

The Business Apps and Technology Department faculty is committed to providing professional business skills and technology training based on current business standards which are required in today's workforce.

Professional business and technology skills will help you be more efficient and faster!

Our classes are listed under "BA - Business Applications" in WebAdvisor.

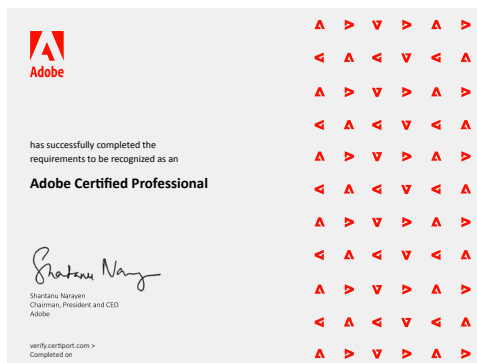
Build technical skills in Microsoft Office applications and Adobe CC.

Earn Microsoft and Adobe industry certifications in classes to validate technology skills for your resume.

MICROSOFT OFFICE SPECIALIST (MOS)



ADOBE CERTIFIED PROFESSIONAL (ACP)



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.

To request this document in an alternate format, please contact (714) 564-5527 or Public_Affairs@sac.edu

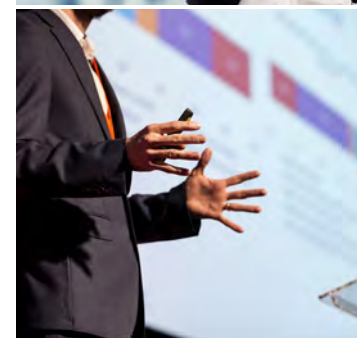
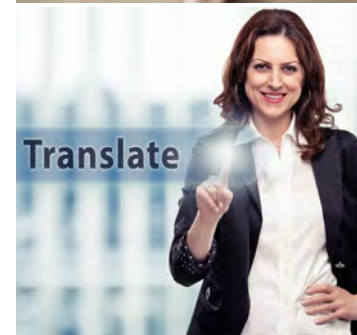
RSCCD is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities.

To view our Nondiscrimination Policy, visit rsccd.edu/NDP



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

Certificates & Degrees



Innovate Your Career

Professional Business Skills & Technology Training

SAC.edu/BA



DIGITAL PUBLISHING – ADOBE

Print, Web, SEO, Social Media & Drones for Business & Marketing

Technology and software applications training for professional business and marketing multimedia projects using proper methods and advanced techniques based on current business standards and trends.

Adobe courses include Adobe Certified Professional (ACP) exam and practice tests to earn industry certifications in Photoshop, Illustrator, InDesign, Animate, Dreamweaver, Premiere Pro, and After Effects.



DRONE TECHNOLOGY

Many Careers Require Drone Skills

Training in using drones legally and safely for commercial and recreational use. Topics include taking and editing photos and videos, live stream video for social media, FAA rules, Part 107 remote pilot license exam information, and drone registration.

Learn about the many careers and industries using drones including public safety, investigations, construction, engineering, inspections, real estate, marketing, media, delivery, and insurance. Drones are provided in classes.



SPANISH / ENGLISH INTERPRETATION & TRANSLATION

Learn from Bilingual Career Experts

Develop proper bilingual skills to provide services for a variety of industries including business, medical, government, education, and legal.

Constitutional mandates require certified bilingual interpreter services for courts, victims, and defendants for arraignments, pretrials, preliminary hearings, depositions, trials, witness statements, etc. Government and private industry need interpreters in medical, legal, education, and business.



VIETNAMESE / ENGLISH INTERPRETATION & TRANSLATION

Learn from Bilingual Career Experts

Develop proper bilingual skills to provide services for a variety of industries including business, medical, government, education, and legal.

Constitutional mandates require certified bilingual interpreter services for courts, victims, and defendants for arraignments, pretrials, preliminary hearings, depositions, trials, witness statements, etc. Government and private industry need interpreters in medical, legal, education, and business.



BUSINESS APPLICATIONS & TECHNOLOGY

Innovate Your Career with Employment Readiness Skills

Technology and business skills training for employment as an administrative office professional.

You will learn interviewing skills, resume writing, job search, professional image, business ethics, time and stress management, teamwork, office and customer service skills.

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



OFFICE MANAGEMENT

Leadership Training for Career Advancement

Develop leadership and management skills for the workplace. Learn office technology skills for career advancement in administrative office management.

Build professional communication and business math skills for reports, emails, proposals, presentations, and other business projects. Learn office management software applications.

Learn to be a team player and an effective leader.



MICROSOFT OFFICE PROFESSIONAL

Competitive Advantage for Today's Workforce

Professional training in Microsoft applications based on current business standards.

Learn proper methods and advanced techniques to enhance professional business projects, improve communication, and increase productivity.

Microsoft Office Specialist (MOS) exams and practice tests are included for Word, Excel, PowerPoint, Outlook, and Access.



SOFTWARE CERTIFICATION EXAM PREP COURSES

Industry Credentials to Validate Technical Skills Microsoft and Adobe

Microsoft Office Specialist (MOS) and Adobe Certified Professional (ACP) are industry recognized certifications to validate your technical skills to employers.

All Business Applications (BA) Microsoft and Adobe courses include exams and practice tests.