

TRAINING FOR TODAY!



Your professional career gets better only when YOU get better

Investing in your professional training is one of the most essential life decisions you will ever make. The SBCC Career Skills Institute (CSI) meets your professional development needs in the areas of Business, Design, Technology, and Career Education.

All CSI courses are tuition-free and packaged to enable you to earn a certificate and a digital badge demonstrating you have mastered new skills.

Upcoming Career Skills Institute Fall Classes Tuition FREE

Business

CRN	Dept	Course	Title	Days	Start	End	Times	Loc	Instructor
39271	PRO	NC017	Change is the new Constant	TH	10/11	10/11	8:30-4:30 pm	28	Croyle
40230	ACCT	NC002	Monthly Procedures using QuickBooks	S	10/13	11/3	9:00 am-1:00 pm	5	Terry
39738	PRO	NC050	Best Practice in Customer Service	T	10/16	10/16	8:30-4:30 pm	28	Starr
39732	PRO	NC006	Leadership Skills	W	10/17	10/17	8:30-4:30 pm	28	Kasmar
39735	PRO	NC044	Assertive Communication	TH	10/18	10/18	8:30-4:30 pm	28	Zackrisson
39833	PD	NC001	Personalized Career Planning	S	10/20	10/27	9:00-1:00 pm	28/4	Eurman
39865	PRO	NC032	Difficult Conversations	W	10/24	10/24	8:30-4:30 pm	28	Zackrisson
39868	PRO	NC064	Accountability	T	10/30	10/30	8:30-4:30 pm	28	Kasmar
39274	PRO	NC033	Successfully Managing and Developing People	W	10/31	11/7	8:30-4:30 pm	28	Croyle

Design

CRN	Dept	Course	Title	Days	Start	End	Times	Loc	Instructor
39303	MAT	NC010	Adobe Lightroom Essentials	S	10/6	10/13	9:00-1:00 pm	3	Burkhardt
39771	DRFT	NC002	Product Design & Prototyping Workshop	S	10/13	11/03	9:00-1:00 pm	OE16	Arias delCid
39308	PHOT	NC002	Photoshop for Digital	T/Th	10/16	11/3	5:30-8:00 pm	3	Burkhardt

39290	GDP	NC005	Photoshop Overview	S	10/27	11/3	9:00-2:00 pm	3	Burkhardt
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Technology

CRN	Dept	Course	Title	Days	Start	End	Times	LOC	Instructor
39681	CNEE	NC103	Keeping a PC Hard Disk Clean &Organized	S	10/6	10/13	9:00 am-2:00 pm	4	Eggli
39671	COMP	NC036	Intro to iTunes, iPods, and iPads	M	10/8	10/29	4:00-6:15 PM	3	Eggli
39670	COMP	NC031	Introduction to Mac OS X Level 1	T/TH	10/9	10/30	9:00-11:35 am	3	Burkhardt
39673	COMP	NC041	Email for Beginners (MAC)	T	10/9	10/30	1:00-3:15 pm	3	Eggli
39319	COMP	NC050	Word Processing Basics for Beginners	W	10/10	11/7	12:30-2:45 pm	4	Eggli
40690	COMP	NC055	Basic PowerPoint	T	10/16	11/06	6:30 pm-8:55 pm	4	Wong
40247	COMP	NC016	Twitter for Business	F	10/26	10/26	8:30 am-4:30 pm	4	Starr
39676	COMP	NC055	Basic PowerPoint	TH	11/1	11/29	12:00-2:15 pm	4	Eggli
39322	COMP	NC058	Basic Outlook	S	11/3	11/10	9:00 am-2:00 pm	4	Eggli

Career

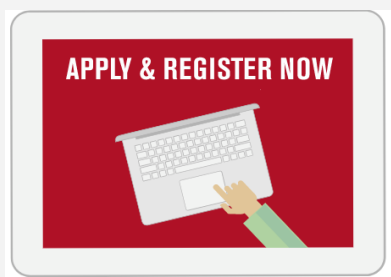
CRN	Dept	Course	Title	Day	Start	End	Times	Loc	Instructor
38730	CT	NC003	Construction Electrical	T	10/23	11/13	5:00-7:45 pm	24	Cunningham
39434	EH	NC002	Green Gardener Module 2	W	11/7	11/28	4:30-8:15 pm	26	Carmonma
39287	EH	NC002	Green Gardener: Module 2	M	11/19	12/10	4:30 pm-8:15 pm	26	Carmona

Note all classes take place at the Wake Campus unless noted otherwise

Vince Wong

Mastered Certified Microsoft Office Specialist

Vince has over 20 years of computer instruction experience in the Central Coast area. He has earned high remarks from his peers and clients and well respected in the Santa Barbara teaching community. Vince's enthusiasm, dynamic style of teaching, and ability to clearly communicate concepts to users enables participants to learn computer applications like they have never learned before. His workshops are delivered with humor and practical visual aids. Participants are sure to come out of his workshops with valuable tips, techniques, and shortcuts that will increase productivity in the workplace. Vince will inspire and teach you how to "Work Smarter, Not Harder!"



Learn more about our CSI digital badges and courses from our CSI staff at (805) 683-8282 or email Emma Cruz at cruze@sbcc.edu. We will guide you through the application process and answer your questions.

We offer training to adults re-entering the workforce and to any student interested in up-skilling in the areas of business, technology and design. Short courses are offered each week. We partner with employers in the community to complement their own employee training program.

Visit us at the SBCC Wake Campus or online at sbcc.edu/csi for more information.

Apply today to reserve your spot in class!

