



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

Ladysmith High School

First Semester		Second Semester	
10103103	MS Word	10101115	Accounting Principles
10103115	Introduction to Internet	10103106	MS PowerPoint
10103124A	MS Excel A	10103113A	MS Access A
10103128	Introduction to Microcomputers	10103125	MS Outlook
10106110	Document Formatting	<i>10105115</i>	<i>Professional Profile</i>
10106146	Proofreading for the Office	10106139	Administrative Office Procedures
10804124	Business Math or	10106165	Information Management
10804125A	Business Math A and	10801195	Written Communication
10804125B	Business Math B	10809199	Psychology of Human
10801196	Oral/Interpersonal	<i>10890105</i>	Relations
	Communication		<i>Job Quest</i>

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.

Courses reflected in *blue* are approved for advanced standing through agreement with Courtesy Corporation.

Note: Course sequence may vary by campus.