



EARN COLLEGE CREDIT

Get a Head Start!

Earn a Business Information Worker Certificate while still in high school

WHY?

There are many advantages to beginning your college education in high school:

College courses are **NO COST** to high school students.

Jump-start exploring a college pathway to a potential career.

Students will receive personalized SCC guidance by a Career Education Coach.

All units are noted on your college transcript.

HOW?

Complete the four college courses below, and you'll be prepared to meet the workforce demands of today's business environment:

FALL 2023

BUS 121 (Section 35223) Human Relations and Organizational Behavior (3 units) – HYBRID Class – Online and on-campus meetings – Class meetings held at Orange Unified School District Office from 8:30am–10:00am on the following Saturdays: 9/9, 9/23, 10/7, 10/21, 11/4, 11/18.

MGMT 122 (Section 35239) Business Communications (3 units) – HYBRID Class – Online and on-campus meetings – Class meeting held at Orange Unified School District Office from 10:15am–11:05am and on the following Saturdays: 9/9, 9/23, 10/7, 10/21, 11/4, 11/18.

SPRING 2024

BUS 150 Introduction to Information Systems and Applications (3 units)
CIS 101 Introduction to Microsoft Office (3 units)

GET STARTED! Applying to SCC is simple! Just follow the steps on the back of this sheet.



Santiago Canyon College
BUSINESS AND CAREER EDUCATION

sccollege.edu/dualenrollment • 714.628.4808
sccollege.edu/bce • 714.628.5041

DUAL ENROLLMENT

Start your application today!

STEP 1

Apply to SCC

Visit sccollege.edu/Apply to begin your college application at CCCApply. Please retain your CCC username and password. Be sure to click "continue" in order to complete the SCC portion of the application. SCC will email your Student ID Number in 3-5 business days.

STEP 2

Download the Special Admit Form (SAF)

Obtain your high school counselor's signature on your Special Admit Form. You can find the form at sccollege.edu/SAF

STEP 3

Submit Your Special Admit Form

Once your SAF is complete, please email it to dualenrollment@sccollege.edu or the SCC Representative designated for your high school.

**Kick-Start Your
College and
Professional Career
and Get Ahead Now!**

Certificate of Proficiency Business Information Worker (BIW) - The BIW is designed to prepare students for entry-level office and administrative support positions in any industry. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will gain confidence, learn how to impress employers and become the kind of individual that companies want to hire!



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What happens here matters.



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