

Be prepared for employment and advancement in a business career.

Learn technical skills with proper techniques from Microsoft Office Specialist certified professors with professional business experience.

Build professional communication skills and math skills for reports, emails, proposals, presentations, and other business projects.

Develop leadership and management skills for the workplace.

Career Opportunities

- Executive Management
- Office Manager
- Customer Service Representative
- Sales and Support Services
- Virtual Professional
- Digital Content Specialist

SAC Business Apps & Technology Department

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 Business Division A-107-10

Follow us on Social Media: [sacbainfo](https://www.facebook.com/sacbainfo)



[sac.edu/BA](https://www.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](https://www.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.

OFFICE MANAGEMENT

Employment and Career Advancement



- Leadership & Management Skills
- Meeting & Event Planning
- Financial Management
- Labor Laws & Payroll Practices
- Business Math & Writing Skills
- Business Technology
- Microsoft Office Specialist Certifications
- Job Search, Resume & Interview Skills



Professional Business Skills & Technology Training

[SAC.edu/BA](https://www.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!



SANTA ANA COLLEGE

1530 W. 17th Street, Santa Ana, CA 92706 • [sac.edu](https://www.sac.edu)

OFFICE MANAGEMENT

The Office Management programs prepare students for employment and career advancement in a business office as an administrative professional. Course content includes business technology and software application training, administrative office management, office procedures, job search and advancement, professional image, leadership, business writing and verbal communication, and business math skills based on current business standards.

This program also includes exam preparation classes for the Microsoft Office Specialist certifications in Word, Excel, PowerPoint, and Outlook.

Business skills and technology learned in this program are required for any administrative professional. Learn to be a team player and an effective leader.

Office Management Certificate

Program code: sac.baom.cert

Course		Units
BA 017	Business Writing Skills	3
BA 018	Office Procedures	3
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 188	Microsoft Excel	2
BA 190	Microsoft Powerpoint	2
BUS 080	Business Math	3

Total Units: 17

Office Management Degree

Program code: sac.baom.aa

Course		Units
BA 017	Business Writing Skills	3
BA 018	Office Procedures	3
BA 125	Microsoft Word	2
BA 126	Microsoft Outlook	2
BA 188	Microsoft Excel	2
BA 190	Microsoft Powerpoint	2
BUS 080	Business Math	3

Select one of the following courses:

ACCT 035	QuickBooks I	2
BA 163	Adobe Acrobat	3
BA 189	Advanced Microsoft Excel	2
CMPR 167	Microsoft Access	3

Total Units: 19 - 20

Learn from
Business Professionals



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!



John A Smith

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for
Office Word 2016

Office Word 2016
Office Excel 2016
Office PowerPoint 2016
Office Access 2016
Office Outlook 2016

Date of achievement: June 29, 2017
www.microsoft.com/wtaap-22LV

N. Sulej
Setya Sulej
Chief Executive Officer

Microsoft
Office Specialist

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