

Administrative Support Specialist

PROGRAM CODE: 31-106-11



Technical Diploma



COURSES	CREDITS
ENG-195	Written Communication ‡ 3 (or) Any 200-level ENG or SPEECH course
OFTECH-101	Office Technologies 1 ^ 3
OFTECH-103	Keyboard and Keypad ^ 1
OFTECH-122	Business English Essentials ^ 3
OFTECH-119	Information Management ^ 3
OFTECH-182	Customer Service Skills ^ 3
OFTECH-104	Budgeting Basics for Support Personnel ^ 3
OFTECH-133	Business Document Production 1 ‡ ^ 3
OFTECH-184	MS Office: Word, Excel, Access and PowerPoint ‡ ^ 3
OFTECH-111	Workplace Communications for Support Personnel 3
OFTECH-153	Collaboration Tools 1
OFTECH-165	Administrative Office Procedures 1 ‡ ^ 3
OFTECH-123	Proofreading and Editing ‡ 3
OFTECH-137	Business Document Production 2 ‡ 3
OFTECH-170	Meeting and Event Planning for Support Personnel 3
OFTECH-185	MS Office – Intermediate ‡ 3
OFTECH-196	Administrative Professional Internship ‡ ^ 1

Location: West Allis Campus
Start Dates: August and January
Admission Requirement: High school diploma or equivalent
Financial Aid Eligible: Yes. Use code 003866 at afsa.gov.

Program Description

Get ready to take on key responsibilities that include operating new office technologies, performing and coordinating an office's administrative activities, and storing and integrating information for dissemination to staff and clients. Courses are offered in a variety of formats, which may include traditional classroom instruction and an online component.

Career Outlook

The employment outlook is strong. Opportunities are best for candidates with extensive knowledge of computer software applications.

Program Learning Outcomes

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships.
- Model professionalism in the workplace.

CREDITS

Total credits needed to complete this diploma

45

‡ Prerequisite required.

^ Counts toward earning the Office Technology Assistant technical diploma.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at selfservice.matc.edu.



Complete Program Details

QUESTIONS? 414-456-5323, 414-297-8903 or leadpathway@matc.edu