

## Executive Administrative Assistant

### DESCRIPTION:

This program is preparation for careers in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers. Office procedures, telephone etiquette and the integration of computer software packages are covered in this career option. Adult students have the opportunity to participate in the “on-the-job training program through this career option. Students will prepare a portfolio which markets their skills by showcasing examples of their work, certifications, resume and other professional information. This program is accredited by the OSDE and the ODCTE.

### CERTIFICATIONS/CREDENTIALS:

- Adobe Photoshop
- Interpersonal Communications
- Office Management
- WorkKeys
- Microsoft Certifications (Various)
- Accounts Payable/Receivable

### CAREER OPPORTUNITIES:

- Secretary
- Administrative Assistant
- Executive Assistant
- Office Manager

### SALARY : **NWOK (Avg.) \$41,000**

By utilizing the SOC Code: 43-6012 for Executive Administrative Assistant at [www.onetonline.org/link/summary/43-6012](http://www.onetonline.org/link/summary/43-6012) additional information including working conditions, physical requirements, knowledge skills and salary range can be found. Gainful employment including related occupations, program costs, length, on-time completion/graduation rates, job placement rates, and median loan debt is available at <http://www.nwtech.edu/gainful-employment/>.

### COST OF ATTENDANCE:

High School In-District Students - No Tuition Charge



Scan here to learn more about the cost of attending this program at NWTC as an adult student!

More information on tuition, fees, estimated cost of attendance, estimated living expenses and financial aid for adult students can be found at <https://nwtech.edu/student-services/financial-aid-tuition/>.

### COURSE INFORMATION 960 Hours

Fundamentals of Technology	120 Hrs.
Fundamentals of Admin.Tech. I & II	240 Hrs.
Accounting I	120 Hrs.
Office Administration/Mgt.	120 Hrs.
Computerized Accounting	120 Hrs.
Employment Essentials	120 Hrs.
Exec. Admin.Asst. Capstone	120 Hrs.

High School Students may use this career option to fulfill computer science credits needed for graduation.

### INSTRUCTOR:

Pam Malone, Instructor  
 pmalone@nwtech.edu  
 1801 Eleventh St., Alva, OK 73717  
 580.327.0344

### CONNECT ON SOCIAL MEDIA: [www.nwtech.edu](http://www.nwtech.edu)

### SCHEDULES AVAILABLE:

8:00am - 11:00am  
 12:30pm - 3:30pm  
 Full-time adult students attend both sessions.

### APPLICATION & ADMISSIONS:

Complete an application at <https://nwtech.edu/student-services/enrollment-processes/>.

For Admission Questions or To Schedule a Visit: call NWTC at 580.327.0344. Financial assistance is available to adult students who qualify. ID=In-District; OD=Out-of-

Non-Discrimination Info  
 English/Spanish

