## 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](http://www.witc.edu/programs/progcerts.htm)

### 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

### Osceola High School

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>10103115, 10103125 or 10103127</td>
<td>10103103, 10103106, 10103124</td>
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<tr>
<td>10103128, 10106110</td>
<td>10106122, 10106165</td>
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<td>10106146</td>
<td>10101115</td>
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<td>10804125</td>
<td>10890105, 10801195</td>
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<td>10801196, 10809199</td>
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### Third Semester

| 10103123, 10106126 or 10103156 | 10106119, 10106108 and 10106120 |
| 10106127 | 10106109 |
| 10106139, 10105157, 10809195 or 10809144 | 10105156, 10196191, 10103121, 10801197 |

### Fourth Semester

| 10106119 or 10106108 and 10106120 | Administrative Office Experience or Help Desk Concepts and Web Conferencing |
| 10106191 | Professional Profile or Project Management |
| 10105156 | Supervision or MS FrontPage |
| 10196191 | Technical Reporting |

### Helpful High School Courses

- Keyboarding
- Basic Computer Skills
- English/Basic Grammar
- General Math
- Recordkeeping
- Accounting

### Electives

- 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.