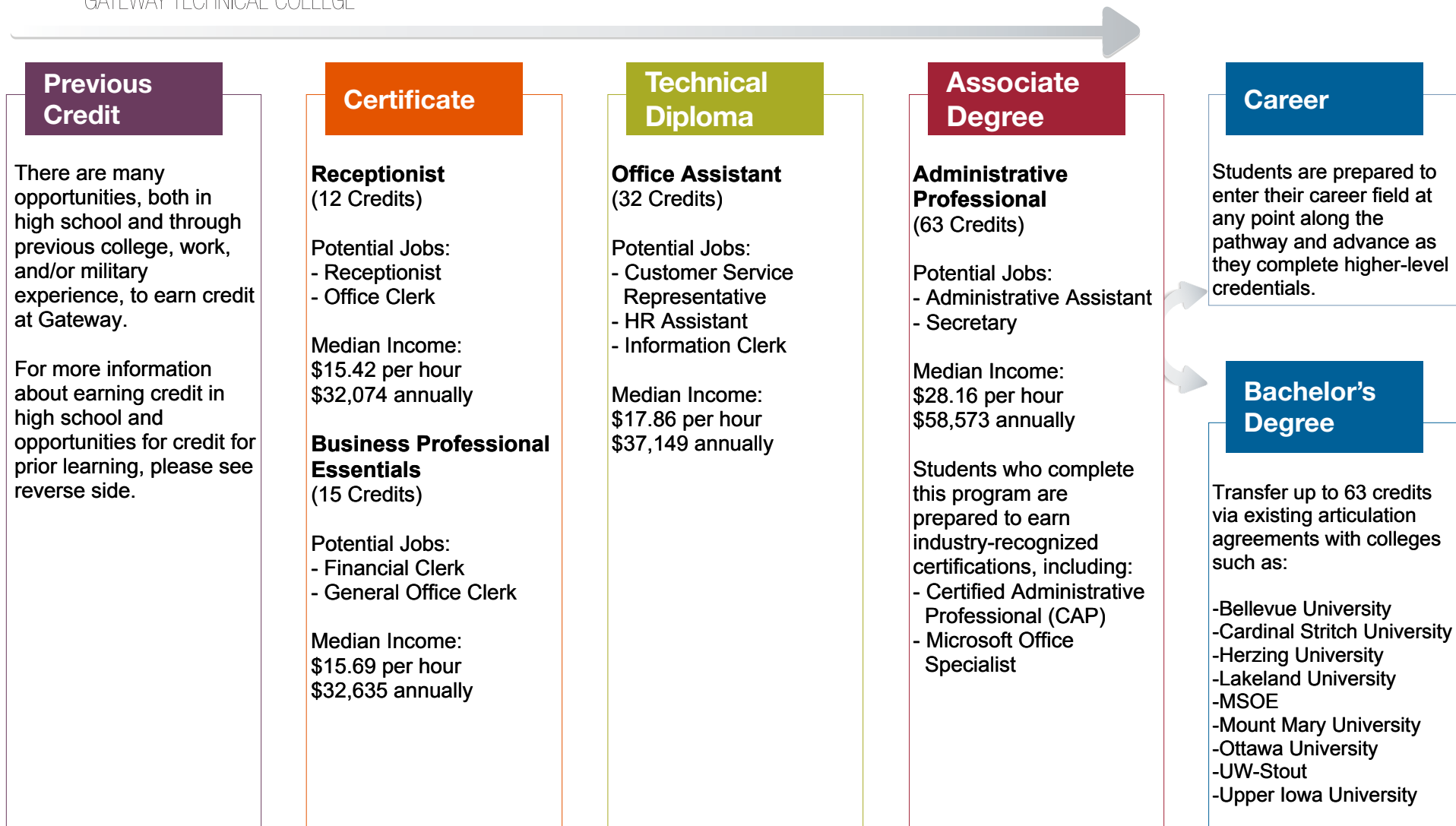


CAREER PATHWAY

GATEWAY TECHNICAL COLLEGE

Administrative Professional



Salary and employment data courtesy of EMSI.

gtc.edu/administrative-professional



CAREER PATHWAY

GATEWAY TECHNICAL COLLEGE

Administrative Professional

**Get started at
Gateway today!**

Visit **gtc.edu**
to request information
or to apply.

Have questions or need assistance with getting started?

Gateway's New Student Specialists are ready to help. Call 1-800-247-7122 or stop into any Student Services Center to make an appointment or register for an upcoming new student event.

Elkhorn Campus

400 County Road H
Elkhorn, WI 53121

Kenosha Campus

3520 30th Ave.
Kenosha, WI 53144

Racine Campus

1001 S. Main St.
Racine, WI 53403

Credit for Prior Learning

**Experience Pays! You've been there . . .
You've done that . . . Let us give you credit for it!**

Gateway Technical College recognizes you have knowledge and skills gained through previous educational, life and work experiences. We want to help you receive credit for those experiences—saving you time, money and helping you enter your new career more quickly.

There are various ways to earn credit including Degree Course Substitution, Prior Learning Assessment and Transfer Credit. Credit for Prior Learning opportunities for this program include:

106-137 Keyboarding Applications

801-136 English Composition 1

809-143 Microeconomics

809-198 Intro to Psychology

For more information visit **gtc.edu/cfpl** or
contact the Registrar's Office at **cfpl@gtc.edu**
or 262-564-2162.

Earn College Credit in High School

**Get an edge by earning college credit before you
graduate and save money at the same time.**

There are many ways to earn college credit while you're still in high school, including transcribed and advanced standing credit, Start College Now and youth apprenticeship. Suggested courses to take in high school for this program include:

101-114 Accounting Principles

106-021 Business Office Fundamentals

106-028 Office Technologies Essentials

106-137 Keyboarding Applications

For more information on earning college credit in high school connect with your high school counselor or the Gateway New Student Specialist at your high school. Visit **gtc.edu/highschool**.

gtc.edu/administrative-professional

This ACT program is 100% funded with a TAACCT Round IV \$19.9 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Except where otherwise noted, this work is licensed under the Creative Commons Attribution 4.0 International License.

Equal Opportunity/Access/Employer and Educator • Igualdad de oportunidades/Acceso/Empleador y educador • 2019-LL

