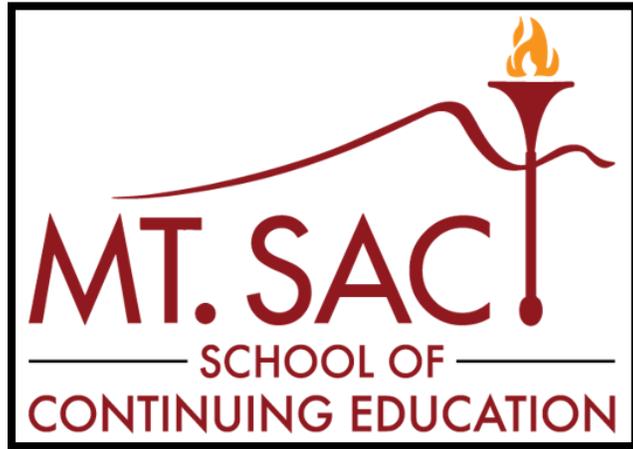


# Vocational Re-Entry Class Schedule Fall 2023



**August 28 to December 17, 2023**  
**Holidays: 9/4, 11/10, 11/23, and 11/24**  
**Registration begins on Monday, July 10**

## Contact Us

### Phone

Registration inquiries: 909-274-4220

Program inquiries: 909-274-4192

### Email

[vre@mtsac.edu](mailto:vre@mtsac.edu)

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## Class Location Key

### **BPSC ... Baldwin Park Julia McNeil Senior Center**

4100 Baldwin Park Blvd,  
Baldwin Park, CA 91706  
(626) 813-5245

### **CSCC ... Covina Senior & Community Center**

815 North Barranca Avenue  
Covina, CA 91723  
Phone: (626) 430-2284

### **DBC ... Diamond Bar Center**

1600 S. Grand Ave.  
Diamond Bar, CA 91765  
Phone: (909) 839-7070

### **GSC ... Gibson Senior Center**

250 N. 3<sup>rd</sup> Ave.,  
Upland, CA 91786  
Phone: (909) 981-4501

### **IRWN ... Irwindale Senior Citizen's Center**

16116 Arrow Hwy.  
Irwindale, CA 91706  
Phone: (626) 430-2284

### **LV ... La Verne Community Center**

3680 D Street  
La Verne, CA 91750  
Phone: (909) 596-8776

### **Mt. SAC ... Mt. San Antonio College**

1100 N. Grand Ave.  
Walnut, CA 91789  
Phone: (909) 274-4220

### **PSC ... Palomares Senior Center**

499 East Arrow Highway  
Pomona, CA 91767  
Phone: (909) 620-2324

### **SD ... San Dimas Senior/Community Center**

201 E. Bonita Ave.  
San Dimas, CA 91773  
Phone: (909) 394-6293

### **SOP ... Shadow Oak Park**

2121 Shadow Oak Dr.  
West Covina, CA 91792  
Phone: 626-965-0328

### **WALT ... Walnut Senior Center**

21215 La Puente Rd.  
Walnut, CA 91789  
Phone: (909) 598-6200

### **WCSCC ... West Covina Senior Citizen's Center**

2501 E. Cortez St.  
West Covina, CA 91791  
Front desk (626) 331-5366

### **WPK ... Washington Park**

865 E. Grand Avenue  
Pomona, CA 91766  
Phone: (909) 620-2305

### **WSSC ... William Steinmetz Senior Center**

1545 South Stimson Avenue  
Hacienda Heights, CA 91745  
Phone: (626) 934-7041

## Registration Information

Registration begins on Monday, July 10.

### How to Register for a Class

**Online:** Students taking online classes must complete the noncredit application online each semester. After completing the noncredit application, we will contact you and help you register for classes. The noncredit application is available online at [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp)

**In Person:** Students taking classes in person can complete the noncredit application online at [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp). Or, students can complete a white registration card. This registration card serves as your application and registration document. You can get a blank white registration card from your teacher. After filling it out completely, please give it back to your teacher for processing.

**In Person Technology Classes:** You must come in person to the center where you plan to take class to register for all in person computer classes including Digital Photography, Mobile Information Technology, and Internet Research. Each person must register for themselves. Students may not register for anyone else. Registration is first come first served. If you miss the dates listed below, you may attend on the first day of class to see if space is still available.

