

SAC BA Certificate and Degree Programs with MOS or ACP Exams Included



Microsoft Office Professional
Computer Fundamentals for
Business
AI for Business



Digital Publishing
Adobe Apps
Digital Design
Drone Technology



Office Management
Business Apps & Technology
Interpretation & Translation

The Value of Software Certifications

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

MOS and ACP 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

Make an appointment with a SAC Career Education Counselor

Zoom appointments available
CareerCTECenter@sac.edu
(714) 564-6254

Help with enrolling in classes
Set education and career goals
Learn about financial aid and support service
Create an education plan to complete faster and easier

sac.edu/ba

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The information in this brochure is based on SAC Catalog 2025-26.
Please refer to sac.edu/catalog for details.



Business Division

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SOFTWARE CERTIFICATE EXAM PREP COURSES



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



Microsoft Office
Specialist (MOS)

Adobe Certified Professional

Adobe Certified Professional (ACP)

Validate Your
Technology Skills with
Industry Certifications

SAC.edu/BA



SOFTWARE CERTIFICATE EXAM PREP COURSES

100% Online – All Courses & Industry Certifications



Microsoft Office Specialist (MOS)



BA 125, 126, 179, 188, 189, 190 & CMPR 167

5 Individual Certifications + Badges

1 Associate & 2 Expert Certifications & Badges



Achieve Higher Levels of Industry Certifications with SAC BA Microsoft Classes

Pass certificate exams to earn additional higher credentials.

Microsoft Office SPECIALIST CERTIFICATE	1 of any: <ul style="list-style-type: none"> • Word • PowerPoint • Excel • Outlook • Access
Microsoft Office ASSOCIATE CERTIFICATE	3 of any: <ul style="list-style-type: none"> • Word • PowerPoint • Excel • Outlook
Microsoft Office EXPERT CERTIFICATE	Associate Certificate + 2 of any: <ul style="list-style-type: none"> • Word Expert • Excel Expert • Access Expert

Earn Industry Certificates with LinkedIn Badges in all BA Microsoft & Adobe classes



MOS and ACP Certifications are industry-recognized credentials that validate proficiency in technical skills using software applications.

All BA Adobe courses include online practice tests and proctored exams for free. Each 50-minute exam has approximately 30-35 questions and/or project-based tasks. You only need 70% to pass!

Learn technical skills for a job and earn certifications for your resumé at the same time!



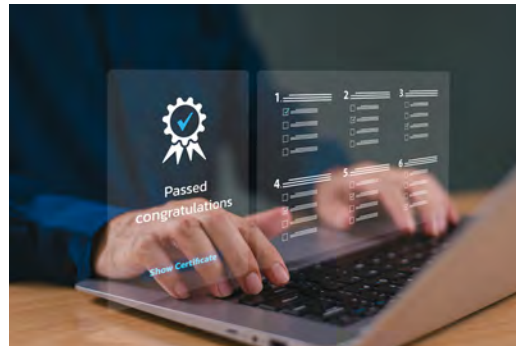
Take a SAC BA Software Class

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!”



Adobe Certified Professional (ACP)



BA 163, 164, 165, 166, 169, 170, 171, 172 & 173

9 Individual Certifications + Badges

3 Specialty Expert Certifications & Badges



Achieve Higher Levels of Industry Certifications with SAC BA Adobe Classes

Adobe specialty certifications are awarded automatically when you pass two qualifying ACP exams.

Pass 1 exam = Adobe Certified Professional Certificate
 Pass 2 exams = Earn Specialty Certificate (3 Certificates Total)

Required ACP Exam	Plus 1 ACP Exam	ACP Specialty Certification Earned by Passing 2 ACP Exams
Photoshop	Illustrator or InDesign	Visual Design Specialist
Premiere Pro	Photoshop or After Effects	Video Design Specialist
Dreamweaver	Animate or Photoshop	Web Design Specialist