**Business, Management and Administration: Administrative and Information Support: Administrative Assistant**

**Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty**

This Career Pathway Plan of Study (based on the Administrative and Information Support Pathway of the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner’s educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

### SAMPLE Occupations Relating to This Pathway

- Administrative Assistant
- Communications Equipment Operator
- Computer Operator
- Court Reporter
- Customer Service Assistant
- Data Entry Specialist
- Desktop Publisher
- Dispatcher
- Executive Assistant
- Information Assistant
- Legal Secretary
- Library Assistant and Order Processor
- Medical Front Office Assistant
- Medical Transcriptionist
- Office Manager
- Paralegal
- Receptionist
- Records Processing Assistant
- Shipping and Receiving Clerk
- Stenographer
- Typist
- Word Processor

### Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.

<table>
<thead>
<tr>
<th>Year</th>
<th>WITC ADMINISTRATIVE ASSISTANT</th>
<th>Other Required Courses Other Electives Recommended Electives Learner Activities</th>
<th>*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway: Administrative Assistant</th>
<th>SAMPLE Occupations Relating to This Pathway</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Written Communication; Oral/Interpersonal Communication</td>
<td>Introduction to Psychology; Psychology of Human Relations; Choice Elective: 3 credits</td>
<td>Accounting Principles; MS Word; MS PowerPoint; Computer and Business Technologies; MS Access; MS Outlook; Document Formatting; Transcription; Proofreading for the Office; Information Management; Administrative Office Procedures</td>
<td>Administrative Assistant</td>
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<tr>
<td>14</td>
<td>Technical Reporting</td>
<td>Introduction to Sociology; Adobe Dreamweaver; Adobe Photoshop; Help Desk Concepts AND Web Conferencing</td>
<td>MS Excel; Professional Profile; Project Management; E-Business Support; Administrative Office Experience; Office Communication Technology; Desktop Publishing; Software Integration; Supervision; Job Quest</td>
<td>Communications Equipment Operator</td>
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<td>15</td>
<td>WITC has articulation agreements with the following institutions for students who graduate from WITC with an Associate Degree in Administrative Assistant. Students should check with the institution they wish to transfer to for specific courses and credits that transfer. <strong>PRIVATE:</strong> Bellevue University, Bellevue, Nebraska or Online Program – Capella University, Online Programs – Cardinal Stritch, Milwaukee, WI – Franklin University, Online Programs – Lakeland College, Sheboygan, WI – MSOE Rader School of Business - Milwaukee, WI – Upper Iowa University, Fayette, IA or Online Programs UW: UW-Stout, UW-Superior</td>
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<td>16</td>
<td>Online Programs – Lakeland College, Sheboygan, WI – MSOE Rader School of Business - Milwaukee, WI – Upper Iowa University, Fayette, IA or Online Programs UW: UW-Stout, UW-Superior</td>
<td>Credits may transfer to other institutions. Check with admissions advisors at institutions for specific course and/or credit transfers.</td>
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