

CareerFocus™

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CareerFocus

Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, California, 92706

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CareerFocus™

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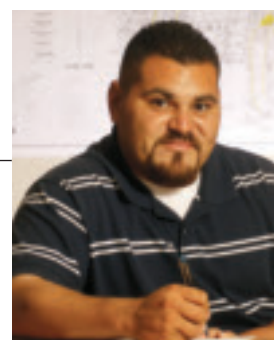
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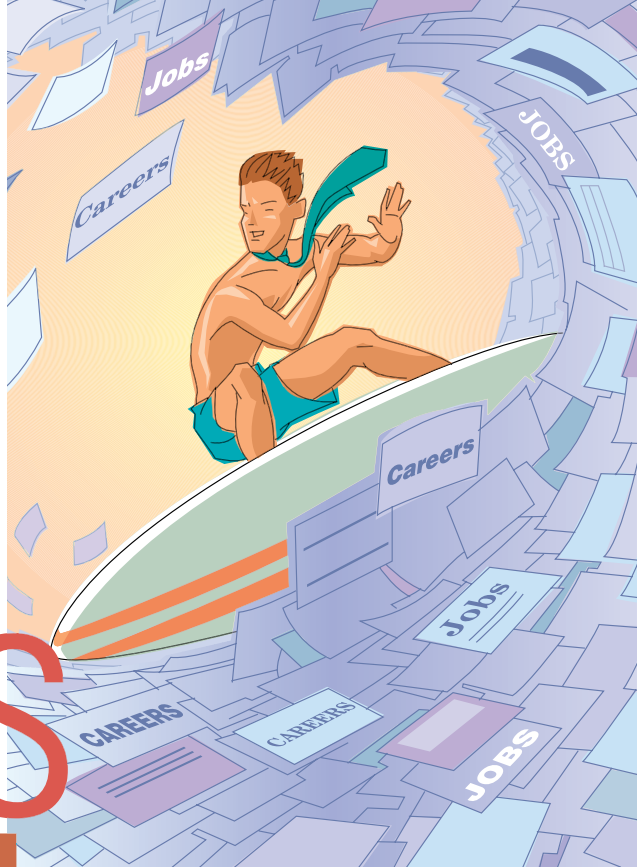


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On the cover:
 Patricia Guzman Sepulveda graduated from SCC's Water Utility Science program last spring.



Facts AND Finds

Don't Be a Jerk at Work

We're too polite to print the full title but we're still impressed with Robert I. Sutton's book *The No A**holes Rule – Building a Civilized Workplace and Surviving One That Isn't*. The message – despite the title – is that boorish, inconsiderate and demeaning people ruin the workplace for others, cost the company dollars and shouldn't be tolerated.

Read Sutton's blog at bobsutton.typepad.com and take the ARSE to find out if you're a jerk or not. **CF**



Parents Who Hover Too Much

Parents of the Millennial Generation probably are already familiar with the term “helicopter parent,” which refers to their supposed tendency to “hover” over their offspring's every move and be way-too-involved in every decision.

This reputation may be more hype than reality based on a survey of those supposedly coddled kids conducted by The College Board.

Based on the responses of 1,778 high school seniors, the picture painted is one of parents with a healthy involvement in their kid's lives without a lot of micro-management. Here's a sampling of the results:

- 51 percent of parents are involved in helping their high school senior choose a college.

A New Wave of Career Sites

There's more to job hunting than posting a resume on the Web. A crop of new Web sites recognize this, and they are taking different approaches to connecting employees and employers. Here are a few sites worth exploring:

QuietAgent

What eHarmony did for online dating, QuietAgent does for job searching. Job hunters provide basic information about themselves and employers extend “invitations” to provide

further information if interested. (quietagent.com)

Simply Hired

This “vertical search engine” draws on many job boards and sources to provide users with a myriad of job postings based on their geographic area and career interests. (simplyhired.com)

LinkedIn

Think Classmate.com combined with FaceBook and you have a good idea of what LinkedIn's “relationship networking” is all about. (linkedin.com) **CF**

Are You a Helicopter Parent?

Do you micro-manage everything from what your kid eats to what he wants to do with his life? Are you too involved with his teachers, coaches, college admission counselors and even bosses? And yes we said he, because if your child is male you're more likely to fit the profile.

To find out if you need to let go a little and allow him to make his own decision, take the quiz at collegeboard.com/helicopterquiz.

More Work but Not More Money

Who puts in the most hours on the job? According to data published in the *Occupational Outlook Quarterly* (Winter 2006-07), managers of all kinds are most likely to be on the job more than 55 hours a week. The next hardest working bunch is agricultural workers. And after that it's the professionals (especially lawyers, doctors and clergy) who are in the office late.

At the other end of the spectrum, occupations where workers can count on regular hours (a 35 – 44 hour work week) include nurses, correctional officers, waiters and waitresses, bookkeepers, stock clerks, secretaries and other office support workers.

For many workers, more hours translates into more money, but that's not always the case. Hourly employees, for example, have more incentive to work long days than salaried workers do. But still, many hard working salaried employees make more per hour than their out-of-the-office-at-five colleagues – probably because the boss rewards their hard work with a raise.

In which occupations does more work really mean a bigger paycheck? Not surprisingly salespeople reap the biggest rewards for long hours (think commission) as do production workers (think overtime).

And who actually loses money by staying late? Teachers, clergy and social workers – all professions that are likely to be salaried with no overtime pay. **CF**

Source: www.bls.gov

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See the newest online video at the Café

Are you happy? Yes? No? Find out why

University of Michigan professor of psychology Norbert Schwartz has devoted his career to the study of happiness and he's got a few insights for the rest of us. And a few surprises.

Come to CareerFocus Café online to hear what he has to say about how money, your career choices and your day-to-day life can affect your happiness.

CareerFocus Café (www.careerfocuscafe.com) is the new online video companion to CareerFocus magazine. Host Lani Garcia introduces us to book authors, experts and extraordinary people. All have something to tell us about career choices, job hunting and the world of work. So, drop by and see what we're talking about. **CF**



Listen to Your Heart's Desire

It's going to take you where you need to go

By Cathy J. Smillie

What's your dream job? How about one in which you spend your day in a playground of creativity, where workspaces resemble tiki huts and castles, and between meetings you relax in a red velvet "Love Lounge" or take dips in the company pool. This is what it's like at Pixar Animation Studios, the company responsible for gigantic hits such as *Toy Story*, *Monsters, Inc.*, *Finding Nemo* and *The Incredibles*.

