Business & Management Academic & Career Pathway

Office Technology Assistant

PROGRAM CODE: **30-160-1**

TD

Technical Diploma

COURSE		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.

Location: Downtown Milwaukee Campus, West Allis Campus

Start Dates: August and January

Admission Requirement: High school diploma or GED
Financial Aid Eligible: Yes.
Apply at fafsa.gov. Use School Code 003866.

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

MILWAUKEE AREA Technical College
Transforming Lives, Industry & Community

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DOWNTOWN MILWAUKEE | MEQUON | OAK CREEK | WALKER'S SQUARE | WEST ALLIS

WISCONSIN TECHNICAL COLLEGE SYSTEM — MEMBER COLLEGE —