

PROGRAMS

COMPUTER APPLICATIONS: OFFICE ADMINISTRATION - CERTIFICATE

Office Administration - Certificate

The Certificate of Achievement in Office Administration is designed for students seeking to acquire skills to work in a business office environment using computers and software applications.

Program Learning Outcomes:

- Students will demonstrate knowledge of basic computer skills necessary in an entry level administrative position.

To earn this certificate, students must meet the following requirements:

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

NOTES:

- Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in-1 My Mission Portal-1 to view requirements based your catalog year.
- Not all classes are offered each semester.

Required Core Courses:

Code	Class	Units
BUS 078B	Business Communications (3.0 Lecture)	3.0
COU 012	Careers and Life Styles (3.0 Lecture)	3.0
CAP 033A	Word Processing - Course 1 (3.0 Lecture)	3.0
CAP 033B	Word Processing - Course 2 (3.0 Lecture)	3.0
BUS 021	Introduction to Business Computing (3.0 Lecture)	3.0
CAP 062B	Introduction to Microsoft Excel (1.0 Lecture)	1.0
CAP 063B	Intermediate Microsoft Excel (2.0 Lecture)	2.0

Plus one (1) of the following courses:

Code	Class	Units
CAP 013	Ten-Key Numeric Keypad (1.0 Lab)	1.0
CAP 010A	Learning the Keyboard (1.0 Lab)	1.0

Plus three (3) units from the following:

Code	Class	Units
CAP 046D	Introduction to Microsoft Powerpoint (1.0 Lecture)	1.0
BUS 021L	Introduction to Business Computing Laboratory (1.0 Lab)	1.0
CAP 081B	Introduction to Microsoft Access (1.0 Lecture)	1.0
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0

Units Required

	Units
Total Required Units	22.0

Career/Transfer Opportunities:

Career opportunities include the following: business information worker, executive secretary, and executive administrative assistant.

MAKE AN APPOINTMENT WITH A COUNSELOR SUBMIT A COURSE SUBSTITUTION REQUEST CONTACT THE DEPARTMENT