



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

CAREER EDUCATION CERTIFICATES OF COMPLETION

2018 - 2019

All classes are **FREE!** Students can start at anytime (*provided space is available*).

3D Printing / Advanced Manufacturing

VBUS-101, Intro to 3D Modeling using Blender
VBUS-105, Intro to Animation using Blender
VBUS-130, Intro to 3D Printing



Commercial and Institutional Food Preparation

VFOOD-010, Institutional Food Preparation
HSS-338, Workforce Preparation

Customer Service Representative

VBUS-012, Workforce Readiness
VBUS-119, Intro to Keyboarding & Basic Windows
VBUS-258, Navigating the Internet
VBUS-260, Intro to Word Processing using MS Word

Digital Marketing Specialist

VBUS-014, Intro to Mobile and Social Media Tools
VBUS-150, Intro to Digital Marketing
VBUS-152, Intro to Digital Marketing Analytics



Executive Secretary/ Administrative Assistant

VBUS-012, Workforce Readiness
VBUS-013, Intro to Personal Management using MS Outlook
VBUS-096, Intro to Use of Digital Cameras
VBUS-102, Intro to Desktop Publishing using Adobe InDesign
VBUS-117, Intro to Document Processing using Adobe Acrobat
VBUS-119, Intro to Keyboarding & Basic Windows
VBUS-258, Navigating the Internet
VBUS-260, Intro to Word Processing using MS Word
VBUS-261, Intro to Databases using MS Access
VBUS-262, Intro to Spreadsheets using MS Excel
VBUS-304, Intro to Electronic Presentations using MS PowerPoint

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

VBUS-014, Intro to Mobile & Social Media Tools
VBUS-097, Intro to Personal Commerce on the Internet
VBUS-103, Intro to MS Project
VBUS-118, Intro to Windows
VBUS-257, Seminar in Business Applications
VBUS-260, Intro to Word Processing using MS Word
VBUS-262, Intro to Spreadsheets using MS Excel
VBUS-304, Intro to Electronic Presentations using MS PowerPoint

General Office Clerk

VBUS-012, Workforce Readiness
VBUS-118, Intro to Windows
VBUS-119, Intro to Keyboarding & Basic Windows
VBUS-140, Intro to Google Applications for Work
VBUS-258, Navigating the Internet
VBUS-260, Intro to Word Processing using MS Word
VBUS-262, Intro to Spreadsheets using MS Excel

Home-Based Business

VBUS-014, Intro to Mobile and Social Media Tools
VBUS-030, How to Build a Home-Based Business
VBUS-040, Accounting for Non-Accountants
VBUS-097, Intro to Personal Commerce on the Internet

Multi-Media Artists and Animators

VBUS-096, Intro to Use of Digital Cameras
VBUS-101, Intro to 3D Modeling using Blender
VBUS-105, Intro to 3D Animation using Blender
VBUS-109, Intro to Desktop Video Editing using Adobe Premiere
VBUS-120, Intro to Animations using Adobe Animate CC

Web Associate

VBUS-010, Intro to Web Design using Adobe Dreamweaver
VBUS-107, Seminar in Adobe Tools
VBUS-242, Intro to Vector Graphics using Adobe Illustrator
VBUS-302, Intro to Web Page Development using HTML
VBUS-303, Intro to Electronic Imaging using Adobe Photoshop



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.

**CAREER EDUCATION CERTIFICATES OF COMPLETION
MEDICAL OCCUPATIONS
2018 - 2019**



Caregiver/Personal Care Aide

VMED-030, Introduction to Caregiving
VMED-031, Caregiver Training



Medical Billing

VBUS-012, Workforce Readiness
VBUS-080, Intro to Medical Billing
VBUS-119, Intro to Keyboarding & Basic Windows



Nursing Assistant

VMED-010, Overview of the Nursing Training Program
VMED-011, Certified Nursing Assistant (CNA) Training



To register or for additional information about classes, programs, and services visit our website at www.sccollege.edu/OEC

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