Fat chance you'll end up in a place like that you say. You just want to earn a good living, buy a house, get a dog, raise a family and make your parents proud. That's the best you can hope for.

Well, maybe...

Pixar was the brainchild of Steven Jobs, co-founder of Apple Computer. Last May, The Walt Disney Company acquired Pixar for more than \$7 billion and Steven Jobs became Disney's largest shareholder. And how did he achieve this kind of success? According to the commencement address he delivered to Stanford University's 2005 graduating class: You've got to do what you love.

"Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work," Jobs said. "And the only way to do great work is to love what you do."

Trust your instincts

Jobs took the Stanford students through a personal odyssey filled with curiosity, confusion, failure (he was later fired by Apple) and fortune. "Much of what I stumbled

into by following my curiosity and intuition turned out to be priceless later on," he says.

Jobs described a calligraphy class he took at Reed College in Oregon. "I had dropped out of college and didn't have to take the normal classes so I decided to enroll in a calligraphy class. I learned about serif and sans serif typefaces, about varying the amount of space between different letter combinations and what makes typography great. It was beautiful, historical, artistically subtle and I found it fascinating.

"None of this had even a hope of any practical application in my life. But ten years later, when we were designing the first Macintosh computer, the calligraphy training came back to me. And we designed it into the Mac, the first computer with beautiful typography.

"You have to trust in something — your gut, destiny, life, karma, whatever," Jobs says. "This approach has never let me down, and it has made all the difference in my life."

What do I want?

To many of us, doing what we love feels undirected, frivolous, even frightening. Often our goals are based on the needs and expectations of others and we get trapped into thinking this is the way it has to be.

Life and executive coach Michael Stoller of Career Rocket Coaching in Chicago consults with clients ranging from young urban males struggling to find direction, to professionals bored and frustrated because they abandoned their true interests in favor of money, prestige or security.

"Some people come to see me after years in the workforce," he says. "They have good jobs and good relationships with their families, but they're thinking 'There's got to be more to life than this.' They tell me they want to learn how to use their skills and passions to make a life.

"I find that my clients are really smart in knowing what they want," he adds. "They just need someone to listen to them. I provide the question: 'What do you want?' Then I support the idea that they can get it."

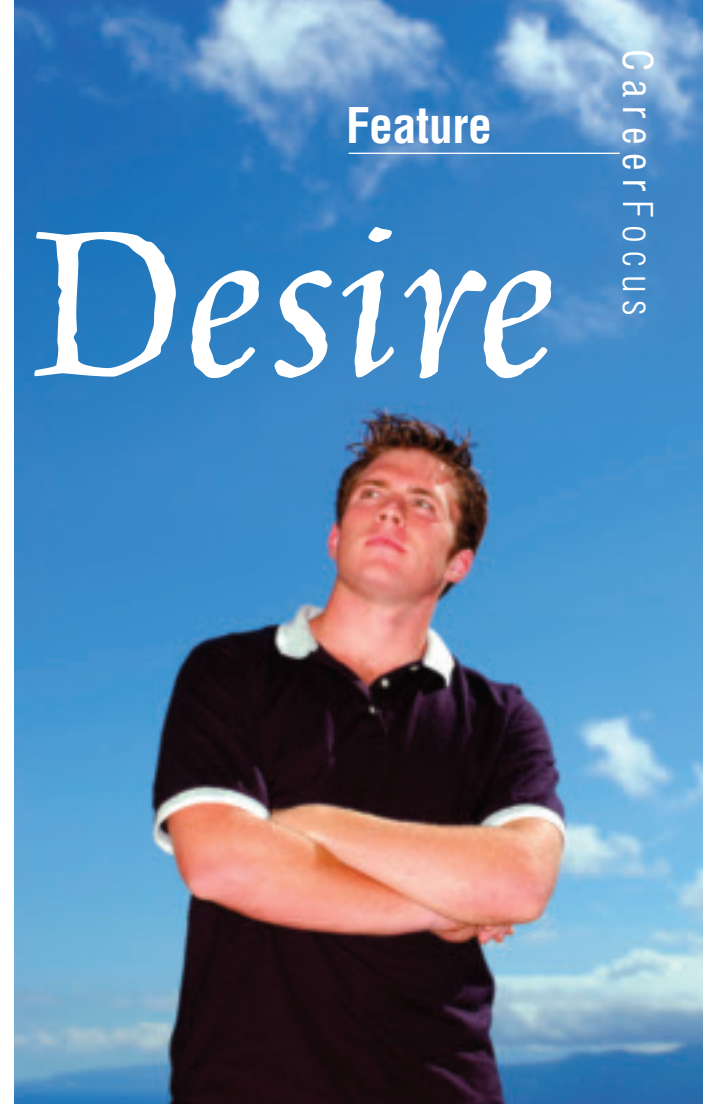
The first step is identifying the beliefs that get in people's way — the rules and obligations that family, teachers, or society places on us — "the shoulds" Stoller calls them: "You should be a teacher, lawyer, accountant." Stoller tells his clients to stop listening to the "shoulds" and start visualizing the "coulds" — the future they'd really like to have. Then he asks them to describe one step they can take to get there. One step turns into two steps, and slowly his clients begin to realize their dreams.

For example, one woman loves to sing. She fantasizes herself recording albums or leading a band. Stoller says "Great! Go for it!" So, she tries it out but she finds that she doesn't like the hectic pace of performing each night, or she

discovers that her voice is not as strong as she thought. So, she and Stoller brainstorm other options such as joining the local theater group or singing in the church choir. "They don't give up the initial, core desire," he explains, "but they need to go down a pathway to see what it takes to do what they want to do."

Stoller tells the story of his life insurance salesman. "When he discovered what I did, he began to talk with me about his own life — he wasn't happy selling life insurance, but he didn't know what he wanted to do. We worked together on this process, and now he's a minister in a Korean church. And, he's very satisfied with his life."

"When people are doing what they want, they're happy and fun to be around," Stoller says. "There's an aliveness in their voices, a radiance and energy about them." **CF**



"Your time is limited, don't waste it living someone else's life."

