	2/19/2019	6:30 -8:35 pm	3	Dempsay
64959	MAT	NC003	Photoshop	F	1/18/2019	3/22/2019	9:00-11:30 am	3	Musacchio
63080	PHOT	NC001	Digital Cameras, Digital Photos	T/Th	1/29/2019	2/12/2019	4:00-6:00 pm	3	Place
64127	PHOT	NC002	Photoshop for Digital Photographers	T/Th	2/19/2019	3/21/2019	4:00-6:15 pm	3	Dempsay
63716	DRFT	NC001	Intro to 3D Printing	S	2/23/2019	3/16/2019	9:00-1:00 pm	OE 16	Arias del Cid
64125	GDP	NC041	Producing a Digital Newsletter	S	3/16/2019	3/23/2019	9:00 -1:00 pm	3	Dempsay
64124	GDP	NC001	Digital Design Techniques	T/Th	4/2/2019	5/2/2019	4:00-6:15 pm	3	Dempsay
65116	GDP	NC010	Introduction to Adobe Illustrator	F	4/5/2019	5/17/2019	9:00-12:20 pm	3	Musacchio
65117	PHOT	NC001	Digital Cameras, Digital Photos	F	4/5/2019	5/3/2019	1:00-3:00 pm	3	Chuck Place
64103	DRFT	NC002	Design and Prototyping Workshop	S	4/6/2019	4/27/2019	9:00-1:00 pm	OE 16	Arias del Cid
65091	GDP	NC042	Producing a Digital Magazine	S	4/6/2019	4/13/2019	9:00-1:00 pm	3	Dempsay
63721	GDP	NC005	Photoshop Overview	S	4/20/2019	4/27/2019	9:00am-2:00 pm	3	Burkhardt
63053	MAT	NC010	Adobe Lightroom Essentials	S	5/4/2019	5/11/2019	9:00-1:00 pm	3	Burkhardt

Classes and instructors are subject to change

All classes take place at Wake Campus 300 N Turnpike Road unless otherwise noted
EDDOFF-Employment Development Office-130 E Ortega SB · Schott –310 W Padre Street · OE16 –Main Campus 721 Cliff Drive

TECHNOLOGY

ALL COURSES TUITION FREE

CRN	DEPT	Course	Class Name	Day	Start	End	Time	Rm	Instructor
64109	COMP	NC014	Facebook for Business	F	1/18/2019	1/18/2019	8:30-4:30 pm	4	Starr
65102	COMP	NC037	Living the iLife	F	1/18/2019	3/22/2019	12:30-3:00 pm	3	Musacchio
63699	COMP	NC080	Setting Up a Blog	S	1/19/2019	1/26/2019	9:00-1:00 pm	3	Place
64114	COMP	NC022	Computers for Beginners	T	1/22/2019	2/19/2019	4:00-6:15 pm	4	Eggli
64107	COMP	NC012	How to Use Google Drive to Maximize Performance	T/Th	1/22/2019	2/14/2019	12:30-2:30 pm	4	Eggli
64112	COMP	NC019	YouTube for Business	F	1/25/2019	1/25/2019	8:30-4:30 pm	4	Starr
64148	COMP	NC030	Intro to the Macintosh	M/W	1/28/2019	2/20/2019	3:15-5:45 pm	3	Musacchio
64974	COMP	NC051	Intro to MS Word (MAC)	M	1/28/2019	2/11/2019	**9:00-12:10 pm**	3	Eggli
63709	CNEE	NC070	Intro. to Handheld Devices	Th	1/31/2019	2/21/2019	9:00-11:15 pm	4	Eggli
63928	COMP	NC063	Introduction to MS Excel	Th	1/31/2019	2/21/2019	6:30-8:55 pm	5	Wong
63746	LIBR	NC001	Online Research Skills	F	2/1/2019	2/1/2019	8:30-4:30 pm	5	Pending
65031	COMP	NC016	Pinterest/Instagram for Business	F	2/1/2019	2/1/2019	8:30-4:30 pm	4	Starr
63747	LIBR	NC002	Presenting Research with Infographics	F	2/8/2019	2/8/2019	8:30-4:30 pm	5	Pending
64111	COMP	NC017	LinkedIn for Business	F	2/8/2019	2/8/2019	8:30-4:30 pm	4	Starr
63700	COMP	NC081	Create Compelling Content	S	2/9/2019	2/9/2019	8:30-4:30 pm	3	Cooper
65198	COMP	NC015	Twitter for Business	F	2/22/2019	2/22/2019	8:30-4:30 pm	4	Starr
64975	COMP	NC063	Intro. to MS Excel	M	2/25/2019	3/11/2019	11:00-2:45 pm	3	Eggli
64116	COMP	NC031	Intro. to Mac OS X Level 1	M/W	2/25/2019	3/18/2019	3:15-5:45 pm	3	Musacchio
64121	COMP	NC041	E-mail for Beginners	T	2/26/2019	3/19/2019	4:00-6:25 pm	5	Eggli
65032	COMP	NC051	Intro. to MS Word	Th	2/28/2019	3/21/2019	6:30-8:50 pm	5	Wong
63683	COMP	NC042	Optimizing Photos for Internet & E-mail	S	3/2/2019	3/9/2019	9:00-2:00 pm	3	Place
64108	COMP	NC013	The Best Cloud Backup Options to Protect Your Data	T/Th	3/5/2019	3/14/2019	12:30-2:30 pm	4	Eggli
63671	COMP	NC023	Windows Basics	Th	3/7/2019	4/11/2019	9:00-11:15 am	4	Eggli
64970	COMP	NC040	Searching the Web	F	3/8/2019	3/15/2019	9:00-2:00 pm	4	Eggli
64117	COMP	NC032	Intro. to Mac OS X Level 2	M/W	4/1/2019	4/22/2019	3:15-5:45 pm	3	Musacchio
63693	**COMP**	**NC062**	**Basic Spreadsheets for Beg.**	**M**	**4/1/2019**	**4/29/2019**	**9-11:15 am**	**4**	**Eggli**
64106	COMP	NC011	Best Business Apps	T/Th	4/2/2019	4/11/2019	12:30-2:30 pm	4	Eggli
64122	COMP	NC050	Word Processing Basics for Beginners	T	4/2/2019	4/30/2019	4:00-6:15 pm	4	Eggli
63689	COMP	NC055	Basic PowerPoint (MAC)	Th	4/4/2019	4/18/2019	12:00-3:20 pm	3	Burkhardt
65044	COMP	NC063	Intro. to MS Excel	S	4/6/2019	4/13/2019	9:00-2:00 pm	4	**Wong**
63674	COMP	NC024	Intro. to Windows	F	4/12/2019	4/19/2019	9:00-2:00 pm	4	Eggli
64971	COMP	NC020	How to use a Computer Keyboard and Mouse for Beginners	M	4/15/2019	5/6/2019	4:00-6:15 pm	4	Eggli
64972	COMP	NC036	Intro to iTunes, iPods and iPads	Th	4/18/2019	5/9/2019	12:00-2:15 pm	4	Eggli
63692	COMP	NC058	Basic Outlook	Th	4/18/2019	5/9/2019	4:00-6:15 pm	4	Eggli
63685	COMP	NC051	Intro. to MS Word	S	4/27/2019	5/4/2019	9:00-2:00 pm	4	**Wong**
64973	COMP	NC055	Basic PowerPoint (PC)	F	5/3/2019	5/10/2019	9:00-2:00 pm	4	Eggli

