



10-106-6 ADMINISTRATIVE PROFESSIONAL (ASHLAND, RICE LAKE, NEW RICHMOND, SUPERIOR, ONLINE)
31-106-8 OFFICE SUPPORT SPECIALIST (ASHLAND, NEW RICHMOND, RICE LAKE, SUPERIOR, ONLINE)
2017-18 PROGRAM CURRICULUM CHECKLIST

Name/ID _____

Date _____

CATALOG NUMBER	COURSE TITLE	HRS / WK	CR	BUSINESS GRAPHICS CERTIFICATE (17-106-6) (not fully embedded)	MICROSOFT OFFICE TECHNICAL DIPLOMA (30-106-6)	OFFICE TECHNOLOGY ASSISTANT TECHNICAL DIPLOMA (30-106-1)	OFFICE SUPPORT SPECIALIST TECHNICAL DIPLOMA	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE	DATE COMPL	TRANSFER OR GRADE
FIRST TERM							Financial Aid Eligible	Financial Aid Eligible		
10103106	MS PowerPoint	2	1							
10103125	MS Outlook	2	1							
10103146	MS Word A	2	1							
10103151	MS Excel A	2	1							
10103152	MS Excel B Coreq: 10103151 MS Excel A	2	1							
10103162	MS Access A	2	1							
10106110	Document Formatting	4	2							
10106146	Proofreading for the Office	3	3							
10106167	Computer and Business Technologies	2	1							
	General Studies 801 course (select from list below)	3	3							
	TERM TOTAL				6	9	14	15		
SECOND TERM										
10101176	Financial Accounting 1A	2	2							
10103147	MS Word B Coreq: 10103146 MS Word A	2	1							
10103148	MS Word C Coreq: 10103147 MS Word B	2	1							
10105115	Professional Profile	1	1							
10106139	Administrative Office Procedures Prereqs: 10106110 Document Formatting and 10106146 Proofreading for the Office	4	3							
10106165	Information Management	3	2							
10804123	Math with Business Applications Prereq: Established score on placement assessment or 10834109 Pre-Algebra	3	3							



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	General Studies 801 course (select from list below)	3	3							
	General Studies 809 course (select from list below)	3	3							
	TERM TOTAL				2	6	19	16		
	THIRD TERM									
10101174	QuickBooks Accounting - Beginning Prereq: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A	3	2							
10103156	Adobe Photoshop	3	2							
10106127	Desktop Publishing	4	2							
10106129	Web Technologies	3	3							
10106164	Office Communication Prereqs: 10106110 Document Formatting and 10106146 Proofreading for the Office	4	3							
	General Studies 809 course (select from list below)	3	3							
	TERM TOTAL			7		2		15		
	FOURTH TERM									
10106128	Software Integration Prereqs: 10103106 MS PowerPoint, 10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word C, 10103151 MS Excel A, 10103152 MS Excel B, and 10103162 MS Access A	2	1							
10106166	Administrative Professional Capstone Prereqs: 10106110 Document Formatting and 10106139 Administrative Office Procedures and Coreq: 10106128 Software Integration	5	3							
10890105	Job Quest	1	1							
	Elective	3	3							



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	General Studies 801 course (select from list below)	3	3							
	General Studies 809 course (select from list below)	3	3							
	TERM TOTAL							14		
	GENERAL STUDIES (can be taken any time)									
10801136	English Composition 1 Prereq: Established scores on placement assessments or Coreq: 10831103 Intro to College Writing	3	3							
10801196 or 10801198	Oral/Interpersonal Communication or Speech	3	3							
10801197	Technical Reporting Prereq: 10801136 English Composition 1	3	3							
10809122 or 10809172 or 10809195 or 10809196	Introduction to American Government or Intro to Diversity or Economics or Introduction to Sociology	3	3							
10809198 or 10809188	Introduction to Psychology or Developmental Psychology	3	3							
	RECOMMENDED ELECTIVE									
10106147	Advanced Graphics Applications Coreqs: 10103156 Adobe Photoshop, 10106127 Desktop Publishing, 10106129 Web Technologies	4	3							
	PROGRAM REQUIREMENTS			10	8	17	33	60		



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*Certificate courses are scheduled on an ongoing basis. To search for available courses, go to WITC Class Finder / Credit Courses / Step Four: Search and Register for Classes.

Select the curriculum checklist based on the academic year you begin enrollment in your program.

Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.
WITC GENERAL STUDIES COURSE OPTIONS FOR WITC ASSOCIATE DEGREE PROGRAMS

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer <http://www.witc.edu/pgmpages/genstudies/curriculum.php>. If you have completed General Studies coursework at WITC in a prior term, the same options will apply for your program requirements.

ELECTIVE REQUIREMENTS: To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104).

GRADUATION REQUIREMENTS: *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point of 2.0 in a 4.0 grade system is required to graduate.*

CERTIFICATE REQUIREMENTS: *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.*

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <http://www.witc.edu/academics/transfer/priorlearn.htm> for more information