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

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

Unity High School

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<th>First Semester</th>
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- Introduction to Internet
- MS Outlook
- Labor iNotes
- Introduction to Microcomputers
- Document Formatting
- Proofreading for the Office
- Business Math
- Oral/Interpersonal Communication
- Psychology of Human Relations
- MS Word
- MS PowerPoint
- MS Excel
- Transcription
- Information Management
- Accounting Principles
- Job Quest
- Written Communication

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<th>Third Semester</th>
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- MS Access
- Office Communication Technology
- Adobe Photoshop
- Desktop Publishing
- Administrative Office Procedures
- E-Business Support
- Economics
- Principles of Macroeconomics
- Administrative Office Experience
- Help Desk Concepts
- Web Conferencing
- 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
- 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.