CAREER PATHWAY
GATEWAY TECHNICAL COLLEGE

Administrative Professional

Previous Credit

There are many opportunities, both in high school and through previous college, work, and/or military experience, to earn credit at Gateway.

For more information about earning credit in high school and opportunities for credit for prior learning, please see reverse side.

Certificate

Receptionist
(12 Credits)

Potential Jobs:
- Receptionist
- Office Clerk

Median Income:
$19.27 per hour
$40,081 annually

Business Professional Essentials
(15 Credits)

Potential Jobs:
- Financial Clerk
- General Office Clerk

Median Income:
$19.77 per hour
$41,121 annually

Technical Diploma

Office Assistant
(32 Credits)

Potential Jobs:
- Customer Service Representative
- HR Assistant
- Information Clerk

Median Income:
$21.79 per hour
$45,323 annually

Associate Degree

Administrative Professional
(60 Credits)

Potential Jobs:
- Administrative Assistant
- Office Administrator
- Executive Administrative Assistant

Median Income:
$22.34 per hour
$46,467 annually

Students who complete this program are prepared to earn industry-recognized certifications, including:
- Certified Administrative Professional (CAP)
- Microsoft Office Specialist

Career

Students are prepared to enter their career field at any point along the pathway and advance as they complete higher-level credentials.

Bachelor's Degree

Transfer up to 60 credits via existing articulation agreements with colleges such as:

- Bellevue University
- Carthage College
- Concordia University
- Ottawa University
- Upper Iowa University
- UW-Eau Claire
- UW-Milwaukee
- UW-Stout
- UW-Whitewater

Salary and employment data courtesy of EMSI.

gtc.edu/administrative-professional

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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

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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

101-114 Accounting Principles

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 transcripted 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**.

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