

## Career Opportunities

### Administrative Assistant

Support business operations by managing schedules, preparing documents, and handling office communications.

### Office Manager

Oversee daily office activities, supervise staff, and ensure efficient workflow and organization.

### Executive Assistant

Provide high-level support to executives by organizing meetings, managing correspondence, and handling sensitive information.

### Customer Service Representative

Assist clients or customers with inquiries, troubleshoot issues, and maintain records using communication tools and CRM software.

### Data Entry Specialist

Input, update, and manage business data accurately using spreadsheets, databases, and office software.

### Project Coordinator

Help plan and organize business projects, track deadlines, and communicate progress using project management tools.

### Marketing Assistant

Support marketing teams by creating digital content, managing social media, and analyzing customer data.

### Front Office Receptionist

Be the first point of contact in an office, handling phone calls, appointments, and customer service tasks.

### Accounts Payable/Receivable Clerk

Process invoices, track payments, and maintain financial records using accounting software and spreadsheets.

### Human Resources Assistant

Help manage employee records, onboarding, and HR communications in support of workplace operations.

### Digital Office Support Specialist

Use Microsoft Office and Google Workspace tools to manage digital workflows, cloud storage, and team collaboration.

### Social Media or Content Assistant

Create and schedule visual content using Adobe tools to support online branding and marketing efforts.

## 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](https://sac.edu/ba)

Faculty Lead

Adam Morgan

[morgan\\_adam@sac.edu](mailto:morgan_adam@sac.edu)

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

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



## Business Division

SANTA ANA COLLEGE

1530 W. 17th Street

Cesar Chavez Building, A-103

Santa Ana, CA 92806

(714) 564-6750

[sac.edu/business](https://sac.edu/business)

## BUSINESS APPLICATIONS & TECHNOLOGY



## Professional Business Skills & Technology Training



## Career Readiness Pathway to Professional Success

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



# BUSINESS APPLICATIONS AND TECHNOLOGY

100% Online – All Courses & Industry Certifications

## Business Applications and Technology 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 182 Google Apps & Google Drive	2
BA 179 Microsoft Office (Word, Excel, PowerPoint)	3
BA 126 Microsoft Outlook	2
BA 163 Adobe Acrobat	3
BA 100 Business Writing Skills	3
BA 102 Professional Skills & Career Readiness	3
<b>Select 1 of the following courses:</b>	
BA 103 Business Mathematics	3
BA 127 Microsoft Teams	2
BA 189 Advanced Microsoft Excel	2
CMPR 167 Microsoft Access	3
ACCT 035 QuickBooks I *	2
BA 155 WordPress	2
BA 164 Adobe Photoshop	3
BA 166 Adobe Illustrator	3
BA 170 Adobe InDesign	3

Program code: sac.bat.ca

**Total: 22-23**

\*The new ACCT 120 QuickBooks Online course has replaced ACCT 035 QuickBooks I and ACCT 036 QuickBooks II courses.

## Business Applications and Technology AS 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 182 Google Apps & Google Drive	2
BA 179 Microsoft Office (Word, Excel, PowerPoint)	3
BA 126 Microsoft Outlook	2
BA 163 Adobe Acrobat	3
BA 100 Business Writing Skills	3
BA 102 Professional Skills & Career Readiness	3
BA 103 Business Mathematics	3
<b>Select 1 of the following courses:</b>	
BA 127 Microsoft Teams	2
BA 189 Advanced Microsoft Excel	2
CMPR 167 Microsoft Access	3
ACCT 035 QuickBooks I *	2
BA 155 WordPress	2
BA 164 Adobe Photoshop	3
BA 166 Adobe Illustrator	3
BA 169 Adobe Dreamweaver **	3
BA 170 Adobe InDesign	3

Program code: sac.ba.as

**Total: 25-26**

\*\* May substitute BA 169 Dreamweaver with the new BA 165 Adobe Express or BA 155 WordPress.

## Computer Fundamentals for Business 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 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 182 Google Apps & Google Drive	2

Program code: sac.cfb.ca

**Total: 8.5 -11.5**

## Jumpstart Your Career

### Career Readiness Training

Build confidence with real-world skills employers want – including business writing, customer service, and job interview prep.

### Skills Employers Value

Prepare to work smarter, communicate clearly, and boost productivity.

### Hands-On Projects

Use Microsoft, Google, and Adobe tools to complete real business tasks that prepare you for the workplace.

**Get skilled. Get certified. Get hired.**

## Microsoft Office Specialist (MOS)



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

**5 Individual Certifications + Badges**

**1 Associate & 2 Expert Certifications & Badges**

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



## Adobe Certified Professional (ACP)



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

**9 Individual Certifications + Badges**

**3 Specialty Expert Certifications & Badges**