Office Assistant (31-106-1)  
Technical Diploma  
Most Courses Offered at Elkhorn, Kenosha, and Racine Campuses & Online

<table>
<thead>
<tr>
<th>Suggested Sequence</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Requisites</th>
<th>Credits</th>
<th>Hrs/Wk</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>103-109</td>
<td>Windows Operating Sys. &amp; Con.</td>
<td></td>
<td>1</td>
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<tr>
<td></td>
<td>106-011</td>
<td>Records Management</td>
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<tr>
<td></td>
<td>106-137</td>
<td>Keyboarding Applications</td>
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<td>1-4</td>
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<td></td>
<td>106-178</td>
<td>Business Proofreading &amp; Editing</td>
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<td></td>
<td>801-136</td>
<td>English Composition 1</td>
<td>Prereq: 831-103 (See Note 1)</td>
<td>3</td>
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<tr>
<td></td>
<td>801-196</td>
<td>Oral/Interpersonal Communication</td>
<td>Prereq: 838-105 (See Note 1)</td>
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<td>804-123</td>
<td>Math with Business Applications</td>
<td>Prereq: 834-109 (See Note 1)</td>
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<td>Semester 2</td>
<td>101-112</td>
<td>Accounting for Business</td>
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<td>103-110</td>
<td>Microsoft PowerPoint</td>
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<td>106-010</td>
<td>Publication Design for Business</td>
<td>Prereq: 106-137</td>
<td>2</td>
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<td>106-012</td>
<td>Spreadsheet/DB for Business I</td>
<td>Prereq: 106-137</td>
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<td>2-2</td>
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<td>106-014</td>
<td>Word Processing for Business I</td>
<td>Prereq: 106-137</td>
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<td>1-2</td>
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<td>106-119</td>
<td>Professional Development</td>
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<td>106-019</td>
<td>Administrative Service Internship I</td>
<td>Prereq: 106-137 Coreq: 106-119</td>
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</table>

Minimum Program Total Credits Required 30

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

Students who are interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 36 credits. Please see your academic advisor for details.

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

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<tbody>
<tr>
<td>$1,920</td>
<td>$4,690</td>
<td>$1,167</td>
<td>20%</td>
<td>Office Clerks (43-9061)</td>
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</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.
**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.

**ADMISSION REQUIREMENTS**
1. Students must submit an application and $30 fee.
2. Students must complete reading, writing, and math 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.

**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.

**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).

**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 comp. skills
4. Demonstrate essential math 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

**EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR**

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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 ______________________.