Diamond Bar Center	Tuesday, July 11	10:00 AM – 12:00 PM
Washington Park Center, Pomona	Wednesday, July 12	10:00 AM – 12:00 PM
West Covina Senior Citizen's Center	Thursday, July 13	9:00 AM – 11:00 AM
Walnut Senior Center	Tuesday, July 18	9:00 AM – 11:00 AM
La Verne Community Center	Wednesday, July 19	10:00 AM – 12:00 PM
Palomares Senior Center, Pomona	Thursday, July 20	10:00 AM – 12:00 PM
San Dimas Senior/Comm. Center	Monday, July 24	9:00 AM – 11:00 AM
Irwindale Senior Center	Tuesday, July 25	10:00 AM – 12:00 PM
Julia McNeill Senior Center, Baldwin Park	Wednesday, July 26	11:00 AM – 1:00 PM

### Need help?

Come see us in person! We have application workshops and registration support dates out in the community at a location near you. See the following pages for details.

# Fall 2023

## Registration Support Days

Fall Term: August 28 - December 15



Scan to view instructions on how to register



Fall 2023  
Registration Opens  
July 10

Need Help? Come see us!

<b>Mon. July 10</b>	10am-12pm	Heritage Park, Diamond Bar
<b>Tue. July 11</b>	10am-12pm	Diamond Bar Center
<b>Wed. July 12</b>	10am-12pm	Washington Park Community Center, Pomona
<b>Thur. July 13</b>	9am-11am	West Covina Senior Citizen's Center
<b>Tue. July 18</b>	9am-11am	Walnut Senior Center
<b>Wed. July 19</b>	10am-12pm	La Verne Community Center
<b>Thur. July 20</b>	10am-12pm	Palomares Senior Center, Pomona
<b>Mon. July 24</b>	9am-11am	San Dimas Senior Center
<b>Tue. July 25</b>	10am-12pm	Irwindale Senior Center
<b>Wed. July. 26</b>	11am-1pm	Julia McNeil Senior Center, Baldwin Park

### Registration Inquiries

📞 909-274-4220  
✉ eoa@mtsac.edu  
🌐 mtsac.edu/eoa

### Follow us on Social Media

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📘 @mtsaceoa  
📷 @mtsac\_eoa

**Fall 2023**

## **Registration for Computer Classes**

You must come in person to the center where you plan to take class to register for all in person computer classes including Digital Photography, Mobile Information Technology, and Internet Research. Each person must register for themselves. Students may not register for anyone else. Registration is first come first served. If you miss the dates listed below, you may attend on the first day of class to see if space is still available.

**Diamond Bar Center - Tuesday, July 11; 10am-12pm**

**Washington Park Center, Pomona - Wednesday, July 12; 10am-12pm**

**West Covina Senior Citizen's Center - Thursday, July 13; 9am-11am**

**Walnut Senior Center - Tuesday, July 18; 9am-11am**

**La Verne Community Center - Wednesday, July 19; 10am-12pm**

**Palomares Senior Center, Pomona - Thursday, July 20; 10am-12pm**

**San Dimas Senior Center - Monday, July 24, 9am - 11am**

**Irwindale Senior Center - Tuesday, July 25; 10am-12pm**

**Julia McNeill Senior Center, Baldwin Park - Wednesday, July 26; 11am-1pm**

### **Contact Us**

**Vocational Re-Entry (VRE)**

 **909-274-4192**

 **vre@mtsac.edu**

## Additional Program Information

### About the Vocational Re-Entry Program

Mt. San Antonio College's School of Continuing Education offers vocational re-entry (VRE) courses and certificates for adults returning to the workforce and as a means of supplemental income. Classes are available online, on campus, and at various locations and community centers. Students enroll in these classes to learn vocational skills that they can use to start a new career, start their own business, earn additional income, or to support their community. Students can earn certificates in Office Computer Applications, Basic Excel Applications, Basic Computer Presentations & Publication, Microenterprise, or Sewing & Tailoring.

### Do you have questions about a class?

All faculty members teach their classes slightly differently based on their knowledge, expertise, and teaching philosophy. It is the policy of Mt. San Antonio College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge. If you have questions about a specific class, we encourage you to email the faculty member.

