Executive Administrative Assistant

The Executive Administrative Assistant Certificate Program prepares you for roles such as Senior Executive Assistant, Administrative Service Officer, Chief of Staff, CEO Assistant and Personnel Assistant. Course study includes basic computer skills, customer service, Business Math, Business English and Microsoft Office.

Program Length: 30 weeks   Weekly Hours: 2hr, 4hr or 6hr options   Instruction: In Person

Class & Book	Tuition	Book
Computer Concepts (3 weeks) Are you new to the computer world or need a review? We make it easy to learn how to use computers. You will be introduced to basic computer tasks, including working with Windows, navigating the web, both desktops and cloud-based file management, and learning basic word processing. No prerequisites.	$75.00	X
Welcome to Computer Basics: Windows 11 Edition *ISBN: 9781640615229*	X	$50.00
Outlook (2 weeks) Learn to communicate more efficiently with Outlook. This class teaches essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile-based integration. Prerequisites: Basic computer skills.	$50.00	X
FastCourse Microsoft Outlook 2021 & 365 *ISBN: 9781640615045*	X	$30.00
Customer Relations (3 weeks) This newly updated course will cover many of the "Top 10" most required customer service skills for all industry segments. Today's employers realize that these essential skills can often be more important indicators of an employee's success, even more than their ability to use a computer or other equipment. Topics will include communication, adaptability, self-awareness, collaboration, empathy, resilience, and much more.	$75.00	X
New World of Work *print*	X	$15.00
Business Math (5 weeks) Build a solid foundation in the fundamentals of math for success in the workplace and daily living. Increase your confidence with fractions, percentages, decimals, and more. This class offers practical, real-world uses for mathematics and provides excellent preparation for career placement.	$125.00	X
Schaum's Outline of Basic Business Math *print*	X	$35.00

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Business English (5 weeks) This course offers the reading comprehension, grammar, spelling, and punctuation expertise you need to succeed in the workplace. Brush up on your oral and written communication skills essential for career advancement in today's business environment.	**$125.00**	**X**
Business English 13e ISBN: 9780357033784	**X**	**$185.00**
Word: Beginning to Intermediate (5 weeks) This course will have you working like a pro with many of the features of MS Word. You will begin with an essential document and learn to apply formatting, fonts, styles, and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills. Prerequisite: Basic computer skills and type 25 WPM.	**$125.00**	**X**
Word: Intermediate to Advanced (5 weeks) This course is a continuation of MS Word Beginning through Intermediate. You will move into learning desktop publishing, graphic design, using templates and building blocks, forms, macros and security, webpage creation and blogs. Prerequisite: Basic computer skills, Word B/I, and type 25 WPM.	**$125.00**	**X**
Microsoft Word 2021 & 365 Comprehensive ISBN: 9781640614239	**X**	**$130.00**
Excel: Beginning to Intermediate (5 weeks) In this course, you will create spreadsheets, apply formatting, and enter formulas in no time. Next, you will move on to applying themes, working with borders, fonts, and enhancing your worksheet for a professional-looking workbook. Prerequisites: Basic computer skills.	**$125.00**	**X**
Excel: Intermediate to Advanced (5 weeks) This course is a continuation of Excel Beginning through Intermediate, where you will move on to learn macros, pivot tables, data analysis, and work with tables. You will gain the knowledge to stand out in the office or job market. Prerequisites: Basic computer skills and Excel B/I.	**$125.00**	**X**
Microsoft Excel 2021 & 365 Comprehensive ISBN: 9781640614024	**X**	**$130.00**
PowerPoint: Beginning to Intermediate (5 weeks) This presentation software allows you to be creative while designing presentations for personal or business applications. You will start with the basics and learn to run a slide show, insert text and placeholders, apply themes, color, transitions, and sound effects. Next, you will learn to modify presentations, insert and delete slides, create sections, rotate, and customize slides. Finally, insert text boxes, shapes, and images into the presentation. Prerequisites: Basic computer skills.	**$125.00**	**X**

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	Tuition	Books & Fees
PowerPoint: Intermediate to Advanced (5 weeks) This course is a continuation of PowerPoint Beginning through Intermediate, where you will learn to insert tables, charts, and SmartArt Graphics into your presentations. You will continue to customize slides with prompts, change page setup, apply an action to objects, insert sounds, hyperlinks, and much, much more. Prerequisites: Basic computer skills, PowerPoint B/I.	$125.00	X
PowerPoint 2021 & 365 Essentials *ISBN: 9781640614444*	X	$130.00
Keyboarding (5 weeks) Learn keyboarding basics on a computerized tutorial and progress to speed and accuracy drills. This class will help the student to achieve the proper techniques for keyboarding competency. Keyboard folder required. 5-week class. (Students may need to repeat class depending on typing speed.)	$125.00	X
Keyboarding Folder *Print*	X	$10.00

Totals for Class, Books, & Fees	Tuition	Books & Fees
USB Drive		$15.00
Registration Fee		$250.00
Tuition & Book Total:	$1,375.00	$715.00
Program Total:	$2,355.00	