



## Administrative Professional (10-106-6)

Associate of Applied Science

**Effective 2023/2024**

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.).

**O = Online, F=Fall, S=Spring, SU=Summer**

Term	Course #	Cr.	Course Title	Requisites (prereq- before/ coreq-with)	O
1	890-155	1	Gateway to Success (G2S)		F/S/SU
1	*106-021	3	Business Office Fundamentals		F/S/SU
1	*106-028	3	Office Technologies Essentials		F/S/SU
1	*106-137	3	Keyboarding Applications <sup>2</sup>		F/S/SU
1	801-136	3	English Composition 1 <sup>1,2</sup>	Prereq: 831-103 OR 831-107	F/S/SU
2	*106-024	3	Professionalism in Business		F/S/SU
2	*106-025	3	Spreadsheets for Business	Prereq: 106-137	F/S/SU
2	*106-030	3	Word Processing for Business	Prereq: 106-137	F/S/SU
2	804-135	3	Quantitative Reasoning <sup>1,2</sup>	Prereq: 834-109	F/S/SU
3	101-112 OR 101-114	3 OR 4	Accounting for Business OR Accounting Principles <sup>2</sup>		F/S/SU
3	801-196	3	Oral/Interpersonal Communication		F/S/SU
3	*106-026	3	Business Publications	Prereq: 106-137	F/S/SU
4	*106-019	1	Admin. Services Internship I	Prereq: Instr. Consent & 106-137; Coreq: 106-024; 801-136; 804-135	F/S/SU
4	*106-029	3	Presentations for Business	Prereq: 106-137	F/S/SU
4	*106-022	3	Info Management for Business	Prereq: 106-137	F/S/SU
4	*106-027	3	Integrated Business Projects	Prereq: 106-025; 804-135	F/S/SU
5	*106-190	3	Administrative Office Procedures	Prereq: 106-025	F/S/SU
5	809-172	3	Diversity Studies, Introduction to <sup>1,2</sup>	Prereq: 838-105 OR 831-107	F/S/SU
5	809-198	3	Psychology, Introduction to <sup>1,2</sup>	Prereq: 838-105 OR 831-107	F/S/SU
6	*106-006	3	Business Communication Skills	Prereq: 106-137; 106-030; 801-136	F/S/SU
6	*106-020	1	Admin. Services Internship II	Prereq: Instr. Consent; 106-137; 024	F/S/SU
6	*106-023	3	Office Management		F/S/SU
6	809-195 OR 809-143	3 OR 3	Economics <sup>1,2</sup> OR Microeconomics <sup>1,2</sup>	Prereq: 838-105 OR 831-107	F/S/SU

**Minimum Program Total Credits Required: 63**

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

= Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(\*) indicates students must achieve a minimum of 2.0 ("C") or above for these major courses to meet graduation requirements.

## Administrative Professional (10-106-6)

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.

### 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:

- Communication
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- 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

- Minimum 63 credits with an average of 2.0 or above.
- \*Minimum grade of 2.0 ("C") or above for these major courses.
- 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](#).

### Notes

1. Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.
2. A credit for prior learning assessment is available for this course. For more information, please contact [cfpl@gtc.edu](mailto:cfpl@gtc.edu).

### Accreditation Statement

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 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. 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.