Business & Management Academic & Career Pathway

Bilingual Office Assistant

PROGRAM CODE: **31-106-6**

TD

Technical Diploma

Location: West Allis Campus

Start Dates: August, January and March

Admission Requirement: High school diploma or equivalent

Financial Aid Eligible: Yes. Use code 003866 at fafsa.gov.

Program Description
(This program is for bilingual students)

Students fluent in English and a second language will be prepared for bilingual office positions after completing this program. You will use Microsoft software to produce documents in both languages, and you will use videoconferencing, the internet and other technologies. All courses, except foreign language instruction, are taught in English. Courses are offered in a variety of formats including online and blended, which may include traditional classroom instruction and an online component.

Career Outlook

There is a strong need for bilingual office workers to serve diverse communities.

Program Learning Outcomes

- Perform accurate workplace communications.
- Use technology skills for business tasks.
- Perform routine office procedures.
- Demonstrate professionalism and effective workplace relations.

COURSES		CREDITS
ENG-195	Written Communication ‡	3
	(or) ENG-201 English 1 ‡	
OFTECH-101	Office Technologies 1	3
OFTECH-103	Keyboard and Keypad	1
OFTECH-119	Information Management	3
OFTECH-183	Bilingual Customer Service Skills	3
FLANG-123	Intermediate Spanish ‡ *	3
	(or) FLANG-218 Spanish 5: Conversation, Grammar and Current Topics ‡	
OFTECH-104	Budgeting Basics for Support Personnel	3
OFTECH-122	Business English Essentials	3
OFTECH-133	Business Document Production 1 ‡	3
OFTECH-165	Administrative Office Procedures ‡	3
OFTECH-184	MS Office: Word, Excel, Access and PowerPoint ‡	3
OFTECH-170	Meeting and Event Planning for Support Personnel	3
OFTECH-190	Bilingual Office Assistant Internship ‡	1

CREDITS
Total credits needed to complete this diploma

35

‡ Prerequisite required.

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

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at **selfservice.matc.edu**.

Complete Program Details

QUESTIONS? 414-456-5323, 414-297-8903 or leadpathway@matc.edu