

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



Microsoft Office Professional



Digital Publishing and Adobe Applications for Business



Office Management

SAC Business Apps & Technology Department  
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[sac.edu/BA](http://sac.edu/BA)

### SAC Business Counselors

Daniel Peraza • Jennette Lona • 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)

## SOFTWARE CERTIFICATION EXAM PREP COURSES

Industry Credentials to Validate Technical Skills



Microsoft Office Specialist (MOS)



Adobe Certified Associate (ACA)

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



Professional Business Skills & Technology Training

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

### The Value of Software Certifications

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

MOS and ACA 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

### 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](http://sac.edu)

# SOFTWARE CERTIFICATION EXAM PREP COURSES

## 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!



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	Introduction to Microsoft Office (Word, Excel, PowerPoint)	3
BA 188	Microsoft Excel	2
BA 189	Advanced Microsoft Excel	2
BA 190	Microsoft PowerPoint	2

## Achieve Higher Levels of Certification with SAC BA Classes

### MOS SPECIALIST

Become certified as a specialist in one of the Microsoft applications: Word, Excel, PowerPoint, and Outlook

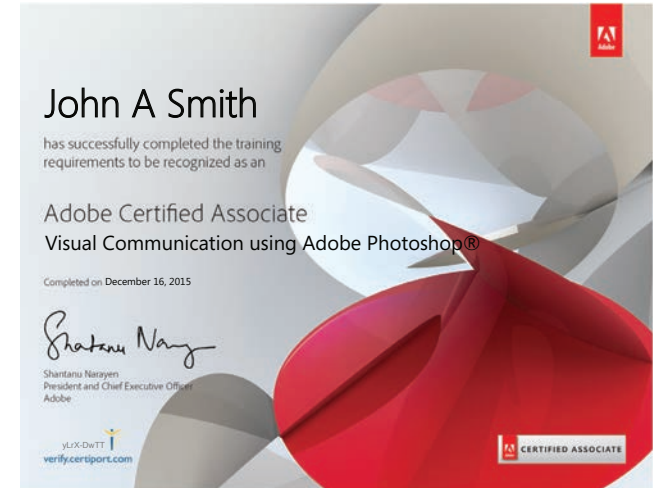
### MOS EXPERT

Get a higher credential for two of the job market's most in-demand applications: Word Expert and Excel Expert

### MOS MASTER

Reach the highest level by passing PowerPoint, Outlook, Word Expert, and Excel Expert

## ADOBE CERTIFIED ASSOCIATE (ACA)



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

