



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

Hayward High School

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

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

Note: Course sequence may vary by campus.