Career **Denotes additional requirements and must call 805-683-8160 Student Services*

CRN	DEPT	Course	Class Name	Day	Start	End	Time	Rm	Instructor
64977	AH	NC020	*Personal Care Attendant I: Basic Care	M/W	1/14/2019	3/13/2019	5:30-8:30 pm	14	Noggle
64866	CT	NC153	Electrical Mathematics	T	1/14/2019	5/11/2019	6:30-9:35 pm	24	Bennett
64867	CT	NC153	Electrical Mathematics	M	1/14/2019	5/11/2019	6:00-9:15 pm	RODBON	Bennett
65269	CT	NC153	Electrical Mathematics	W	1/14/2019	5/11/2019	6:30-9:35 pm	24	Bennett
63728	EH	NC104	Advanced Green Gardening	T/ Th	1/14/2019	5/11/2019	5:00-7:30 pm	26	Carmona
65033	EH	NC001	Green Gardener: Module 1 (Spanish)	M	1/14/2019	3/18/2019	5:00-7:30 pm	26	Carmona
63114	AH	NC020	*Personal Care Atten I: Basic Care	M/W	1/14/2019	3/13/2019	5:30-7:50 pm	14	Noggle
63198	AH	NC006	*Medical Assistant II-Admin and Clinical	Th	1/15/2019	2/14/2018	5:45-9:20 pm	14	Lee
63198	AH	NC006	*Medical Assistant 1B	T/Th	1/15/2019	2/14/2019	5:45-9:20 pm	14	Lee
65034	EH	NC001	Green Gardener: Module 1	W	1/16/2019	3/13/2019	5:00-7:15 pm	26	Carmona
64491	CT	NC011	Intermediate Construction Framing	Th	1/17/2019	2/7/2019	5:00-7:50 pm	24	Cunningham
65175	EH	NC001	Green Gardener: Module 1	F	1/18/2019	3/22/2019	4:00-6:15 pm	UCFSH	Carmona
63701	CA	NC013	ServSafe: Module A	W	1/23/2019	2/27/2019	3:00-5:00 pm	SAHH	Hobbins
63704	CA	NC014	ServSafe: Module B	Th	1/24/2019	2/28/2019	3:00-5:00 pm	SAHH	Hobbins
64492	CT	NC012	Intermediate Construction Finish Carpentry	Th	2/14/2019	3/7/2019	5:00-7:50 pm	24	Cunningham
64976	AH	NC007	*Medical Assistant II	Th	3/7/2019	4/16/2019	6:00-8:00 pm	14	Lee
64493	CT	NC013	Intermediate Construction Electrical	Th	3/14/2019	4/11/2019	5:00-7:50 pm	24	Cunningham
64978	AH	NC021	*Personal Care Attendant I: Dementia	M/W	4/1/2019	4/22/2019	5:30-8:30 pm	14	Noggle
63209	EH	NC002	Green Gardener Module 2 (Spanish)	M	4/1/19	5/6/2019	5:00-7:15 pm	26	Carmona
63210	EH	NC002	Green Gardener: Module 2	W	4/3/2019	5/8/2019	5:00-7:15 pm	26	Carmona
65176	EH	NC002	Green Gardener: Module 2	F	4/5/2019	5/10/2019	4:00-6:15 pm	UCFSH	Carmona
64494	CT	NC014	Construction Measuring and Estimating	Th	4/18/2019	5/9/2019	5:00-7:50 pm	24	Cunningham

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Register now! www.sbcc.edu/extendedlearning/

csi@sbcc.edu ● 805-683-8282 ● Wake Campus, 300 N Turnpike Road, Santa Barbara CA 93111

Updated as of 11/27/2018 –Red denotes changes since catalog