

## 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.