

VIRTUAL 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 Virtual 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 Administrative Coordinator (<https://catalog.morainepark.edu/programs/administrative-coordinator/>) Associate of Applied Science degree should students choose to continue their education.

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.

While attending Moraine Park during the 2023-24 school year, your estimated cost of attendance for one full year includes tuition of \$4,375 (15 credits for fall and spring semester), fees of \$338, food and housing of \$4,052 (if living with parents, \$9,614 if living on your own), books and supplies of \$2,061, personal expenses of \$2,245, and transportation of \$2,007 for a total of \$15,161. Your direct costs (those costs paid directly to the college) include tuition & fees. The indirect costs (costs not paid to the college) can vary from individual to individual and your own personal needs.

Course Requirements

Course	Title	Credits
Semester 1		
101-138	Data Management, Analysis and Reporting	3
103-159	Computer Literacy - Microsoft Office	1
106-101	Customer Service Essentials	3
106-108	Administrative Assistant Essentials	1
106-120	Document Formatting	1
106-135	Business Media Management	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		17
Semester 2		
101-184	Principles of Accounting	3
106-111	Business Communications	3
106-121	Advanced Document Formatting	1
106-142	Business Meeting and Event Planning	3
106-182	Information Management	3

196-188	Project Management	3
	Credits	16
	Total Credits	33

Program Outcomes

- Perform accurate workplace communications
- Use technology skills for business tasks
- Perform routine office procedures
- Demonstrate professionalism and effective workplace relationships

Pathways

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

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

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

Statewide Median Salary for Recent Graduates

\$36,242