



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

Winter 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	10106165	Information Management
10801196	Oral/Interpersonal Communication	10801195	Written Communication
		10809199	Psychology of Human Relations
		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.