Earn a Career Skills Certificate in 1 Semester - Spring 2019

SANTA ANA COLLEGE

Office Management

The Office Management program is designed to prepare a student for employment and career advancement in a business office as an administrative professional. Course content includes business technology and software application training, administrative office management, office procedures, job search and advancement, professional image, leadership skills, business writing and verbal communication skills, business math, and corporate skills based on current business standards. This program prepares students for Microsoft Office Specialist certification exams including Word, Excel, PowerPoint, and Outlook.

Courses - Evening/Online Classes		Units
BA 017	Business Writing Skills	3
BA 018	Office Procedures	3
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 188	Microsoft Excel	2
BA 190	Microsoft PowerPoint	2
BA 080	Business Mathematics	3
	Total Units	17

Adobe Web Projects for Business

Adobe Web Projects for Business Certificate professionally trains students to use Adobe software needed for business web projects. Students will learn proper software usage, file setup, terminology, search engine optimization, online marketing techniques, and guidelines based on current business standards. Multimedia will be integrated using Adobe software. This program prepares students for Adobe Certified Associate certification exams for Photoshop, Dreamweaver, and Animate.

Course		Units
BA 164	Adobe Photoshop	3
BA 169	Adobe Dreamweaver (8 wk)	3
BA 173	Adobe Animate (8 wk)	3
	Total Units	9

Legal Office Interpreting Spanish

The certificate of achievement curriculum for Legal Office Interpreting Spanish is designed to prepare the student for employment in a legal setting interpreting Spanish to English and English to Spanish. Students will be prepared for employment in law offices, court reporting services and the courts, both on the State and Federal level. Students will have a basic understanding of legal terminology, ethics and legal procedures.

Courses		Units
LAW 058	Legal Interpreting and Translation Spanish English	3
LAW 100*	Introduction to Legal Studies	3
LAW 110	Legal Terminology	2
LAW 299	Cooperative Work Experience Education-Occupational	1-4
PARA 124	Ethics and Professional Responsibility	2
	Total Units	11-14

Adobe Applications for Business

The Adobe Applications for Business Certificate is designed to train students to use Adobe Photoshop, Illustrator, InDesign, and Dreamweaver software applications effectively and efficiently. Students will to develop business projects for print and the web using current business industry standards. Instruction includes beginning to advanced level software skills including proper use of tools, panels, and other software features required for image editing, page layout, typography, export file formats, integration of Adobe software, and proper file setup.

Courses - Evening/Online Classes		Units
ART 195	Introduction to Digital Media Arts	3
BA 164	Adobe Photoshop	3
BA 169	Adobe Dreamweaver (8 wk)	3
BA 170	Adobe InDesign (8 wk)	3
	Total Units	12

*Check the SAC College Catalog for alternative classes.

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Computerized Accounting - QuickBooks

This certificate in accounting prepares students for entry-level positions and for promotional opportunities in accounting departments in manufacturing, merchandising, financial services, wholesale trades in businesses, and government offices. Specialized training in computerized accounting systems enables students to maintain accounting records, develop financial reports, and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable, accounts payable, payroll, and cost accounting. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis.

Courses		Units
ACCT 032	Payroll Accounting	1
ACCT 035	QuickBooks I (8 wk)	2
ACCT 036	QuickBooks II (8 wk)	2
ACCT 101	Financial Accounting	4
ACCT 124	Computerized Income Tax Preparation	1
BUS 150	Introduction to Information Systems and Applications	3
BUS 222*	Business Writing	3
	Total Units	16-17

Human Resources Management

The Human Resources Management Certificate is designed to prepare students for human resources management positions in business, government, and other organizations; to aid existing managers in upgrading human resource management skills; and to assist employees for promotion to management/supervision positions. The certificate program provides the student with practical managerial skills and theory.

Courses		Units
BUS 105	Legal Environment of Business	3
BUS 120*	Principles of Management	3
BUS 121*	Human Relations and Organizational Behavior	3
MGMT 135	Human Resource Management	3
	Total Units	12

Computerized Bookkeeping - QuickBooks

This certificate in accounting prepares students for entry-level positions and for promotional opportunities in accounting, taxation and administrative departments of businesses in public and private sector areas such as manufacturing, merchandising, financial service, wholesale trades, and government. Specialized training in accounting and finance principles and practices enables students to maintain accounting records and develop financial reports and make effective use of financial information for analysis and decision-making. Entry-level employment opportunities include positions in accounts receivable/payable, payroll, income tax preparation, cost accounting, and a number of trainee positions. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis.

Courses		Units
ACCT 032	Payroll Accounting	1
ACCT 035	QuickBooks I	2
BA 179	Introduction to Microsoft Office	4
ACCT 101*	Financial Accounting	3
BUS 222*	Business Writing	3
ACCT 124*	Computerized Income Tax Preparation	1
	Total Units	14-15

Help Desk

Help desk technicians are vital to the workforce, as they keep the technologies that organizations rely on up-to-date and running smoothly. The Help Desk certificate teaches students how to provide technical support and troubleshooting services to end-users who need assistance with their computer hardware or software. The courses are aligned to the CompTIA A+ industry certification exams and will prepare students to work as an IT help desk technician.

Courses		Units
CMPR 100	The Computer and Society	3
CMPR 134	Microsoft Windows Operating System	3
CMPR 153	A+ Essentials Hardware	3
CMPR 154	A+ Essentials Software	3
CMPR 136	Building a Small Office/Home Office Network	1.5
CMPR 104	Cooperative Work Experience Education - Occupational	1-4
	Total Units	14.5-17.5

*Check the SAC College Catalog for alternative classes.