

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS), EXECUTIVE ADMINISTRATIVE ASSISTANT, LEVEL 2 CERTIFICATE



Information

Now more than ever, administrative assistants play an integral role in the success of an organization. They are highly valued, collaborative team members with a wide range of skills that enable them to work in a variety of industries. In the Business Office Systems and Support (BOSS) program, students develop competencies in office procedures, software applications, accounting skills, organizational skills, office management, and project management, as well as in the essential workplace *soft skills* employers demand.

Completion of the Office Assistant Occupational Certificate is the first step to take toward achieving your goal of having a fulfilling and challenging career in this field. Keyboarding proficiency is recommended for all the certificates as well as the degree in this program.

Level 2 Certificate

These courses are required for the Executive Administrative Assistant Level 2 Certificate, and they also apply toward the Associate of Applied Science (AAS) degree in the Business Office Systems and Support (BOSS) program.