

## 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

### Unity High School

First Semester		Second Semester	
<b>10103103</b>	<b>MS Word</b>	<b>10101115</b>	<b>Accounting Principles</b>
10103115	Introduction to Internet	10103106	MS PowerPoint
<b>10103124A</b>	<b>MS Excel A</b>	10103113A	MS Access A
10103128	Introduction to Microcomputers	10103125	MS Outlook
<b>10106110</b>	<b>Document Formatting</b>	10105115	Professional Profile
10106146	Proofreading for the Office	10106139	Administrative Office Procedures
10804124	Business Math	10106165	Information Management
10801196	Oral/Interpersonal Communication	10801195	Written Communication
		10809199	Psychology of Human Relations
		10890105	Job Quest
<b>Helpful High School Courses</b>  Keyboarding Basic Computer Skills English/Basic Grammar Accounting General Math			

Courses reflected in **red** are approved for advanced standing with WITC.

Note: Course sequence may vary by campus.