Be prepared for employment and advancement in a business career.

Learn technical skills with proper techniques from Microsoft Office Specialist certified professors with professional business experience.

Build professional communication skills and math skills for reports, emails, proposals, presentations, and other business projects.

Develop leadership and management skills for the workplace.

Career Opportunities
- Executive Management
- Office Manager
- Customer Service Representative
- Sales and Support Services
- Virtual Professional
- 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.

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

SANTA ANA COLLEGE
Focused On Your Future

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

REV: 09.29.2021

OFFICE MANAGEMENT

Leadership Training for Career Advancement

- Leadership & Management Skills
- Meeting & Event Planning
- Financial Management
- Labor Laws & Payroll Practices
- Business Math & Writing Skills
- Business Technology
- Microsoft Office Specialist Certifications
- Job Search, Resume & Interview Skills

Professional Business Skills & Technology Training
SAC.edu/BA

The Office Management programs prepare students for employment and career advancement in a business office as an administrative professional. Course content includes business technology and software application training, administrative office management, office procedures, job search and advancement, professional image, leadership, facilitating meetings, business writing and verbal communication, and business math skills using current business standards.

These programs include exam preparation classes for the Microsoft Office Specialist certifications in Word, Excel, PowerPoint, and Outlook.

Business and technology skills learned in this program are required for any administrative professional. Learn to be a team player and an effective leader.

Office Management Certificate
Program code: sac.baom.ca

Course		Units
BA 100	Business Writing Skills	3
BA 102	Professional Skills & Career Readiness	3
BA 103	Business Mathematics	3
	– or –	
BUS 080	Business Mathematics	3
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 126	Microsoft Outlook	2
BA 127	Microsoft Teams	2
	Total Units: 16-19	

Office Management Degree
Program code: sac.baom.aa

Course		Units
BA 100	Business Writing Skills	3
BA 102	Professional Skills & Career Readiness	3
BA 103	Business Mathematics	3
	– or –	
BUS 080	Business Mathematics	3
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 126	Microsoft Outlook	2
BA 127	Microsoft Teams	2
Select 2 of the following courses:		
BA 189	Advanced Microsoft Excel	2
CMPR 167	Microsoft Access	3
ACCT 035	QuickBooks I	2
BA 155	WordPress	2
BA 182	Google Apps & Google Drive	2
BA 163	Adobe Acrobat	3
	Total Units: 20-25	

The Microsoft Office Specialist (MOS) certifications are industry-recognized credentials that validate proficiency in technical skills using software applications.

The Microsoft Office courses are exam preparation classes with practice tests that can be taken off-campus and exams that are proctored at SAC. Each exam has approximately 50 tasks with a maximum 50 minutes to complete. You only need 70% to pass!
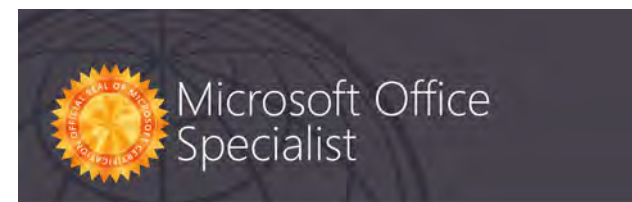
MOS Exam Prep Courses		Units
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 188	Microsoft Excel	2
BA 189	Advanced Microsoft Excel	2
BA 190	Microsoft PowerPoint	2
CMPR 167	Microsoft Access	3

All Courses Available Online