

# ADMINISTRATIVE SPECIALIST

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## Administrative Specialist: Associate in Science (AS)

The Associate in Science in Administrative Specialist is designed to prepare students to work in an office environment using computers and software applications that are in demand for the 21st Century workplace. The program also prepares students to work at various levels of office support such as an office assistant, business information professional, administrative specialist, and executive secretary.

### Program Learning Outcome:

- Apply effective business communication and presentation skills to satisfy customers' needs.
- Create a variety of business documents using Microsoft Office software.

### Career/Transfer Opportunities:

Career opportunities include the following: business information professional, executive secretary, administrative specialists, office managers, and administrative assistants.

### To earn this degree, students must meet the following requirements:

1. Completion of 60 degree applicable units with an overall GPA of 2.0.
2. Completion of a minimum of 18 semester units in the major with a grade of C (or P) or better.
3. Completion of the AA/AS Graduation Requirements, CSU GE-B or IGETC.

### Core Requirements (17 units):

#### Complete all of the following

		Units
CAP 010A	Learning the Keyboard	1.0
CAP033A	Microsoft Word - Course 1	3.0
CAP046D	Introduction to Microsoft PowerPoint	1.0
CAP062B	Introduction to Microsoft Excel	1.0
CAP071E	Microsoft Outlook	1.0
BUS078B	Business Communications	3.0
CAP092B	Google Apps for Personal Productivity	2.0
BUS107	Soft Skills for Project Managers	2.0
ACC023	Small Business Accounting	3.0

### Electives (minimum 9 units): Complete a minimum of nine units from the following.

US051	Introduction to American Business	3.0
CAP046E	Intermediate Microsoft PowerPoint	1.0
CAP063B	Intermediate Microsoft Excel	2.0
CAP033B	Microsoft Word - Course 2	3.0
CAP048	Microsoft Project	2.0
CAP081B	Introduction to Microsoft Access	1.0
CAP111	Collaborate and Integrate with SharePoint and MS Office 365	3.0

### Required Units for the Major:

**26-28 units**

Completion of General Education Requirements and electives as needed to reach 60 units.

### Total Required Units:

**60.0**