



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

### Butternut High School

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

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

Note: Course sequence may vary by campus.