

ADMINISTRATIVE SPECIALIST

missioncollege.edu/depts/computer-applications

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Administrative Specialist: Certificate of Achievement (CA)

The Certificate of Achievement in Administrative Specialist is designed for students seeking to acquire the technical skills to effectively work in a business 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, and administrative specialist.

Program Learning Outcome:

- Create a variety of business documents using Microsoft Office software.

Career/Transfer Opportunities:

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

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

This program can be completed entirely online.

Core Requirements (9 units):

Complete all of the following :

		Units
CAP 010A	Learning the Keyboard	1.0
CAP 033A	Microsoft Word - Course 1	3.0
CAP 062B	Introduction to Microsoft Excel	1.0
CAP 046D	Introduction to Microsoft PowerPoint	1.0
CAP 071E	Microsoft Outlook	1.0
CAP 092B	Google Apps for Personal Productivity	2.0

Electives (minimum 9 units):

Complete a minimum of nine units from the following.

		Units
CAP 033B	Microsoft Word - Course 2	3.0
CAP 046E	Intermediate Microsoft PowerPoint	1.0
CAP 048	Microsoft Project	2.0
CAP 063B	Intermediate Microsoft Excel	2.0
CAP 070	Using MS Windows	1.0
CAP 081B	Introduction to Microsoft Access	1.0
CAP 111	Collaborate and Integrate with SharePoint and MS Office 365	3.0

Total Required Units:

18.0

