

### Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (ACCUPLACER) and Technology Skills Test (TST) is required. Any college foundation courses recommended by placement assessment results are also required.

### Career Opportunities

Administrative Assistant  
Executive Assistant  
Help Desk Technician  
Information Coordinator  
Office Manager  
Project Coordinator  
Receptionist  
Software Support Specialist  
Technical Office Assistant

Check out more career choices at Career Coach. <https://mtc.emsicc.com/>

### Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of computer skills courses with studies in business management, marketing, and communications.

Students may earn an Associate of Applied Business in Office Administration Technology degree 100% online at Marion Technical College. The required courses in the Office Administration curriculum are offered online spring and fall semesters and a student who enrolls full-time may complete the degree in two years. This program is offered to qualified students who must be college ready in reading, writing, math; have Internet access, and Microsoft Office®.

To Learn More Visit [www.mtc.edu](http://www.mtc.edu)

### The Program – Office Administration

The **MTC Office Administration** program focuses on today's multi technology-enhanced office environment and offers students the opportunity to focus on specialized options. Students will learn to utilize information management tools, software applications, and business skills to manage situations in today's virtual office teams; streamline the collection and reporting of data sources to assist in making sound business decisions; support "help desk" operations; and learn to produce, manage, and enhance materials for distribution via Internet and intranet.

### Students in Office Administration will learn to...

- Apply administrative skills to effectively organize and manage work time and priorities.
- Use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information.
- Demonstrate good work habits, effective interpersonal and virtual team work skills, and a high level of professionalism.
- Communicate effectively both in writing and orally with co-workers, customers, and managers.
- Manage finances including bookkeeping, accounts payable, accounts receivable, and banking.
- Perform mathematical calculations related to the office environment.
- Use record control systems to streamline information management.
- Integrate administrative and technology skills in making business decisions and performing business functions.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities.
- Showcase organizational skills by producing a portfolio.
- Prepare for employment in office administration career.

### College Credit for Certified Administrative Professional® (CAP®)

For individuals entering the Office Administration Technology program with the **Certified Administrative Professional® (CAP®)** and **Certified Administrative Professional – Organization Management specialty (CAP-OM)** credentials, MTC will automatically award proficiency credit (CAP maximum award - 22 credit hours; CAP-OM maximum award - 25 credit hours) for the following courses:

ACC1400	Financial Accounting I
BUS2150	Legal Environment of Business
ENG1000	English Composition I
ENG1100	English Composition II
ECN2000	Microeconomics
MGT1400	Introduction to Management
MGT2410	Organizational Behavior (CAP-OM only)
OIS1200	Computer Basics
OIS1280	Records and Data Management

**OFFICE ADMINISTRATION**  
*Associate of Applied Business Degree*  
*(Effective Academic Year 2018-19)*

Course No	Course Title	Credits	TECHNICAL	NON-TECHNICAL		OTM, TAG, CT <sup>2</sup> approved course	Term(s) Offered	Prerequisites
			(30-35 CrHr)	Gen Ed (15 CrHr)	Applied Gen Ed (Basic) (15 CrHr)			
<b>FIRST SEMESTER (Fall)</b>								
OIS1240	Computer Applications	3	3			[OBU003]	ALL	OIS1200 or Placement
BUS1010	Business English Skills	3			3		FA	OIS1240 or concurrent
BUS2150	Legal Environment of Business	3			3	[OBU004]	FA, SP	None
MGT1400	Introduction to Management	3			3		ALL	None
MGT0000	Management Elective	3	3				ALL	Course requirements
<b>SECOND SEMESTER (Spring)</b>								
OIS1320	Word Advanced	3	3				SP	OIS1240
OIS1340	Excel Advanced	3	3				SP	OIS1240, Placement or MTH0910
OIS1255	Business Integrated Technologies	3	3				SP	OIS1240 and BUS1010
BUS2100	Ethics	3		3			ALL	Placement or ENG0990
MTH1230	Quantitative Reasoning	3		3			ALL	MTH0910 or MTH1100 or BUS1100 or Placement
ENG1000	English Composition I	3		3		[TME001]	ALL	OIS1220 or OIS1240 or concurrent, and Placement
<b>THIRD SEMESTER (Fall)</b>								
OIS1260	PowerPoint	1			1		FA	OIS1240 or concurrent
MGT2510	Project Management	3	3				FA	OIS1240
OIS1280	Records & Data Management	2	2				FA	OIS1240
ACC1400	Financial Accounting	4			4	[OBU010]	FA, SP	Placement into MTH0910 or OIS1200
BUS2800	Cooperative Education Preparation	1			1		FA, SP	ENG1000 and 16 credits
MGT0000	Management Elective	3	3				ALL	Course requirements
<b>FOURTH SEMESTER (Spring)</b>								
ECN2000	Microeconomics	3		3		[TMSBS] [OSS004]	ALL	None
CIT2750	Information Technology Capstone	3	3				SP	CIT2551 or OIS1255 and OIS1320, or OIS1520
MGT0000	Management Elective	3	3				ALL	Course requirements
BUS2901	Cooperative Education Experience	1	1				ALL	BUS2800
ENG1400	Oral Communications	3		3		[TMCOM] [OCM004]	ALL	None
<b>Credit Hour Total</b>			60	30	15	15		

Note: MGT2540, Leadership, can be substituted for BUS2800 and BUS2901 with Director Approval.