



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

## Grantsburg High School

First Semester		Second Semester	
10103115	Introduction to Internet	<b>10103103</b>	<b>MS Word</b>
10103125	MS Outlook	<b>10103106</b>	<b>MS PowerPoint</b>
<b>or</b>	<b>or</b>	<b>10103124</b>	<b>MS Excel</b>
10103127	Lotus iNotes	10106122	Transcription
<b>10103128</b>	<b>Introduction to Microcomputers</b>	10106165	Information Management
10106110	Document Formatting	<b>10101115</b>	<b>Accounting Principles</b>
10106146	Proofreading for the Office	10890105	Job Quest
<b>10804125</b>	<b>Business Math</b>	10801195	Written Communication
10801196	Oral/Interpersonal Communication		
10809199	Psychology of Human Relations		
Third Semester		Fourth Semester	
<b>10103123</b>	<b>MS Access</b>	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.