### Course Modality

Course Modality refers to how an instructor delivers their course.

- **In Person Learning** takes place at a physical location at specific days/times.
- **Synchronous Learning** is online learning that happens in real time. This means that you, your classmates, and your instructor interact in a Zoom call through Canvas at a specific time.
- **Asynchronous Learning** is online learning that happens both in real time and on your schedule. All asynchronous classes have a weekly live Zoom call. In addition to the Zoom call, you are responsible for doing some work independently. You will be required to read, watch videos, participate in online discussion forums, or complete assignments outside of the scheduled Zoom time. You have the ability to access and satisfy these requirements within a flexible time frame.

### Counseling

Our Vocational Re-Entry (VRE) counselors provide career, academic, and personal guidance. If you are in need of support, they can connect you with applicable campus and community services. They are here to help you achieve your goals!

If you are in need of counseling, please contact us at 909-274-4192 to schedule an appointment.

## **VRE Programs**

### **Office Computer Applications - Level 1**

This certificate is designed to prepare students for entry-level office support employment. Completion of the certificate provides students with basic skills for a computerized office environment.

### **Office Computer Applications - Level 2**

This certificate in Office Computer Applications - Level 2 prepares students with an array of office computer skills for a computerized office environment.

### **Basic Excel Applications**

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today's emerging computerized office environment.

### **Basic Computer Presentation and Publication**

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today's emerging computerized office environment.

### **Microenterprise**

This certificate is designed to prepare students to start and manage a home-based business for self-employment or obtain a job in the field of business management. Students will gain knowledge and skills in the essentials of starting a small business, requirements of local/state/federal organizations, and best practices in hiring as well as in sales and marketing strategies.

### **Sewing & Tailoring**

This certificate in Sewing and Tailoring is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire specific skills used in today's emerging fashion industry for tailors, dressmakers or custom sewers to master each phase of the apparel process to produce made-to-measure garments. Jobs such as alterations sewer, alterations tailor, bridal gown fitter, coat cutter, coat maker, couture dressmaker, dress fitter, fur tailor, garment fitter, and suit maker.

If you'd like to learn more about earning a certificate, please meet with a counselor. Contact us at 909-274-4192 to schedule an appointment.

## Class Schedule

### Sewing, Jewelry, and Other Artisan Crafts

#### VOC ESD09 Sewing and Design

Basic Sewing techniques, including basic tailoring, pattern reading, cutting and style design to construct professional-looking garments.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23762	M	8:30 AM	11:35 AM	8/28	12/11	LV	Stringfellow, Susan sstringfellow1@mtsac.edu
23763	M	12:30 PM	3:35 PM	8/28	12/11	LV	Stringfellow, Susan sstringfellow1@mtsac.edu
23764	M	5:30 PM	8:35 PM	8/28	12/11	SD	Stringfellow, Susan sstringfellow1@mtsac.edu
23761	M	3:30 PM	5:20 PM	8/30	12/13	GSC	Sanchez, Angelica vrc@mtsac.edu
23759	Th	9:00 AM	12:05 PM	8/31	12/14	DBC	Berumen, Noelia nberumen4@mtsac.edu
23760	Th	12:30 PM	3:35 PM	8/31	12/14	DBC	Stringfellow, Susan sstringfellow1@mtsac.edu
23758	Th	1:00 PM	3:50 PM	8/31	12/14	BPSC	Hinkens, Diane dhinkens@mtsac.edu

#### VOC ST1 Sewing and Tailoring 1

Patternmaking and garment fitting with flat pattern and draping methods, learned through process of creating a personal fitting form.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23920	W	9:00 AM	12:05 PM	8/30	12/13	LV	Stringfellow, Susan sstringfellow1@mtsac.edu

## VOC ST2 Sewing and Tailoring 2

Haute couture garment construction, including couture tailoring techniques for inner structure, finishing, and achieving superior overall appearance.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23921	W	12:30 PM	3:35 PM	8/30	12/13	LV	Stringfellow, Susan sstringfellow1@mtsac.edu

