BUSINESS SKILLS

The Santiago Canyon College, Continuing Education, Business Skills Department, offers an open-entry, open-exit quality business skills and computer applications training program using industry-standard or industry-related software to adult students 18 years and older. The Business Skills Program utilizes space in nine different computer labs throughout the SCC service area to include: the Orange Education Center, the Anaheim Hills Center, SCC’s Academic Success Center, as well as California, Cambridge and Jordan elementary schools where computer classes are being offered primarily to the migrant parents of the elementary school students. All the classes are free and can be taken individually or as a part of a certificate sequence during fall, spring, and/or summer terms during mornings, afternoons, weekday evenings, and Saturdays.

PROGRAM OUTCOMES

Upon completion of the Business Skills Program the student will be able to:

- work effectively as a team member and
- demonstrate competence in a variety of windows-based applications, working efficiently in those programs using common, cross-application keyboard shortcuts, etc.

SHORT-TERM VOCATIONAL CERTIFICATE PROGRAMS AVAILABLE TO STUDENTS:

**Customer Service Representative**
- Introduction to Keyboarding & Basic Windows
- Introduction to Word Processing using MS Word
- Navigating the Internet
- Workforce Readiness

**General Office Clerk**
- Introduction to Keyboarding & Basic Windows
- Introduction to Windows
- Navigating the Internet
- Introduction to Word Processing using MS Word
- Introduction to Spreadsheets using Excel
- Introduction to Computer Software Applications
- Business Skills
- Workforce Readiness

**Executive Secretary/ Administrative Assistant**
- Introduction to Keyboarding & Basic Windows
- Navigating the Internet
- Introduction to Use of Digital Cameras
- Introduction to Personal Commerce on the Internet
- Introduction to Word Processing using MS Word
Introduction to Spreadsheets using Excel
Introduction to Databases using FileMaker Pro
Introduction to Electronic Presentations using PowerPoint
Introduction to Adobe InDesign
Introduction to Document Processing using Adobe Acrobat
Workforce Readiness

First-Line Supervisor/Manager of Office & Administrative Support Workers
Introduction to Windows
Navigating the Internet
Introduction to Personal Commerce on the Internet
Introduction to Word Processing using MS Word
Introduction to Spreadsheets using Excel
Introduction to Electronic Presentations using PowerPoint
Introduction to MS Project
Workforce Readiness

Sales Representative, Wholesale & Manufacturing (e.g., Web Associate)
Introduction to Personal Commerce on the Internet
Introduction to Electronic Presentations using PowerPoint
Introduction to Use of Digital Cameras
Introduction to Electronic Imaging using Adobe Photoshop
Introduction to Web Graphics using Adobe ImageReady
Introduction to Vector Graphics using Adobe Illustrator
Introduction to 3D Modeling Using Blender
Introduction to Animations using Flash
Introduction to Desktop Video Editing using Adobe Premiere
Introduction to Web Page Development using HTML
Introduction to Web Design using Adobe GoLive
Workforce Readiness

HIGH SCHOOL ELECTIVE CREDIT FOR BUSINESS SKILLS COURSES

Students should see a Counselor to receive high school elective credit for classes completed within the Business Skills Program.

HEALTH AND SAFETY

The Santiago Canyon College, Continuing Education, Health and Safety program offers quality curricula providing lifelong education to promote health, safety and well-being of individuals, families and community. Currently the Health and Safety program in collaboration with St. Joseph’s Hospital Lung Cancer program offers Smoking Cessation classes in the evenings and on weekends at the Orange Education Center. We hope to expand offerings in the future to include: 1) First Aid; and 2) Emergency Planning and Safety Education.

PROGRAM OUTCOMES

Upon completion of courses in specific health issues, the student will be able to:

- improve his/her health, safety and/or well-being.