Steven Jobs

Public Works Occupations Offer Challenge and Variety

Choose the way you want to help maintain your community

By AnnMarie Librescu

When you hear the words “public works,” what images come to mind? Do you imagine road crews in hard hats and orange vests, heavy equipment operators moving tons of sand on a beach, tree trimmers, or administrators in offices managing budgets on a computer? Public works encompasses all this and more. The building, maintenance and operation of public utilities, roads, bridges, dams, parks, water and sanitation are included in this broad category.

Santiago Canyon College’s Public Works program is designed to prepare students for a wide variety of entry-level positions in the field, and offer training for advancement opportunities for those already employed in public works occupations. The Santiago Canyon College (SCC) program offers an associate degree and three certificate options in public works, construction inspection, and public works supervisor. Certificates can be earned by taking as few as six or seven classes.

“In public works, no two days are alike,” said former County of Orange manager of public works operations and current SCC instructor Bill Tidwell. “And there are so many career options to choose from, it truly offers something for everyone. You can work out of doors in maintenance, operation or inspection, or make your contribution from an office managing projects or finances.”

An important aspect of SCC’s public works program is the incorporation of project management classes to teach skills that can be applied in construction, information technology, and any field requiring the management of multiple projects simultaneously, as well as reporting progress to others. Thanks to



California voters’ passage of the \$12 billion infrastructure improvement bond in 2006, the demand for trained workers in project management and construction management will skyrocket.

To meet industry needs for a skilled workforce, the college has actively developed partnerships with sister colleges, professional organizations such as the Project Management Institute, Maintenance Superintendents Association (MSA), American Public Works Association (APWA) and government entities, including the County of Orange.

“We’re excited to be expanding the public works classes that we offer,” said Tricia Evans, SCC dean of career education. “The college has partnered with Citrus and Palomar Colleges as well as MSA and APWA to provide the skills that

our workforce needs. Two levels of certification are awarded by MSA when you take specific coursework. The organization is eager to see its members and fellow workers get the training they need to advance in their careers, obtain promotions, and serve the citizens of the cities and counties for which they work.”

A new partnership with the County of Orange Resource Development and Management Department (RDMD) allows public works classes to be held for the first time at the County’s Braden Court training facility in the City of Orange. Due to the large number of public works professionals who are retiring, the county is actively recruiting new workers, as well as facilitating on-site training for current employees. All classes offered apply to the college’s public works and MSA certificates, and are open to

The Santiago Canyon College program offers an associate degree and three certificate options in public works, construction inspection, and public works supervisor.

county employees as well as the public.

Classes are forming now and are conveniently offered during day and weekend hours as well as on the weekends. For more information, visit the website at www.sccollege.edu/publicworks or call (714) 628-4883. **CF**

Public Works Classes Are Avenue to Career Advancement

Earning a certificate can increase job opportunities

By AnnMarie Librescu

Raul Leyva of Santa Ana works as a utility/street maintenance worker for the City of Garden Grove, a position he has held for two years. Throughout his employment, he's also been taking public works classes at Santiago Canyon College (SCC). "Some people stay in the same spot, but my supervisor encouraged me to take classes to learn more about my job and move up the ladder," Leyva said. Since beginning his employment as a part-time worker, he's advanced to full-time after improving his skills through classroom teaching and hands-on work in labs.

Leyva is currently just two classes away from completing both his public works and inspection certificates, where he's learning about street and highway

construction, asphalt technology, plan reading, cost estimating, and project management. With these certificates under his belt, he hopes to make the transition from street repair to inspecting the concrete and asphalt work of other employees, making sure it's up to municipal code standards. "With so many retirements happening recently in public works, now is the time to prepare for promotion," Leyva explained. "That's why I'm planning to keep going to school to get my associate degree after completing these two certificate programs."

Life hasn't always been easy for Leyva, so he appreciates the wages and benefits he's earning at the City of Garden Grove. "Growing up, my family didn't have a lot of money," he said. "I dropped out of school and started getting into trouble before I

straightened up and got my GED. So if I can succeed in SCC's Public Works program, anyone can!"

Leyva was married in December, and is excited about the bright future that lies ahead. "I encourage everyone who has the opportunity to continue their education to go for it!" Leyva said. "It's only going to help you in the long run. Thanks to my education at SCC, I can pass along my knowledge to coworkers and help make the community a better place. And best of all, my family's future is secure, which is a blessing." **CF**



Public Works Instructor Continues Lifetime of Service

Teacher is spreading the word about need for trained workers

By AnnMarie Librescu

Bill Tidwell is a man who likes to keep busy. In spring 2006, he retired after a 33-year career with the County of Orange as the manager of public works operations. In that role he supervised over 200 employees and administered an annual budget of \$38 million. Instead of taking a well-deserved break, Tidwell continues his part-time teaching position at Santiago Canyon College's Public Works and Arborist programs, passing along a lifetime of knowledge to his students.

"Due to so many retirements, now is the greatest opportunity for people interested in entering or advancing in the field of public works," Tidwell said. "With a high school diploma and some work experience, Santiago Canyon College (SCC) can train you for a job that offers security and a living wage."

Tidwell entered the public works field in 1973, when he started as a part-time maintenance worker with the Orange County Department of Harbors, Beaches and Parks. While working his way up to park ranger and supervisor of vegetation (which included overseeing 140 employees engaged in tree trimming, landscape maintenance and erosion control), Tidwell completed three academic degrees. He holds two bachelor's degrees (in biology and social ecology) from the University of California, Irvine, and a master's degree in environmental studies from California State University, Fullerton.

Among the high points of Tidwell's long career are assisting with park activities during the 1984 Los Angeles Olympics, when some field events were held in Orange County. But his most rewarding moments came from helping the community by working on clean up and restoration following disasters.

After the police, fire and other emergency personnel go home, public works employees become the heroes by rebuilding roads, restoring power, clearing flood control channels, and dealing with the aftermath of floods, fires, wind, earthquakes, oil spills, and other natural and man-made disasters.

Tidwell loves providing the hands-on experience and classroom instruction that help his students obtain public works employment and advance in their careers. "Because I've been teaching at the college level since 1980, I've never stopped going to school," he says with a chuckle. "I always worked and went to school full-time, so I can relate to what my students are going through. They come to SCC to better themselves, and I'm here to help them achieve their goals." **CF**





Water Professionals Safeguard California's Most Precious Resource

As state's population grows, so does need for highly skilled professionals

By AnnMarie Librescu

During the devastating Santiago Canyon fire in October 2007, firefighters valiantly battled the flames that threatened hundreds of homes and thousands of acres. Their efforts were supported by local water and power employees who worked around the clock with emergency generators and pumping equipment to ensure that the much-needed water continued to flow until the fires were extinguished.

