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

<table>
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<tbody>
<tr>
<td>$1,825</td>
<td>$4,560</td>
<td>$3,500</td>
<td>0%</td>
<td>Office Clerks (43-9061)</td>
</tr>
</tbody>
</table>

1. **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, median loan debt may be more than the listed tuition, fees, books, and supplies cost.

2. **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.
OFFICE ASSISTANT
(31-106-1)
Technical Diploma
Most Courses Offered at Elkhorn, Kenosha, and Racine Campuses & Online

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.

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.

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 __________________________.