



**10-106-6 ADMINISTRATIVE PROFESSIONAL
 31-106-8 OFFICE SUPPORT SPECIALIST
 30-106-1 OFFICE TECHNOLOGY ASSISTANT
 30-106-6 MICROSOFT OFFICE**



**17-106-6 BUSINESS GRAPHICS CERTIFICATE
 2019-20 PROGRAM CURRICULUM CHECKLIST**

**WISCONSIN INDIANHEAD TECHNICAL COLLEGE (WITC)
 ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
 OUTREACH CENTERS: HAYWARD*, LADYSMITH***

*Combination of ITV (Interactive Television), In person, Online, or Your Choice instruction

Name/ID _____

Date _____

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK		CREDITS		BUSINESS GRAPHICS CERTIFICATE (not fully embedded)	MICROSOFT OFFICE TECHNICAL DIPLOMA	OFFICE TECHNOLOGY ASSISTANT TECHNICAL DIPLOMA	OFFICE SUPPORT SPECIALIST TECHNICAL DIPLOMA (Financial Aid Eligible)	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (Financial Aid Eligible)
	FIRST TERM									
10-103-106	MS PowerPoint	2	hours per week	1	credit		Microsoft Office		Office Support Specialist	Administrative Professional
10-103-125	MS Outlook	2	hours per week	1	credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10-103-146	MS Word A	2	hours per week	1	credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10-103-151	MS Excel A	2	hours per week	1	credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10-103-152	MS Excel B Corequisite: 10-103-151 MS Excel A	2	hours per week	1	credit		Microsoft Office			Administrative Professional
10-103-162	MS Access A	2	hours per week	1	credit		Microsoft Office		Office Support Specialist	Administrative Professional
10-105-123	Business Skills	1	hours per week	1	credit					Administrative Professional
10-106-110	Document Formatting	4	hours per week	2	credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10-106-146	Proofreading for the Office	3	hours per week	3	credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10-106-167	Computer and Business Technologies	2	hours per week	1	credit			Office Technology Assistant	Office Support Specialist	Administrative Professional
10-801-136 AND 10-801-196 or 10-801-198	English Composition 1 * AND Oral/Interpersonal Communication * or Speech * * Complete one of these three credit courses in First Term and one in Second Term .	3	hours per week	3	credits				Office Support Specialist	
	General Studies 801 course (select from list below)	3	hours per week	3	credits					Administrative Professional
	FIRST TERM TOTAL						6 Credits Microsoft Office	9 Credits Office Technology Assistant	14 Credits Office Support Specialist	16 Credits Administrative Professional



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SECOND TERM										
10-101-176	Financial Accounting 1A	2	hours per week	2	credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10-103-147	MS Word B Corequisite: 10-103-146 MS Word A	2	hours per week	1	credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10-103-148	MS Word C Corequisite: 10-103-147 MS Word B	2	hours per week	1	credit		Microsoft Office		Office Support Specialist	Administrative Professional
10-890-116	Job Quest (Administrative Professional Students will complete this course in Fourth Term)	2	hours per week	1	credit				Office Support Specialist	
10-106-139	Administrative Office Procedures Prerequisites: 10-106-110 Document Formatting and 10-106-146 Proofreading for the Office	4	hours per week	3	credits				Office Support Specialist	Administrative Professional
10-106-165	Information Management	3	hours per week	2	credits				Office Support Specialist	Administrative Professional
10-804-123	Math with Business Applications	3	hours per week	3	credits				Office Support Specialist	Administrative Professional
10-809-198 or 10-809-188	Introduction to Psychology or Developmental Psychology	3	hours per week	3	credits				Office Support Specialist	
10-801-136 AND 10-801-196 or 10-801-198	English Composition 1 AND Oral/Interpersonal Communication or Speech	3	hours per week	3	credits				Office Support Specialist	
	General Studies 801 course (select from list below)	3	hours per week	3	credits					Administrative Professional
	SECOND TERM TOTAL						2 Credits <small>Microsoft Office</small>	3 Credits <small>Office Technology Assistant</small>	19 Credits <small>Office Support Specialist</small>	15 Credits <small>Administrative Professional</small>

