# Office Support Specialist Curriculum Map

Program offered at Ashland, New Richmond, Rice Lake, and Superior

Check out this program at [http://www.witc.edu/programs/progcerts.htm](http://www.witc.edu/programs/progcerts.htm)

School Year 2006-2007

## Baldwin-Woodville High School

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>10103103</td>
<td>10101115</td>
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<tr>
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- **MS Word**
- **Introduction to Internet**
- **MS Excel A**
- **Introduction to Microcomputers**
- **Document Formatting**
- **Proofreading for the Office**
- **Business Math or**
- **Business Math A and**
- **Business Math B**
- **Oral/Interpersonal Communication**
- **Accounting Principles**
- **MS PowerPoint**
- **MS Access A**
- **MS Outlook**
- **Professional Profile**
- **Administrative Office Procedures**
- **Information Management**
- **Written Communication**
- **Psychology of Human Relations**
- **Job Quest**

### Helpful High School Courses

- Keyboarding
- Basic Computer Skills
- English/Basic Grammar
- Accounting
- General Math

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

Note: Course sequence may vary by campus.