

Programs @ a Glance



Business, Management & Administration Administrative Assistant - BA002005

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 5 Months
HS Student: 1 Year

Program Description:

Students are provided with the knowledge and skills utilized in daily business operations through a variety of administrative and clerical duties. Students learn basic office administration and computer skills utilizing Microsoft Office and Adobe Acrobat software. Strong interpersonal skills and the ability to communicate are crucial to being a successful Administrative Assistant. Industry recognized certifications and college credits are obtainable through this program.

Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.

Cost:

Tuition (adults)- \$1,080.00
Est. Out-of-Pocket- \$110.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship

Average OKC Salary

\$17 - \$20/hr

Career Major Information | Total Hours: 480

Fundamentals of Technology* 120

Fundamentals of Administrative Technologies* 120

Administrative Technologies II* 120

Office Administration and Management* 120

Student Organizations

Business Professionals of America (BPA)

Certifications Available:

Oklahoma Dept. of CareerTech Certifications:

Fundamentals of Technology
Admin Professional

National Certification Tests:

Microsoft Office Specialist (MOS)

Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Program Supply list:

Notebook - \$10.00
Business Casual Dress (Wednesdays) - \$100

To view the full cost of attendance, please visit the [2026-27 Cost of Attendance Document](#)



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