



# Administrative Professional Pathway

EXPERIENCE. SUCCESS. ONE STACKABLE CREDENTIAL AT A TIME.



## Office Technology Assistant

Technical Diploma (less than one-year)  
(part time options available)

### CAMPUSES

Ashland, New Richmond, Rice Lake,  
Superior, Online

**CREDITS** 17

**ESTIMATED 2018-2019 TUITION**  
\$TBD\*

### POTENTIAL CAREERS

Customer Service Representative, File  
Clerk, Receptionist/Information Clerk

### POTENTIAL STARTING WAGES

\$18,720 to \$24,710 annually\*\*

### WITC 2017 GRADUATES

*Graduate follow-up data is not available*

## Office Support Specialist

Technical Diploma (one-year)  
(part time options available)

### CAMPUSES

Ashland, New Richmond, Rice Lake,  
Superior, Online

**CREDITS** 33

**ESTIMATED 2018-2019 TUITION** \$TBD\*  
**Financial Aid Eligible**

### POTENTIAL CAREERS

Office Support Specialist, Receptionist /  
Secretary, Data Entry Operator

### POTENTIAL STARTING WAGES

\$23,918 to \$31,198 annually\*\*

### WITC 2017 GRADUATES

Employed within 6 months 94%  
Average yearly salary \$27,558\*\*

## Administrative Professional

Associate Degree (two-year)  
(part time options available)

### CAMPUSES:

Ashland, New Richmond, Rice Lake,  
Superior, Online

### CREDITS

52 Credits Remain - if successfully  
completed Microsoft Office Technical  
Diploma

43 Credits Remain – if successfully  
completed Office Technology Assistant  
Technical Diploma

27 Credits Remain – if successfully  
completed Office Support Specialist  
Technical Diploma

60 Credits - Total Credits Needed to  
Receive the Administrative Professional  
Associate Degree

**ESTIMATED 2018-2019 TUITION**  
\$TBD\*

### Financial Aid Eligible

### POTENTIAL CAREERS

Administrative Professional,  
Executive Assistant, Office Manager

### POTENTIAL STARTING WAGES

\$25,478 to \$45,237 annually\*\*

### WITC 2017 GRADUATES

Employed within 6 months 94%  
Average yearly salary \$35,358\*\*

## BEYOND WITC

### Bachelor's Degree

Lakeland University  
Northland College  
UW Oshkosh  
UW Stout

### Important Notes on Transferring:

- The colleges listed above have developed  
an Associate Degree to Bachelor Degree  
Articulation Agreement with WITC  
(Bachelor Degree programs vary); other  
colleges may accept WITC credits upon a  
transcript review.

- The Transfer Information Systems (TIS)  
allows students to review which WITC  
courses could be accepted at UW Colleges.  
Review website for details: [www.wisconsin.edu/transfer](http://www.wisconsin.edu/transfer)

- If interested in continuing your education  
or transferring credits to other colleges,  
it is encouraged you talk to the Transfer  
Coordinator or Advisor at your transfer  
school as soon as you start thinking about  
the process.

## Microsoft Office

Technical Diploma (less than one-year)  
(part time options available)

### CAMPUSES

Ashland, New Richmond, Rice Lake,  
Superior, Online

**CREDITS** 8

**ESTIMATED 2018-2019 TUITION** \$TBD\*

### POTENTIAL CAREERS

Word Processor, Clerk Typist,  
Program Assistant

### POTENTIAL STARTING WAGES

\$24,960 to \$29,536 annually\*\*

### WITC 2017 GRADUATES

*Graduate follow-up data is not available*



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

\*Tuition are not yet available for the 2018-2019 school year. If you have completed previous credits that transfer into the more advanced program, your costs may be less. Please speak with WITC staff if you have questions on how costs are determined. Tuition is an estimate and does not include any miscellaneous fees for various courses, tools, books, supplies or uniforms. Program book costs are in addition to tuition and fees and vary depending on course selection and where the books are purchased or rented.

