



Messick Adult Center

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Executive Assistant

Successful completion of these courses will prepare the student to perform secretarial and administrative duties, thereby relieving superiors of business details. The Executive Assistant must possess excellent organization, communication, and proofreading skills, and must be proficient using MS Word, Excel, PowerPoint and Access software. Duties may include preparing, compiling and maintaining reports, statistical information, and visual presentations. Professional appearance and ethical behavior is mandatory as the Executive Assistant performs a variety of executive support tasks that may be highly confidential and sensitive.

Course Title	Instructional Classroom Hours
Computer Keyboarding I	24 hours
Computer Keyboarding II	24 hours
Computer Applications I	30 hours
Computer Applications II	30 hours
Employability Skills I	24 hours
Employability Skills II	24 hours
Customer Service Skills	24 hours
Business Communications I	24 hours
Business Communications II	24 hours
Data Entry I	24 hours
Data Entry II	24 hours
MS Word I	24 hours
MS Word II	24 hours
MS Excel I	24 hours
MS Excel II	24 hours
MS Access I	24 hours
MS Access II	24 hours
MS PowerPoint	24 hours
Desktop Publishing I & II	48 hours
Office Procedures I & II	48 hours
Internship (Optional)	24 hours
Academic Lab	24 hours
Total hours	588 Hours w/ Internship