

State of California Approved Certificates

Program Information

CAREER EDUCATION

The Career Education Program prepares students for the workforce by providing technical and 21st Century employability skills that meet current employer demands. Once a student completes a State of California approved certificate training program, they receive transition services to further their academic preparation with the School of Continuing Education or to Santa Ana College to pursue a higher certificate/degree. Transition services also include employment services from the Career Center located at our Centennial Education Center campus.

Classes are offered in a teacher directed or lab setting. The lab setting is ideal for students that prefer to learn more independently and at their own pace. Students can take a computer class or complete a series of classes to obtain one or more State of California approved certificates. In addition, students can earn a State certificate in 6 months or less in our fast-track option or 9 months in our short-term training option. Students are eligible to receive a free bus pass during the entire time they are in a training program if they attend class a minimum of 12 hours per week.

Students of all English speaking and computer literacy levels are welcomed to register for any of our classes and training programs. We offer classes at the following locations in Santa Ana:

Centennial Education Center

Monday thru Thursday 8am-9pm; Friday & Saturday 8am-12pm

Santa Ana College Adult Education Center

Monday thru Thursday 8am-3pm & 6pm-9pm; Friday 8am-12pm

Remington Adult Education Center

Monday thru Thursday 8am-11:30am & 6pm-9pm;
Friday 8am-1pm

Many other community sites throughout the City of Santa Ana.

The Santa Ana College School of Continuing Education is a responsive community leader dedicated to adult student success through innovative educational programs and services. The School of Continuing Education prepares students to transition to college, improve language and workforce skills, increase civic involvement, and promote lifelong learning.

Santa Ana College Mission Statement:

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

Centennial Education Center (CEC)

2900 W. Edinger Avenue • Santa Ana, CA 92704

Registration: 714-241-5700 • Counseling: 714-241-5720

Adult Education Center (AEC)

at Santa Ana College

1530 W. 17th Street, Santa Ana, CA 92706

Registration: 714-564-6173 • Counseling: 714-564-6176

Remington Education Center (REC)

1325 E. 4th Street • Santa Ana, CA 92701

Registration & Counseling: 714-241-5850

Osiel R. Madrigal, Ed.D., (714) 241-5781

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Nondiscrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs 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, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: Tracie Green, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.



SANTA ANA COLLEGE
School of Continuing Education

sac.edu/sce



*Start anytime
during the semester!*

Students who complete a SAC SCE Career Education Certificate Program will demonstrate the professionalism, technical, computer, and soft skills needed to obtain a new job, improve their skills in a current job, or transition to SAC to pursue a higher credential.

CHILDCARE WORKERS

Certificate of Completion (24362)

This series of open entry/open exit courses provides students with knowledge about the care and development of infants, toddlers, and pre-school children for family childcare providers. Students will learn about health information required for licensing and skills necessary for successful operation of a childcare business. In Employability Skills students learn soft skills for those who would prefer to be employed by a childcare business.

Complete ALL of the following courses:

VBUS 559	Business Practices in Family Day Care
VBUS 590	Introduction on How to Start a Small Business
PRNT 558	Early Childhood Care and Development for Family Child Care Providers
PRNT 562	Health Education for Family Day Care Providers
VBUS 400	Employability Skills
- or -	
ESL 520	VESL: English for Work 2

COMPUTER MAINTENANCE AND REPAIR WORKERS

Certificate of Completion (24384)

This series of courses provides students with skills in maintenance, repair, upgrading, and networking of personal computers. The open-entry/open-exit instructional format emphasizes functional operations of hardware and software components, hands-on experience with upgrading and repair of computers, setting up home and small office networks, and troubleshooting most technical problems. Students will receive five High School elective credits upon completion of each course.

Complete ALL of the following courses:

VBUS 574	Computer Basics: Hardware and Software
VBUS 450	Hardware and Software A+ Preparation, Review, Practice
VBUS 576	Computer Basics: Systems and Networking Essentials
VBUS 400	Employability Skills
- or -	
ESL 520	VESL: English for Work 2

CUSTOMER SERVICE REPRESENTATIVE

Certificate of Completion (24364)

This series of courses prepares students for customer service positions in a wide variety of business fields. The program provides an open entry/open exit instructional format that allows students to attain skill development to interface directly with customers as the company representative in identifying customer needs, providing appropriate service, and in resolving special problems that may arise. Focus is on interpersonal and customer services in the workplace, as well as on upgrading technological competence. Students will be prepared to work as commercial or residential service representatives in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities, and telephone answering services.

Complete ALL of the following courses:

VBUS 124	Introduction to Keyboarding I
VBUS 243	Introduction to Customer Service Skills
VBUS 258	Navigating the Internet
VBUS 259	Orientation to Computers
VBUS 260	Introduction to Word Processing Using MS Word
VBUS 400	Employability Skills
- or -	
ESL 520	VESL: English for Work 2

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT

Certificate of Completion (24390)

This series of courses prepares students for in-depth training in executive secretary/administrative assistant positions. The open-entry/open-exit, competency-based format promotes success in a high employment occupational field. This certificate program develops skills in research, report and correspondence preparation, advanced computer software applications, database management, interactive presentations, customer service and telephone techniques, and other advanced office procedures.

Complete ALL of the following courses:

VBUS 125	Introduction to Keyboarding II
VBUS 244	Introduction to Databases Using Microsoft Access
VBUS 245	Introduction to Desktop Publishing Using Microsoft Publisher
VBUS 304	Introduction to Electronic Presentations Using PowerPoint
VBUS 400	Employability Skills
- or -	
ESL 520	VESL: English for Work 2

GENERAL OFFICE CLERK

Certificate of Completion (24365)

This series of courses prepares students for entry-level general office clerk positions in a business environment. This program provides an open-entry/open-exit instructional format that allows students to attain knowledge of basic level office concepts, procedures, and technology commonly used in an office setting. Students learn introduction to keyboarding, computer software applications, general office skills, customer service and telephone techniques, and soft skills. This certificate provides the foundation for preparing students in entry level jobs and careers in the business environment.

Complete ALL of the following courses:

VBUS 118	Introduction to Windows
VBUS 124	Introduction to Keyboarding I
VBUS 258	Navigating the Internet
VBUS 260	Introduction to Word Processing Using MS Word
VBUS 262	Introduction to Spreadsheets Using MS Excel
VBUS 400	Employability Skills
- or -	
ESL 520	VESL: English for Work 2

VOCATIONAL CONSTRUCTION TECHNOLOGY

Certificate of Completion (32681)

This series of courses will provide students with the skills to move towards employment as an apprentice in various areas which may include: General and commercial contracting and/or property maintenance. In addition to getting hands-on instruction in construction, students will receive classroom instruction in math, Occupational Safety and Health Administration (OSHA) safety standards, and employability skills. Students will receive 5 High School elective credits upon completion of each course.

Complete ALL of the following courses:

VCNST 610	Vocational Construction Technology Module I
VCNST 620	Vocational Construction Technology Module II
VBUS 400	Employability Skills