



## Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-6

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2011-2012

11/4/2010

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 and/or Corequisites	Typically Offered			Comments	
		Subj	Num		Lec	Lab	Other				S	F	SP		
<b>Institutional Requirements:</b>											<b>S</b>	<b>F</b>	<b>SP</b>		
		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 3rd term								x	x	x	
<b>Term 1:</b>											<b>S</b>	<b>F</b>	<b>SP</b>		
<b>New Program Students: Attend New Student Orientation and your Priority Registration Session</b>															
	T	102	110	Introduction to Business			3		54	3		x	x	x	
	T	106	120	Document Processing				2	36	1	"A" grade in 106-103 Keyboarding OR Demonstrated 30 wpm with 3 or fewer errors using correct fingering	x	x	x	Offered in Summer in FDL only. Enroll in Keyboarding Pretest to determine placement
	T	106	138	Computer Essentials			2		36	2		x	x	x	
	T	106	139	Business Proofreading Skills			1	2	54	2		x			
	T	106	163	Database and Spreadsheet Essentials			1	2	54	2		x			
	G	801	195	Written Communication			3		54	3		x	x	x	
	G	804	107	College Mathematics			3		54	3		x	x	x	
				Total 1st Term Credits						<b>16</b>					
<b>Term 2:</b>											<b>S</b>	<b>F</b>	<b>SP</b>		
	T	106	121	Advanced Document Processing				2	36	1	Completion of or concurrent enrollment in 106-120 Document Processing	x	x	x	Offered in Summer in FDL only
	T	106	123	Editing Applications				2	36	1		106-139 Business Proofreading Skills			
	T	106	134	Communication Technologies			2	2	72	3	103-159 Computer Literacy - MS Office			x	
	T	106	159	Advanced Microsoft Word			2		36	2		x	x	x	Recommend students have keyboarding skills and knowledge of Microsoft Word
	T	106	164	Business Applications for MS Office			2	2	72	3	103-159 Computer Literacy - MS Office			x	
	T	196	189	Team Building and Problem Solving			3		54	3		x	x	x	
	G	801	196	Oral and Interpersonal Communication			3		54	3		x	x	x	
				Total 2nd Term Credits						<b>16</b>					

✓	T/G	Course		Title	Hours / Week			Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
<b>Term 3:</b>											<b>S</b>	<b>F</b>	<b>SP</b>	
	T	101	184	Principles of Accounting	2	2		54	3			x	x	
	T	102	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy		x	x	Recommend take 2nd 8 weeks
	T	106	111	Business Communications	3			54	3	801-195 Written Communication		x	x	
	T	106	112	Information Storage and Retrieval	1	2		54	2			x		
	G	809	195	Economics	3			54	3	801-195 Written Communication	x	x	x	
	G	809	196	Introduction to Sociology	3			54	3	801-195 Written Communication	x	x	x	
				<b>Total 3rd Term Credits</b>					<b>17</b>					
<b>Term 4:</b>											<b>S</b>	<b>F</b>	<b>SP</b>	
				<b>Apply for Graduation</b>										
	T	105	150	Business Practice Firm	2	2		72	3	101-112 Accounting 1 <b>OR</b> 101-184 Principles of Accounting; 102-110 Introduction to Business		x	x	
	T	106	113	Business Publications	2	2		72	3				x	
	T	106	142	Business Meeting and Event Planning*	2	2		72	3	106-163 Database Spreadsheet Essentials Completion of or concurrent enrollment in 106-113 Business Publications			x	Capstone project completed in this course
	T	106	180	Business Protocol	3			54	3				x	Recommended to be taken near the end of the program, in one of the last semesters
	G	809	166	Intro to Ethics: Theory and Application	3			54	3		x	x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
				<b>Total 4th Term Credits</b>					<b>18</b>					
				<b>Total Program Credits</b>					<b>67</b>					
<b>*A Capstone Project is the exit assessment graduation requirement for the program.</b>														

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>.