# 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

## Siren High School

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10103115</td>
<td>10103103</td>
</tr>
<tr>
<td>10103125</td>
<td>10103106</td>
</tr>
<tr>
<td>10103127</td>
<td>10103124</td>
</tr>
<tr>
<td>10103128</td>
<td>10106122</td>
</tr>
<tr>
<td>1006110</td>
<td>10106122</td>
</tr>
<tr>
<td>10106146</td>
<td>10106165</td>
</tr>
<tr>
<td>10804125</td>
<td>10101115</td>
</tr>
<tr>
<td>10801196</td>
<td>10890105</td>
</tr>
<tr>
<td>10809199</td>
<td>10801195</td>
</tr>
</tbody>
</table>

### First Semester Courses
- Introduction to Internet
- MS Outlook or Lotus Notes
- Introduction to Microcomputers
- Document Formatting
- Proofreading for the Office
- Business Math
- Oral/Interpersonal Communication
- Psychology of Human Relations

### Second Semester Courses
- MS Word
- MS PowerPoint
- MS Excel
- Transcription
- Information Management
- Accounting Principles
- Job Quest
- Written Communication

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10103123</td>
<td>10106119</td>
</tr>
<tr>
<td>10106126</td>
<td>10106108</td>
</tr>
<tr>
<td>10103156</td>
<td>10106089</td>
</tr>
<tr>
<td>10106127</td>
<td>10106089</td>
</tr>
<tr>
<td>10106139</td>
<td>10106089</td>
</tr>
<tr>
<td>10105157</td>
<td>10106089</td>
</tr>
<tr>
<td>10809195</td>
<td>1010609</td>
</tr>
<tr>
<td>10809144</td>
<td>10105156</td>
</tr>
</tbody>
</table>

### Third Semester Courses
- MS Access
- Office Communication Technology
- Adobe Photoshop
- Desktop Publishing
- Administrative Office Procedures
- E-Business Support
- Economics
- Principles of Macroeconomics

### Fourth Semester Courses
- Administrative Office Experience
- Help Desk Concepts
- Web Conferenceing
- Software Integration
- Professional Profile
- Project Management
- Supervision
- MS FrontPage
- Technical Reporting

## Helpful High School Courses

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

## Electives

- 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.