

Administrative Office Specialist

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: 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

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

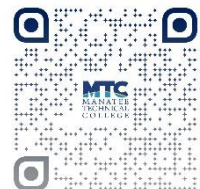
Dual Enrollment: Yes

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

Articulation:

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

For more information, scan the QR code:



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**

Description	Fees
Estimated Tuition, Lab, and Fees <i>(includes \$60.00 administrative fee)</i>	\$3754.00
Additional Fees Due Prior to Admittance	
Application Fee	\$45.00
Bookstore	
Uniform*	\$29.00
Textbook(s)*	\$174.00
Estimated Total Cost of Program	\$4002.00

***Prices are subject to change.**

Financial aid is available depending on the student's eligibility

All pre-admission fees are non-refundable and not covered by Financial Aid. Z

Annual fees (charged each academic year from July 1—June 30).

Estimated textbook list and pricing: Administrative Office Specialist Bookstore Information

Current book list and prices: <https://manateetech.edu/current-students/bookstore/>

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

ManateeTech.edu**941.751.7900**