Executive Assistant
LEARNING OBJECTIVES

Our Executive Assistant training program was developed by industry professionals with decades of real-world experience. You'll learn intuitively through visually rich content; imagery, videos, and interactive games and assignments. You'll gain the skills and software essential to modern office operations, with a heavy emphasis on Microsoft® Office. And you'll quickly gain the communication and planning expertise needed to run a highly productive office.

Our leading curriculum prepares you to be a top-shelf administrative or executive assistant, and stand head and shoulders above other job candidates. You'll emerge from our executive assistant training fully prepared to earn immediate certification and start working.

Most importantly, you'll walk away with the optimism that comes with a brighter future.

Program Orientation: Executive Assistant

- Initiate Executive Assistant Program.

Computer Fundamentals

- Help learners gain a solid foundation of digital technology knowledge and skills that can be applied in everyday life as well as in any career or profession.

Microsoft Office Specialist 2019

- Explore, interact, and apply Microsoft Word features and functions at the beginner, intermediate, and advanced level.
- Explore, interact, and apply Microsoft Excel features and functions at the beginner, intermediate, and advanced level.
- Explore, interact, and apply Microsoft PowerPoint features and functions at the beginner, intermediate, and advanced level.
- Explore, interact, and apply Microsoft Outlook features and functions at the beginner and intermediate level.
- Expand your understanding of the Microsoft software through experimentation, critical thought, and personalization skills.
- Engage in real-world scenarios to reinforce critical skills when using Microsoft Word, Excel, PowerPoint, and Outlook in an educational or professional setting.

Administrative Office and Procedures

- Describe the capabilities, self-management, and ethical outlook expected of today's administrative professionals.
- Describe the focus on teamwork and customers in today's workplace environment.
- Summarize best practices for organizational communication.
- Summarize best administrative practices related to record management, travel, and finances.

- Summarize the best practices around employment and leadership that lead to career success as an administrative professional.

Business Communications

- Summarize the foundational concepts and best practices of today's business communication environment.
- Outline the writing process in the digital era.
- Summarize best practices for workplace communication.
- Summarize best practices for developing reports, proposals, and presentations.
- Summarize best practices for communication activities related to getting a new job.

Program Completion: Executive Assistant

- Prepare to take the next step for program completion.

Total Hours: 254
Online Coursework, Simulations, and Experiential