Administrative Professional
Accelerated

ASSOCIATE DEGREE
Program Code: 10-106-6.AA | Oak Creek Campus

With this accelerated program, you could earn your degree in as few as 16 months. Classes are offered one evening each week year-round; General Studies courses must be completed in addition to the accelerated schedule of Technical Studies courses. With the dual degree option, take extra courses to also earn the Legal Administrative Professional – Accelerated degree.

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

Workplace Competencies
Employers expect graduates to:
- Apply technology skills to business and administrative tasks
- Demonstrate effective office/business communication
- Manage administrative projects
- Perform routine administrative office procedures
- Key at a rate of 55 wpm with 95% accuracy

Admission Requirements
- A high school diploma or GED
- Demonstration of basic skills through a course placement assessment
- Two years of work experience

Start dates: August and January

You can earn the Office Technology Assistant technical diploma on your way to completing this degree.

MILWAUKEE AREA Technical College
School of BUSINESS
Administrative Professional –
Accelerated Curriculum

TECHNICAL STUDIES | Credits
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OFTECH-101 Windows and MS Word Keyboard Shortcuts | 3
OFTECH-103 Keyboard and Keypad | 1
OFTECH-122 Business English Essentials | 3
OFTECH-136 Keyboarding Skill Development 1 | 1
OFTECH-102 Office Technologies | 3
OFTECH-119 Information Management | 3
OFTECH-133 Business Document Production 1 | 3
OFTECH-146 Keyboarding Skill Development 2 | 1
ACCTG-102 Basic Office Accounting | 3
OFTECH-137 Business Document Production 2 | 3
OFTECH-123 Machine Transcription Proofreading and Editing/Administrative | 3
OFTECH-165 Administrative Office Procedures 1 | 3
OFTECH-184 Microsoft Office: Word, Excel, Access, PowerPoint | 3
OFTECH-185 MS Office - Intermediate | 3
OFTECH-196 Administrative Professional Internship | 1
RBUS-180 Business Career Planning | 1
RBUS-111 Business Communications | 3
RBUS-102 Mathematics of Business | 3

GENERAL STUDIES

ECON-195 Economics | 3
(or) Any 200-series ECON course
ENG-151 Communication Skills 1 | 3
(&) ENG-152 Communication Skills 2 | 3
(or) ENG-201 and any 200-series ENG or SPEECH course
NATSCI-167 Science of Technology | 3
NATSCI-169 Energy in Nature, Technology and Society | 3
(or) Any 200-series NATSCI course
PSYCH-199 Psychology of Human Relations | 3
(or) Any 200-series PSYCH course
SOCSCI-197 Contemporary American Society | 3
(or) Any 200-series SOCSCI or HIST course

SUGGESTED ELECTIVES (Three credits needed) | 3
RBUS-141 Legal Terminology and Court Structure
OFTECH-124 Medical Office Terminology
OFTECH-156 Keyboarding Skill Development 3

TOTAL CREDITS: 68

‡ Prerequisite required.
Program curriculum requirements are subject to change.
^ Counts toward earning the Office Technology Assistant diploma.

For more information, go to matc.edu/business/index.cfm
To apply for financial aid, visit fafsa.ed.gov
School Code: 003866

Possible Careers
- Administrative Assistant
- Administrative Support
- Information Specialist

Related Programs
- Office Technology Assistant
- Legal Administrative Professional – Accelerated

This Associate in Applied Science program will transfer to one or more four-year institutions.

For complete information,
For more information:
matc.edu or 414-297-MATC
Wisconsin Relay System 711

Downtown
Milwaukee Campus
700 West State Street

Mequon Campus
5555 West Highland Road

Oak Creek Campus
6665 South Howell Avenue

West Allis Campus
1200 South 71st Street

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services. REV 2015/16