



# 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 Technical Education Certificate of Completion

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

- Average Hourly Wage \$26.28
- Annual California Job Openings through 2018: Over 6,100



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 processes 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 and managing cost information; 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

### Certificate Requirements & Course Sequence

VBUS-014	Introduction to Mobile & Social Media Tools	60 HRS
VBUS-097	Introduction to Personal Commerce on the Internet	60 HRS
VBUS-103	Introduction to MS Project	60 HRS
VBUS-118	Introduction to Windows	60 HRS
VBUS-257	Seminar in Business Applications	60 HRS
VBUS-260	Introduction to Word Processing using MS Word	60 HRS
VBUS-262	Introduction to Spreadsheets using MS Excel	60 HRS
VBUS-304	Introduction to Electronic Presentations using MS PowerPoint	60 HRS
<b>TOTAL HOURS OF INSTRUCTION</b>		<b>480 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.