## VOC ESD07 Handcrafted Needlework/for Retail Sales and Boutique

Needlework technique including knitting, crocheting, embroidery, needlepoint for plastic canvas and emerging technology to construct finished products for sale.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23754	M	1:30 PM	4:20 PM	8/28	12/11	CSCC	Beightol, Donna dbeightol@mtsac.edu
23755	T	9:00 AM	11:50 AM	8/29	12/12	SD	Beightol, Donna dbeightol@mtsac.edu

## VOC ESD10 Beginning Decorative Production for Retail Sales

Introduction to decorative painting including painting on a variety of surfaces using tole brush strokes used in folk art.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23765	M	6:00 PM	8:30 PM	8/28	12/11	ONLINE - Synchronous	Beightol, Donna dbeightol@mtsac.edu

## VOC ESD11 Intermediate Decorative Art Production for Retail Sales

Intermediate tole art brush strokes on a variety of surfaces using acrylic paints and associated mediums to create products.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23766	Th	1:00 PM	3:35 PM	8/31	12/14	SD	Beightol, Donna dbeightol@mtsac.edu

**VOC ESD08 Jewelry Production and Design for Retail Sales**

Design and construct wire-worked jewelry using beads and stones with various methods of wire wrapping, coiling, hammering and emerging technology.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23756	F	8:55 AM	12:00 PM	9/1	12/15	SD	Paphatsarang, Bounyou bpaphatsarang@mtsac.edu
23757	F	12:55 PM	4:00 PM	9/1	12/15	WALT	Paphatsarang, Bounyou bpaphatsarang@mtsac.edu

**VOC ESD15 Jewelry and Lapidary Production Design**

Jewelry making, stone cutting, polishing, and lapidary work, using emerging technology.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23767	Th	1:00 AM	3:50 PM	8/31	12/14	Mt. SAC; 80-1200	Sanchez, Angelica vre@mtsac.edu

## Computer Skills

### VOC CPNET Basic Computing – Internet Research

Fundamental Internet functions including terminology, email, search engines and research tools.

CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23736	T	12:30 PM	3:20 PM	8/29	12/12	PSC	Perez, Ruben rperez10@mtsac.edu
23733	W	9:00 AM	12:05 PM	8/30	10/18	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Bloom, Danielle dbloom@mtsac.edu
23741	Th	9:00 AM	11:50 AM	8/31	12/14	WCSCC	Kretschmar, Judith jkretschmar@mtsac.edu
23729	F	9:00 AM	11:50 AM	9/1	12/15	BPSC	Kaur, Sarabjit skaur5@mtsac.edu

### VOC CPCC Creative Computing

Creative skills in utilizing graphic designs for projects such as business cards, letterhead, labels, flyers, Posters, greeting cards, and computer-generated fabric designs.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23723	T	9:00 AM	12:05 PM	8/29	12/12	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Bloom, Danielle dbloom@mtsac.edu
23722	F	9:00 AM	11:50 AM	9/1	12/15	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Zapata, Kristine kzapata5@mtsac.edu

### VOC CPDI Digital Photography for the Beginner

Digital camera operations, image management, composition and use of graphics software.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23728	M	9:00 AM	11:50 AM	8/28	12/11	WALT	Lam, Steven slam78@mtsac.edu
23727	Th	9:00 AM	11:50 AM	8/31	12/14	SD	Lam, Steven slam78@mtsac.edu

## VOC MIT Mobile Information Technology

Introduction to mobile information technology for skills, concepts, and principles to safely and effectively use mobile platform devices and the internet.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23819	M	1:00 PM	3:50 PM	8/28	12/11	DBC	Ndirangu-Mwathi, Agnes andirangu@mtsac.edu
23828	T	9:00 AM	11:50 AM	8/29	12/12	WCSCC	Kretschmar, Judith jkretschmar@mtsac.edu
23826	T	9:00 AM	11:50 AM	8/29	12/12	SOP	Perez, Ruben rperez10@mtsac.edu
23820	T	1:00 PM	3:50 PM	8/29	12/12	GSC	Jones, Vanessa vjones11@mtsac.edu
23823	W	12:30 PM	3:20 PM	8/30	12/13	ONLINE - Asynchronous 12:30 PM - 2:00 PM	Jones, Vanessa vjones11@mtsac.edu
23824	W	1:00 PM	3:50 PM	8/30	12/13	PSC	Espinoza, Laura lespinozarodriguez@mtsac.edu
23822	Th	8:30 AM	11:35 AM	8/31	12/14	ONLINE - Asynchronous 8:30 AM - 9:20 AM	Rzonca, Shelly srzonca@mtsac.edu
23829	ThF	10:30 AM	11:50 AM	8/31	12/15	WPK	Perez, Ruben rperez10@mtsac.edu
23827	F	9:00 AM	12:05 PM	9/1	12/15	WALT	Jones, Vanessa vjones11@mtsac.edu
23821	F	1:00 PM	4:05 PM	9/1	12/15	LV	Jones, Vanessa vjones11@mtsac.edu

