

Business, Management & Administration

Executive Administrative Assistant - BA0026000

Who can Enroll?

2nd Year Seniors | Adults

Schedule

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

Estimated Completion

FT Adult: 1 Year HS Student: 2 Years

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:

Tuition (adults)- \$2,160.00 Est. Out-of-Pocket- \$110.00 Certification Exams: EOC Books: Property of EOC

Financial Aid

Pell Grant/OTAG OK Promise (OHLAP) Tribal Assistance Next Step Scholarship

Average OKC Salary

\$22 - \$25/hr

Career Major Information | Total Hours: 960

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

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



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