

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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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

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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 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!

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

MICROSOFT OFFICE PROFESSIONAL

The Microsoft Office Professional programs provide technical skills training in Microsoft Office applications based on current business standards. Learning proper techniques and all the features in the apps will enhance professional business projects, improve business communication, and increase productivity.

Professional technical skills training, the SAC certificate and degree, and the Microsoft Office Specialist industry credentials will prepare students for business careers. Students will gain employment skills for any position in any department for any company, from small offices to large corporations. Take classes for professional training and earn certifications for your resumé at the same time!

Students will also learn Adobe Acrobat Pro to work with PDF documents created from Microsoft Office apps. The BA 163 Acrobat Pro class includes how to edit, sign, secure, and create fillable form PDF files.

Microsoft Office Professional Certificate

Program code: sac.bamso.ca

Course		Units
BA 035	Computer Fundamentals	1.5
BA 115A	Computer Keyboarding Speed and Accuracy Development	1
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 188	Microsoft Excel	2
BA 190	Microsoft PowerPoint	2
BA 147	Introduction to Windows	1.5
BA 163	Adobe Acrobat	3
Total Units:		15

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

Microsoft Office Professional Degree

Program code: sac.bamso.aa

Course		Units
BA 035	Computer Fundamentals	1.5
BA 115A	Computer Keyboarding Speed and Accuracy Development	1
BA 125	Microsoft Word	2
BA 188	Microsoft Excel	2
BA 190	Microsoft PowerPoint	2
BA 147	Introduction to Windows	1.5
BA 163	Adobe Acrobat	3
BA 189	Advanced Microsoft Excel	2
BA 126	Microsoft Outlook	2
BA 160	Microsoft Publisher	2
CMPR 167	Microsoft Access	3
Total Units:		22



Earn 6 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

All Courses Available Online