

Santa Ana College
Business Applications & Technology (BA) Department

www.sac.edu/BA

General Business Applications and Technology Program

This program is designed to prepare students for employment as an administrative staff for any size company from small business offices to large corporate organizations. Training includes knowledge and skill development to meet the demands of current business standards and technology, office procedures, and office administration.

Employment Opportunities: administrative assistant, staff support, receptionist, virtual assistant, office clerk, support specialist, data entry, administration services, and customer service representative.

General Business Applications and Technology Certificate

Required Courses	Units
BA 018 Office Procedures OR BA 120 Administrative Office Management.....	3
BA 035 Computer Fundamentals	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev.....	1
BA 147 Introduction to Windows.....	1.5
BA 179 Introduction to Microsoft Office.....	4
BA 183 Microsoft Word.....	3
BUS 080 Business Mathematics.....	3
Select 3 units from the following electives:	3

Elective Courses	Units
BA 017 Business Writing Skills.....	3
BA 043 Microsoft Office Certification Preparation5
BA 049 Introduction to Microsoft Access	1.5
BA 066 Microsoft Outlook.....	1.5
BA 148 Advanced Windows.....	1.5
BA 163 Adobe Acrobat.....	1.5
BA 177 Microsoft OneNote.....	1.5
BA 180 Advanced Microsoft Office	3
BA 184 Advanced Microsoft Word for the Workplace	3
BA 188 Microsoft Excel	1.5
BA 189 Excel Application Projects	1.5
BA 190 Microsoft PowerPoint.....	1.5
BA 191 Microsoft PowerPoint Projects	1.5

Total units required:..... 20

General Business Applications and Technology Degree

Required Courses	Units
BA 017 Business Writing Skills	3
BA 018 Office Procedures OR BA 120 Administrative Office Management.....	3
BA 035 Computer Fundamentals	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev.....	1
BA 147 Introduction to Windows.....	1.5
BA 179 Introduction to Microsoft Office.....	4
BUS 080 Business Mathematics.....	3
Select 6 units from the following courses:.....	6

Courses	Units
BA 160 Microsoft Publisher	3
BA 180 Advanced Microsoft Office	3
BA 183 Microsoft Word	3
BA 188 Microsoft Excel.....	1.5
BA 189 Excel Application Projects	1.5
BA 190 Microsoft PowerPoint.....	1.5
BA 191 Microsoft PowerPoint Projects.....	1.5

Select 3 units from the following elective courses:..... 3

Elective Courses	Units
BA 043 Microsoft Office Certification Preparation5
BA 066 Microsoft Outlook.....	1.5
BA 125 Microsoft Word Basics	1.5
BA 163 Adobe Acrobat.....	3
BA 164 Adobe Photoshop	3
BA 170 Adobe InDesign	3
BA 177 Microsoft OneNote.....	1.5
BA 184 Advanced Microsoft Word for the Workplace	3

Total units required:..... 26

Visit SAC BA Web Site: www.sac.edu/BA



- Microsoft Office MOS certification preparation and testing
- Information about other SAC BA classes and certificate/degree programs:
**Digital Publishing, Microsoft Office Professional, Office Management,
 Spanish/English Interpretation & Translation**