

Specialization

Administrative Professionals

This specialization develops your practical skills in business finance, strategic communications and effective writing. The Administrative Professionals specialization consists of two required courses and two elective courses.

Total Units: 6.5

Learning Outcomes:

- Develop a broad understanding of financial concepts and tools.
- Demonstrate effective organizational communication.
- Apply proficiency fundamentals of administrative roles including human resources, financial responsibilities, public relations, and project management.



*Courses may have prerequisites; review the course page before enrolling. A checkmark indicates the course is typically offered during that term.**

Required Courses

3 Units | 2 Courses

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Business Communications BUSM.X404	2.0		✓		✓
Finance for the Business Professional BUSM.X403	1.0		✓		✓

Elective Courses

4 Units | Choose 2 Courses

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
AI Tools for PR, Media, and Campaign Communications MKTG.X402	2.0		✓		
CRM Implementation and Customer Experience Strategy MKTG.X407	2.0			✓	
Facilitation Skills HRMT.X406	2.0	✓		✓	
Project Management Fundamentals PPMT.X425	3.0	✓	✓	✓	✓

Completion Review

Once all specialization requirements have been met and your final grades are posted, please access your Student Portal to enroll in the "[Specialization for Administrative Professionals Completion Fee](#)" to begin the review process. Please allow 4-6 weeks to receive your certificate.