



MARION
TECHNICAL COLLEGE
Marion County Public Schools, An Equal Opportunity School District

BUSINESS, MANAGEMENT & ADMINISTRATION

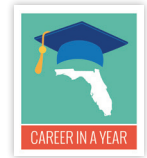
Course Schedule • Fall 2017–Spring 2018



ADMINISTRATIVE OFFICE SPECIALIST (Hybrid Program)

Program Number: B070330

Program Length: 1,050 hours, 42 weeks



Instructor(s)	Day/Night	Meeting Day(s)	Meeting Times	Start/End Date	Tuition	Lab Fee	Books (Estimate)	Misc. Fees (Estimate)	Total Program Costs
C. Odette	Day	Monday – Thursday	8:30am – 3:00pm	7/5/2017 – 6/11/2018 7/9/2018 – 6/2019	\$3,066.00	\$210.00	\$858.14	\$813.78	\$4,947.92

PROGRAM DESCRIPTION:

The Administrative Office Specialist program prepares students for employment in general office environments. The program has been offered by MTC for over 10 years. Students enrolled in this program will learn the following skills: preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, handling information requests, conducting research, and preparing reports. Students will learn proper keyboarding skills and computer applications. The program will also prepare students for the following certifications: Florida Ready to Work, Microsoft Office Specialist 2013 (Word, Excel, PowerPoint, and Outlook/Access), and QuickBooks 2015. Students may earn their certifications by testing at the Certipoint Testing Center on campus.

COURSES:

Information Technology Assistant **OTA0040**

Front Desk Specialist **OTA0041**

(Prerequisites: OTA0040)

Assistant Digital Production Designer **OTA0030**

(Prerequisites: OTA0040, OTA0041)

Administrative Assistant **OTA0043**

(Prerequisites: OTA0040, OTA0041, OTA0030)

EMPLOYMENT OUTLOOK:

In addition to jobs created from growth in the industry, numerous job opportunities will arise from the need to replace secretaries and administrative assistants who transfer to other occupations. These may include exceptionally skilled executive secretaries and administrative assistants who often move into professional occupations. Job opportunities should be best for applicants with extensive knowledge of computer software applications, with experience as secretaries or administrative assistants, or with advanced communication and computer skills.**

SALARY RANGE:

In the state of Florida, an Administrative Office Specialist may earn between \$31,671 and \$51,479.***

ADMISSION REQUIREMENTS:

- Standard career and technical program admission procedures apply.
- High school diploma—standard or GED is recommended.
- Please see the MTC catalog for details.

CERTIFICATE OF COMPLETION:

Upon completion of all program requirements, the student earns a Certificate of Completion in Administrative Office Specialist.

CERTIFICATIONS:

Students may earn any or all of the following certifications: Florida Ready to Work, Microsoft Office Specialist 2016 (Word, Excel, PowerPoint, and Outlook/Access), and QuickBooks 2015.

APPLICATION DEADLINES:

Deadline for Fall 2018 the deadline is April 12, 2018. However, applications will be accepted until the class fills.

INFORMATION SESSIONS

All students planning to apply for the 2017–2018 Administrative Office Specialist classes are encouraged to attend one of the following information sessions:

July 2017 and 2018 Classes | 6:00pm at Brewster Hall on MTC Campus

8/21/2017	1/22/2018
9/18/2017	2/12/2018
10/9/2017	3/19/2018
11/13/2017	4/9/2018
	5/7/2018

Dual Enrollment Eligible Program

All fees are subject to change.

Please contact the Student Services Department for current costs.

* *Industry Certification Tests Vouchers/Insurance*

** *Source: Florida's Labor Market Statistics Center*

*** *Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program*



Program Number: B070300

Program Length: 1,050 hours, 42 weeks

Instructor(s)	Day/Night	Meeting Day(s)	Meeting Times	Start/End Date	Tuition	Lab Fee	Books (Estimate)	Misc. Fees (Estimate)	Total Program Costs
C. Odette	Day	Monday – Thursday	8:30am – 3:00pm	7/5/2017 – 6/11/2018 7/9/2018 – 6/2019	\$3,066.00	\$210.00	\$981.19	\$769.95	\$5,027.14

PROGRAM DESCRIPTION:

A Medical Administrative Specialist must be proficient with all of the communication technology common to a modern office. This includes all office equipment, telephone systems, mail services, internet and e-mail. A specialist also needs additional skills specific to the medical field, such as medical correspondence and terminology, familiarity with patient record systems, and appointment scheduling.

The Medical Administrative Specialist program prepares students for employment opportunities in a medical office, medical clinic, or hospital office settings and prepares students for the following certifications: Florida Ready to Work and Microsoft Office Specialist 2013 (Word, Excel, PowerPoint, and Outlook/Access). Students may earn their certifications by testing at the Certiport Testing Center on campus.

COURSES:

Information Technology Assistant **OTA0040A**

Front Desk Specialist **OTA0041A**

(Prerequisites: OTA0040A)

Medical Office Technologist **OTA0631**

(Prerequisites: OTA0040A, OTA0041A)

Medical Administrative Specialist **OTA0651**

(Prerequisites: OTA0040A, OTA0041A, OTA0631)

EMPLOYMENT OUTLOOK:

Projected employment of secretaries will vary by occupational specialty. Employment growth in the healthcare, social assistance, and legal services industries should lead to average growth for medical secretaries. Rapidly growing industries—such as administrative and support services, healthcare and social assistance, educational services (private), and professional, scientific, and technical services—will continue to generate most new job opportunities. A decline in employment is expected for all other secretaries, except legal, medical, or executive. They account for almost half of all secretaries and administrative assistants.***

SALARY RANGE:

In the state of Florida, medical secretaries may earn between \$21,880 and \$39,180 per year.**

ADMISSION REQUIREMENTS:

- Standard career and technical program admission procedures apply
- High school diploma—standard or GED is recommended
- Please see the MTC catalog for details

CERTIFICATE OF COMPLETION:

Upon completion of all program requirements, the student earns a Certificate of Completion in Medical Office Specialist.

CERTIFICATIONS:

Students may earn any or all of the following certifications: Florida Ready to Work and Microsoft Office Specialist 2013 (Word, Excel, PowerPoint, and Outlook/Access).

APPLICATION DEADLINES:

Deadline for Spring 2018 is October 19, 2017. For Fall 2018 the deadline is April 12, 2018. However, applications will be accepted until the class fills.

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** Source: Florida's Labor Market Statistics Center

*** Source: Labor Market Statistics, Occupational Employment Statistics & Wages Program



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