

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

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

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/) (<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	1
106-135	Business Media Management	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		14
Semester 2		
101-184	Principles of Accounting	3
103-180	Microsoft Excel	2
106-111	Business Communications	3
106-142	Business Meeting and Event Planning	3
106-182	Information Management	3
196-188	Project Management	3
Credits		17
Total Credits		31

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

\$41,598