

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>



School Year 2006-2007

Office Support Specialist

(One-Year)
Technical Diploma (31-106-8)



Job Titles

Office Support Specialist
Receptionist/Secretary
Data Entry Operator
Customer Service Representative

Barron High School

First Semester		Second Semester	
10103103	MS Word	10101115	Accounting Principles
10103115	Introduction to Internet	10103106	MS PowerPoint
10103124A	MS Excel A	10103113A	MS Access A
10103128	Introduction to Microcomputers	10103125	MS Outlook
10106110	Document Formatting	10105115	Professional Profile
10106146	Proofreading for the Office	10106139	Administrative Office Procedures
10804124	Business Math or	10106165	Information Management
10804125A	Business Math A and	10801195	Written Communication
10804125B	Business Math B	10809199	Psychology of Human Relations
10801196	Oral/Interpersonal Communication	10890105	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.