

## Career Opportunities

### Administrative Assistant

Manage office tasks, schedule appointments, and create documents using Word, Excel, and Outlook.

### Office Manager

Oversee daily business operations and improve office efficiency using advanced Microsoft Office tools.

### Executive Assistant

Support executives with professional communication, calendar management, and presentation creation.

### Data Entry Specialist

Input and manage large datasets with accuracy using Excel spreadsheets and database tools.

### Customer Service Representative

Track customer interactions, generate reports, and communicate effectively using Outlook and Word.

### Project Coordinator

Use Excel and PowerPoint to manage project timelines, budgets, and stakeholder communication.

### Marketing Assistant

Create flyers, reports, and presentations to support digital and print marketing campaigns.

### Human Resources Assistant

Maintain employee records, generate reports, and streamline HR tasks using Word, Excel, and Access.

### Sales Support Specialist

Prepare quotes, maintain client databases, and analyze sales metrics using Microsoft Office tools.

### Accounting Clerk

Assist with budgets, invoices, and financial records using Excel spreadsheets and templates.

### Operations Support Specialist

Improve workflow processes and maintain documentation for business operations using Office software.

### Small Business Office Assistant

Support business owners with communication, file management, and financial tracking using Office applications.

## Make an appointment with a SAC Career Education Counselor

Zoom appointments available

[CareerCTECenter@sac.edu](mailto:CareerCTECenter@sac.edu)

(714) 564-6254

Help with enrolling in classes

Set education and career goals

Learn about financial aid and support service

Create an education plan to complete faster and easier

[sac.edu/ba](http://sac.edu/ba)

Faculty Lead

Adam Morgan

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The information in this brochure is based on  
SAC Catalog 2025-26.

Please refer to [sac.edu/catalog](http://sac.edu/catalog) for details.



## Business Division

SANTA ANA COLLEGE  
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Cesar Chavez Building, A-103  
Santa Ana, CA 92706  
(714) 564-6750  
[sac.edu/business](http://sac.edu/business)

## MICROSOFT OFFICE PROFESSIONAL



## Professional Business Skills & Technology Training



Competitive Advantage  
for Today's Workforce

[SAC.edu/BA](http://SAC.edu/BA)



# MICROSOFT OFFICE PROFESSIONAL

100% Online – All Courses & Industry Certifications

## Microsoft Office Professional Certificate

Courses	Units
BA 146 Computer Fundamentals	1.5
BA 147 Microsoft Windows, OneDrive & OneNote	1.5
BA 110 Computer Keyboarding Skills	0.5
BA 115 Computer Keyboarding Speed and Accuracy Development	0.5
BA 125 Microsoft Word	2
BA 190 Microsoft PowerPoint	2
BA 126 Microsoft Outlook	2
BA 127 Microsoft Teams	2
BA 188 Microsoft Excel	2
BA 163 Adobe Acrobat	3

Program code: sac.bamso.ca

**Total: 17**

Build technical skills in Microsoft Office applications and Adobe Acrobat Pro (edit, sign, and secure PDF files) required for business.

Learn proper techniques using current business standards from Microsoft Office Specialist certified business professionals.

Prepare to take the Microsoft Office Specialist industry certification exam in class.

<b>Microsoft Office SPECIALIST CERTIFICATE</b>	<b>1 of any:</b> <ul style="list-style-type: none"> <li>• Word</li> <li>• PowerPoint</li> <li>• Excel</li> <li>• Outlook</li> <li>• Access</li> </ul>
<b>Microsoft Office ASSOCIATE CERTIFICATE</b>	<b>3 of any:</b> <ul style="list-style-type: none"> <li>• Word</li> <li>• PowerPoint</li> <li>• Excel</li> <li>• Outlook</li> </ul>
<b>Microsoft Office EXPERT CERTIFICATE</b>	<b>Associate Certificate + 2 of any:</b> <ul style="list-style-type: none"> <li>• Word Expert</li> <li>• Excel Expert</li> <li>• Access Expert</li> </ul>

## Microsoft Office Professional AA Degree

Courses	Units
BA 146 Computer Fundamentals	1.5
BA 147 Microsoft Windows, OneDrive & OneNote	1.5
BA 110 Computer Keyboarding Skills	0.5
BA 115 Computer Keyboarding Speed and Accuracy Development	0.5
BA 125 Microsoft Word	2
BA 190 Microsoft PowerPoint	2
BA 126 Microsoft Outlook	2
BA 127 Microsoft Teams	2
BA 188 Microsoft Excel	2
BA 189 Advanced Microsoft Excel	2
CMPR 167 Microsoft Access	3
BA 163 Adobe Acrobat	3

Select 1 of the following courses

BA 164 Adobe Photoshop	3
BA 170 Adobe InDesign	3
BA 102 Professional Skills & Career Readiness	3
BA 182 Google Apps & Google Drive	2

Program code: sac.bamso.aa

**Total: 24-25**

### Professional Microsoft Office Training for Today's Workforce

- Gain the skills employers demand with hands-on training in Microsoft Word, Excel, PowerPoint, Outlook, Access – and Adobe Acrobat Pro (PDF files)
- Learn advanced techniques to improve communication and productivity including Copilot and other Microsoft AI tools
- Build professional business projects using current industry standards
- Courses taught by Microsoft Office Specialist (MOS) certified instructors
- Prepare in class to earn MOS certifications and validate your technical skills
- Learn to edit, sign, and secure PDF documents documents using Adobe Acrobat Pro

Earn certifications that showcase your business and technology expertise!

## Earn Microsoft Office Specialist (MOS) Certifications

Stand out to employers with industry-recognized credentials that prove your Microsoft Office skills.

- Prepare for MOS certification in Word, Excel, PowerPoint, Outlook, and Access
- Practice tests included with each course — study at your own pace
- Each exam includes approx. 35 tasks with 50 minutes to complete
- Pass with just 70% to earn your certification!

Earn Industry Certificates with LinkedIn Badges in all BA Microsoft & Adobe classes



## Microsoft Office Specialist (MOS)



BA 125, 126, 179, 188, 189, 190 & CMPR 167

5 Individual Certifications + Badges

1 Associate & 2 Expert Certifications & Badges

## Adobe Certified Professional (ACP)



BA 163, 164, 165, 166, 169, 170, 171, 172 & 173

9 Individual Certifications + Badges

3 Specialty Expert Certifications & Badges