



Santiago Canyon College - Orange Education Center

Short Term Vocational Certificate Program

sccollege.edu/cevocational

First-Line Supervisor/ Manager, Office & Administrative Support Workers

- Average Hourly Wage: \$24.77
- Over 5,000 Annual California Job Openings through 2014



The First-Line Supervisor/Manager, Office & Administrative Support Workers program is designed for both entry-level and experienced office workers looking for a promotion. Program completers gain expert office skills and in-depth software knowledge. The program provides training in office information systems and communications, work process and organizational performance improvement, business decision-making, project management, and capital and human resource management.

Program courses build student skills in: MS Windows navigation and file management, working with program files/documents using a variety of programs, using the internet for web-based searches, identifying secure online vendors, sending/receiving e-mails with attachments, working with databases and spreadsheets for decision-making purposes, creating electronic slide presentations, organizing projects to include scheduling, assigning resources, managing cost information, 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 Windows	60 HRS
Navigating the Internet	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 Electronic Presentations using PowerPoint	60 HRS
Introduction to MS Project	60 HRS
Workforce Readiness	60 HRS
TOTAL HOURS OF INSTRUCTION	480 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 needs of our community.