				Career Cluster ►	Career Pathway ►	**ADMINISTRATIVE PROFESSIONAL**

GATEWAY TECHNICAL COLLEGE

Effective 2015/2016

Business Management & Administration

Administrative Services

ADMINISTRATIVE PROFESSIONAL
(10-106-6)
Associate of Applied Science Degree
Most Courses Offered at Elkhorn, Kenosha, and Racine Campuses & Online

△*Suggested Sequence*	√	*Course Number*		*Course Title*	*Requisites*	*Credits*	*Hrs/Wk Lec - Lab*
Semester 1		103-109		Windows Operating Sys. & Con.		1	.5-1
		106-011	*	Records Management		1	1-0
		106-137	*	Keyboarding Applications		3	1-4
		106-178	*	Business Proofreading & Editing		2	2-0
		801-136		English Composition 1	Prereq: 831-103 (See Note 1)	3	3-0
		801-196		Oral / Interpersonal Communication	Prereq: 838-105 (See Note 1)	3	3-0
		804-123		Math with Business Applications	Prereq: 834-109 (See Note 1)	3	3-0
Semester 2		101-112	*OR*	Accounting for Business		3	3-0
		101-114		Accounting Principles		4	3-2
		103-110		Microsoft PowerPoint		1	.5-1
		106-010	*	Publication Design for Business	Prereq: 106-137	2	1-2
		106-012	*	Spreadsheet/DB for Business I	Prereq: 106-137	3	2-2
		106-014	*	Word Processing for Business I	Prereq: 106-137	2	1-2
		106-119	*	Professional Development		2	2-0
		809-196		Sociology, Introduction to	Prereq: 838-105 (See Note 1 & 3)	3	3-0
Semester 3		103-111		Microsoft PowerPoint II		1	.5-1
		106-006	*	Business Communication Skills	Prereq: 106-137; 106-178; 801-136	3	2-2
		106-013	*	Spreadsheet/DB for Business II	Prereq: 106-012	3	2-2
		106-015	*	Word Processing for Business II	Prereq: 106-014	2	1-2
		106-190	*	Administrative Office Procedures	Prereq: 106-012	3	2-2
		809-198		Psychology, Introduction to	Prereq: 838-105 (See Note 1 & 3)	3	3-0
Semester 4		106-005	*OR*	Admin. Professional Internship	Prereq: Instructor Consent	2	1-0-0-4
		102-138		BIZ Internship		3	0-0-0-12
		106-007	*	Business Software Solutions	Prereq: 106-013	2	1-2
		106-008	*	Emerging Business Trends & Tech.		2	1-2
		106-009	*	Meetings/Planning		1	.5-1
		801-197		Technical Reporting	Prereq: 801-136	3	3-0
		809-195	*OR*	Economics	Prereq. 838-105 (See Note 1)	3	3-0
		809-143		Microeconomics			
		809-144		Macroeconomics			

Electives	*Take 6 elective credits. Any associate degree level course may be taken as an elective.*		**6**

Suggested Electives:

101-106 Accounting Spreadsheet Apps (3 Cr)	101-154 Accounting Software Applications (2 Cr)
101-143 Payroll Accounting (2 Cr)	196-164 Personal Skills for Supervisors (3 Cr)
106-127 Skill Building I (1 Cr)	196-191 Supervision (3 Cr)
106-016 Principles of Customer Service (3 Cr)	106-018 Customer Service Management (3 Cr)

△*Courses may be taken out of suggested sequence as long as requisites have been met.*   ***Minimum Program Total Credits Required***   **66**

PROGRAM DESCRIPTION

The Administrative Professional program prepares individuals to perform administrative and office support activities. Students will develop skills in word processing, spreadsheets, presentation software, filing/records management, and production of business documents. Extensive software skills are acquired, as well as Internet research abilities and oral and written communication skills. Professional development training includes ethics, group interaction, problem-solving, self-awareness, and professionalism.

PROGRAM LEARNING OUTCOMES

Graduates of the Administrative Professional Associate Degree Program should be able to:
1. Demonstrate effective workplace communications.
2. Apply technology skills to business and administrative tasks.
3. Perform routine administrative procedures.
4. Manage administrative projects.
5. Maintain internal and external relationships.
6. Model professionalism in the workplace.

CORE ABILITIES

Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs. All Gateway graduates should be able to:

1. Act responsibly
2. Communicate clearly and effectively
3. Demonstrate essential computer skills
4. Demonstrate essential mathematical skills
5. Develop job seeking skills
6. Respect themselves and others as a member of a diverse community
7. Think critically and creatively
8. Work cooperatively
9. Value learning

ADMISSION REQUIREMENTS

1. Students must submit an application & $30 fee.
2. Students must complete reading, writing, math, and computer skills placement assessments.
3. Students must submit official high school, GED, or HSED transcript.

GRADUATION REQUIREMENTS

1. Minimum 66 credits with an average of 2.0 or above.
2. *Average of 2.0 ("C") or above for these major courses.

For a complete list of Graduation Requirements check the Student Handbook.

NOTES

1. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
2. Any course may be taken prior to entry in the program, assuming prerequisites and corequisites have been satisfied (or waived with departmental approval).
3. Transfer credits in Social Science may substitute for this course. See an advisor for details.

OTHER INFORMATION

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult Web Advisor for exact fee amounts. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR
EMPLEADOR Y EDUCADOR QUE OFRECE IGUALDAD DE OPORTUNIDADES

To schedule an appointment with an advisor, please call 1-800-247-7122.
For a complete list of course descriptions (and possible online courses) for this program, please consult Web Advisor on our web page at www.gtc.edu.

My advisor is _____.   My advisor's contact information is _____.