

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.

Career Opportunities

- Office Administration
- Customer Service Representative
- Executive Administrative Assistant
- Support Specialist
- Virtual Assistant
- Medical Front Office
- Digital Content Specialist
- Marketing Coordinator
- Sales Representative
- Presentation Specialist

SAC Business Apps & Technology Department

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Business Division A-107-10

sac.edu/BA

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- 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

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To view our Nondiscrimination Policy, visit rsccd.edu/NDP



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MICROSOFT OFFICE PROFESSIONAL

Competitive Advantage for Today's Workforce



Professional Business Skills & Technology Training

SAC.edu/BA

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!

MICROSOFT OFFICE PROFESSIONAL

The Microsoft Office Professional programs provide professional training in using all the tools and features of software applications based on current business standards. Learn proper methods and advanced techniques to enhance professional business projects, improve communication, and increase productivity.

Courses prepare students for Microsoft Office Specialist (MOS) exams for Word, Excel, PowerPoint, Outlook, and Access to earn industry recognized certifications to validate your technical skills to employers.

Microsoft Office Professional Certificate

Program code: sac.bamso.ca

Course		Units
BA 146	Computer Fundamentals	1.5
BA 147	Microsoft Windows, OneDrive & OneNote	1.5
BA 110	Computer Keyboarding Skills	.5
BA 115	Computer Keyboarding Speed and Accuracy Development	.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
Total Units: 17		

Achieve Higher Levels of Industry Certifications with SAC BA Microsoft Classes

Pass certificate exams to earn additional higher credentials.

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

Microsoft Office Professional Degree

Program code: sac.bamso.aa

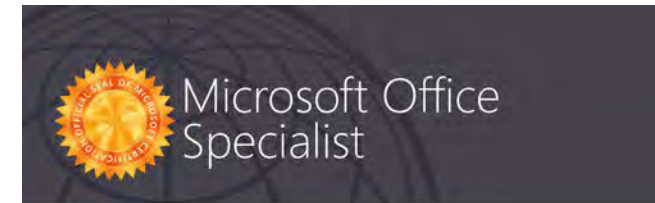
Course		Units
BA 146	Computer Fundamentals	1.5
BA 147	Microsoft Windows, OneDrive & OneNote	1.5
BA 110	Computer Keyboarding Skills	.5
BA 115	Computer Keyboarding Speed and Accuracy Development	.5
BA 125	Microsoft Word	2
BA 190	Microsoft PowerPoint	2
BA 126	Microsoft Outlook	2
BA 127	Microsoft Teams	2
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 160	Microsoft Publisher	2
BA 164	Adobe Photoshop	3
BA 170	Adobe InDesign	3
BA 102	Professional Skills & Career Readiness	3
BA 182	Google Apps & Google Drive	2

Total Units: 24-25

Earn Microsoft Office Specialist (MOS) Industry Certifications with this Program

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	2

All Courses Available Online