

## SAC BA Certificate and Degree Programs with MOS or ACP Exams



Microsoft Office Professional  
Computer Fundamentals for  
Business



Digital Publishing  
Adobe Apps  
Digital Design  
Drone Technology



Office Management  
Business Apps & Technology  
Interpretation & Translation

### The Value of Software Certifications

91% of hiring managers consider software certifications as criterion for hiring.

MOS and ACP provides industry-leading assessments of hands-on technical skills and knowledge to complete real-world business project tasks.

Certifications guarantee that every certified user has demonstrated the ability to use the full features and functionality of the software app for the workplace.

The value of certifications provides workforce candidates the competitive edge to validate technical skills for employment and to build a successful career.

**Improve your skillset to meet  
the market demand**

### SAC Business Apps & Technology Department

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

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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](http://sac.edu/internships) • A-107-4 • [internships@sac.edu](mailto: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](mailto:Public_Affairs@sac.edu)

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To view our Nondiscrimination Policy, visit [rscdd.edu/NDP](http://rscdd.edu/NDP)



**SANTA ANA COLLEGE**  
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## SOFTWARE CERTIFICATION EXAM PREP COURSES

### Industry Credentials to Validate Technical Skills

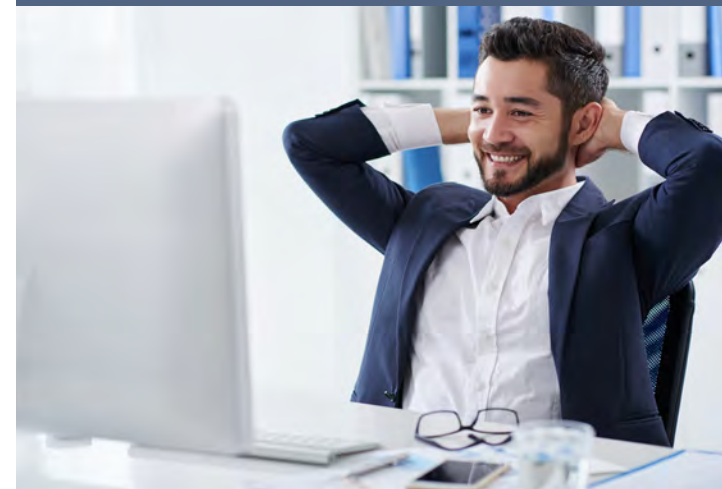


Microsoft Office  
Specialist (MOS)



Adobe Certified  
Professional (ACP)

Santa Ana College BA Department is a  
MOS & ACP Authorized Testing Center



## Professional Business Skills & Technology Training

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

# SOFTWARE CERTIFICATION EXAM PREP COURSES

## 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 for your resumé at the same time!



**Take a SAC BA Software Class**    **Practice Tests Provided in Class**    **Take Exam at End of Class**

**What sounds better in an interview or on a resumé . . .**

**"I am self-taught"**

**OR**

**"I am professionally trained and software certified!"**



## MICROSOFT OFFICE SPECIALIST (MOS)



MOS Prep Courses		Units
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 179	Microsoft Office (Word, Excel, PowerPoint)	3
BA 188	Microsoft Excel	2
BA 189	Advanced Microsoft Excel	2
BA 190	Microsoft PowerPoint	2
CMPR 167	Microsoft Access	3



### Achieve Higher Levels of Industry Certifications with SAC BA Microsoft Classes

Pass certificate exams to earn additional higher credentials

<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>

## ADOBE CERTIFIED PROFESSIONAL (ACP)



ACP Prep Courses		Units
BA 164	Adobe Photoshop	3
BA 166	Adobe Illustrator	3
BA 169	Adobe Dreamweaver	3
BA 170	Adobe InDesign	3
BA 171	Adobe Premiere Pro	3
BA 172	Adobe After Effects	3
BA 173	Adobe Animate	3



### Achieve Higher Levels of Industry Certifications with SAC BA Adobe Classes

Pass 1 exam = Adobe Certified Professional Certificate

Pass 2 exams = Receive 3rd Higher Level Certificate

Required ACP Exam	Plus 1 ACP Exam	Higher Level Certificate
Photoshop	Illustrator or InDesign	Adobe Certified Professional in Visual Design
Premiere Pro	Photoshop or After Effects	Adobe Certified Professional in Video Design
Dreamweaver	Animate or Photoshop	Adobe Certified Professional in Web Design