

Earn your Receptionist and Business Professional Essentials certificates

Students who complete the following eight courses will earn their Gateway Receptionist and Business Professional Essentials certificates. Earning these certificates (**for free!**) prepares you to either begin your career or continue your education after graduation.

Receptionist certificate

106-137 Keyboarding Applications*	3 credits
106-028 Office Technologies Essentials	3 credits
106-021 Business Office Fundamentals	3 credits
106-024 Professionalism in Business	3 credits

Business Professional Essentials certificate

106-137 Keyboarding Applications*	3 credits
101-112 Accounting for Business	3 credits
106-025 Spreadsheets for Business	3 credits
106-026 Business Publications	3 credits
106-030 Word Processing for Business	3 credits

* Credits apply to both certificates

Students

have the opportunity to earn

24 college credits

in the Gateway Technical College Administrative Professional program at

no cost

while they are in

high school.



24 CREDITS TOWARD A DEGREE

Apply your credits toward an Administrative Professional degree at Gateway.

Certificates	
Receptionist	
12 Credits	Potential Jobs: - Receptionist - Office Clerk
Median Income: \$14.24 per hour	\$29,619 annually
Business Professional Essentials	
15 Credits	Potential Jobs: - Financial Clerk - General Office Clerk
Median Income: \$15.54 per hour	\$32,323 annually

Office Assistant technical diploma	
32 Credits	Potential Jobs: - Customer Service Representative - HR Assistant
Median Income: \$17.84 per hour	\$37,107 annually

Administrative Professional associate degree	
63 Credits	Potential Jobs: - Administrative Assistant - Secretary
Median Income: \$24.88 per hour	\$51,750 annually

Bachelor's degree	
Transfer up to	63 Credits
via existing articulation agreements with colleges such as:	
Bellevue University Cardinal Stritch University Herzing University Lakeland University Mount Mary University Ottawa University	



Get Certified

- Certified Administrative Professional (CAP)
- Microsoft Office Specialist



Get Started

Contact our New Student Specialists for more information.

Email: newstudentspecialists@gtc.edu

Phone: 1-800-247-7122

Web: gtc.edu/nss

Gateway Technical College

ADMINISTRATIVE PROFESSIONAL CAREER PATHWAY 2020-2021

Earn two college certificates while you are still in high school

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**Credits apply to both certificates*

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-Office Clerk

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Gateway's Business and Information Technology Associate Degree programs are accredited by the Accreditation Council for Business Schools and Programs. Learn more at www.acbsp.org.

Updated 6/2020

Equal opportunity/access/employer & educator
Igualdad de oportunidades/acceso/empleador y educador