## 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

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### Cameron High School

#### First Semester
- 10103115 Introduction to Internet
- 10103125 MS Outlook
- 10103127 Lotus iNotes
- 10103128 Introduction to Microcomputers
- **10106110 Document Formatting**
- 10106146 Proofreading for the Office
- 10804125 Business Math
- 10801196 Oral/Interpersonal Communication
- 10809199 Psychology of Human Relations

#### Second Semester
- 10103103 MS Word
- 10103106 MS PowerPoint
- 10103124 MS Excel
- 10106122 Transcription
- 10106165 Information Management
- 10101115 Accounting Principles
- 10890105 Job Quest
- 10801195 Written Communication

#### Third Semester
- 10103123 MS Access
- 10106126 Office Communication Technology
- 10103156 Adobe Photoshop
- **10106127 Desktop Publishing**
- 10106139 Administrative Office Procedures
- 10105157 E-Business Support
- 10809195 Economics
- **10109144 Principles of Macroeconomics**

#### Fourth Semester
- 10106119 Administrative Office Experience
- 10106108 Help Desk Concepts
- 10106109 Web Conferencing
- 10105115 Software Integration
- 10106128 Professional Profile
- 10105115 Project Management
- 10196191 Supervision
- 10103121 MS FrontPage
- 10801197 Technical Reporting

#### Helpful High School Courses
- Keyboarding
- Basic Computer Skills
- English/Basic Grammar
- General Math
- Recordkeeping
- Accounting

#### Electives
- 10105158 Hardware/Software Support
- 10106120 Legal Specialization
- 10106124 Medical Specialization

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

Note: Course sequence may vary by campus.