



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

## Administrative Assistant Curriculum Map

Program offered at Ashland, New Richmond, Rice Lake, and Superior  
Check out this program at <http://www.witc.edu/programs/progcerts.htm>



School Year 2006-2007

### Administrative Assistant

(Two-Year)  
Associate Degree (10-106-6)



#### Job Titles

Administrative Assistant  
Executive Assistant  
Office Manager  
Information Manager  
Executive, Administrative, Corporate,  
Personal Secretary  
Records Manager  
Office Support Specialist  
Transcriptionist  
Legal Office Support Person  
Medical Office Support Person  
Web Site Support Person

### Baldwin-Woodville High School

First Semester		Second Semester	
<b>10103115</b> 10103125 <b>or</b> 10103127 <b>10103128</b>	<b>Introduction to Internet</b> MS Outlook <b>or</b> Lotus iNotes <b>Introduction to Microcomputers</b>	<b>10103103</b> <b>10103106</b> <b>10103124</b> 10106122 10106165 <b>10101115</b> 10890105 10801195	<b>MS Word</b> <b>MS PowerPoint</b> <b>MS Excel</b> Transcription Information Management <b>Accounting Principles</b> Job Quest Written Communication
10106110 Document Formatting 10106146 Proofreading for the Office 10804125 Business Math 10801196 Oral/Interpersonal Communication 10809199 Psychology of Human Relations			
Third Semester		Fourth Semester	
<b>10103123</b> 10106126 <b>or</b> 10103156 10106127 10106139 10105157 10809195 <b>or</b> 10809144	<b>MS Access</b> Office Communication Technology <b>or</b> Adobe Photoshop Desktop Publishing Administrative Office Procedures E-Business Support Economics <b>or</b> Principles of Macroeconomics	10106119 <b>or</b> 10106108 <b>and</b> 10106109 10106128 10105115 10105156 10196191 <b>or</b> 10103121 10801197	Administrative Office Experience <b>or</b> Help Desk Concepts <b>and</b> Web Conferencing Software Integration Professional Profile Project Management Supervision <b>or</b> MS FrontPage Technical Reporting
Helpful High School Courses		Electives	
Keyboarding Basic Computer Skills English/Basic Grammar General Math Recordkeeping Accounting		10105158 10106120 10106124	Hardware/Software Support Legal Specialization Medical Specialization

Courses reflected in **red** are approved for advanced standing with WITC.

Note: Course sequence may vary by campus.