



Executive Personal Assistant

Pre-Requirement

English Proficiency

Duration

6 to 12 months

Course Content:

1. Computer Essentials
2. Word Processing
3. Spreadsheets
4. PowerPoint
5. Online Essentials
6. Basic Business and Personal Budgeting
7. Emotional Intelligence
8. Time Management
9. Customer care and Meeting and Minutes
10. Business Writing

Certification upon successful completion

ATG Certificate: Executive Personal Assistant