



## Executive Administrative Assistant (EAA1)—21 Credit Hours

**Program Description:**

The Executive Administrative Assistant program prepares individuals to provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Courses include Computer Literacy, Business Procedures, Introduction to office suite software (including word processing, spreadsheet & database management), Principles of Management, and Financial Accounting. Initial salaries are approximately \$45,000.00 per year. This certificate is eligible for State Aid only.

**Contact:**

**Tanya Byrd-Johnson, Program Chair**  
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**Website:**

<https://www.westgatech.edu/program-explorer/business-accounting/business-technology/>

Pre-Certificate Requirements						
Program Specific						
<ul style="list-style-type: none"> <li>Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook</li> <li>GPA 2.0 higher</li> <li>Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online</li> </ul>						
Set the Track, Start the Track, Stay on Track						
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>						
✓	Grade	Semester 1	S	CR	Notes & Milestones	
		ACCT 1100 Financial Accounting I	ALL	4		
		CISM 2201 Foundations of Computer Applications	ALL	3		
		MGMT 1100 Principles of Management	ALL	3		
✓	Grade	Semester 2	S	CR	Notes & Milestones	
		BUSN 1240 Office Procedures	FA	3	<b>Prerequisite:</b> CISM 2201	
		BUSN 1450 Computer Applications for the Business Professional	FA, SP	4	<b>Prerequisite:</b> CISM 2201	
		BUSN 1460 Keyboarding and Document Formatting	FA, SP,	4	<b>Prerequisite:</b> CISM 2201	
Always check online <a href="https://www.westgatech.edu/">https://www.westgatech.edu/</a> and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.						

**Note:** If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

**Employment Opportunities:** <https://www.westgatech.edu/student-life/career-services/>

**Financial Aid by Program:** <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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