



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 WORKFORCE PREPARATION 2018 - 2019

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

Basic Employment Skills

WKPR-011, Introduction to Handling Money
WKPR-012, Applying Reading Skills on the Job
WKPR-013, Applying Writing Skills on the Job

Effective Communication Skills

WKPR-006, Communication Skills for Successful Employment
WKPR-007, Social Skills and Necessary Etiquette

Employment Readiness

WKPR-003, Getting Around Town
WKPR-004, Choosing the Right Employment Path
WKPR-005, Safety on the Job

Technical Skills for Higher Learning

WKPR-008, Building Critical Thinking Skills
WKPR-009, Beginning Computers

Transition to Higher Learning

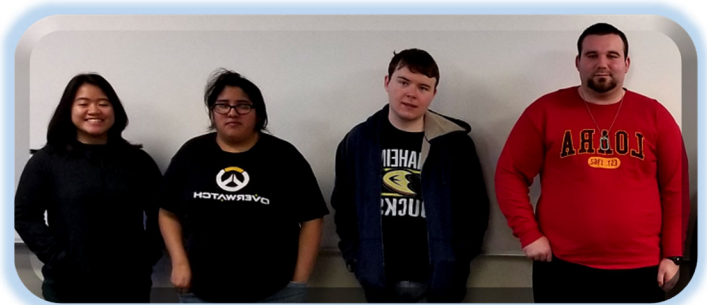
WKPR-001, Transition to Higher Learning
WKPR-002, Self-Advocacy

Understanding and Supporting Employees With Disabilities



Online
Only

WKPR-100, Understanding Employees with Disabilities
WKPR-101, Strategies for Working with Employees with Disabilities



The following Courses are Offered Online:

WKPR-002, Self-Advocacy
WKPR-100, Understanding Employees with Disabilities
WKPR-101, Strategies for Working with Employees with Disabilities



**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

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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.