

Santa Ana College
Business Applications & Technology (BA) Department

www.sac.edu/BA



Microsoft Office Professional Program

The Microsoft Office Professional program is designed to provide students training in computer skills based on current business industry standards and technology for any department within a company.

Employment Opportunities: office administration, administrative assistant, executive assistant, administrative services, department supervisor, support specialist, virtual assistant, office manager, sales representative, and customer service representative.

Microsoft Office Professional Certificate

Required Courses	Units
BA 043 Microsoft Office Certification Preparation.....	.5
BA 049 Introduction to Microsoft Access.....	1.5
BA 066 Microsoft Outlook.....	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev.....	1
BA 147 Introduction to Windows.....	1.5
BA 179 Introduction to Microsoft Office.....	4
BA 180 Advanced Microsoft Office	3
BA 189 Excel Application Projects.....	1.5
BA 191 Microsoft PowerPoint Projects.....	1.5
Select 3 units from the following electives:	3



Elective Courses	Units
BA 017 Business Writing Skills OR BUS 222 Business Writing.....	3
BA 120 Administrative Office Management.....	3
BA 148 Advanced Windows.....	1.5
BA 160 Microsoft Publisher	3
BA 163 Adobe Acrobat.....	3
BA 177 Microsoft OneNote.....	1.5
BA 185 Real World Office Projects	3
BUS 080 Business Mathematics.....	3

Total units required:..... 19

Microsoft Office Professional Degree

Required Courses	Units
BA 017 Business Writing Skills	3
BA 018 Office Procedures OR BA 120 Administrative Office Management.....	3
BA 035 Computer Fundamentals	1.5
BA 043 Microsoft Office Certification Preparation.....	.5
BA 049 Introduction to Microsoft Access.....	1.5
BA 066 Microsoft Outlook	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev.....	1
BA 147 Introduction to Windows.....	1.5
BA 179 Introduction to Microsoft Office.....	4
BA 180 Advanced Microsoft Office	3
BA 189 Excel Application Projects.....	1.5
BA 191 Microsoft PowerPoint Projects.....	1.5
BUS 080 Business Mathematics.....	3
Select 6 units from the following elective courses:.....	6

Elective Courses	Units
BA 148 Advanced Windows.....	1.5
BA 160 Microsoft Publisher	3
BA 163 Adobe Acrobat.....	3
BA 164 Adobe Photoshop	3
BA 169 Adobe Dreamweaver	1.5
BA 177 Microsoft OneNote.....	1.5
BA 183 Microsoft Word	3
BA 184 Advanced Microsoft Word for the Workplace	3
BA 185 Real World Microsoft Office	3

Total units required:..... 32

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- Microsoft Office MOS certification preparation and testing
- Information about other SAC BA classes and certificate/degree programs:
Digital Publishing, General Business Applications & Technology, Office Management, Spanish/English Interpretation & Translation
- And much more information and details about BA classes and programs