Office Assistant (31-106-1)
Technical Diploma
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/office-assistant. 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	*106-137	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	*106-026	3	Business Publications	Prereq: 106-137		S
2	*106-030	3	Word Processing for Business	Prereq: 106-137		S
2	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.	S
3	*106-021	3	Business Office Fundamentals			SU
3	*106-028	3	Office Technologies Essentials			SU
3	801-196	3	Oral/Interpersonal Communication			SU
4	*106-019	1	Admin. Services Internship I	Prereq: Instructor Consent; 106-137; Coreq: 106-024; 804-134 OR 804-135; 801-136		F
4	*106-024	3	Professionalism in Business			F
4	*106-025	3	Spreadsheets for Business	Prereq: 106-137		F
Minimum Program Total Credits Required: 32						

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

Students interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 28 credits. Please see your academic advisor for details.

Office Assistant (31-106-1)

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 will be able to:
1. Perform accurate workplace communications.
2. Use technology skills for business tasks.
3. Perform routine office procedures.
4. Demonstrate professionalism and effective workplace relationships.

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 32 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.

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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