\*\*Wage and employment data is compiled from the 2017 WITC or 2016 Wisconsin Technical College System (WTCS) Graduate Follow-Up Report; if not available, wage data is derived from the wage data compiled through Economic modeling software int'l (Emsi) based on the WITC region and the SOC codes assigned through the WTCS. The wage data presented is a range from the 10th and 25th percentile earnings in December 2017. Educational decisions should not be entirely based on the wage data presented as wages are subject to error and sampling bias. Some people may be hired at a lower or higher starting wage than what is reported here. Annual salaries, from Emsi data, are based on a 40 hour work week over 52 weeks (2080 hours).



# Administrative Professional Pathway

## PATHWAYS TO WITC:

### START COLLEGE IN HIGH SCHOOL

Take dual credit or advanced standing courses in high school. To find out what courses are available at your high school, go to: WITC .EDU and enter "Dual Credit" in the search button. Click on your high school. Additional opportunities may be available through AP courses, ITV Programming, or High School Academies.

### ACADEMIC SUPPORT CENTER

Basic Education Courses: Basic Education Communication, Basic Education Reading, Basic Education Math  
General Studies Courses: Writing Foundations, Reading Foundations, Math Foundations  
**Additional Academic Support Services Include:** GED/HSED Preparation, Study Skills Strategies, Test Taking Strategies, Peer Tutoring, Personal Readiness, Career Exploration, (ELL) English Language Learner, Computer Literacy

### CREDIT FOR PRIOR LEARNING

National Exams (AP, CLEP, DSST, IB) or Industry Credentials  
Work/Life Learning, Challenge Exams, Military, Credit from Other Colleges  
For specifics on Credit for Prior Learning Options, please go to WITC .EDU and enter "Credit for Prior Learning" in the search button

## Admission Steps ( WITC .EDU/admissions):

### Associate Degree or Technical Diploma (Full or Part-Time):

Must complete all three admission steps.

1. Apply Online (include \$30 fee if applicable) at WWW. WITC .EDU and click on "apply"
2. Assess for Placement
3. Admissions Meeting

*Some programs may have additional program requirements.*

**Take one class:** Register during Open Enrollment (no application required). Depending upon the course, you may be required to assess or submit other eligible college entrance scores.

**Certificate:** Apply (no fee) and Register for courses

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Amendments Act of 2008 (ADAA). For more details and to contact an Accommodations Specialist go online: WWW. WITC .EDU /stusvcs/disability.htm

## Class Formats Offered

To view specific class times within the programs:

1. Go to WWW. WITC .EDU
2. Click on "Find a Class" on the top of the webpage
3. Search for courses.

Not all classes within this program are available in every format offered at WITC. Some class options available for this program include In-Person, Online, and ITV.

## Upcoming Start Dates

**FALL 2018:** August 27, 2018

**SPRING 2019:** January 21, 2019

**Start Now!** (Multiple Start Dates). Contact an Admissions Advisor for more details  
*(Start Now is available for Administrative Professional - Online Students)*

## Financial Assistance

Financial Aid (FAFSA stands for Free Application for Federal Student Aid, including loans, grants, and workstudy): [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
WITC Scholarships: WWW. WITC .EDU; enter "scholarships" in the search button  
WITC Promise Scholarship: Tuition assistance for qualifying high school graduates

There are agencies that may be able to provide financial support for tuition, books, tools, gas, and/or childcare based on income and other qualifying factors. To find out more, please contact an Admissions Advisor for an "Education Referral Document", which includes a full list of all available agency resources in your county of residence. Individuals are often required to complete the FAFSA prior to receiving funding from many of the agencies.

## 2017-2018 Cost Per Credit

(WI and MN Residents) \$146/credit. ( plus books and supplies )  
Online courses are an additional \$10/credit

## Contact a WITC Admissions Advisor and Get Started:

Ashland: 800.243.9482 extension 3195  
New Richmond: 800.243.9482 extension 4339  
Rice Lake: 800.243.9482 extension 5220  
Superior: 800.243.9482 extension 6243  
E-mail: [admissionadvisors@WITC .EDU](mailto:admissionadvisors@WITC.EDU)



WISCONSIN  
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COLLEGE

Please call 800.243.9482 or email:  
[admissionadvisors@WITC .EDU](mailto:admissionadvisors@WITC.EDU) to  
speak with an Admissions Advisor  
to get started

*Experience. Success.*