MORAINE PARK
TECHNICAL COLLEGE
1-800-472-4554 | TTY/VP. Use Relay/VRS

OFFICE ASSISTANT

Program Number: 31-106-1
Technical Diploma (1 year)
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is eligible for financial aid (http://www.morainepark.edu/financial-aid/)

About the Program

Moraine Park's Office Assistant program is designed to provide individuals with the skills to perform fundamental office functions in a variety of business settings.

What You'll Learn

The coursework trains students to use advanced word processing skills, produce business documents, maintain and retrieve files/records, perform basic accounting functions, create spreadsheets and databases, and provide customer service.

The courses from this program can be directly transferred into Moraine Park's Office Management (https://catalog.morainepark.edu/program-information/programs/office-management/) Associate of Applied Science degree should students choose to continue their education.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (https://www.morainepark.edu/transfer-to-a-four-year-college/) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (https://www.morainepark.edu/academics/credit-for-prior-learning/) page for more information.

Approximate Costs

NOTE: The fees below are 2025-2026 fees. They will be updated when 2026-2027 fees are approved.

Tuition

Occupational

- $152.85 per credit (resident)
- $229.28 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- $192.20 per credit (resident)
- $288.30 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- $5.00 minimum per course Material Fee
- $13.76 per-credit Supplemental Fee for Undergraduate courses
- $4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa/)) is received.

Several factors influence the total cost of your degree, including enrollment fees, the number of credits required, textbooks and equipment. Financial aid (https://www.morainepark.edu/pay-for-college/financial-aid/) can assist with those costs.

Course Requirements

Course	Title	Credits
Semester 1		
103-160	Microsoft Word	2
106-101	Customer Service Essentials	3
106-108	Administrative Assistant Essentials	2
106-135	Business Media Management	3
801-136	English Composition 1	3
890-101	College 101	2
	Credits	**15**
Semester 2		
101-184	Principles of Accounting	3
102-188	Introduction to Project Management	3
103-180	Microsoft Excel	2
106-111	Business Communications	3
106-142	Business Meeting and Event Planning	3
116-189	Team Building and Problem Solving	3
	Credits	**17**
	Total Credits	**32**

Program Outcomes

- Perform accurate workplace communications
- Use technology skills for business tasks

- Perform routine office procedures
- Demonstrate professionalism and effective workplace relationships

Pathways

- Office Management Associate Degree (https://
  catalog.morainepark.edu/program-information/programs/office-
  management/)
    - Office Assistant Technical Diploma (p. 1)
    - Office Software Specialist Certificate (https://
      catalog.morainepark.edu/program-information/programs/office-
      software-specialist-certificate/)

Earn a certificate, technical diploma and associate degree along this
pathway. Start with some courses for entry-level employment, and
continue with additional courses for higher wages and job advancement.

Career Opportunities

- Office Assistant
- General Office Clerk
- Receptionist
- Receptionist/Switchboard

Statewide Median Salary for Recent Graduates

$41,598