

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 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 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

Moraine Park's Administrative Coordinator 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

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

Visit the Transfer to a Four-Year College (<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

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

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

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$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. 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	Administrative 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 Office 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

\$39,516