



**Administrative Professional (10-106-6)**  
Associate of Applied Science  
**Effective 2019/2020**



The course sequence shown on this sheet is the recommended path to completion of the program and reflects how courses are regularly scheduled. Courses will be scheduled in the terms indicated here. Courses may be taken out of sequence as long as requisites are met.

✓	Course Number		Course Title	Requisites	Notes	Credits	Terms Offered
	106-021	*	Business Office Fundamentals			3	FA, SU
	106-028	*	Office Technologies Essentials			3	FA, SU
	106-137	*	Keyboarding Applications		3	3	FA, SP, SU
	801-136		English Composition 1	Prereq: 831-103	1,3	3	FA, SP, SU
	804-135		Quantitative Reasoning	Prereq: 834-109	1	3	FA, SP, SU
	106-024	*	Professionalism in Business			3	SP, SU
	106-025	*	Spreadsheets for Business	Prereq: 106-137		3	SP, SU
	106-026	*	Business Publications	Prereq: 106-137		3	SP, SU
	106-030	*	Word Processing for Business	Prereq: 106-137		3	SP, SU
	106-019	*	Admin. Services Internship I	Prereq: 106-137 & Instructor Consent		1	FA, SP, SU
	801-196		Oral/Interpersonal Communication	Coreq: 106-024; 801-136; 804-135	1	3	FA, SP, SU
	101-112	<b>OR</b>	Accounting for Business			3	FA, SP, SU
	101-114		Accounting Principles		3	4	FA, SP, SU
	106-022	*	Info Management for Business	Prereq: 106-137		3	FA, SU
	106-029	*	Presentations for Business	Prereq: 106-137		3	FA, SU
	106-190	*	Administrative Office Procedures	Prereq: 106-025		3	FA, SU
	809-172		Diversity Studies, Introduction to	Prereq: 838-105	1	3	FA, SP, SU
	106-020		Admin. Services Internship II	Prereq: 106-137; 106-024 & Instructor Consent		1	FA, SP, SU
	102-138	<b>*OR</b>	BIZ Internship	Prereq: Instructor Consent		3	SP
	106-006	*	Business Communication Skills	Prereq: 106-137; 106-030; 801-136		3	SP, SU
	106-023	*	Office Management			3	SP, SU
	106-027	*	Integrated Business Projects	Prereq: 106-025; 804-135		3	SP, SU
	809-198		Psychology, Introduction to	Prereq: 838-105	1,2,3	3	FA, SP, SU
	809-195	<b>OR</b>	Economics	Prereq: 838-105	1,3	3	FA, SP, SU
	809-143		Microeconomics				
<b>Minimum Program Total Credits Required</b>						<b>62</b>	

= Milestone Course. Faculty have identified this course as providing a strong foundation for your success throughout the program. Courses should be taken in the order shown to help you stay on track and graduate on time.

## Administrative Professional (10-106-1)

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.

### Core Abilities

Gateway's nine core abilities are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will be able to:

1. Act responsibly.
2. Communicate clearly and effectively.
3. Demonstrate essential computer skills.
4. Demonstrate essential mathematical skills.
5. Develop job seeking skills.
6. Respect themselves and others as members of a diverse community.
7. Think critically and creatively.
8. Work cooperatively.
9. Value learning.

### Admission Requirements

1. Students must submit an application and pay \$30 fee.
2. Students must complete reading, writing, and math placement assessments.
3. Students must submit official high school, GED, or HSED transcript.

### Graduation Requirements

1. Minimum 62 credits with an average of 2.0 or above.
  2. Minimum grade of \*2.0 ("C") or above is required for these major courses.
- For a complete list of Graduation Requirements, check the Student Handbook.

### Program Offerings

	Location(s)	Starting Term(s)
Days	Kenosha, Racine	FA
	Online	FA

### Notes

1. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
2. Transfer credits in Social Science may substitute for this course. See an advisor for details.
3. A credit for prior learning assessment is available for this course. For more information, please contact [cfpl@gtc.edu](mailto:cfpl@gtc.edu).

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](http://www.acbsp.org)

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 My Gateway 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**