

CAREER EDUCATION



GENERAL OFFICE CLERK PROGRAM

Tuition FREE! No book costs!

Complete this program in only 9 months or less!

Join our Short-Term State of CA Approved Certificate Program



**SANTA ANA
COLLEGE**
School of Continuing Education

(714) 241-5781
www.sac.edu/scecte
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**Orange County Children's
Therapeutic Arts Center
2215 N. Broadway #1
Santa Ana, CA 92706**

Short-Term State of CA Approved Career Education Certificate Program

General Office Clerk

Fall 2018 Schedule

Courses	Day	Time	Start	End
VBUS 124 Keyboarding I	Mon & Th	5:30 pm - 7:15 pm	9/10/18	Depends on student progress
VBUS 118 Intro to Windows	Mon & Th	7:15 pm - 9:00 pm	9/10/18	12/13/18
VBUS 400 Employability Skills	Tue & Wed	4:30 pm - 6:15 pm	9/11/18	12/12/18
VBUS 260 Intro to Word	Tue & Wed	6:15 pm - 8:00 pm	8/20/18	12/12/18
VBUS 258 Navigating the Internet VBUS 262 Intro to Excel	These courses are available in the Spring 2019.			

Guidelines:

- ⇒ If class space is available, students can start the program at any time during the fall semester. Any classes a student misses or does not complete in the fall semester, will be offered again during the spring and/or summer 2019 semester.
- ⇒ Students who attend a minimum of 12 hours per week are eligible to receive a FREE BUS PASS! In addition, employment services are offered during the students participation in the program and upon completion.
- ⇒ Students must attend regularly to complete the program within 9 months or less.
- ⇒ Students will start the final two courses in this certificate program, VBUS 258 Navigating the internet and VBUS 262 Intro Excel, before or by January 7, 2019 and complete them before or by May 16, 2019.

Register onsite with the instructors. Classes are subject to change without notice.

Employment services are offered during and upon completion of the program.

FREE BUS PASS
With a minimum of 12 hours per week attendance.