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
2020-21 PROGRAM CURRICULUM CHECKLIST
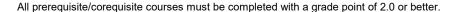## WISCONSIN INDIANHEAD TECHNICAL COLLEGE (W I T C)
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
OUTREACH CENTERS: BALSAM LAKE*, HAYWARD*, LADYSMITH*
Combination of Online, Your Choice, In person, or Web Conferencing instruction.
Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.

WISCONSIN INDIANHEAD TECHNICAL COLLEGE

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							
10103106	MS PowerPoint	2 hours per week	1 credit		Microsoft Office		Office Support Specialist	Administrative Professional
10103125	MS Outlook	2 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103146	MS Word A	2 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103151	MS Excel A	2 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103152	MS Excel B Corequisite: 10103151 MS Excel A	2 hours per week	1 credit		Microsoft Office			Administrative Professional
10103162	MS Access A	2 hours per week	1 credit		Microsoft Office		Office Support Specialist	Administrative Professional
10105123	Business Skills	1 hours per week	1 credit					Administrative Professional
10106110	Document Formatting	4 hours per week	2 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10106146	Proofreading for the Office	3 hours per week	3 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10106167	Computer and Business Technologies	2 hours per week	1 credit			Office Technology Assistant	Office Support Specialist	Administrative Professional
10801136 AND 10801196 or 10801198	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	28 hours per week			**6 Credits** Microsoft Office	**9 Credits** Office Technology Assistant	**14 Credits** Office Support Specialist	**16 Credits** Administrative Professional

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 8/06/2019

WISCONSIN INDIANHEAD TECHNICAL COLLEGE

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	SECOND TERM							
10101176	Financial Accounting 1A	2 hours per week	2 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10103147	MS Word B Corequisite: 10103146 MS Word A	2 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103148	MS Word C Corequisite: 10103147 MS Word B	2 hours per week	1 credit		Microsoft Office		Office Support Specialist	Administrative Professional
10890116	Job Quest (Administrative Professional Students will complete this course in Fourth Term)	2 hours per week	1 credit				Office Support Specialist	
10106139	Administrative Office Procedures Prerequisites: 10106110 Document Formatting and 10106146 Proofreading for the Office	4 hours per week	3 credits				Office Support Specialist	Administrative Professional
10106165	Information Management	3 hours per week	2 credits				Office Support Specialist	Administrative Professional
10804123	Math with Business Applications	3 hours per week	3 credits				Office Support Specialist	Administrative Professional
10809198 or 10809188	Introduction to Psychology **or** Developmental Psychology	3 hours per week	3 credits				Office Support Specialist	
10801136 AND 10801196 or 10801198	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	27 hours per week			**2 Credits** Microsoft Office	**3 Credits** Office Technology Assistant	**19 Credits** Office Support Specialist	**15 Credits** Administrative Professional

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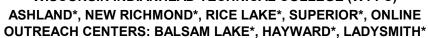***Combination of Online, Your Choice, In person, or Web Conferencing instruction.**
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WISCONSIN INDIANHEAD TECHNICAL COLLEGE

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	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE
	THIRD TERM							
10101174	QuickBooks Accounting - Beginning Prerequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A	3 hours per week	2 credits			Office Technology Assistant		Administrative Professional
10103156	Adobe Photoshop	3 hours per week	2 credits	Business Graphics				Administrative Professional
10106127	Desktop Publishing	4 hours per week	2 credits	Business Graphics				Administrative Professional
10106129	Web Technologies	3 hours per week	3 credits	Business Graphics				Administrative Professional
10106164	Office Communication Prerequisites: 10106110 Document Formatting and 10106146 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	20 hours per week		**7 Credits** Business Graphics		**5 Credits** Office Technology Assistant		**15 Credits** Administrative Professional

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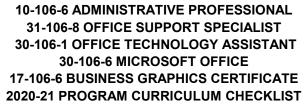
WISCONSIN INDIANHEAD TECHNICAL COLLEGE

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	FOURTH TERM							
10106128	Software Integration Prerequisites: 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 hours per week	1 credit		Microsoft Office			Administrative Professional
10106166	Administrative Professional Capstone (This class is only offered in the Spring term) Prerequisites: 10106110 Document Formatting and 10106139 Administrative Office Procedures and Corequisite: 10106128 Software Integration	5 hours per week	3 credits					Administrative Professional
10890116	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	18 hours per week			**1 Credit** Microsoft Office			**14 Credits** Administrative Professional
	RECOMMENDED ELECTIVE							
10106147	Advanced Graphics Applications Corequisites: 10103156 Adobe Photoshop, 10-106-127 Desktop Publishing, 10106129 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)** *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.*							
	General Studies 801 courses							
10801136	English Composition 1	3 hours per week	3 credits					Administrative Professional
10801196 **or** 10801198	Oral/Interpersonal Communication **or** Speech	3 hours per week	3 credits					Administrative Professional
10801197	Technical Reporting	3 hours per week	3 credits					Administrative Professional
	General Studies 809 courses							
10809122 **or** 10809172 **or** 10809195 **or** 1-809196	Introduction to American Government **or** Introduction to Diversity Studies **or** Economics **or** Introduction to Sociology	3 hours per week	3 credits					Administrative Professional
10809198 **or** 10809188	Introduction to Psychology **or** Developmental Psychology	3 hours per week	3 credits					Administrative Professional

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 8/06/2019

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Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.

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 99831900 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

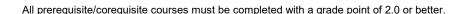a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104).

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 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

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 8/06/2019