Office Technology Assistant

TECHNICAL DIPLOMA  Program Code: 31-106-1  Downtown Milwaukee, Oak Creek campuses

Workplace Competencies
Employers will expect graduates to:
• Apply technology skills to business and administrative tasks
• Perform routine administrative office procedures
• Manage administrative projects
• Maintain business relationships
• Key at 55 to 60 words per minute

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.

Admission Requirements
• A high school diploma or GED
• Demonstration of basic skills through a course placement assessment

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.

After earning this diploma, the credits can be applied to completing the Administrative Professional associate degree.

Start dates: August and January
Office Technology Assistant

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFTECH-101</td>
<td>Windows and MS Word Keyboard Shortcuts</td>
<td>3</td>
</tr>
<tr>
<td>OFTECH-103</td>
<td>Keyboard and Keypad</td>
<td>1</td>
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<tr>
<td>OFTECH-119</td>
<td>Information Management</td>
<td>3</td>
</tr>
<tr>
<td>OFTECH-122</td>
<td>Business English Essentials</td>
<td>3</td>
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<tr>
<td>OFTECH-136</td>
<td>Keyboarding Skill Development 1 ‡</td>
<td>1</td>
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<tr>
<td>OFTECH-102</td>
<td>Office Technologies ‡</td>
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<tr>
<td>OFTECH-133</td>
<td>Business Document Production 1 ‡</td>
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<tr>
<td>ACCTG-102</td>
<td>Basic Office Accounting</td>
<td>3</td>
</tr>
<tr>
<td>OFTECH-165</td>
<td>Administrative Office Procedures 1 ‡</td>
<td>3</td>
</tr>
<tr>
<td>OFTECH-184</td>
<td>MS Office: Word, Excel, Access and PowerPoint ‡</td>
<td>3</td>
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<tr>
<td>RBUS-180</td>
<td>Business Career Planning</td>
<td>1</td>
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</tbody>
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**TOTAL CREDITS: 27**

For complete information, go to matc.edu/business/index.cfm

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

School Code: 003866

Possible Careers
- Administrative Assistant
- Office Assistant
- Office Support Receptionist
- Word Processing Specialist

Related Programs
- Administrative Professional
- Bilingual Office Assistant
- Legal Administrative Professional – Accelerated
- Medical Administrative Specialist

‡ Prerequisite required.
Program curriculum requirements are subject to change.

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