



Administrative Support Assistant (AS81)—20 Credit Hours

Program Description:

The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses of study include Computer Literacy, Business Procedures, and Introduction to office suite software (including word processing, spreadsheet, and database management). Initial salaries are approximately \$25,000.00 per year. This certificate is eligible for State Aid only.

Contact:

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Website:

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

Pre-Certificate Requirements

Program Specific

- Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook
- GPA 2.0 higher

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester

✓	Grade	Semester 1	S	CR	Notes and Milestones
					Prerequisites must be passed with a “C” or higher
		CISM 2201 Foundations of Computer Applications	ALL	3	
		BUSN 1460 Keyboarding and Documentation Formatting	ALL	4	CISM 2201 (may be taken as a corequisite instead of a prerequisite)
		BUSN XXXX Business Elective	ALL	6	See course descriptions
				13	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes and Milestones
					Prerequisites must be passed with a “C” or higher
		BUSN 1240 Office Procedures	FA	3	Prerequisite: CISM 2201
		BUSN 1450 Computer Applications for the Business Professional	FA, SP	4	Prerequisite: CISM 2201
				7	Program Semester Hours

Always check online <https://www.westgatech.edu/> 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 attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Credits for BUSN 1015, 1190, 1400, 1410, 1420, 1430, 1440, 2160, 2210, 2340, 2350, and 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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