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

OFFICE MANAGEMENT

Program Number: 10-106-6
Associate of Applied Science Degree
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is eligible for financial aid (http://www.morainepark.edu/financial-aid/)

Make your resume shine and imagine the possibilities with Moraine Park Technical College's Office Management associate degree.

About the Program

At the core of successful organizations are administrative professionals who play a key role in managing, organizing, and keeping an office running smoothly. These professionals have strong interpersonal and technical skills, as well as the ability to prioritize and manage multiple projects.

Moraine Park's Office Management associate degree program prepares students for work in a fast-paced environment, through hands-on training in office technology, customer service, managing calendars, taking notes and sending correspondence to customers.

What You'll Learn

Moraine Park's Office Management associate degree coursework prepares students to manage and coordinate work in a fast-paced environment, through hands-on training in office technology, customer service, business writing, and event planning.

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
116-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
890-101	College 101	2
	Credits	**15**
Semester 2		
101-184	Principles of Accounting	3
103-180	Microsoft Excel	2
103-182	Microsoft PowerPoint	2
106-111	Business Communications	3
Mathematics Course (https://catalog.morainepark.edu/program-information/general-education/mathematics/)		3
Social Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**16**

Semester 3

101-141 or 101-130	Payroll Accounting or QuickBooks	3
103-178	Intro to Power Data	2
106-113	Business Publications	3
106-135	Business Media Management	3
Communication Course (https://catalog.morainepark.edu/program-information/general-education/communications/)		3
Social Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**17**

Semester 4

102-188	Introduction to Project Management	3
105-152	Business Practicum	3
106-142	Business Meeting and Event Planning	3
116-150	Human Resource Management	3
Behavioral Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**15**
	Total Credits	**63**

Program Outcomes

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

Pathways

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

Students also earn the Project Coordinator Certificate (https://catalog.morainepark.edu/program-information/programs/project-coordinator-certificate/) by completing the Office Management associate degree. Earn certificates, a technical diploma and an 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

- Executive Assistant
- Office Administrator
- Administrative Assistant
- Administrative Secretary/Secretary
- Office Support Specialist

Statewide Median Salary for Recent Graduates

$41,600