

Career Opportunities

Virtual Administrative Assistant

Uses cloud-based tools, video conferencing, and shared calendars to manage communications, scheduling, and tasks for clients remotely.

Remote Customer Service Specialist

Supports customers through email, live chat, and CRM platforms, using screen-sharing and online documentation tools.

Digital Marketing Specialist

Plans and executes campaigns using web analytics, social media platforms, and remote project tools like Trello and Google Drive.

Online Interpreter or Translator

Uses video conferencing, shared documents, and language processing tools to interpret or translate content for virtual clients.

Remote Bookkeeper or Accounting Assistant

Manages financial records using QuickBooks Online, Excel, and secure file-sharing systems for virtual collaboration with clients or employers.

Freelance Graphic or Web Designer

Creates digital content using Adobe Creative Cloud and delivers projects via cloud storage while collaborating with clients through virtual meetings.

Email Marketing Specialist

Designs, schedules, and analyzes email campaigns using tools like Mailchimp and Microsoft Outlook, all managed remotely.

Remote Licensed Therapist or Social Worker

Conducts client sessions via secure telehealth platforms and maintains records through encrypted online databases.

Legal Assistant or Paralegal

Uses eDiscovery software, virtual case management systems, and digital documentation tools to assist attorneys remotely.

Social Media Manager

Manages brand presence across social platforms, schedules content, and tracks engagement using remote marketing dashboards.

Loan Officer or Consultant

Assists clients through digital application systems, video calls, and cloud-based document signing and submission tools.

Online Instructor or Corporate Trainer

Delivers training via video conferencing, LMS platforms, and collaborative tools like Microsoft Teams or Zoom.

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
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Please refer to sac.edu/catalog for details.



Business Division

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REMOTE TECHNOLOGY FOR VIRTUAL PROFESSIONALS



Professional Business Skills & Technology Training



Master Technology Skills
to Succeed Virtually

SAC.edu/BA



REMOTE TECHNOLOGY FOR VIRTUAL PROFESSIONALS

100% Online – All Courses & Industry Certifications

Certificate

Courses		Units
BA 147	Microsoft Windows, OneDrive & OneNote	1.5
BA 179	Microsoft Office (Word, Excel, PowerPoint)	3
BA 182	Google Apps & Google Drive	2
BA 126	Microsoft Outlook	2
BA 163	Adobe Acrobat	3
BA 127	Microsoft Teams	2
Complete 6 units from 1 elective option category		
Social Media Option		
BA 153	Social Media Apps for Employment and Business	1.5
BA 154	Search Engine Optimization and Web Statistics Apps for Business	1.5
BA 164	Adobe Photoshop	3
Legal Tech Option		
PARA 120	Computers in the Law Office	4
PARA 144	Introduction to eDiscovery	2
Accounting Option		
ACCT 032	Payroll Accounting	2
ACCT 035	QuickBooks I *	2
ACCT 036	QuickBooks II *	2

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Total: 19.5

* The new ACCT 120 QuickBooks Online course has replaced ACCT 035 QuickBooks I and ACCT 036 QuickBooks II courses.

Train for the future of remote work – Anytime, Anywhere

This fully online program prepares you for in-demand remote and hybrid careers by building essential business technology and communication skills.

- Gain hands-on experience with Microsoft Office, Google Workspace, Adobe Acrobat, and more
- Prepare for **Microsoft Office Specialist (MOS)** certifications in Word, Excel, PowerPoint, and Outlook
- Build confidence in using technology, managing virtual tasks, and communicating professionally online
- Choose electives in **Social Media, Freelance Business, Legal Technology, or Accounting**



Business and Tech Skills for the Virtual Workplace

Learn how to work effectively in virtual environments using industry-standard software for document sharing, videoconferencing, project management, and online collaboration.

- Use digital tools and platforms to work efficiently as a remote professional
- Communicate, collaborate, and manage business tasks using current technology standards

Train Online Earn Certifications Launch Your Virtual Career

Microsoft Office Specialist (MOS)



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

5 Individual Certifications + Badges

1 Associate & 2 Expert Certifications & Badges

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



Adobe Certified Professional (ACP)



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

9 Individual Certifications + Badges

3 Specialty Expert Certifications & Badges