



ADMINISTRATIVE AND EXECUTIVE ASSISTANT

Industry Facts

I enjoy being an administrative assistant for the collaborative environment and the variety of projects I get to work on. As part of the team, every day brings new projects to my desk, allowing me to positively contribute to my company's success. I also love providing our customers and guests with top notch, friendly service. This is a job that's brought a lot of satisfaction to my professional career.

- Donna, Administrative Assistant

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 Master.



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Program Details

Program Overview and Approximate Completion Hours

MODULE	Hours
Program Orientation	1
Computer Fundamentals	7
Microsoft Office Training Orientation	1
Microsoft Office 2016	
Word 2016: Beginner	10
Excel 2016: Beginner	12
Powerpoint 2016: Beginner	10
Outlook 2016: Beginner	12
Word 2016: Intermediate	10
Excel 2016: Intermediate	8
Powerpoint 2016: Intermediate	12
Outlook 2016: Intermediate	8
Grammar and Punctuation	10
Word 2016: Advanced	8
Excel 2016: Advanced	10
Executive Assistant	
Working as an Administrative Assistant	3
Keyboard Kinetics	10
Grammar and Punctuation	10
Business Writing	16
Office Procedures	16
Exam Preparation	1
TOTAL	165

Training designed to 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 curriculum was developed by industry professionals with years of experience to ensure that you're well prepared for a new job. The curriculum is specially designed to help you succeed:

- Prepare to earn the Microsoft Office Specialist Master credential with Microsoft Office 2016 training
- Gain the communication and planning skills needed to successfully run an office
- Train to begin working immediately upon graduation

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

Accomplish your goals with useful education.

Our curriculum is designed to help you accomplish your goal of getting a job. In addition to comprehensive curriculum and online flexibility, you'll be assigned a Student Advocate who will be there for you every step of the way. You'll also have one-on-one access to our 3 instructor support teams—student support, technical support, and graduate services—to ensure that you can complete your education and prepare for a better future! All of these student success teams are committed to helping you succeed:

- Graduate quickly
- Prepare for your exam
- Successfully move into the workforce