



administrative professional

Associate in Applied Science (AAS) Program Code: 10-106-6 Total Credits: 62-63

Graduates of Mid-State's Administrative Professional program are known for being adaptable and well prepared for today's workforce. Students learn to prepare correspondence and work with customers, prepare research reports, handle private or confidential records, and more. The program emphasizes fundamental knowledge of software applications, customer service skills, and the expert operation of a variety of office technology and equipment. You'll experience hands-on learning through the organization of high-profile events.

Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
Form(s): _____
- Follow-Up Appointment:
Where: _____
When: _____
With: _____
- Official Transcripts
Mid-State Technical College
Attention CPL Coordinator
500 32nd Street North
Wisconsin Rapids, WI 54494
- Other: _____

mstc.edu
888.575.6782



MID-STATE
TECHNICAL COLLEGE

ADAMS CAMPUS
401 North Main
Adams, WI 53910

MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449

STEVENS POINT CAMPUS
1001 Centerpoint Drive
Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

BACHELOR'S DEGREE OPTIONS

Lakeland University
BA Specialized Administration

For more information and additional opportunities, visit mstc.edu/transfer.

EARN A BACHELOR'S DEGREE

START YOUR CAREER

ADMINISTRATIVE PROFESSIONAL

ASSOCIATE IN APPLIED SCIENCE
62-63 CREDITS

CAREER OPTIONS

Administrative Professional
Executive Assistant
Executive Secretary

START YOUR CAREER

OFFICE SUPPORT SPECIALIST

TECHNICAL DIPLOMA
36-37 CREDITS

CAREER OPTIONS

Administrative Assistant
Office Assistant
Receptionist

START YOUR CAREER

CUSTOMER RELATIONSHIP PROFESSIONAL

TECHNICAL DIPLOMA
12 CREDITS

CAREER OPTIONS

Call Center Agent
Customer Care Representative
Customer Service Representative

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

OTHER OPTIONS

RELATED PROGRAMS

- Business Management
- Entrepreneurship
- Human Resources
- Medical Office Specialist
- Project Management

College Credit • Dual Credit • Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.

**BEGIN AT ANY POINT
IN THE PATHWAY**

PROGRAM OUTCOMES

Employers will expect you, as an Administrative Professional graduate, to be able to:

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Administrative Professional program outcomes are measured in the TSA-designated courses Administrative Office Procedures and Supervised Field Experience.

PROGRAM PROGRESSION

In order to maintain a passing status and progress in the program, students must:

- Receive a grade of “C” or better in Administrative Office Procedures and Supervised Field Experience.

MOBILE DEVICE ENHANCEMENT

To support your hands-on learning and give you an edge in today’s digital workplace, Administrative Professional program students are required to purchase an iPad device. Students accepted into the program will receive specific details about purchasing the mobile device (financial aid available).

STUDENT HANDBOOK

Visit mstc.edu/studenthandbook to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

GPS for Student Success

10890102 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

Intro to College Reading

10838104 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

Intro to College Writing

10831103 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.

Pre-Algebra

10834109 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

SAMPLE FULL-TIME CURRICULUM OPTION

Term		18-19 credits
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10106157	Document Formatting	3
10106160	Proofreading & Editing	3
10801136	English Composition 1	3
10804107	College Mathematics	3
	-or-	
10804118	Intermediate Algebra with Applications	4
	-or-	
10804189	Introductory Statistics	3
Term		15 credits
10103114	Word-Intermediate	1
10103124	Excel-Intermediate	1
10103134	Access-Intermediate	1
10106140	Business Information Management	3
10106150	Administrative Office Procedures	3
10106172	Digital Communication Technology	3
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3
Term		15 credits
10106106	Quality Customer Service	3
10106162	Graphics & Print Media	3
10106180	Advanced Software Applications	3
10809122	Intro to American Government -or-	
10809196	Intro to Sociology	3
	Elective	3
Term		14 credits
10102130	Career Development -or-	
10801199	Employment Strategies	3
10104107	Social Media Marketing	3
10106135	Supervised Field Experience	2
10809172	Introduction to Diversity Studies	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3
Total credits 62-63		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/classfinder.

SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10102101	Intro to Business	3
10801136	English Composition 1	3
Term		6-7 credits
10103106	Microsoft Office-Introduction	3
10804107	College Mathematics	3
	-or-	
10804118	Intermediate Algebra with Applications	4
	-or-	
10804189	Introductory Statistics	3
Term		6 credits
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3
Term		9 credits
10106157	Document Formatting	3
10106160	Proofreading & Editing	3
10106150	Administrative Office Procedures	3
Term		6 credits
10103114	Word-Intermediate	1
10103124	Excel-Intermediate	1
10103134	Access-Intermediate	1
10106140	Business Information Management	3
Term		6 credits
10809122	Intro to American Government -or-	
10809196	Intro to Sociology	3
10809172	Introduction to Diversity Studies	3
Term		6 credits
10106162	Graphics & Print Media	3
10106180	Advanced Software Applications	3
Term		9 credits
10104107	Social Media Marketing	3
10106106	Quality Customer Service	3
10106172	Digital Communication Technology	3
Term		8 credits
10102130	Career Development -or-	
10801199	Employment Strategies	3
10106135	Supervised Field Experience	2
	Elective	3
Total credits 62-63		

Access-Intermediate

10103134 1 credit

Students learn to create forms and reports using wizards as well as create customized versions. Students also learn to develop complex queries.

Prerequisite: Microsoft Office-Introduction 10103106 or Access-Beginning 10103133

Administrative Office Procedures

10106150 3 credits

Develops professional skills and attitudes needed in a global business environment. Skills include time management, problem solving, and decision making while working independently and as part of a team. Tasks such as electronic mail, calendaring, meeting and event planning, domestic and international travel, and project management and minute-taking are included. Familiarity with office machines is required.

Corequisites: English Composition 1 10801136 and Microsoft Office-Introduction 10103106

Advanced Software Applications

10106180 3 credits

Integrates multiple advanced software applications by utilizing concepts such as importing/exporting, linking/embedding, and copying/pasting. Students manage information and apply critical thinking skills to create professional documents simulating real-world projects.

Prerequisites: Microsoft Office-Introduction 10103106, Word-Intermediate 10103114, Excel-Intermediate 10103124, and Access Intermediate 10103134

Business Information Management

10106140 3 credits

Following commonly-used ARMA rules, the student applies basic filing methods to paper and database filing systems. Methods to permanently archive data are also covered.

Corequisite: Microsoft Office-Introduction 10103106

Career Development

10102130 3 credits

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment. NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.

College Mathematics

10804107 3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Developmental Psychology

10809188 3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Digital Communication Technology

10106172 3 credits

Introduces the student to digital and communication technology used in the office today, including digital cameras, digital video cameras, video conferencing, web conferencing, and multimedia presentations. The content focuses on understanding communication technologies and how they impact employees.

Corequisite: Microsoft Office-Introduction 10103106

Document Formatting

10106157 3 credits

Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).

Corequisite: Microsoft Office-Introduction 10103106

course descriptions

Employment Strategies

108011993 credits

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation. NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.

English Composition 1

108011363 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.

Excel-Intermediate

10103124 1 credit

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123

Graphics & Print Media

101061623 credits

Develops skill to effectively create graphics and design publications. Students produce print media, design, and layout print jobs using the most appropriate software package for the job.

Corequisite: Microsoft Office Introduction 10103106

Intermediate Algebra with Applications

10804118 4 credits

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 263 and QAS 234 or ACT of 19 or QAS of 245, or Pre-Algebra 10834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Intro to American Government

10809122.....3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Intro to Business

10102101.....3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Intro to Psychology

108091983 credits

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Intro to Sociology

108091963 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Diversity Studies

10809172.....3 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introductory Statistics

108041893 credits

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

Prerequisite: High School GPA of 3.0 or Accuplacer QAS 241 or ACT of 19 or Pre-Algebra 834109 with a grade of "C" or better or College Math 804107 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Microsoft Office-Introduction

101031063 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication

108011963 credits

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Proofreading & Editing

101061603 credits

Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness.

Corequisite: Microsoft Office-Introduction 10103106

Quality Customer Service

101061063 credits

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

Social Media Marketing

101041073 credits

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, measuring social media success through analytics, and how organizations and individuals have successfully applied this form of marketing.

Speech

108011983 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Supervised Field Experience

101061352 credits

This course integrates Administrative Professional classroom study with specific off-campus occupational experiences at selected training sites. An organized plan of experiences built around office competencies is planned, supervised, and evaluated by the instructor and cooperating business trainer.

Prerequisite: Completion of at least 24 credits of Computer Software 10-103 and/or Administrative Professional 10-106 courses or consent of instructor.

Word-Intermediate

101031141 credit

Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file.

Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113