

Programs @ a Glance



Business, Management & Administration Executive Administrative Assistant - BA0026000

Who can Enroll?	Program Description: Students are provided with higher level content and strategies involving technology and managerial skills needed for success in competitive business careers. Students work with the most up-to-date software and technology as they gain knowledge in office administration, management, accounting, and customer service. Students learn office administration and computer skills utilizing Microsoft Office, Adobe Acrobat, and Intuit QuickBooks software. 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:	
Seniors Adults		Tuition (adults)- \$2,160.00 Est. Out-of-Pocket- \$110.00 Certification Exams: EOC Books: Property of EOC	
Schedule		Financial Aid	
Monday-Friday AM Session: 8am-11am PM Session: 12pm-3pm		Pell Grant/OTAG OK Promise (OHLAP) Tribal Assistance Next Step Scholarship	
Estimated Completion		Average OKC Salary	
FT Adult: 1 Year HS Student: 2 Years		\$22 - \$25/hr	
Career Major Information Total Hours: 960		Student Organizations	
		Business Professionals of America (BPA)	
		Certifications Available:	
		Oklahoma Dept. of CareerTech Certifications: Fundamentals of Technology Administrative Professional National Certification Tests: Microsoft Office Specialist (MOS) Intuit Quickbooks Precision Certification Tests: Business Office Specialist Accounting I *Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.*	
		Program Supply list:	
		Notebook - \$10.00 Business Casual Dress (Wednesdays) - \$100	
Fundamentals of Technology*		120	
Fundamentals of Administrative Technologies*		120	
Administrative Technologies II*		120	
Office Administration and Management*		120	
Accounting I		120	
Computerized Accounting*		120	
Customer Assistance		120	
Executive Administrative Assistant Capstone		120	

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



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