



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, spreadsheets, 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:

Tanya Byrd-Johnson, Program Director
770-824-5256
tanya.johnson@westgatech.edu

Website:

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

Campus:

Courses may rotate among Online, Carroll, Coweta, Douglas, and LaGrange

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

Students must earn a grade of C or higher in all prerequisite courses.

✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	
		MGMT 1100 Principles of Management	ALL	3	
				6	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1450 Computer Applications for the Business Professional	FA, SP	4	Prerequisite CISM 2201
		BUSN 1470 Professional Communication Skills	FA, SP	3	Prerequisite CISM 2201
				7	Program Semester Hours
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 1240 Office Procedures	FA	3	Prerequisite CISM 2201
		BUSN 2130 Expert Spreadsheet Analysis	FA	3	Prerequisite CISM 2201
		BUSN 2140 Expert Word Processing	FA	3	Prerequisite CISM 2201
				9	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, given you have satisfied the required prerequisite.

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

Financial Aid by Program: <https://www.westgatech.edu/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.