Full-Time Pathway to Success
School of Business and Transportation

Administrative Professional (10-106-6)

Associate of Applied Science

Effective 2026/2027

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.). More detailed scheduling information for this program can be found at https://www.gtc.edu/administrative-professional. Please see your academic advisor for additional information.

O = Online, F=Fall, S=Spring, SU=Summer

Term	Course Number	Credits	Course Title	**Requisites** (prereq- before/ coreq-with)	Notes	O
1	890-155	1	Gateway to Success (G2S)		• Students are required to take this course in their first semester of enrollment. Please see an advisor for details.	F
1	*106-021	3	Business Office Fundamentals			F
1	*106-028	3	Office Technologies Essentials			F
1	*106-137	3	Keyboarding Applications		• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	F
1	801-136	3	English Composition 1	Prereq: 831-103 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F
2	*106-019	1	Admin. Services Internship I	Prereq: Instr. Consent & 106-137; Coreq: 106-024; 801-136; 804-134 OR 804-135		S
2	*106-024	3	Professionalism in Business		• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	S
2	*106-025	3	Spreadsheets for Business	Prereq: 106-137		S
2	*106-026	3	Business Publications	Prereq: 106-137		S
2	*106-030	3	Word Processing for Business	Prereq: 106-137		S
2	101-112 **OR** 101-114	3 4	Accounting for Business **OR** Accounting Principles			S

(*) Students must achieve a minimum of 2.0 ("C") or above for this major course to meet graduation requirements.

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Term	Course Number	Credits	Course Title	**Requisites** (prereq- before/ coreq-with)	Notes	O
3	804-134	3	Mathematical Reasoning	Prereq: 854-760	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	SU
3	801-196	3	Oral/Interpersonal Communication			SU
4	*106-022	3	Info Management for Business	Prereq: 106-137		F
4	*106-029	3	Presentations for Business	Prereq: 106-137		F
4	*106-190	3	Administrative Office Procedures	Prereq: 106-025		F
4	809-172	3	Diversity Studies, Introduction to	Prereq: 838-105 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F
5	*106-006	3	Business Communication Skills	Prereq: 106-137; 106-030; 801-136		S
5	*106-020	1	Admin. Services Internship II	Prereq: Instr. Consent; 106-137; 024		S
5	*106-023	3	Office Management			S
5	*106-027	3	Integrated Business Projects	Prereq: 106-025; 804-134 OR 804-135		S
5	809-198	3	Psychology, Introduction to	Prereq: 838-105 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	S

Minimum Program Total Credits Required: 60

(*) Students must achieve a minimum of 2.0 (“C”) or above for this major course to meet graduation requirements.

Administrative Professional (10-106-6)

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 will 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 tasks.
5. Maintain internal and external relationships.
6. Model professionalism in the workplace.

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

1. Communication Competence
2. Critical Thinking and Problem Solving
3. Professionalism and Career Management
4. Teamwork and Collaboration
5. Cultural Competence
6. Technology Competence

Admission Requirements

1. Students must submit an application and pay $30 fee.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements

1. Minimum 60 credits with a cumulative GPA of 2.0 or above.
2. *Minimum of 2.0 ("C") or above for these major courses.
3. Complete 890-155 Gateway to Success (G2S) in the first semester.

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

Accreditation Statement

Gateway Technical College's Administrative Professional program is fully accredited and in good standing with the Accreditation Council for Business Schools and programs.

Accreditation Council for Business Schools and Programs (ACBSP)
11520 West 119th Street
Overland Park, KS 66213
Phone: (913) 339-9356
www.acbsp.org

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

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