

BUSINESS APPLICATIONS & TECHNOLOGY

Innovate Your Career with Employment Readiness Skills



- Office Technology
- Professional Business Skills
- Microsoft Office Specialist Certifications
- Business Math & Writing Skills
- Customer Service
- Job Search, Resume & Interview Skills



Professional Business Skills & Technology Training

SAC.edu/BA

SAC Business Apps & Technology Department

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sac.edu/BA

SAC Business Counselors

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 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

Nondiscrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.



SANTA ANA COLLEGE

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

Develop technical skills in using technology and applications for business projects based on current standards.

Learn proper techniques with helpful tips from Microsoft Office Specialist Certified professors with professional business experience.

Work on real-world business projects to be prepared for employment and business careers.

Career Opportunities

- Customer Service Representative
- Office Management
- Executive Administrative Assistant
- Support Services
- Front Office Reception
- Virtual Assistant
- Digital Content Specialist



Microsoft Office Specialist (MOS)



Adobe Certified Associate (ACA)

MOS and ACA 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!

BUSINESS APPLICATIONS & TECHNOLOGY

The Business Apps and Technology programs provide professional training for employment as administrative office professionals. Students will develop business skills using current standards and technology including job search, career advancement, employment readiness, leadership skills, customer service, written and verbal communication, business ethics, decision-making skills, meetings, time and stress management, and teamwork skills. This program prepares students for Microsoft Office Specialist certification exams.

Business Applications and Technology Certificate

Program code: sac.ba.ca (SAC Catalog 2019-20)

Course		Units
BA 035	Computer Fundamentals	1.5
BA 110A or 115A	Computer Keyboarding Skills	1
BA 126	Microsoft Outlook	2
BA 147	Introduction to Windows	1.5
BA 179	Introduction to Microsoft Office	3
BA 163	Adobe Acrobat Pro (elective)	3
BA 018	Office Procedures	3
BA 017	Business Writing Skills	3
BUS 080	Business Math	3
Total Units: 21		

Computer Fundamentals for Business Certificate

Program code: sac.cfb.cert

Course		Units
BA 035	Computer Fundamentals	1.5
BA 147	Introduction to Windows	1.5
BA 179	Introduction to Microsoft Office	3
Total Units: 21		

Improve Your Business and Digital Skills to Accelerate Your Career

Business Applications and Technology Degree

Program code: sac.ba.as (SAC Catalog 2019-20)

Course		Units
BA 035	Computer Fundamentals	1.5
BA 115A	Computer Keyboarding Speed and Accuracy Development	1
BA 126	Microsoft Outlook	2
BA 147	Introduction to Windows	1.5
BA 179	Introduction to Microsoft Office	3
BA 163	Adobe Acrobat	3

Select two of the following courses:

BA 018	Office Procedures	3
BA 160	Microsoft Publisher	2
BA 164	Adobe Photoshop	3
BA 166	Adobe Illustrator	3
BA 169	Adobe Dreamweaver	3
BA 170	Adobe InDesign	3
BA 189	Advanced Microsoft Excel	2
CMPR 167	Microsoft Access	3
Total Units: 16 -18		



Earn 4 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 179 Intro to Microsoft Office (Word, Excel, PowerPoint)	3
BA 126 Microsoft Outlook	2
BA 189 Advanced Microsoft Excel	2
All Courses Available Online	

Adobe Certified Associate (ACA) certifications available in BA 164, 166, 169 & 170 Adobe classes.