Administrative Office Specialist

Short Description: Administrative Office Assistants help an organization run efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. They also may perform accounting duties, negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries. The type of business you choose to work for would determine your exact duties.

Program Content: This program prepares students for employment as an 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 services, and the principles of business and management. The self-paced program also includes basic web design, keyboarding/keypad, business communication, and soft skills such as telephone etiquette, workplace safety, and personal productivity.

Admissions:
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: The Basic Skills Assessment must be taken within 6 weeks of your admittance date unless exemption criteria have been documented per State Statute. For exemption information, see 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.

OCP	COURSE	HOURS
A	Information Technology Assistant – OTA0040	150
B	Front Desk Specialist – OTA0041	300
C	Assistant Digital Production Designer – OTA0030	150
D	Administrative Office Specialist – OTA0043	450

Dual Enrollment: Yes

Certification/Licensure: Microsoft Office Specialist (MOS), QuickBooks Certified User

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

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.

Program #B070330	CIP# 0552040103
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$3754.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform*	$29.00
Textbook(s)*	$229.31
Estimated Total Cost of Program	**$4057.31**

For More Information: Scan QR Code at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
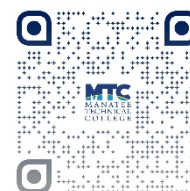All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Estimated textbook list and pricing: Bookstore Information
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/