## Office Computer Applications - Level 1 Certificate Class Series

This certificate is designed to prepare students for entry-level office support employment. Completion of the certificate provides students with basic skills for a computerized office environment. Students must earn a “pass” in VOC CPBC1, VOC CPBC2, and VOC CPNET or VOC CPDI to earn this certificate.

Class	CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
Basic Computing - Level 2	23713	M	9:00 AM	12:05 PM	8/28	10/16	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Bloom, Danielle dbloom@mtsac.edu
Internet Research - An Introduction	23732	M	9:00 AM	12:05 PM	10/23	12/11	ONLINE - Asynchronous 9:00 AM - 10:30 AM	TBA vre@mtsac.edu
Basic Computing - Level 2	23715	M	12:30 PM	3:20 PM	8/28	10/16	PSC	Perez, Ruben rperez10@mtsac.edu
Internet Research - An Introduction	23735	M	12:30 PM	3:20 PM	10/23	12/11	PSC	Perez, Ruben rperez10@mtsac.edu
Basic Computing - Level 2	23716	T	12:25 PM	3:30 PM	8/29	10/17	SD	Miranda, Blanche bmiranda22@mtsac.edu
Internet Research - An Introduction	23737	T	12:25 PM	3:30 PM	10/24	12/12	SD	Miranda, Blanche bmiranda22@mtsac.edu
Basic Computing - Level 2	23718	W	9:00 AM	11:50 AM	8/30	10/18	WCSCC	Kretschmar, Judith jkretschmar@mtsac.edu
Internet Research - An Introduction	23742	W	9:00 AM	11:50 AM	10/25	12/13	WCSCC	Kretschmar, Judith jkretschmar@mtsac.edu
Basic Computing - Level 2	23712	Th	9:00 AM	11:20 AM	8/31	10/19	IRWN	Kaur, Sarabjit skaur5@mtsac.edu
Internet Research - An Introduction	23730	Th	9:00 AM	11:20 AM	10/26	12/14	IRWN	Kaur, Sarabjit skaur5@mtsac.edu
Basic Computing - Level 2	23717	Th	9:00 AM	11:50 AM	8/31	10/19	WALT	McFarlin-Stagg, Zina zmcfarlin-stagg@mtsac.edu
Internet Research - An Introduction	23740	Th	9:00 AM	11:50 AM	10/26	12/14	WALT	McFarlin-Stagg, Zina zmcfarlin-stagg@mtsac.edu

## Office Computer Applications - Level 2 Certificate Class Series

This certificate in Office Computer Applications - Level 2 prepares students with an array of office computer skills for a computerized office environment. Students must earn the Office Computer Applications Level 1 Certificate and a “pass” in VOC CPBC3 and VOC CPCC to earn this certificate.

Class	CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
Creative Computing	23726	T	12:30 PM	3:20 PM	8/29	10/17	WALT	Kretschmar, Judith jkretschmar@mtsac.edu
Internet Research - An Introduction	23739	T	12:30 PM	3:20 PM	10/24	12/12	WALT	Kretschmar, Judith jkretschmar@mtsac.edu
Creative Computing	23724	W	9:00 AM	12:05 PM	8/28	10/16	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Rzonca, Shelly srzonca@mtsac.edu
Internet Research - An Introduction	23734	W	9:00 AM	12:05 PM	10/23	12/11	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Rzonca, Shelly srzonca@mtsac.edu
Creative Computing	23725	W	9:00 AM	11:50 AM	8/30	10/18	SD	Miranda, Blanche bmiranda22@mtsac.edu
Internet Research - An Introduction	23738	W	9:00 AM	11:50 AM	10/25	12/13	SD	Miranda, Blanche bmiranda22@mtsac.edu
Internet Research - An Introduction	23731	F	9:00 AM	11:50 AM	9/1	10/20	LV	Espinoza, Laura lespinozarodriguez@mtsac.edu
Creative Computing	23721	F	9:00 AM	11:50 AM	10/27	12/15	LV	Espinoza, Laura lespinozarodriguez@mtsac.edu

## Basic Excel Applications Certificate Class Series

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today’s emerging computerized office environment. Students must earn a “pass” in VOC CPBE1, CPBE2, and CPBE3 to earn this certificate.

