

The Business Apps and Technology Department faculty is committed to providing professional business skills and technology training based on current industry standards which are required in today's workforce.

Professional business and technology skills will help you be more efficient and faster!

Our classes are listed under "BA - Business Applications" in WebAdvisor.

The BA Department is an official certification testing center for Microsoft Office Specialist (MOS) and Adobe Certified Associate (ACA) certifications. These certifications are included in the certificate & degree programs. Test prep courses are offered to assist in your success.



SAC Business Apps & Technology Department
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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

SAC Nondiscrimination Policy Statement

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: RSCCD Title IX Officer and Section 504/ADA Coordinator: Tracie Green, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

Certificates & Degrees



Innovate Your Career

Professional Business Skills & Technology Training

**DIGITAL PUBLISHING
– ADOBE APPS FOR
BUSINESS**



**MICROSOFT OFFICE
PROFESSIONAL**



**OFFICE
MANAGEMENT**



**SPANISH / ENGLISH
INTERPRETATION &
TRANSLATION**



**BUSINESS
APPLICATIONS
& TECHNOLOGY**



**SOFTWARE
CERTIFICATION EXAM
PREP COURSES**



The Digital Publishing and Adobe Apps for Business programs provide technology skills training in Adobe software to produce professional business and marketing projects for print and web using current standards and guidelines. Topics include proper file setup, integration of software apps, image editing, page layout, web design with SEO, multimedia (audio, video, animation), and the use of drones in business. Adobe is not just for graphic artists anymore. Many types of careers now require Adobe skills.

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.

The Office Management programs prepare students for employment and career advancement. 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. This program also includes exam preparation classes for the Microsoft Office Specialist certifications in Word, Excel, PowerPoint, and Outlook.

The Spanish/English Interpretation and Translation program is an introductory certificate to professionally train students by experts in the field. Students will learn how to use bilingual skills to provide services for business, medical, and legal professions. Bilingual employment requires language proficiency in both Spanish and English (oral and written), knowledge of industry terminology, computer skills, customer service skills, and an understanding of cultural and social communication.

The Business Applications 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.

Microsoft Office Specialist (MOS) and Adobe Certified Associate (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 and exams. BA students will learn technical skills for a career and earn software certifications at the same time!

**Print, Web,
Social Media
& Drones for
Business**

**Competitive
Advantage
for Today's
Workforce**

**Employment
and Career
Advancement**

**Learn from
Bilingual Career
Experts**

**Innovate Your
Career with
Employment
Readiness Skills**

**Industry
Credentials to
Validate
Technical Skills**