This scenario was a dramatic illustration of the importance of water to life in Southern California. Much of the time, we take for granted that we'll turn on the tap or garden hose, and water will always be there. The complex system of water delivery may be invisible to many of us, but it takes thousands of highly trained workers to keep it safely maintained and operational.

With large numbers of retirements expected throughout the industry by Baby Boom-era water professionals, there is currently a high demand for entry-level workers. Santiago Canyon College (SCC) offers the only comprehensive water utility science program among Southern California community colleges, and many students choose SCC to begin or advance their careers.

Other than a high school diploma, no other experience or aptitude is required before taking the classes that will help start your career or prepare for California Department of Health examinations needed for employment. Some math is required for most jobs, but what you'll need is taught in the program. A tutoring center is available for those who need any extra help.

"Our program delivers state-of-the-art training to students about the latest advances in the water industry," said Dean of Career Education Tricia Evans. "All instructors are experts in their fields with certifications and many years of real-world experience."

As California's population grows, so does the demand on the state's water system. There are many career options from which to choose in this challenging, rapidly expanding field. One is the area of conserving water through use and reuse. To teach students and the community about water conservation methods, SCC is partnering with Orange County Coastkeeper to build a demonstration garden on the college grounds. When completed, the garden will showcase the latest low-flow methods of home garden irrigation as well as native, California-friendly plants and

flame-retardant landscaping. The Coastkeeper Garden at SCC was initially funded by a grant from the Metropolitan Water District of Southern California, the region's largest water industry employer.

Other career options include water distribution and treatment, as well as the collection and treatment of wastewater, ensuring that our environment remains healthy. To meet industry needs, SCC's Water Utility Science program provides professional and technical classes combined with hands-on experience. Associate degrees and certificates are offered in three concentrations: water distribution, water treatment, and wastewater/environmental sanitation. Certificates can be earned by completing just six or seven classes. These certificates enable graduates to upgrade skills and/or receive certification through passing examinations offered by the State of California, the American Water Works Association, and the California Water Environment Association. Students who complete certificates are not only favored in the hiring process, but are also more likely to be promoted in their careers.

California's system of water treatment and delivery is one of the most advanced in the world. "We're

definitely on the cutting edge when it comes to water safety, technology and conservation methods," said SCC faculty member Pat Tennant. "Once you understand the water industry here, you can work anywhere in the country."

Water utility science program graduates often pursue jobs with city, county, or state agencies, private consulting firms, and are employed as plant operators, environmental laboratory technicians, industrial pre-treatment coordinators, engineering consultants and technicians, or as state and federal regulators. Once employed, industry professionals receive competitive salaries and a clearly-defined job progression with plenty of room for advancement from entry-level to lead operator, operations and maintenance supervisors, superintendents and/or managers. The average salary for a water treatment plant/systems operator is \$50,600 per year.

New classes are forming now. To learn more about SCC's Water Utility Science program, visit the website at www.sccollege.edu/watersci or call (714) 628-4883. **CF**

Water Instructor Immersed in Conservation

Trained workers are key to California's future

By AnnMarie Librescu

In addition to working as a part-time instructor in Santiago Canyon College's (SCC) Water Utility Science program, Pat Tennant is currently an aquatic biologist with Southern California Edison (SCE). He has worked as a habitat restoration manager, an environmental specialist and field technician, and a scientist. What all these occupations have in common is water. Tennant is passionate about water and natural resource conservation, and he brings this to his students in the classroom.

Tennant's varied career demonstrates the many different specializations that are available in today's water industry. He operates and maintains the SCE research vessel "Echologic" for use in

off-shore studies and the monitoring and restoration of reefs. He's helped to treat groundwater, ensure the quality of well water in Orange County, and monitored endangered species in the Prado Basin and Santa Ana River watershed.

In class, Tennant stresses to his students the vital importance of the jobs they'll perform in the water industry. "The role that water plays in the everyday life and economy of California is amazing," Tennant says. "Much of the local area would be a desert if it weren't for the water industry, which made Southern California what it is today."

Due to the exploding population growth in California and dwindling supplies of water, Tennant sees conservation (use and reuse) as key to California's survival. This issue is coming to



the forefront at the same time that many experienced water industry professionals are retiring. "We're in need of skilled workers who are going to help the industry come up with new and innovative methods to use what water we have more intelligently, because we can't make more," Tennant said. "There are so many opportunities in this field."

"SCC has assembled a diverse group of teachers in the water utility science program who provide technical, real-world expertise," Tennant said. "Many of us have worked in the field for years

and know what it takes to succeed. I'd encourage anyone to investigate the certificate and degree programs available, then enroll in this program."

Tennant holds a bachelor's degree in environmental biology with a minor in chemistry from California State University, Northridge, as well as a master's in environmental studies from California State University, Fullerton. **CF**

Wading Into Untraditional Waters

By Marcia Vaughan

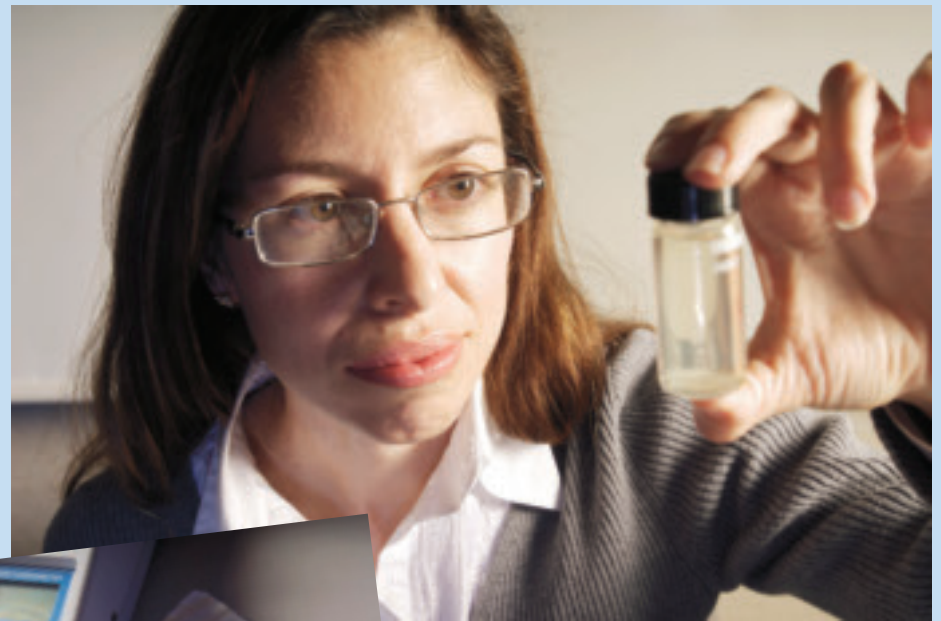
Upon graduation from high school in 1989, Patricia Guzman entered University of California, Irvine, working on a biology degree. Her father was injured on his job shortly after, and it became necessary for Guzman to enter the workforce to help the family manage expenses during his extensive therapy.

