

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final 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.

To Learn More Visit

www.mtc.edu

Admission Office
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
www.mtc.edu/Admission
enroll@mtc.edu
740.389.4636

The Program – Office Administration Certificate

The curriculum is comprised of core office administration, business, management, and communications courses.

Students will gain computer skills involving Microsoft® applications and SharePoint basics; this certificate is an ideal stepping stone into many of MTC's associate degree programs.

Students in the Office Administration Certificate program will learn to...

- Communicate effectively both in writing and orally with co-workers, customers, managers, and end-users.
- Perform mathematical calculations related to the office environment.
- Recognize and solve problems through analysis, evaluation, and synthesis, to make informed decisions.
- Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
- Use technologies to evaluate business problems and apply software applications to record, analyze, and present information.

Certificate Received

This is a two semester curriculum comprised of core office administration courses and studies in business, management, and communications. Credits earned can apply to an associate's degree.

Office Administration Certificate
One-Year Technical Certificate
(Effective Academic Year 2018-19)

Course No	Course Title	Credits	TECHNICAL	NON-TECHNICAL		OTM, TAG, CT ² approved course	Term(s) Offered	Prerequisites
			(30-35 CrHr)	Applied Gen Ed (Basic)	Gen Ed (15 CrHr)			
FIRST SEMESTER (Fall)								
OIS1240	Computer Applications	3	3			[OBU003]	ALL	OIS1200 or Placement
BUS1010	Business English Skills	3			3		FA	OIS1240 or concurrent
BUS2100	Ethics	3		3			ALL	Placement or ENG0990
MGT1400	Introduction to Management	3			3		ALL	None
MGT2510	Project Management	3	3				FA	OIS1240
SECOND SEMESTER (Spring)								
OIS1320	Word Advanced	3	3				SP	OIS1240
BUS2150	Legal Environment of Business	3			3	[OBU004]	FA, SP	None
ECN2000	Microeconomics	3		3		[TMSBS] [OSS004]	ALL	None
ENG1000	English Composition I	3		3		[TME001]	ALL	OIS1220 or OIS1240 or concurrent, and Placement
OIS1255	Business Integrated Technologies	3	3				SP	OIS1240 and BUS1010
Credit Hour Total			30	12	9	9		
				30				

Occupational Certification Opportunities:

Microsoft Office Specialist (MOS) - Office 365 Certification