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 10/02/2018



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THIRD TERM										
10-101-174	QuickBooks Accounting - Beginning Prerequisite: 10-101-101 Financial Accounting 1 or 10-101-176 Financial Accounting 1A	3	hours per week	2	credits			Office Technology Assistant		Administrative Professional
10-103-156	Adobe Photoshop	3	hours per week	2	credits	Business Graphics				Administrative Professional
10-106-127	Desktop Publishing	4	hours per week	2	credits	Business Graphics				Administrative Professional
10-106-129	Web Technologies	3	hours per week	3	credits	Business Graphics				Administrative Professional
10-106-164	Office Communication Prerequisites: 10-106-110 Document Formatting and 10-106-146 Proofreading for the Office	4	hours per week	3	credits			Office Technology Assistant		Administrative Professional
	General Studies 809 course (select from list below)	3	hours per week	3	credits					Administrative Professional
	THIRD TERM TOTAL					7 Credits Business Graphics		5 Credits Office Technology Assistant		15 Credits Administrative Professional



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FOURTH TERM										
10-106-128	Software Integration Prerequisites: 10-103-106 MS PowerPoint, 10-103-146 MS Word A, 10-103-147 MS Word B, 10-103-148 MS Word C, 10-103-151 MS Excel A, 10-103-152 MS Excel B, and 10-103-162 MS Access A	2	hours per week	1	credit	Microsoft Office		Administrative Professional		
10-106-166	Administrative Professional Capstone (This class is only offered in the Spring term) Prerequisites: 10-106-110 Document Formatting and 10-106-139 Administrative Office Procedures and Corequisite: 10-106-128 Software Integration	5	hours per week	3	credits			Administrative Professional		
10-890-116	Job Quest	2	hours per week	1	credit			Administrative Professional		
	Elective	3	hours per week	3	credits			Administrative Professional		
	General Studies 801 course (select from list below)	3	hours per week	3	credits			Administrative Professional		
	General Studies 809 course (select from list below)	3	hours per week	3	credits			Administrative Professional		
	FOURTH TERM TOTAL					1 Credit Microsoft Office		14 Credits Administrative Professional		
RECOMMENDED ELECTIVE										
10-106-147	Advanced Graphics Applications Corequisites: 10-103-156 Adobe Photoshop, 10-106-127 Desktop Publishing, 10-106-129 Web Technologies	4	hours per week	3	credits	Business Graphics				
	PROGRAM REQUIREMENTS					10 Credits Business Graphics	9 Credits Microsoft Office	17 Credits Office Technology Assistant	33 Credits Office Support Specialist	60 Credits Administrative Professional



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	GENERAL STUDIES (can be taken any time) <i>Please note that while the Office Support Specialist has some of the below courses as requirements, they are not listed in this section. They are specifically listed in the appropriate terms above. The below courses highlight the General Studies course options for the Administrative Professional program ONLY.</i>									
	General Studies 801 courses									
10-801-136	English Composition 1	3	hours per week	3	credits					Administrative Professional
10-801-196 or 10-801-198	Oral/Interpersonal Communication or Speech	3	hours per week	3	credits					Administrative Professional
10-801-197	Technical Reporting	3	hours per week	3	credits					Administrative Professional
	General Studies 809 courses									
10-809-122 or 10-809-172 or 10-809-195 or 10-809-196	Introduction to American Government or Introduction to Diversity Studies or Economics or Introduction to Sociology	3	hours per week	3	credits					Administrative Professional
10-809-198 or 10-809-188	Introduction to Psychology or Developmental Psychology	3	hours per week	3	credits					Administrative Professional



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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.

Pre-program students whose first term of enrollment was in spring should select the curriculum checklist for the next academic year.

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

Co-enrollment in 99-831-900 Writing Essentials may be recommended in addition to English Composition 1.

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

<https://www.witc.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

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 10-831-103, 10-834-109, 10-835-103, and 10-838-104).

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 average (GPA) of 2.0 in a 4.0 grade system is required to graduate.

*Certificate courses are scheduled on an ongoing basis.

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 <https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information