As a laboratory technician at Del Mar Analytical, she learned how to conduct water and environmental testing for municipalities and private firms. A spark was ignited for what she hopes will be her life's work. "Water touches everyone," she explains. "Access to good water determines where you can live."

After Guzman married Jose Sepulveda and gave birth to their son Pablo, she ran the administrative end of her husband's materials hauling business from their home. As Pablo approached kindergarten age, she decided to go back to work full-time.

Guzman Sepulveda knew that Santiago Canyon College (SCC) offered an outstanding certificate program that would allow her to develop her water treatment expertise. She saw considerable opportunity in both the private and governmental sectors, as public attention focuses more on environmental issues.

"I hope to impress prospective employers with my willingness to work hard," she continues. "I'm within three classes of completing my degree at UCI, but graduates of the certificate program earn more starting out in water treatment than graduates of a four-year college. Employers like the program's practical focus."



2 Water Distribution Operator licenses. Currently interviewing with a county organization, her ultimate goal is to obtain a water operator position.

"I want to work with chlorination in 40 to 50 million-gallon tanks of water and big vats of chemicals," she explains. "I want to do something important to serve my community, and what could be more important than ensuring a safe water supply?" **CF**

Last spring, Guzman Sepulveda completed SCC's two-year certificate program, qualifying her for Grade 2 Water Treatment Operator and Grade

Decoding the Generations

Age can say a lot about work style

With some people starting their first part-time job at age 16 and many others working well past traditional retirement age, the workplace can bring together four generations of Americans. Each generation brings their own set of values and priorities to the job, too. Take this quiz to see if you can identify each of the generations and their work style. **CF**

By Laura Lyjak

The Millennial Generation

- Born between
- Defining traits
- Biggest work style strength
- Potential work style shortcoming
- Attitude toward technology
- Famous members of this generation

Generation X

- Born between
- Defining traits
- Biggest work style strength
- Potential work style shortcoming
- Attitude toward technology
- Famous members of this generation

Baby Boomer Generation

- Born between
- Defining traits
- Biggest work style strength
- Potential work style shortcoming
- Attitude toward technology
- Famous members of this generation

The Silent Generation

- Born between
- Defining traits
- Biggest work style strength
- Potential work style shortcoming
- Attitude toward technology
- Famous members of this generation

Born between

- A.** 1982 – 2002
- B.** 1961 – 1981
- C.** 1943 – 1960
- D.** 1925 – 1942

Defining traits

- A.** Idealism and creativity
- B.** Skepticism and individualism
- C.** Civic purpose and upbeat attitudes
- D.** Sensitivity and a modest attitude

Biggest work style strength

- A.** Informal, self-reliant, risk-takers
- B.** Detail-oriented, logical
- C.** High-achieving, strong sense of mission
- D.** Collaborative and open-minded

Potential work style pitfall

- A.** Risk-averse, dislike conflict
- B.** Accustomed to schedule planned and organized by others
- C.** Workaholic, can be self-righteous
- D.** Slacker attitude

Attitude toward technology

- A.** I master the essentials and keep up-to-date
- B.** It's as important as air
- C.** I'm very tech savvy
- D.** I think it's over-rated, but I'm comfortable with the basics

Famous members of this generation

- A.** Venus and Serena Williams, Mark Zuckerberg, Scarlett Johansson, Justin Timberlake, Freddie Adu, Lindsay Lohan
- B.** Mick Jagger, Meryl Streep, Bill Gates, Bill Clinton, George W. Bush, Oprah Winfrey, Steven Spielberg
- C.** Barack Obama, Johnny Depp, Richard Linklater, Kurt Cobain, Eddie Vedder, Larry Page, Sergey Brin
- D.** John Lennon, Ray Charles, Jane Fonda, Jack Nicholson, John McCain, Woody Allen, Neil Armstrong

Millennials: A C D B B A
 Gen X: B B A D C C
 Baby Boomers: C A C C A B
 Silent Generation: D D B A D D



What Are You Waiting For?

Don't put it off another day, start your college education by calling Santiago Canyon College today at (714) 628-4901 or by visiting www.sccollege.edu. Choose a course of study and enroll this spring—within two years you could be on your way to a brand new career. If you aren't sure what career suits you, SCC's counselors will be glad to help you figure it out.

SCC offers a multitude of options in a wide range of fields. Choose from over 69 certificate and degree programs, as well as transfer agreements with four-year colleges in California. Check out SCC's A-Z program list and see what best fits your interests. Whether you're looking to begin your first career or ready for a change, we've got something for everyone.

SCC offers traditional day, evening, weekend, and online classes to fit into even the busiest schedule. SCC's counseling staff can help you with these decisions. Call them at (714) 628-4800.

Spring registration is now in progress. Classes begin February 11. CF

Don't forget about career advancement and personal enrichment through SCC's Community Services program. How about a class in dog obedience, power entertaining, or becoming a notary public? Writing for kids or time management? Ballroom dancing or gemology? For more information about our many reasonably priced options, call (714) 628-4960.




Santiago Canyon College A-Z

What follows is an alphabetical listing of programs and areas of study offered by Santiago Canyon College. Call 714.628.4901 or visit SCC on the Web at www.sccollege.edu for more information.

