



Santiago Canyon College - Orange Education Center

Short Term Vocational Certificate Program

sccollege.edu/cevocational

Executive Secretary/Administrative Assistant

- Average Hourly Wage: \$21.32
- Over 6,000 Annual California Job Openings through 2014



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 interpersonal/customer service skills.

Business Skills Program classes are offered fall, spring and summer throughout the Orange and Anaheim Hills area during morning, afternoons, weekday evenings and Saturdays. To register for FREE classes or for more information regarding class dates, times and locations, CALL or VISIT the:

Orange Education Center
1465 N. Batavia Street
Orange, CA 92867
(714) 628-5900

Certificate Requirements & Course Sequence

Introduction to Keyboarding & Basic Windows	60 HRS
Navigating the Internet	60 HRS
Introduction to Use of Digital Cameras	60 HRS
Introduction to Personal Commerce on the Internet	60 HRS
Introduction to Word Processing using MS Word	60 HRS
Introduction to Spreadsheets using Excel	60 HRS
Introduction to Databases using FileMaker Pro	60 HRS
Introduction to Electronic Presentations using PowerPoint	60 HRS
Introduction to Adobe InDesign	60 HRS
Introduction to Document Processing using Adobe Acrobat	30 HRS
Workforce Readiness	60 HRS
TOTAL HOURS OF INSTRUCTION	630 HRS



Santiago Canyon College, Continuing Education, Business Skills Department, with close collaboration with business and industry grows, adapts, and adjusts its business skills program to meet current and future need of our community.