

# Executive Administrative Assistant Certificate

The Executive Administrative Assistant Certificate Program provides students with the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing business environment. Upon successful completion of program requirements students will be highly proficient in customer service, computer applications, communication and interpersonal skills, teamwork, supervisory skills, administrative procedures, presentation skills, and problem-solving skills. The diverse curriculum will prepare you for your career as a Professional Executive Administrative Assistant.

**Program Retired: 8/31/2016**

## Benefits of this Certificate

- Improve your employability and opportunities for advancement
- Strengthen your administrative, communication and computer skills
- Gain the interpersonal skills needed to meet the demands of the current and emerging business environment

## Required Courses

- [Keys to Effective Communication \(Online Course\)](#)
- An Introduction to Accounting: The Accounting Cycle
- Excel Level I\* (2007 or 2010)
- Excel Level II (2007 or 2010)
- [Introduction to MS Word \(2007 or 2010\) Online Course](#)
- [Intermediate MS Word \(2007 or 2010\) Online Course](#)
- [Introduction to MS Powerpoint \(2007 or 2010\) Online Course](#)
- Business Writing Basics
- [Introduction to MS Access \(2007 or 2010\) Online Course](#)
- Project Management - Time and Cost Management (Online Course) **\*\*NEW\*\***
- Executive Administrative Assistant Office Procedures
- Mediation in the Employment Sector: Workplace Conflict

\*eligible for exemption

## Two Electives

- QuickBooks Fundamentals
- Creating Interactive Portfolios
- MS Project Level I
- Spanish Language: Level I
- Spanish Language: Level II



- [Intermediate MS Access \(Online Course\)](#)
- Financial/Accounting Management
- [Keyboarding \(Online Course\)](#)
- Public Speaking

## Application Process

The Executive Administrative Assistant Certificate Program Application Fee is \$99 nonrefundable (which includes the application fee and exit typing test fee). An application and current resume must be submitted with application fee.

## Prerequisites

- High School Diploma or GED
- Basic Computer Skills
- Type 25 wpm

## Exit Requirements

- Successful completion of required and elective courses
- Typing test. Must be able to type: min. 50+ wpm with 90% accuracy
- Minimum attendance of 80% in all classes

**\*Some courses are eligible for exemption if you test out of the course. There is a \$49 testing fee for all courses wishing to be exempt.**

Course fees are payable prior to the start of classes. There are no refunds or transfers once classes begin. Classes cannot be audited.

**Upon completion of the required courses and payment of the non-refundable Executive Administrative Assistant Program Certificate fee, students must notify the Continuing Education office. After verifying the student's completion status, a certificate will be mailed to the student's address on record.**