



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

## 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

### Clear Lake High School

First Semester		Second Semester	
<b>10103103</b>	<b>MS Word</b>	<b>10101115</b>	<b>Accounting Principles</b>
10103115	Introduction to Internet	<b>10103106</b>	<b>MS PowerPoint</b>
<b>10103124A</b>	<b>MS Excel A</b>	<b>10103113A</b>	<b>MS Access A</b>
10103128	Introduction to Microcomputers	<b>10103125</b>	<b>MS Outlook</b>
<b>10106110</b>	<b>Document Formatting</b>	10105115	Professional Profile
10106146	Proofreading for the Office	10106139	Administrative Office Procedures
10804124	Business Math <b>or</b>	10106165	Information Management
10804125A	Business Math A <b>and</b>	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.