



# Administrative Coordinator (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\*, Hay-  
ward\*, 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 Coordinator (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 Coordinator  
(Administrative Professional) Associate  
Degree**

**ESTIMATED 2020-2021 TUITION**  
\$9,308

### Financial Aid Eligible

### POTENTIAL CAREERS

Administrative Professional,  
Executive Assistant, Office Manager,  
Virtual Assistant

**RANGE OF YEARLY SALARY**  
\$14,559 to \$81,012 annually#

### WITC 2019 GRADUATES

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

## BEYOND WITC

### Transfer Options

UW-Stout  
UW-Whitewater  
Concordia University  
Franklin University  
Lakeland University  
Milwaukee School of Engineering

### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.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](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

\*Combination of On Site, Your Choice, or Online instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.

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.



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE



# Administrative Coordinator (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](http://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](http://WWW.WITC.EDU/stusvcs/disability.htm)

## Class Formats Offered

To view specific class times within the programs:

1. Go to [WWW.WITC.EDU](http://WWW.WITC.EDU)
2. Click on "Find a Class" on the top of the webpage
3. Search for courses.

## Upcoming Start Dates

**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](http://www.fafsa.ed.gov)

WITC Scholarships: [WWW.WITC.EDU](http://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](mailto: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](mailto:curriculum.office@witc.edu) or 715.234.7082 x5410. You will receive a response within 5 business days.



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*Experience. Success.*

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