



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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

Webster High School

| First Semester | | Second Semester | |
|----------------|----------------------------------|-----------------|----------------------------------|
| 10103103 | MS Word | 10101115 | Accounting Principles |
| 10103115 | Introduction to Internet | 10103106 | MS PowerPoint |
| 10103124A | MS Excel A | 10103113A | MS Access A |
| 10103128 | Introduction to Microcomputers | 10103125 | MS Outlook |
| 10106110 | Document Formatting | 10105115 | Professional Profile |
| 10106146 | Proofreading for the Office | 10106139 | Administrative Office Procedures |
| 10804124 | Business Math or | 10106165 | Information Management |
| 10804125A | Business Math A and | 10801195 | Written Communication |
| 10804125B | Business Math B | 10809199 | Psychology of Human Relations |
| 10801196 | Oral/Interpersonal Communication | 10890105 | Job Quest |

Helpful High School Courses

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.