

# Administrative Support Specialist

PROGRAM CODE: 31-106-11



Technical Diploma



| COURSE     |  | CREDITS |
|------------|--|---------|
| ENG-195    | Written Communication ‡ .....<br>(or) Any 200-level ENG or SPEECH course | 3       |
| OFTECH-101 | Office Technologies 1 ^.....   | 3       |
| OFTECH-103 | Keyboard and Keypad ^ .....  | 1       |
| OFTECH-122 | Business English Essentials ^ .....                                      | 3       |
| OFTECH-119 | Information Management ^.....  | 3       |
| OFTECH-182 | Customer Service Skills ^ .....  | 3       |
| OFTECH-104 | Budgeting Basics for Support Personnel ^ .....                           | 3       |
| OFTECH-133 | Business Document Production 1 ‡ ^ .....                                 | 3       |
| OFTECH-184 | MS Office: Word, Excel, Access and PowerPoint ‡ ^ .....                  | 3       |
| OFTECH-111 | Workplace Communications for Support Personnel .....                     | 3       |
| OFTECH-153 | Collaboration Tools .....  | 1       |
| OFTECH-165 | Administrative Office Procedures 1 ‡ ^ .....                             | 3       |
| OFTECH-123 | Proofreading and Editing ‡ .....   | 3       |
| OFTECH-137 | Business Document Production 2 ‡ .....                                   | 3       |
| OFTECH-170 | Meeting and Event Planning for Support Personnel .....                   | 3       |
| OFTECH-185 | MS Office – Intermediate ‡ .....   | 3       |
| OFTECH-196 | Administrative Professional Internship ‡ ^ .....                         | 1       |

**Location:** West Allis Campus

**Start Dates:** August and January

**Admission Requirement:** High school diploma or GED

**Financial Aid Eligible:** Yes.

Apply at [fafsa.gov](https://fafsa.gov). Use School Code 003866.

### Program Description

Get ready to take on key responsibilities that include operating new office technologies, performing and coordinating an office's administrative activities, and storing and integrating information for dissemination to staff and clients. Courses are offered in a variety of formats, which may include traditional classroom instruction and an online component.

### Career Outlook

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

### Program Learning Outcomes

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships.
- Model professionalism in the workplace.



**Complete Program Details**

**QUESTIONS?** 414-456-5323, 414-297-8903 or [leadpathway@matc.edu](mailto:leadpathway@matc.edu)

### CREDITS

Total credits needed to complete this diploma

**45**

‡ Prerequisite required.

^ Counts toward earning the Office Technology Assistant technical diploma.

Program curriculum requirements are subject to change.

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