

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

Chetek High School

First Semester		Second Semester	
10103115	Introduction to Internet	10103103	MS Word
10103125	MS Outlook	10103106	MS PowerPoint
or	or	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	or	or
or	or	10106108	Help Desk Concepts
10103156	Adobe Photoshop	and	and
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
or	or	10196191	Supervision
10809144	Principles of Macroeconomics	or	or
		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.