



Administrative Office Specialist

Program Content:	This program prepares students for employment as an executive secretary, administrative assistant, administrative support assistant, and/or office assistant in almost any industry utilizing Business and Information technology. The curriculum provides students with work-based competencies including intensive training in Microsoft Office certification, desktop publishing, journal accounting, and QuickBooks. It provides essential knowledge of clerical procedures, computer concepts, customer and personal services, and the principles of business and management. The self-paced program also includes machine transcription, basic web design, keyboarding/keypad, business writing, communication, and soft skills such as telephone etiquette, workplace safety, and personal productivity. This program articulates to state colleges in Florida through the development of an employment portfolio.
Admissions:	<ol style="list-style-type: none">1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your to-do list.2. Attend a Program Information Session. Call 941.751.7900, prompt, 6 Information Sessions.3. Complete your "To-Do List" at https://www.MTCdashboard.net. Note: TABE (Test of Adult Basic Education) must be taken within 6 weeks of your admit date unless exemption criteria have been documented. For exemption information, see TABE exemption in the Student Handbook located here: https://www.manateetech.edu/quick-docs/
Length of Program:	Full-time 1050 hours – approximately 9 months full-time to complete
Dual Enrollment:	Yes
Industry Certification:	Microsoft Office Specialist (MOS) Bundle Certification (4 out of 6 -Word, Excel, PowerPoint, and either Access or Outlook), QuickBooks Certified User
Articulation:	May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.
Job Placement Rate:	71%
On-Time Completion Rate:	73%
Location:	MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203 941.751.7900
Start Date:	August, January
Start Time:	Monday - Friday, 8:00 a.m. – 3:00 p.m.
For More Information:	Contact Terri Parrish: 941.751.7900 x 1033, Email



Program #B070330		CIP# 0552040103
Estimated Tuition, Lab, and Fees (<i>includes administrative fee</i>)		\$3809.00
Additional Fees Due Prior to Admittance		
Application Fee		\$30.00
Bookstore		
Uniform*		\$29.00
Textbook(s)*		\$174.00
Estimated Total Cost of Program		\$4042.00

Financial aid available depending on student's eligibility

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).

Estimated textbook list and pricing: [Administrative Office Specialist Bookstore Information](#)

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for Non-Florida residents.

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

941.751.7900

ManateeTech.edu

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