

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 they 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.*

How's the job outlook?

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.

*U.S. Department of Labor, Bureau of Labor Statistics

"I found this to be the most convenient, affordable and serious curriculum that you can find in an online program. I know when I complete the training program that I will have earned the title of Executive Assistant."

E.F., CAREERSTEP LEARNER
MARCH, 2019

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of sub-par providers out there. Salespeople that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

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

With online training, you can absorb more knowledge and learn more skills—fast.

- Train 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

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from enrollment through course completion.

- Learner support
- Technical support

Get Certified

Certifications tell potential employers that you're well-trained, totally qualified, and incredibly dedicated. The right credential—from a respected certifying body—can help you stand out in a competitive job market, boost your employability, and catapult you into the next phase of your career.

Microsoft Office Specialist: Associate Certification

Demonstrate your deep knowledge and proficiency with the full Office suite of essential business programs.

Program Courses

Courses

Program Orientation: Executive Assistant

Computer Fundamentals

Microsoft Office 2019: Specialist

Administrative Office and Procedures

Business Communications

Program Completion: Executive Assistant

TOTAL HOURS = 254

**ONLINE COURSEWORK,
SIMULATIONS, AND EXPERIENTIAL**