



Effective 2015/2016

Career Cluster ►



Career Pathway ►

Administrative Services

**OFFICE ASSISTANT**

(31-106-1)

Technical Diploma

Most Courses Offered at Elkhorn, Kenosha, and Racine Campuses & Online

Δ 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	Accounting for Business		3	3-0
		101-114 <b>OR</b>	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
		106-392 *	Office Field Study	Prereq: 106-137 Coreq: 106-119	1	.5-0-0-2

**Minimum Program Total Credits Required 30**

Δ Courses may be taken out of suggested sequence as long as requisites have been met.

Federal regulations require disclosure of the following information for this program:

Books and Supplies	Resident Tuition and Fees	Median Loan Debt <sup>1</sup>	On-Time Graduation Rate <sup>2</sup>	U.S. Department of Labor Standard Occupational (SOC) Code & Occupational Profile – available at <a href="http://www.onetonline.org">http://www.onetonline.org</a>
\$1,825	\$4,560	\$3,500	0%	<a href="#">Office Clerks (43-9061)</a>

<sup>1</sup> **Median Loan Debt:** Based on eligibility, students can receive loans to help pay for the total cost of attending college. The cost is comprised of tuition and fees, books and supplies, transportation costs, room and board, and miscellaneous personal expenses. Therefore, medial loan debt may be more than the listed tuition, fees, books, and supplies cost.

<sup>2</sup> **On-time Graduation Rate:** Dependent upon students' choice to attend college part-time or full-time. Students decide to attend college part-time for a number of reasons including work schedule/demands and family responsibilities. 76 percent of students at Gateway attend part-time, therefore taking longer to complete their chosen program of study.



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**PROGRAM DESCRIPTION**

Office Assistant prepares individuals to fulfill the role of an office generalist. Participants will develop skills in keyboarding, filing, business mathematics, records control, and customer service. Office Assistant graduates will develop the computer skills necessary to succeed in the office environment. Participants will be given the opportunity to visit and observe area office assistants in action.

**PROGRAM LEARNING OUTCOMES**

Graduates of the Office Assistant Technical Diploma 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. Maintain internal and external relationships.
5. 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                     | 6. Respect themselves and others as a |
| 2. Communicate clearly and effectively | member of a diverse community         |
| 3. Demonstrate essential comp. skills  | 7. Think critically and creatively    |
| 4. Demonstrate essential math skills   | 8. Work cooperatively                 |
| 5. Develop job seeking skills          | 9. Value learning                     |

**ADMISSION REQUIREMENTS**

1. Students must submit an application and \$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 30 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 department approval).

**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](http://www.gtc.edu).

My advisor is \_\_\_\_\_ . My advisor's contact information is \_\_\_\_\_ .