



Accounting Assistant - Academic Planner

Technical Diploma: 31-101-1

Campus: Beaver Dam; Fond du Lac; West Bend; Online

Curriculum for 2010-2011

11/11/2009 (rev 2/16/10)

Program Advisor: _____

Entrance Assessment Scores		ACT	Accuplacer
Assessment Areas			
English/Sentence Skills		16	76
Reading/Reading Comprehension		16	67
Math/Arithmetic		16	64

✓	T/G	Course		Title	Hours / Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
Institutional Requirements:											S	F	SP	
		890	125	Student Success - take 1st term							x	x	x	
		103	159	Computer Literacy - Advanced Standing or take 1st term							x	x	x	
		890	130	Career Development - take 2nd term							x	x	x	
Term 1:											S	F	SP	
New Program Students: Attend New Student Orientation and your Priority Registration Session														
	T	101	112	Accounting 1	3	2		90	4			x	x	
	T	101	141	Payroll Accounting	2	2		72	3			x		
	T	103	180	Microsoft Excel	2			36	2		x	x	x	Available in Self-paced lab. For entry-level students, 103-189 Microsoft Windows or 103-159 Computer Literacy-Microsoft Office is recommended before starting this course.
	T	105	120	Business Organization	3			54	3			x		
	G	801	195	Written Communication	3			54	3		x	x	x	
				Total 1st Term Credits					15					
Term 2:											S	F	SP	
Apply for Graduation														
	T	101	114	Accounting 2	3	2		90	4	101-112 Accounting 1			x	
	T	101	154	*Microcomputer Accounting Applications	3			54	3	101-112 Accounting 1			x	
	T	103	190	Advanced Microsoft Excel	2			36	2	103-180 Microsoft Excel or dean consent		x	x	Available in Self-Paced lab
	T	105	160	Business Law	3			54	3				x	
	G	801	196	Oral and Interpersonal Communication	3			54	3		x	x	x	
	G	804	107	College Mathematics	3			54	3		x	x	x	
				Total 2nd Term Credits					18					
				Total Program Credits					33					
*A pre/post test is an exit assessment graduation requirement for the program.														

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring

Curriculum and program acceptance requirements are subject to change.

If Student Success Center or General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required based on college placement; or if the student elects part-time enrollment, the time required to complete the program will increase.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>.