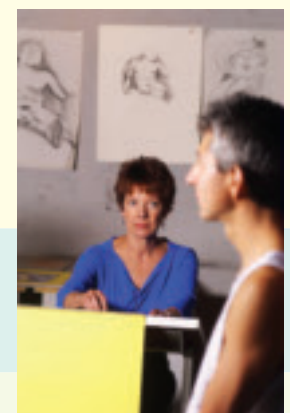
Area of Study	SCC Program		Job Titles/Orange County Median Earnings*
Accounting	A.A./A.S. Degree Certificates: General or Computerized Accounting options	The associate degree and certificate prepare students for transfer to 4-year universities as well as entry-level and promotional opportunities in accounting, manufacturing, merchandising, financial service, wholesale trades, and government.	Accountants and Auditors (\$56,660), Bookkeeping, Accounting and Auditing Clerks (\$35,380), New Account Clerks (\$33,590)
Apprenticeship - Carpentry	Acoustical Tile A.A./ A.S., Certificate	Prepares students for work in the carpentry trade with a thorough knowledge of acoustical ceilings, grids, prefab/sound panels, blueprints, and safety procedures. Successful completion may result in journeyworker status.	First-Line Supervisor/ Managers of Construction Trades and Extraction Workers (\$59,820)
	Concrete A.A./ A.S., Certificate	Prepares students for work in the concrete trade with a thorough knowledge of foundations, flatwork, tilt-up, wall forms, patented forming systems, architectural concrete, column forms, beam and deck forms, stairs and ramp forms, bridge construction, welding and safety procedures. Successful completion may result in journeyworker status.	Carpenters (\$47,050)
	Drywall Finisher A.A./A.S., Certificate	Prepares students for work as drywall finishers with a thorough knowledge of blueprints, welding, hand and machine taping, gypsum board application, hand and machine tool finishing, steel stud framing, carpentry, and safety procedures. Successful completion may result in journeyworker status.	Cement Masons and Concrete Finishers (\$42,910)
	Drywall/Lather A.A./A.S., Certificate	Prepares students for work in drywall/lathing with a thorough knowledge of basic lathing and structural framing (basic through advanced), blueprint reading, welding, and safety procedures. Successful completion may result in journeyworker status.	Drywall and Ceiling Tile Installers (\$42,350)



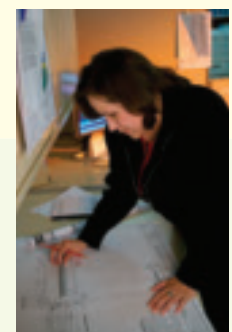
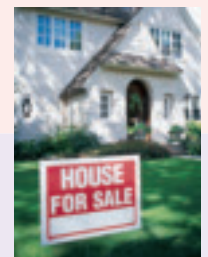
Area of Study	SCC Program		Job Titles/Orange County Median Earnings*
Apprenticeship - Carpentry	Finish Carpentry A.A./A.S., Certificate	Prepares students for work as finish carpenters with a thorough knowledge of basic cabinetry and installation, store fixtures, residential/commercial molding, plastic laminates, stair trim, doors and hardware, locks, electrical security products, and safety procedures. Successful completion may result in journeyworker status.	Cabinetmakers and Bench Carpenters (\$32,900)
	Framing A.A./A.S., Certificate	Prepares students for work as framers with a thorough knowledge of wall, floor, roof, residential metal and commercial framing and safety procedures. Successful completion may result in journeyworker status.	Assemblers and Fabricators (\$25,830)
	Millwright A.A./A.S., Certificate	Prepares students for work as millwrights.	Millwrights (\$52,170)
	Plastering A.A./A.S., Certificate	Prepares students for work as plasterers with thorough knowledge of interior and ornamental plastering, basic wall layout, cut brick, blueprint reading and safety procedures. Successful completion will result in journeyworker status.	Plasterers and Stucco Masons (\$44,390)
	Pile Driver A.A./A.S., Certificate	Prepares students for work as pile drivers. Successful completion will result in journeyworker status.	Pile Driver Operators (\$67,560)
	Tilt-Up A.A./A.S., Certificate	Prepares students for construction careers involving building layout, slab and footings, hardware, tilt-up and panel layouts, detailing and construction, lifting, bracing and safety, pour-in-place wall forms, blueprint reading for carpenters, and concrete stair forms. Successful completion may result in journeyworker status.	Carpenters (\$47,050)
Apprenticeship - Electricity	Industrial A.A./A.S.: Power Lineman and Sound/Communication options, Certificates: Power Lineman and Sound Communications options	Prepares students for careers in industrial electricity, working as inside wiremen. Successful completion may lead to state journeyworker status. This program meets the state requirements for electrician trainees.	Electrical Power-Line Installers and Repairers (\$52,230)
Apprenticeship - Maintenance Mechanic	A.A./A.S.: Maintenance Mechanic Apprenticeship I and II options, Certificates: Maintenance Mechanic Apprentice I and II options		First-Line Supervisors/Managers of Mechanics, Installers and Repairers (\$57,700), Automotive Service Technicians and Mechanics (\$43,280)
Apprenticeship - Operating Engineers	Certificates: Heavy Duty Repairman, Heavy Equipment Operator, Inspection, and Rock Products Industry options		Construction and Building Inspectors (\$62,360), Operating Engineers and Other Construction Equipment Operators (\$61,440), First-Line Supervisors/Managers of Operating Workers (\$46,630), Mobile Heavy Equipment Mechanics (\$45,950)
Apprenticeship - Surveying	A.A./A.S., Certificate		Prepares students for careers in surveying, with training in labor relations, surveying computer skills, and standard first aid.
Chief of Party	A.A./A.S., Certificate	The associate degree and certificate prepare students for career advancement in surveying. Combined with appropriate field experience, completion of the program may lead to employment as party chief and eventually to professional California State licensing as a land surveyor.	Surveyors (\$74,131)



