

ADMINISTRATIVE ASSISTANT II (ADVANCED CERTIFICATE)

Catalog Effective Term: Fall 2024

Program Code: CVAAST

Credential: Advanced Certificate

Program is also available online

High Demand Occupation, High Skill Occupation, High Wage Occupation

This program provides comprehensive preparation for individuals who are currently employed as office assistants and who wish to advance their careers in office administration by upgrading their skills. Providing the knowledge and skills necessary for employment as a high-level administrative assistant or executive assistant in the public or private sector, this advanced certificate builds on skills developed in the Administrative Assistant I certificate program. In the Administrative Assistant II program, emphasis is placed on the expanding duties of an administrative assistant, and on the necessity of acquiring an in-depth knowledge of integrated software applications for the office. While mastering the technical knowledge essential for the office professional, students will also learn office management and organizational principles. Additionally, the program provides opportunities for skill enhancement in information processing, basic financial management, electronic presentations, and office administration. Upon completion of this program, the student will receive an advanced certificate as an administrative assistant.

Program Admission Requirements

Completion of the Administrative Assistant I Certificate. Exceptions may be allowed upon consultation with a program advisor and evidence of relevant prior professional and/or academic experience.

Minimum Credits Required for the Program: 18

Code	Title	Credits
Major/Area Requirements		
BOS 182	Database Software Applications	3
BOS 207	Presentation Software Applications	2
BOS 208	Desktop Publishing for the Office	3
BOS 230	Electronic Forms Design	3
BOS 250	Office Administration	4
BOS 284	Spreadsheet Software Applications II	3
Total Credits		18