

Office Assistant

Technical Diploma: 31-106-1

Campus: Beaver Dam, Fond du Lac and West Bend

Description

Moraine Park's Office Assistant program is designed to provide individuals with the skills to perform fundamental office functions in a variety of business settings. The coursework trains students to use advanced word processing skills, produce business documents, maintain and retrieve files/records, perform basic accounting functions, create spreadsheets and databases, and provide customer service.

Most of the courses from this program can be directly transferred into Moraine Park's Administrative Assistant and Legal Administrative Professional associate of applied science degrees should students choose to continue their education.

Note: Individuals with keyboarding experience may elect to obtain advanced standing credit for the Keyboarding course (106-103) by successfully meeting the requirements through a timed test provided at the College.

Program Outcomes

- Apply problem-solving concepts in a team environment.
- Apply proofreading techniques to produce error-free documents.
- Apply technology skills to specific business applications.
- Apply customer service strategies.
- Organize business records.
- Apply communication technologies.

Career Opportunities

- Office Assistant
- General Office Clerk
- Receptionist
- Receptionist/Switchboard

Statewide Yearly Salary Range for Recent Graduates

\$16,836 - \$36,000

Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Submit high school/other official college transcripts.
- Take the college placement assessment (ACCUPLACER, ACT or other).
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (strongly encouraged).
- Check with Admissions if any additional steps are required.



For additional information, visit
www.morainepark.edu

Beaver Dam **Fond du Lac**
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Beaver Dam, WI 53916-1994 Fond du Lac, WI 54935-2884

920-924-3207

West Bend TTY 920-929-2109
2151 North Main Street 1-800-472-4554
West Bend, WI 53090-1598

Course Number	Course Title	Year	2009-2010					2010-2011			
			Ct.	S	F	W	P	S	F	W	P
Core Courses											
106-103	Keyboarding	1									
106-112	Information Storage and Retrieval	2									
106-120	Document Processing	1									
106-121	Advanced Document Processing	1									
106-122	Customer Service Applications	2									
106-123	Editing Applications	1									
106-134	Communication Technologies	3									
106-138	Computer Essentials	2									
106-139	Business Proofreading Skills	2									
106-159	Advanced Microsoft Word	2									
106-163	Database and Spreadsheet Essentials	2									
106-164	Business Applications - Microsoft Office	3									
196-189	Team Building and Problem Solving	3									
Technical Support Courses											
101-108	Accounting for Non-Accountants	3									
801-195	Written Communication (or)	3									
801-322	Occupational Writing										
		Total	31								
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Schedule a Course</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Academic Planner</div>											
An Office Assistant Exit Assessment is a graduation requirement for this program.											
Students will need to complete Basic Math Proficiency.											
Institutional Requirements											
890-125	Student Success - take 1st semester										
103-159	Computer Literacy/Advanced Standing - take 1st semester										
890-130	Career Development - take 2nd semester										

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For course descriptions, please visit our Web site at www.morainepark.edu.