Area of Study	SCC Program		Job Titles/Orange County Median Earnings*
Arborist		Classes are for students interested in urban tree care in residential and commercial landscapes, parks, and open spaces. Topics included are tree selection, installation and care, pruning, removal, use and maintenance of arborists' tools, selection and use of pesticides and fertilizers, and more. Courses can prepare students to take and pass the International Society of Arboriculture (ISA) certification exam.	
Art - Graphic Design	A.A., Program A and B	Enter into the broad field of visual communication, including design for print media, advertising, architectural and environmental graphics, packaging, logos, corporate identity, the web and other electronic media.	Media and Communication Workers (\$42,800)
	Degree Program A: Professional emphasis or transfer to art school	Prepares students for entry-level employment in advertising agencies, print houses, design studios, freelance work and related businesses. Also enables students to transfer to 4-year universities or professional art schools with a graphics design emphasis.	Graphic Designers (\$47,860)
	Degree Program B: Transfer to state universities	Prepares students for transfer to state universities and study leading to a bachelor's degree. Completion of this associate degree also prepares students for entry-level careers in advertising, printing, design studios, freelance work and related businesses.	
Art - Digital Media Arts	A.A.	Merges graphic design and web design. Prepares students for transfer to 4-year universities and entry-level careers in advertising, printing, design studios, web production, freelance design and related fields.	
	Certificate A: Graphic design emphasis Certificate B: Web design emphasis		
Digital Media Arts	Certificate A: Graphic design emphasis	Gain thorough knowledge of typography, graphic design, drawing, digital design with Photoshop, digital publishing with InDesign, and digital illustration with Illustrator.	Graphic Designers (\$47,860)
Digital Media Arts	Certificate B: Web design emphasis	Gain thorough knowledge of typography, graphic design and web concepts, digital design with Photoshop, digital illustration with Illustrator, web design with Flash and multimedia web applications.	Graphic Designers (\$47,860)
Business Administration	A.A./A.S.	The associate degree and certificate prepare students for transfer to 4-year universities and entry into careers in accounting, financial planning and analysis, financial services, management, marketing and sales, production and logistics, and systems and technology development.	Bookkeeping, Accounting and Auditing Clerks (\$37,860)
Business Applications and Technology	Certificate	The certificate is designed to prepare students for employment as administrative assistants, secretaries and office support staff in a variety of business offices including legal and international. Includes training in all phases of office work: keyboarding, office procedures, office administration, word processing, desktop publishing, business mathematics, office equipment and computer operations.	Executive Secretaries and Administrative Assistants (\$44,660)
Business Management	A.A./A.S.	The associate degree is designed to enable students to handle basic problems encountered in business management, including managing of marketing programs, decision making and problem solving, managing staff and understanding finance. Entry-level careers include management trainees and assistant managers/supervisors.	First-Line Supervisors/Office Managers (\$52,750)
Computer Information Systems	A.S., Certificates: Web Page Design and Web Programming options	The associate degree and certificate prepare students to write programs in Visual BASIC, C++ or Java, use data processing applications, and structure data for the computer. Completion of the program will enable students to transfer to 4-year universities and obtain entry-level employment as trainees in information systems, computer programming, networking and systems analysis.	Computer Programmers (\$72,200)
Computer Science	A.S., Certificate	The associate degree and certificate prepare students for entry-level employment as engineering aides, scientific computing technicians and junior programmers as well as transfer to 4-year universities.	Computer Support Specialists (\$50,690)
Cosmetology	A.A., Certificates in Barbering, Cosmetology, Cosmetician, Esthetician and Manicuring	The associate degree and certificate exceed minimum California State Board of Cosmetology standards. Teaching and laboratory instruction enable students to gain proficiencies in hairdressing, chemical waving and straightening, haircutting and shaping, hair coloring, scalp and hair treatments, facials, manicuring and operation of a beauty salon. Students may enroll at any time, year-round.	Skin Care Specialists (\$25,790), Hairdressers, Hairstylists and Cosmetologists (\$23,700)



Area of Study	SCC Program		Job Titles/Orange County Median Earnings*
Entrepreneurship	A.A./A.S., Certificate	The associate degree and certificate in entrepreneurship are designed to assist students in the skills necessary to open and operate a small business or to continue the pursuit of a bachelor's degree.	
Gemology	A.A./A.S., Certificate	The associate degree and certificate provide knowledge of diamonds and colored stones, including laboratory grading, identification and evaluation of gems. Students will be prepared to gain employment as jewelry appraisers, jewelry salespersons, jewelry buyer, jewelry wholesalers and laboratory gemologists.	Jewelers, Precious Stone and Metal Workers (\$36,050)
Early Childhood	A.A./A.S., Certificates: Infant-Toddler, Preschool and School Age options	The early childhood program provides students with knowledge about the development of young children, and opportunities to learn ways to meet the emotional, physical, social and education needs of children. Students will be prepared to transfer to 4-year universities and work directly with children as teachers in child care or preschool.	Child Care Workers (\$23,170)
Management	A.A., Certificates: Small Business, Supervision, Human Resources, Retail and Marketing options	The associate degree and certificate programs prepare students for entry-level management positions in business, government, and public organizations. The retail program is approved by the Western Association of Food Chains (WAFC) and is specially designed to prepare individuals for the fast-paced retail industry.	Managers (\$99,590)
Marketing	A.A./A.S., Certificates: General Marketing, Advertising, Professional Selling, and Retail Management options	The associate degree and certificate programs are designed to prepare students for various marketing, sales, and retail store management positions. Program content includes merchandise selection and purchase, advertising, sales, product distribution, customer relations, and pricing. Students may specialize in one of the option areas: general marketing, professional selling, advertising, or retail management.	Sales Representatives (\$62,700), Advertising Sales Agents (\$61,590), Managers of Retail Sales (\$41,040)
Modern Languages	A.A./A.S.	The associate degree is offered in French, Italian or Spanish and meets the needs of students who want to transfer to 4-year universities or achieve basic conversational ability in the chosen language.	Interpreters and Translators (\$42,000)
Public Works	A.A./A.S., Certificates: Public Works, Public Works Construction Inspection, and Public Works Supervisor options	The associate degree and certificate provide students with the skills and knowledge required for employment and promotion in the area of public works. This includes responsibility for construction and maintenance of transportation corridors and public structures, understanding of policies and practices along with attention to the needs of the community being served.	Construction and Building Inspectors (\$66,100)
Real Estate	A.A./A.S., Certificate	The associate degree and certificate are designed for those interested in careers as real estate salespersons, brokers, appraisers, mortgage brokers, property managers, title officers, developers and government employees. The program prepares students for the California real estate sales and broker licensure as well as classes for real estate appraisers and other professionals.	Real Estate Brokers (\$105,990), Appraisers and Assessors of Real Estate (\$70,260), Real Estate Sales Agents (\$66,830)
Sign Language Education	Certificate	This certificate of competency in Sign Language Communication is offered as preparation for becoming an interpreter. The certificate indicates knowledge of sign language modes in various settings.	Interpreters and Translators (\$41,930)
Survey/Mapping Sciences - Land Surveyor	A.A., Certificates: Land Surveyor and Land Surveyor in Training options	The associate degree and certificate programs provide students with a thorough background in land surveying and mapping, as well as an introduction to collection, manipulation, formatting and mapping of geospatial data. Successful program graduates will have the technical expertise needed for entry-level positions in Geographic Information Systems (GIS), land surveying, and digital photometry. The program also assists students preparing for the State Land Surveyor-In-Training and Land Surveyor's Exams.	Surveying and Mapping Technicians (\$49,460)
Teaching		Approximately 50 colleges and universities in California provide teacher credential programs, entered after completion of a bachelor's degree. Students planning to teach in the elementary and secondary schools may begin preparation at Santiago Canyon College, which offers lower division requirements for most majors currently acceptable for teacher credential programs.	Elementary School Teacher (\$52,000 median salary in CA, CareerInfoNet, www.acinet.org) Middle School Teachers (\$55,400 median salary in CA, CareerInfoNet, www.acinet.org)
Television/Video Communications	Certificate: Media Studies	This certificate prepares students for careers as producers and executives in the cable, television and film industries.	Media and Communication Workers (\$42,800)
Travel and Tourism	A.A./A.S., Certificate	This program is designed for students planning careers in the airline, hotel, tour, cruise and other tourism industries.	Travel Agents (\$34,720)
Water Utility Science	A.S., Certificates: Water Distribution, Water Treatment and Wastewater/ Environmental Sanitation	The associate degree and certificates cover basic concepts in the operation of water treatment plants, controlling and monitoring water delivery, water quality control methods, water and wastewater pumping equipment and electrical system repair, pump repair and maintenance. Entry-level employment may progress to lead operator, operations and maintenance supervisors, superintendents and/or managers.	Water and Liquid Waste Treatment Plant and System Operators (\$50,600)