Class	CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
Basic Excel - Level 2	23719	Th	9:00 AM	12:05 PM	8/31	10/19	ONLINE - Asynchronous 9:00 AM - 10:30 AM	Bloom, Danielle dbloom@mtsac.edu
Basic Excel - Level 3	23720	Th	9:00 AM	12:05 PM	10/26	12/14	ONLINE - Asynchronous 9:00 AM - 10:30 AM	TBA vre@mtsac.edu

## Basic Computer Presentation and Publication Certificate Class Series

This certificate in Basic Excel Applications is customized to meet the needs of the entry level adult student or professional, who is seeking to acquire Microsoft Excel computer skills used in today's emerging computerized office environment. Students must earn a "pass" in VOC BCPP1, VOC BCPP2, VOC BCDP to earn this certificate.

Class	CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
PowerPoint Basics 2	23703	M	12:30 PM	3:35 PM	8/28	10/16	ONLINE - Asynchronous 12:30 PM - 2:00 PM	Bloom, Danielle dbloom@mtsac.edu
Basic Computing - Desktop Publishing	23627	M	12:30 PM	3:35 PM	10/23	12/11	ONLINE - Asynchronous 12:30 PM - 2:00 PM	TBA vre@mtsac.edu
PowerPoint Basics 2	23640	Th	9:00 AM	11:30 AM	8/31	10/19	GSC	Tom, Aaron atom@mtsac.edu
Basic Computing - Desktop Publishing	23626	Th	9:00 AM	11:30 AM	10/26	12/14	GSC	Tom, Aaron atom@mtsac.edu
PowerPoint Basics 2	23705	Th	12:30 PM	3:20 PM	8/31	10/19	WALT	Kretschmar, Judith jkretschmar@mtsac.edu
Basic Computing - Desktop Publishing	23629	Th	12:30 PM	3:20 PM	10/26	12/14	WALT	Kretschmar, Judith jkretschmar@mtsac.edu
PowerPoint Basics 2	23704	F	9:00 AM	11:50 AM	8/31	10/19	SD	Miranda, Blanche bmiranda22@mtsac.edu
Basic Computing - Desktop Publishing	23628	F	9:00 AM	11:50 AM	10/26	12/14	SD	Miranda, Blanche bmiranda22@mtsac.edu

## Home Based Business

### VOC HBB1 Starting a Home-Based Business

Starting a home-based business to become self-employed. Includes basic marketing, finance and management skills.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23784	M	1:00 PM	4:05 PM	10/23	12/11	LV	Tucker, Ray rtucker@mtsac.edu

### Microenterprise Certificate Class Series

This certificate is designed to prepare students to start and manage a home-based business for self-employment or obtain a job in the field of business management. Students will gain knowledge and skills in the essentials of starting a small business, requirements of local/state/federal organizations, and best practices in hiring as well as in sales and marketing strategies. Students must earn a “pass” in VOC HBB1, VOC HBB2, and VOC MIT to earn this certificate.

Class	CRN	Day	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
Managing and Growing Your Home-Based Business	23787	M	2:15 PM	5:05 PM	8/28	10/16	SD	Jimenez, Rachel rjimenezwolfinbarger@mtsac.edu
Mobile Information Technology for the Beginner	23825	M	2:15 PM	5:05 PM	10/23	12/11	SD	Jimenez, Rachel rjimenezwolfinbarger@mtsac.edu
Managing and Growing Your Home-Based Business	23785	T	1:00 PM	3:50 PM	8/29	10/17	Mt. SAC; 40-121	Jimenez, Rachel rjimenezwolfinbarger@mtsac.edu
Mobile Information Technology for the Beginner	23818	T	1:00 PM	3:50 PM	10/24	12/12	Mt. SAC; 40-121	Jimenez, Rachel rjimenezwolfinbarger@mtsac.edu

## Home Gardening

### VOC AGR-G Home Gardening

Organic gardening, plants, fruit orchards, and traditional gardening, including design, propagation methods, pruning and pest control.

