



## Assistant Office Manager (AFM1)—22 Credit Hours

**Program Description:**

The Assistant Office Manager certificate prepares individuals to plan, direct, and coordinate activities that help an organization run efficiently. Graduates will also gain the knowledge and skills to perform word processing, spreadsheet, and database applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Office Specialist (MOS) certification. Courses include Computer Literacy, Business Procedures, Computer Applications for the Business Professional, Expert Spreadsheet Analysis, Expert Word Processing, and Principles of Management. Initial salaries are approximately \$32,000.00 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/>

<b>Pre-Certificate Requirements</b>					
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>					
<b>Set the Track, Start the Track, Stay on Track</b>					
<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
		CISM 2201 Foundations of Computer Applications	ALL	3	
		MGMT 1100 Principles of Management	ALL	3	
				<b>6</b>	<b>Program Semester Hours</b>
✓	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 1470 Professional Communication Skills	ALL	3	<b>Prerequisite:</b> CISM 2201
				<b>10</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2130 Expert Spreadsheet Analysis	FA	3	<b>Prerequisite:</b> CISM 2201
		BUSN 2140 Expert Word Processing	SP	3	<b>Prerequisite:</b> CISM 2201
				<b>6</b>	<b>Program Semester Hours</b>
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>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.