

# Office Technology Assistant

PROGRAM CODE: 30-160-1



Technical Diploma



COURSES	CREDITS
OFTECH-101 Office Technologies 1 .....	3
OFTECH-103 Keyboard and Keypad.....	1
OFTECH-119 Information Management .....	3
OFTECH-122 Business English Essentials.....	3
OFTECH-182 Customer Service Skills.....	3
OFTECH-104 Budgeting Basics for Support Personnel.....	3
OFTECH-133 Business Document Production 1 ‡.....	3
OFTECH-165 Administrative Office Procedures 1 ‡.....	3
OFTECH-184 MS Office: Word, Excel, Access and PowerPoint ‡ .....	3

### CREDITS

Total credits needed to complete this diploma

# 25

‡ Prerequisite required.

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](https://selfservice.matc.edu).

**Location:** Downtown Milwaukee Campus, 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](https://afsa.gov).

### Program Description

To boost your career, gain skills in the updated technology that today's offices rely on every day. Coursework includes learning administrative office procedures, studying basic accounting, using the software prominent in office environments, and developing strong keyboarding skills. Courses are offered in a variety of formats including online and blended, which may include traditional classroom instruction and an online component.

### Career Outlook

This occupation ranks among those with the largest number of job openings. Opportunities should be best for applicants with extensive knowledge of software applications.

### Program Learning Outcomes

- Perform accurate workplace communications.
- Use technology skills for business tasks.
- Perform routine office procedures.
- Demonstrate professionalism and effective workplace relationships.



**Complete Program Details**

**QUESTIONS?** 414-456-5323, 414-297-8903 or [leadpathway@matc.edu](mailto:leadpathway@matc.edu)