



# 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](http://sccollege.edu/OEC)

## Career and Workforce Preparation Certificate of Completion

# Executive Secretary/Administrative Assistant

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

[Click Here to  
Apply & Register](#)



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
<b>TOTAL HOURS OF INSTRUCTION</b>		<b>360 HRS</b>

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**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.