Students fluent in English and a second language will be prepared for bilingual office positions after completing this two-semester program. Students will use Microsoft Word, Excel, Access and PowerPoint software to produce documents in both languages; and will use the internet, videoconferencing and other technologies for international business communications. All courses, except foreign language instruction, are taught in English.

Career Outlook
There is a strong need for bilingual office workers. Government agencies and educational institutions also actively recruit bilingual office assistants to serve an increasingly diverse community.

Workplace Competencies
Employers will expect graduates to:
• Demonstrate fluency in English and a second language
• Demonstrate proficiency in MS Word, Excel, Access and PowerPoint in both languages
• Compose and produce documents in both languages
• Demonstrate proficiency in using electronic office equipment
• Coordinate internal and external communications
• Key at least 45 words per minute

Admission Requirements
• A high school diploma or GED
• Demonstration of basic skills through a course placement assessment
**Bilingual Office Assistant Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-151</td>
<td>Communication Skills 1 ‡</td>
<td>3</td>
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<tr>
<td>(or) ENG-201</td>
<td>English 1</td>
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<tr>
<td>FLANG-123</td>
<td>Intermediate Spanish ‡ *</td>
<td>3</td>
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<tr>
<td>(or) FLANG-213</td>
<td>Spanish 3 ‡</td>
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<tr>
<td>OFTECH-103</td>
<td>Keyboard and Keypad</td>
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<td>OFTECH-101</td>
<td>Windows and MS Word</td>
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<tr>
<td></td>
<td>Keyboard Shortcuts</td>
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<tr>
<td>OFTECH-119</td>
<td>Information Management</td>
<td></td>
</tr>
<tr>
<td>OFTECH-136</td>
<td>Keyboarding Skill Development 1 ‡</td>
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<td>OFTECH-190</td>
<td>Bilingual Office Assistant Internship</td>
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<tr>
<td>OFTECH-133</td>
<td>Business Document Production 1 ‡</td>
<td>3</td>
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<tr>
<td>OFTECH-102</td>
<td>Office Technologies ‡</td>
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<td>OFTECH-186</td>
<td>MS Office for Bilingual Users</td>
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<tr>
<td>RBUS-180</td>
<td>Business Career Planning</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS:** 26

* Another foreign language course may be substituted for this course. The student must earn a minimum 2.5 GPA in foreign language.

‡ Prerequisite required.

Program curriculum requirements are subject to change.

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**For complete information,**
goto matc.edu/business/index.cfm

To apply for financial aid, visit fafsa.ed.gov

School Code: 003866

**Possible Careers**

- Bilingual Clerk
- Bilingual Customer Service
- Bilingual Office Assistant
- Bilingual Receptionist
- International Assistant

**Related Programs**

- Administrative Professional
- Legal Administrative Professional – Accelerated
- Medical Administrative Specialist

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