

2024-25 ACADEMIC PROGRAMS

ADMINISTRATIVE ASSISTANT II (CVAAST)

Advanced Certificate

This program is designed for individuals who are employed as office assistants and wish to advance their careers as a high-level administrative assistant or executive assistant in the public or private sector. This program 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, you'll also learn office management and organizational principles. Additionally, the program helps advance skillsets 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.

This is a **high demand, high skill** and **high wage** program as defined by the [Michigan Community College Network](#).

[See this program in the catalog](#) [Apply](#)

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