

EXECUTIVE ADMINISTRATIVE ASSISTANT 2021-22

Class Meets: Monday - Friday
Class Time: 8:00 am to 3:00 pm

Instructor: Nicole Metzger
1050 hours - 9 months

This program prepares students in higher-level content and strategies necessary to effectively engage students in technology and managerial skills needed for success in competitive business careers. This program is designed to enhance administrative support, accounting and management skills needed in the workplace in administrative support and office management. Students gain high-level technology and managerial skills needed for success in competitive business careers.

TUITION.....	\$ 2,100.00
1st Semester	\$ 1,050.00
2nd Semester	\$ 1,050.00
 TEXTBOOKS	 \$ 864.00
Costs are approximate and subject to change. Students are required to purchase certain textbooks and all workbooks. This is a separate cost, not covered by your tuition or students needs fee. Textbooks may be purchased from either the GPTC Bookstore or a different vendor of your choice. Students will be instructed as to which books to purchase.	
 TOTAL STUDENT NEEDS FEES.....	 \$ 200.00
QuickBooks Certification Test.....	\$ 200.00
 MISC. EXPENSES.....	 \$ 61.00
These are additional costs, and are not charged against Pell, Post 911 and/or some funding agencies. These are considered out of pocket expenses.	
Headphones- may be purchased from vendor of your choice.....	\$ 15.00
School Supplies - may be purchased from vendor of your choice.....	\$ 36.00
Student Organization Fee (BPA).....	\$ 10.00
 TOTAL COST FOR PROGRAM.....	 \$ 3,225.00
<p>Tuition and fees or documentation from your funding agency is due by the first day of class each semester. 100% of tuition will be refunded if the student withdraws before classes start or before the beginning of the sixth day from the class start date. The student is ultimately responsible for the full semester's tuition and fees..</p>	

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM

FUNDING AGENCIES:

Please contact GPTC before issuing a payment for student's tuition and fees.