

SYLLABUS: ADMINISTRATIVE ASSISTANT CERTIFICATION (AAC)

Program Coordinator: Richard Wilson
Location: 100% Online
Examination Dates: First Wednesday of each month

Email: Support@BusinessTraining.com
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Time: Self-Paced Program

PROGRAM AIM: To provide participants with the fundamentals of being an administrative assistant along with best practices, mistakes to avoid, and strategies on how to build a career, business, or to make a living from being an administrative assistant.

LEARNING OBJECTIVES OF THE AAC

- Strategies to get hired as a administrative assistant in various business and strategic industries
- How to approach a career as an administrative assistant and best practices in creating presentations, time management, editing, intellectual property, business documents, accounting, etc.
- Learn about fundamental terms/techniques for administrative assistants.
- How to prepare for an interview and use new tools to attract new clients and business leads as an administrative assistant.
- Positioning your expertise as an administrative assistant.

PROGRAM REQUIREMENTS:

Self-Management: The Administrative Assistant Certification (AAC) program is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Time-Management: Being that the AAC is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: Examinations are offered annually on January 10th, February 10th, March 10th, April 10th, May 10th, June 10th, July 10th, August 10th, September 10th, October 10th, November 10th, and December 10th. After registering for the AAC, you can schedule your examination date by sending us an email with your preferred exam date.

Please note that your exam date request must be received at least 2 weeks before the exam date.

REQUIRED TEXTS: All of these books are available online and in most bookstores. Amazon.com carries all of the required texts below:

Administrative Assistant's and Secretary's Handbook *By James Stroman, Kevin Wilson, and Jennifer Wauson* ISBN#: 978-0814433529

The Definitive Personal Assistant & Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants *By Sue France* ISBN#: 978-0749474768

REQUIRED TOOLS: Internet access and an Internet browser are required to take the online exam. (Internet Explorer and Firefox work best, though most browsers should suffice.)

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

For more information and to register for this self-paced administrative assistant training and certification program, please visit our website:

<http://BusinessTraining.com/Administrative-Assistant>