

# Tidewater Community College/ Gatlin Education Services Executive Administrative Assistant

## Executive Administrative Assistant Certificate: \$4090

Administrative Professional w/MOS 240 Hours  
Management Training 360 Hours

Dual enrollment fee \$3995 or Second program discount (GES \$95 discount)  
One year program  
600 Clock Hours

The Executive Administrative Assistant Certificate teaches skills that our students must acquire to be successful as an Executive Administrative Professionals. The management training our students receive consists of 12 separate modules geared to providing the vital information in a timely manner designed to fit your busy work and family schedules. This program will provide you with an introductory and basic understanding of financial and accounting terms, the successful negotiation strategies for most environments, and any necessary issues in the management of the marketing process, employment law, compliance and regulatory requirements, as well as licensing, permits and taxes, and successful negotiation strategies for most environments. Our students also receive training on the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. This program is perfect for anyone seeking to learn the introductory and foundational essentials in business and management or looking to advance in their administrative career.