



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
\$2,421

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 \$4,821
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

51 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
\$9,148

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

- 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 9

ESTIMATED 2018-2019 TUITION \$1,183

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

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 2019: August 26, 2019

SPRING 2020: January 20, 2020

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

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.

2018-2019 Cost Per Credit

(WI and MN Residents) \$148/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



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experience. Success.

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