

# VIRTUAL 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 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 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
<b>Semester 1</b>		
101-138	Data Management, Analysis and Reporting	3
103-159	Computer Literacy - Microsoft Office	1
106-101	Customer Service Essentials	3
106-108	Virtual Assistant Essentials	1
106-120	Document Formatting	1
106-182	Information Management	3
801-136	English Composition 1	3
890-101	College 101	2
<b>Credits</b>		<b>17</b>
<b>Semester 2</b>		
101-184	Principles of Accounting	3
106-111	Business Communications	3
106-121	Advanced Document Formatting	1
106-135	Business Media Management	3
106-142	Business Meeting and Event Planning	3
196-188	Project Management	3
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>33</b>

## Program Outcomes

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

## 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 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

\$30,802