* Job titles and salary information from the Employment Development Department, Labor Market Information Division, www.labormarketinfo.edd.ca.gov



FREE TRAINING

Offered for High-Demand Careers

By AnnMarie Librescu

Did you know that in a year or less you can earn a certificate that will prepare you for a career in a high-demand office occupation? Best of all, its FREE through Santiago Canyon College's Orange Education Center (OEC).

To succeed in today's fast-paced office environment, you've got to have up-to-date technology skills. Automation, computerization and the Internet have transformed the workplace. Businesses increasingly rely on office employees to create documents, spreadsheets, reports, e-mail, conduct Internet research, and develop presentations and websites using graphics.

The Orange County Business Council lists office occupations as the area with the most overall employment opportunities in coming years. To meet the need for trained workers, five new, state-approved certificate programs are offered (see below). Classes can be taken individually or in sequence to earn one or more certificates.

"We are very proud of our short-term vocational training programs available through the business skills department," said Vice President of Continuing Education Jose Vargas. "The programs are designed to prepare students for work in business and customer service areas with high employment potential and livable wages."

Don't put it off--enroll today! Free classes are offered throughout the year in Orange, Anaheim Hills and Garden Grove. To accommodate busy schedules, you can choose day, evening or Saturday classes. On-site child care is available.

Visit the website at www.sccollege.edu/continuing_education

or call (714) 628-5900 for more information.

The Orange Education Center is located at 1465 N. Batavia St. in Orange.

The Anaheim Hills Center is located at 101 S. Chaparral Court.

Santiago Canyon College, Continuing Education Business Skills Certificates

Customer Service Representative Requirements

- Intro to Keyboarding and Basic Windows
- Intro to Word Processing Using MS Word
- Navigating the Internet Workforce Readiness
- Workforce Readiness

General Office Clerk Requirements

All classes for Customer Service Representative plus:

- Intro to Computer Software Applications
- Intro to Windows
- Intro to Spreadsheets Using Excel

Executive Secretary/Administrative Assistant Requirements

All classes for Customer Service Representative plus:

- Intro to Adobe InDesign
- Intro to Databases Using FileMaker Pro
- Intro to Document Processing Using Adobe Acrobat
- Intro to Electronic Presentations Using PowerPoint

- Intro to Personal Commerce on the Internet
- Intro to Spreadsheets Using Excel
- Intro to Use of Digital Cameras

First-Line Supervisor/Manager of Office and Administrative Support Workers Requirements

- Intro to Electronic Presentations Using PowerPoint
- Intro to MS Project
- Intro to Personal Commerce on the Internet
- Intro to Spreadsheets Using Excel
- Intro to Windows
- Intro to Word Processing Using MS Word
- Navigating the Internet
- Workforce Readiness

Sales Representative, Wholesale and Manufacturing Web Associate Requirements

- Intro to Animations Using Flash
- Intro to Desktop Video Editing Using Adobe Premiere
- Intro to Electronic Imaging Using Adobe Photoshop
- Intro to Electronic Presentation Using PowerPoint
- Intro to Personal Commerce on the Internet
- Intro to 3D Modeling Using Blender
- Intro to Use of Digital Cameras
- Intro to Vector Graphics Using Adobe Illustrator
- Intro to Web Design Using Adobe GoLive
- Intro to Web Graphics Using Adobe ImageReady
- Intro to Web Page Development Using HTML
- Workforce Readiness **CF**

What People are Saying about Business Skills Training...

"Our community is truly fortunate to have the Orange Education Center. The courses offered, such as Adobe Photoshop, Macromedia Flash and Excel, are industry standards that are taught by well-informed, friendly instructors who go above and beyond to convey their knowledge. My pursuit of a college degree began at the Orange Education Center. I'm currently a successful college sophomore and look forward to earning a bachelor's degree in the near future." – James Truong, Student, Santiago Canyon College

"I'm evidence that these continuing education programs work. The business skills programs provided me with the necessary skills to become a student services specialist and obtain a job working in continuing education outreach. Now I can help others fulfill their potential by encouraging them to take business skills classes." – Isabel Garcia, Student Services Specialist, Santiago Canyon College Orange Education Center

"Being self-employed brings many challenges. When it was time to update my computer software, Santiago Canyon College's Orange Education Center made the challenge of learning the newest versions quick and easy. The Orange Education Center is the best shortcut to getting up to speed, and was definitely time well spent. Thanks SCC!" – Steven Brozovich, Owner, California Sign **CF**

Santiago Canyon College

**High quality.
Exceptional value.**

- Friendly, caring faculty and staff
- University transfer
- Over 40 different degree programs
- Career training in:
water utility science • public works
surveying • arboriculture
construction trades apprenticeships
cosmetology and more
- On-site child development center
- Financial aid and scholarships available
- Online admissions, registration, and
book purchase



sccollege.edu