

# Executive Assistant Certificate

Study with California State University, San Bernardino and you can gain the skills you need to get a job as an administrative or executive assistant. Administrative assistants play an important role in a wide variety of industries, and these professionals are crucial to keeping many offices running smoothly. With over 479,500 new administrative assistant jobs expected by 2022, there are many opportunities available to you.

## Who Should Attend

Those interested in working in the office as an administrative or executive assistant.

## Skill Sets

- Prepare you to earn the Microsoft Office Specialist Master credential with Microsoft Office 2010 training
- Help you gain the communication and planning skills needed to successfully run an office
- Train you to begin working immediately upon graduation



## Requirements

Must have access to a computer, Internet (high-speed Internet access is recommended) and an active e-mail account. In addition, you may require Adobe Reader, Adobe Flash Player and Windows Media or QuickTime Player on your computer.

## Certificate Completion

Preparation for industry certification – Graduate with important Microsoft Office 2010 skills prepared to earn your Microsoft Office Specialist Master credential, showing employers that you have the skills they're looking for.

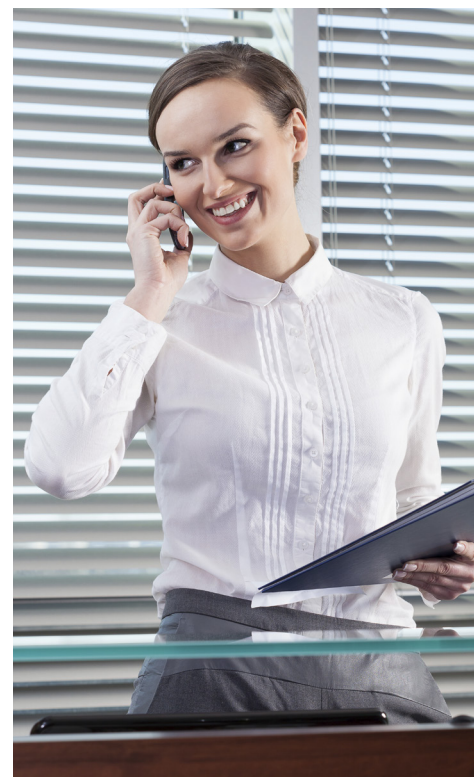
## Training Time

Program Orientation	1
Working as an Administrative Assistant	3
Computer Fundamentals	5
Keyboard Kinetics	10
Beginning Microsoft Word 2010	12
Beginning Microsoft Excel 2010	14
Beginning Microsoft Outlook 2010	10
Beginning Microsoft PowerPoint 2010	10
Grammar and Punctuation	18
Business Writing	15
Advanced Microsoft Word 2010	12
Advanced Microsoft Excel 2010	14
Advanced Microsoft Outlook 2010	10
Advanced Microsoft PowerPoint 2010	10
Office Procedures	15
Final Exam Preparation	1

**TOTAL 160 HOURS**

## Career Pathways

There is a need for administrative and executive assistants in a variety of industries nationwide. These professionals can be found working in schools, government agencies and corporate settings across a broad range of industries.



## Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

**For more information, contact the Professional and Continuing Education staff at (909) 537-5976, or e-mail: [extension@csusb.edu](mailto:extension@csusb.edu)**

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