

Executive Assistant

INDUSTRY FACTS



What do administrative and executive assistants do?

Administrative and executive assistants play an important role in a wide variety of industries, and these professionals are crucial to keeping many offices running smoothly. Responsibilities vary from position to position but often include:

- Managing the day-to-day operations of the office
- Organizing and maintaining files and records, both paper and electronic
- Planning and scheduling meetings and appointments
- Managing projects and conducting research
- Purchasing supplies
- Preparing and editing correspondence, reports, and presentations
- Making travel and guest arrangements
- Planning and coordinating events

Where do administrative and executive assistants work?

A wide variety of industries nationwide need administrative and executive assistants. These professionals can be found working in schools,



government agencies, and corporate settings across a broad range of industries.

How much do administrative and executive assistants earn?

With many different opportunities, administrative and executive assistants often have a variety of positions to choose from and can earn competitive salaries. The Department of Labor reports that the middle 50% of administrative assistants earn between \$27,300 and \$43,900 a year. Executive assistants generally earn more, and the Department of Labor reports average executive assistant salaries of \$55,800 a year.

Is the administrative assistant field growing?

The U.S. Department of Labor reports that the occupation employs over 4 million professionals, making it one of the largest in the nation. Job opportunities are expected to be especially high for those who have a strong background in computer software applications. With this training, you'll have everything you need to be a certified Microsoft Office Specialist: Associate.

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

JESSICA C., CAREERSTEP LEARNER

Executive Assistant

PROGRAM DETAILS

Improve Your Life

In as little as 2 months, you can be prepared for a successful new career as an executive assistant! The Executive Assistant program helps you quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial security.

Prepare For A Better Job

Train affordably without sacrificing quality. Our comprehensive training was developed by industry professionals with years of experience to ensure that you're well prepared for a new job. The program is specially designed to help you succeed:

- Prepare to earn the Microsoft Office Specialist Associate credential with Microsoft Office 2019 training
- Gain the communication and planning skills needed to successfully run an office
- Train to begin working immediately upon completion

Learn At Home

Online training minimizes the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

Achieve Success With Live Learner And Career Support

Our program is designed to help you accomplish your goal of getting a job. In addition to employer-trusted training and online flexibility, you'll also have one-on-one access to three support teams—learner support, technical support, and career support—to ensure you can complete your training and prepare for a better future! All of these support teams are committed to helping you:

- Complete your training quickly
- Prepare for your exam
- Successfully move into the workforce

Program Modules and Approximate Completion Hours

Module	Hours
Getting Started & Program Overview	1
Computer Fundamentals	7
Microsoft Office Specialist 2019	1
Word 2019: Beginner	10
Word 2019: Intermediate	10
Word 2019: Advanced	8
Excel 2019: Beginner	12
Excel 2019: Intermediate	8
Excel 2019: Advanced	10
Powerpoint 2019: Beginner	10
Powerpoint 2019: Intermediate	12
Outlook 2019: Beginner	12
Outlook 2019: Intermediate	8
Working as an Administrative Assistant	3
Grammar and Punctuation	10
Business Writing	16
Office Procedures	16
Final Exam Preparation	1
TOTAL	155