CRN	Day(s)	Start Time	End Time	Start Date	End Date	Location	Instructor & Email
23625	M	8:30 AM	10:20 AM	8/28	12/11	WSSC	Brown, Benjamin bbrown40@mtsac.edu
23618	M	10:00 AM	11:50 AM	8/28	12/11	ONLINE - Synchronous	Williams, Steve sowilliams@mtsac.edu
23619	M	1:00 PM	2:50 PM	8/28	12/11	ONLINE - Synchronous	Williams, Steve sowilliams@mtsac.edu
23621	T	10:30 AM	12:20 PM	8/29	12/12	PSC	Brown, Benjamin bbrown40@mtsac.edu
23616	T	1:00 PM	2:50 PM	8/29	12/12	LV	Brown, Benjamin bbrown40@mtsac.edu
23614	W	10:00 AM	11:50 AM	8/30	12/13	DBC	Brown, Benjamin bbrown40@mtsac.edu
23622	W	1:00 PM	3:15 PM	8/30	12/13	SD	Brown, Benjamin bbrown40@mtsac.edu
23620	W	6:00 PM	7:50 PM	8/30	12/13	ONLINE - Synchronous	Brown, Benjamin bbrown40@mtsac.edu
23624	Th	10:00 AM	11:50 AM	8/31	12/14	WCSCC	Brown, Benjamin bbrown40@mtsac.edu
23623	Th	1:00 PM	2:50 PM	8/31	12/14	WALT	Brown, Benjamin bbrown40@mtsac.edu
23613	F	8:00 AM	10:50 AM	9/1	12/15	Mt. SAC; Demonstration Garden	Williams, Steve sowilliams@mtsac.edu
23617	F	1:00 PM	2:50 PM	9/1	12/15	ONLINE - Synchronous	Brown, Benjamin bbrown40@mtsac.edu
23615	Sa	9:30 AM	11:20 AM	9/2	12/16	GSC	Brown, Benjamin bbrown40@mtsac.edu



## SCHOOL OF CONTINUING EDUCATION STUDENT ONLINE SUPPORT

# SCE SOS

The SCE SOS Team  
provides, LIVE, one-on-one help for noncredit  
students who need assistance with any technology help.

### Join us on Zoom or In-Person!

#### HELP WITH:

- Mt. SAC Portal
- ZOOM
- Mt.SAC Email
- Canvas
- SCE Application
- Other online help!

#### SUMMER 2023 HOURS ON ZOOM:

**Monday-Thursday: 9am-1pm & 3pm-7pm**

#### SUMMER 2023 HYBRID HOURS (IN-PERSON OR ON ZOOM)

**Mondays: 9am - 1pm (Location: Bldg 30, Rm 111 or on Zoom)**

**Tuesdays: 9am - 1pm (Location: Bldg 66, Rm 171 or on Zoom)**

#### CONTACT US:



ZOOM: <https://mtsac-edu.zoom.us/j/95117998111>

- Click the link above to join
- Type the URL address above to join
- Scan QR code to join →



EMAIL: [sce@mtsac.edu](mailto:sce@mtsac.edu)



CALL: (909) 274-6100



## Semester Dates

### Fall 2023

**Registration Begins:** July 10, 2023

**Classes Begin:** August 28, 2023

**Classes End:** December 17, 2023

**Holidays:** September 4, November 10, November 23, and November 24

### Winter 2024

**Registration Begins:** November 6, 2023

**Classes Begin:** January 8, 2024

**Classes End:** February 18, 2024

**Holidays:** January 15 and February 16

### Spring 2024

**Registration Begins:** January 16, 2024

**Classes Begin:** February 26, 2024

**Classes End:** June 16, 2024

**Holidays:** April 1 and May 27

### Summer 2024

**Registration Begins:** May 6, 2024

**Classes Begin:** June 20, 2024 (*Thursday*)

**Classes End:** Varies, see schedule for details

**Holidays:** July 4