Develop technical skills in using technology and applications for business projects based on current standards.

Learn proper techniques with helpful tips from Microsoft Office Specialist certified professors with professional business experience.

Work on real-world business projects to be prepared for employment and business careers.

## Career Opportunities
- Customer Service Representative
- Office Management
- Executive Administrative Assistant
- Support Services
- Front Office Reception
- Virtual Assistant
- Digital Content Specialist

## Microsoft & Adobe Industry Certification

Microsoft Office Specialist (MOS)

Adobe Certified Professional (ACP)

MOS and ACP certifications are industry-recognized credentials that validate proficiency in technical skills using software applications.

All BA Microsoft Office and Adobe courses are exam preparation classes which include practice tests that can be taken on your computer off-campus or in the SAC ACC computer lab. The exams are proctored at SAC. Each exam has approximately 50 project-based tasks to be completed within 50 minutes. You only need 70% to pass!

Learn technical skills for a job and earn certifications at the same time!

## SAC Business Apps & Technology Department

**Dori Dumon • dumon_dori@sac.edu • 714.564.5773**

**Adam Morgan • morgan_adam@sac.edu • 714.564.6773**

**Business Division A-107-10**

**sac.edu/BA**

## SAC Business Counselors

**Daniel Peraza • Maria Rios**

**Library Building, 2nd Floor L-222 • 714.564.6254**

- **Get help planning class schedules**
- **Set education and career goals**
- **Complete graduation forms**
- **Learn about financial aid and support services**

## SAC Internship Program

**sac.edu/internships • A-107-4 • internships@sac.edu**

The information in this brochure is based on SAC Catalog 2021-22. Please refer to the SAC Catalog for details.

## SANTA ANA COLLEGE
### Focused On Your Future

**1530 W. 17th Street, Santa Ana, CA 92706 • sac.edu**

REV: 09.29.2021

## Innovate Your Career with Employment Readiness Skills



- Office Technology
- Professional Business Skills
- Microsoft Office Specialist Certifications
- Business Math & Writing Skills
- Customer Service
- Job Search, Resume & Interview Skills



# Professional Business Skills & Technology Training

## SAC.edu/BA

# BUSINESS APPLICATIONS AND TECHNOLOGY

The Business Apps and Technology programs provide professional training for employment as administrative office professionals. Students will develop business skills using current standards and technology including job search, career advancement, employment readiness, leadership skills, customer service, written and verbal communication, business ethics, decision-making skills, effective meetings, time and stress management, and teamwork skills.

## Business Applications and Technology Certificate

Program code: sac.bat.ca

| Course | | Units |
|---|---|---|
| BA 146 | Computer Fundamentals | 1.5 |
| BA 147 | Microsoft Windows, OneDrive & OneNote | 1.5 |
| BA 110 | Computer Keyboarding Skills | .5 |
| BA 115 | Computer Keyboarding Speed and Accuracy Development | .5 |
| BA 182 | Google Apps & Google Drive | 2 |
| BA 179 | Microsoft Office (Word, Excel, PowerPoint) | 3 |
| BA 126 | Microsoft Outlook | 2 |
| BA 163 | Adobe Acrobat | 3 |
| BA 100 | Business Writing Skills | 3 |
| BA 102 | Professional Skills & Career Readiness | 3 |

**Select 1 of the following courses:**

| Course | | Units |
|---|---|---|
| BA 103 | Business Mathematics | 3 |
| | – or – | |
| BUS 080 | Business Mathematics | 3 |
| BA 127 | Microsoft Teams | 2 |
| BA 189 | Advanced Microsoft Excel | 2 |
| CMPR 167 | Microsoft Access | 3 |
| ACCT 035 | QuickBooks I | 2 |
| BA 155 | WordPress | 2 |
| BA 160 | Microsoft Publisher | 2 |
| BA 164 | Adobe Photoshop | 3 |
| BA 166 | Adobe Illustrator | 3 |
| BA 170 | Adobe InDesign | 3 |

**Total Units: 22-23**

## Business Applications and Technology Degree

Program code: sac.ba.as

| Course | | Units |
|---|---|---|
| BA 146 | Computer Fundamentals | 1.5 |
| BA 147 | Microsoft Windows, OneDrive & OneNote | 1.5 |
| BA 110 | Computer Keyboarding Skills | .5 |
| BA 115 | Computer Keyboarding Speed and Accuracy Development | .5 |
| BA 179 | Microsoft Office (Word, Excel, PowerPoint) | 3 |
| BA 126 | Microsoft Outlook | 2 |
| BA 182 | Google Apps & Google Drive | 2 |
| BA 163 | Adobe Acrobat | 3 |
| BA 100 | Business Writing Skills | 3 |
| BA 102 | Professional Skills & Career Readiness | 3 |
| BA 103 | Business Mathematics | 3 |
| | – or – | |
| BUS 080 | Business Mathematics | 3 |

**Select 1 of the following courses:**

| Course | | Units |
|---|---|---|
| BA 127 | Microsoft Teams | 2 |
| BA 189 | Advanced Microsoft Excel | 2 |
| BA 164 | Adobe Photoshop | 3 |
| BA 166 | Adobe Illustrator | 3 |
| BA 169 | Adobe Dreamweaver | 3 |
| BA 170 | Adobe InDesign | 3 |
| BA 160 | Microsoft Publisher | 2 |
| CMPR 167 | Microsoft Access | 3 |
| ACCT 035 | QuickBooks I | 2 |
| BA 155 | WordPress | 2 |

**Total Units: 25 - 26**

## Computer Fundamentals for Business Certificate

Program code: sac.cfb.ca

| Course | | Units |
|---|---|---|
| BA 146 | Computer Fundamentals | 1.5 |
| BA 147 | Microsoft Windows, OneDrive & OneNote | 1.5 |
| BA 110 | Computer Keyboarding Skills | .5 |
| BA 179 | Microsoft Office (Word, Excel, PowerPoint) | 3 |
| | – or – | |
| BA 125 | Microsoft Word | 2 |
| | – and – | |
| BA 190 | Microsoft PowerPoint | 2 |
| | – and – | |
| BA 188 | Microsoft Excel | 2 |
| BA 182 | Google Apps & Google Drive | 2 |

**Total Units: 8.5 - 11.5**



Microsoft classes include Microsoft Office Specialist (MOS) industry certification exams

| MOS Exam Prep Courses | | Units |
|---|---|---|
| BA 125 | Microsoft Word | 2 |
| BA 126 | Microsoft Outlook | 2 |
| BA 188 | Microsoft Excel | 2 |
| BA 189 | Advanced Microsoft Excel | 2 |
| BA 190 | Microsoft PowerPoint | 2 |
| CMPR 167 | Microsoft Access | 3 |
| | **All Courses Available Online** | |

Adobe Certified Professional (ACP) certifications available in BA 164, 166, 169 & 170 Adobe classes.