



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

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 18

ESTIMATED 2020-2021 TUITION
\$2,578

POTENTIAL CAREERS

Customer Service Representative, File Clerk, Receptionist/Information Clerk

RANGE OF YEARLY SALARY

\$29,118 to \$35,357 annually*

WITC 2019 GRADUATES

Employed within 6 months 100%
Average yearly salary \$32,238**

Microsoft Office

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

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 10

ESTIMATED 2020-2021 TUITION
\$1,376

POTENTIAL CAREERS

Word Processor, Clerk Typist, Program Assistant

RANGE OF YEARLY SALARY

Data Not Available

WITC 2019 GRADUATES

Employed within 6 months 100%
Average yearly salary \$43,831**



Office Support Specialist

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

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 30

ESTIMATED 2020-2021 TUITION
\$4,986

Financial Aid Eligible

POTENTIAL CAREERS

Office Support Specialist, Receptionist / Secretary, Data Entry Operator

RANGE OF YEARLY SALARY

\$27,038 to \$44,457 annually*

WITC 2019 GRADUATES

Employed within 6 months 100%
Average yearly salary \$35,747**

Administrative Professional

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

CAMPUSES:

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS

50 Credits Remain - if successfully completed Microsoft Office Technical Diploma

42 Credits Remain - if successfully completed Office Technology Assistant Technical Diploma

30 Credits Remain - if successfully completed Office Support Specialist Technical Diploma

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

ESTIMATED 2020-2021 TUITION
\$9,308

Financial Aid Eligible

POTENTIAL CAREERS

Administrative Professional, Executive Assistant, Office Manager

RANGE OF YEARLY SALARY

\$14,559 to \$81,012 annually#

WITC 2018 GRADUATES

Employed within 6 months 83%
Average yearly salary \$40,969#

BEYOND WITC

Transfer Options

UW Oshkosh
UW Stout
Franklin University
Lakeland University
Northland College

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed below
- The colleges listed above have developed a Technical Diploma/ Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

*Combination of In person, Your Choice, Online, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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.

**Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

#Wage and employment data is compiled from the 2018-2019 WITC Graduate Follow-Up Report.



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

Getting Started is Simple:

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

- Apply Online at witc.edu/apply
- Schedule and Attend an Admissions Meeting

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, ITV, flex, and Your Choice.

Upcoming Start Dates

FALL 2020: August 24, 2020

SPRING 2021: January 18, 2021

FALL 2021: August 23, 2021

SPRING 2022: January 17, 2022

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

WITC Scholarships: WWW.WITC.EDU; enter "scholarships" in the search button

WITC Promise Scholarship: Tuition assistance for qualifying high school graduates

2020-2021 Cost Per Credit

(WI and MN Residents) \$153/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

If you have difficulty accessing this content or notice any accessibility problems, please contact the WITC Curriculum Office at curriculum.office@witc.edu or 715.234.7082 x5410. You will receive a response within 5 business days.



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Please call **800.243.9482** or email:
admissionadvisors@WITC.EDU to
speak with an Admissions Advisor to
get started

Experience. Success.