

ADMINISTRATIVE COORDINATOR

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 Administrative Coordinator associate degree.

About the Program

At the core of successful organizations are administrative assistants who keep the office running smoothly with timely and clear communication.

These professionals have strong technical skills and the ability to prioritize and manage multiple projects.

Moraine Park's Administrative Coordinator 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

The Administrative Coordinator associate degree coursework prepares students to provide customer service, produce business communications, manage projects, plan meetings and events, and perform an array of other office responsibilities. Students also develop high-level skills in common software applications such as databases and spreadsheets.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/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

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

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

Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Financial Aid

Financial Aid is provided to aid eligible associate degree and technical diploma programs with 28 credits or more. Processing can take 6-8 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

Course Requirements

Course	Title	Credits
Semester 1		
103-159	Computer Literacy - Microsoft Office	1
106-101	Customer Service Essentials	3
106-108	Virtual Assistant Essentials	1
106-120	Document Formatting	1
196-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		14
Semester 2		
101-184	Principles of Accounting	3
106-111	Business Communications	3
106-121	Advanced Document Formatting	1
106-182	Information Management	3
Mathematics Course (https://catalog.morainepark.edu/academic-programming/general-education/mathematics/)		3
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Credits		16
Semester 3		
101-138	Data Management, Analysis and Reporting	3
106-113	Business Publications	3
106-135	Business Media Management	3
106-164	Business Applications for Microsoft Office	3
Communication Course (https://catalog.morainepark.edu/academic-programming/general-education/communications/)		3
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Credits		18
Semester 4		
105-152	Business Practicum	3
106-142	Business Meeting and Event Planning	3
196-188	Project Management	3
196-193	Human Resource Management	3
Behavioral Science Course (https://catalog.morainepark.edu/academic-programming/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

- Administrative Coordinator Associate Degree (p. 1)
 - Meeting and Event Planner Technical Diploma (<https://catalog.morainepark.edu/programs/meeting-event-planner/>)
 - Virtual Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/virtual-assistant/>)

Earn technical diplomas 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

\$34,577