



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

Spooner High School

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