



Santiago Canyon College

DIVISION OF CONTINUING EDUCATION

What happens here matters.

Orange Education Center • 1465 N. Batavia St. • Orange, CA 92867 • 714-628-5900 • Fax: 714-434-7920 • sccollege.edu/OEC

Short-Term Career Education Certificate of Completion

Executive Secretary/Administrative Assistant

- Average Hourly Wage \$22.79
- Annual California Job Openings through 2018: Over 4,700



The Executive Secretary/Administrative Assistant program is designed to provide students the necessary knowledge and skills to hold high-level administrative support positions in the workplace. Students are prepared to conduct research, prepare reports, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Program courses build student skills in: Windows navigation and file management; creating text documents with tables and graphics using a variety of programs and file formats; utilizing internet strategies to perform web-based searches; sending/receiving e-mail with attachments; creating, editing, sorting, and filtering databases and spreadsheets; creating electronic presentations; using digital cameras for capturing pictures and placing them in output media; and developing interpersonal/customer service skills.

To register or for additional information regarding class dates, times and locations, call or visit any of the following locations:

OEC Provisional Education Facility (CHAP)
1937 W. Chapman Ave., Suite 200
Orange, CA 92868
714-628-5900

Santiago Canyon College (SCC)
8045 E. Chapman Ave., U-80
Orange, CA 92869
714-628-5929

**College and Workforce
Preparation Center (CWPC)**
1572 N. Main St.
Orange, CA 92867
714-628-5999

Tuition is FREE - No Recommended Supplies or Textbook

Certificate Requirements & Course Sequence		
VBUS-013	Introduction to Personal Management using MS Outlook	60 HRS
VBUS-260	Introduction to Word Processing using MS Word	60 HRS
VBUS-261	Introduction to Databases using MS Access	60 HRS
VBUS-262	Introduction to Spreadsheets using MS Excel	60 HRS
VBUS-304	Introduction to Electronic Presentations using MS PowerPoint	60 HRS
WKPR-500	Workforce Readiness	60 HRS
TOTAL HOURS OF INSTRUCTION		606 HRS

Rev. 06/12/19 3:25 PM IG

MISSION STATEMENT: The mission of the Continuing Education Division is to offer a variety of free noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary technical and academic skills to reach their personal, educational, and career goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

All educational opportunities are offered without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status.