



Legal Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-3

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2011-2012

11/4/2010

Program Advisor: _____

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

✓	T/G	Course		Title	Hours / Week			Total		Prerequisites	Typically Offered			Comments	
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP		
Institutional Requirements:															
		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	
Term 1:											S	F	SP		
New Program Students: Attend New Student Orientation and your Priority Registration Session															
	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	124	Keyboarding Speed and Accuracy Imp.		2		36	1	106-120 Document Processing or Demonstrated 25 wpm for 5 minutes with 3 or fewer errors.	x	x	x	Offered in Summer in FDL only	
	T	106	139	Business Proofreading Skills	1	2		54	2			x			
	T	106	163	Database and Spreadsheet Essentials	1	2		54	2			x			
	T	106	178	Legal Office Professional	3			54	3			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									15						
Term 2:											S	F	SP		
	T	106	123	Editing Applications		2		36	1	106-139 Business Proofreading Skills			x		
	T	106	134	Communication Technologies	2	2		72	3	103-159 Computer Literacy - MS Office			x		
	T	106	164	Business Applications for MS Office	2	2		72	3	103-159 Computer Literacy - MS Office			x		
	T	106	167	Legal Processes and Systems	3			54	3				x		
	T	196	189	Team Building and Problem Solving	3			54	3		x	x	x		
	G	801	196	Oral/Interpersonal Communication	3			54	3		x	x	x		
Total 2nd Term Credits									16						

✓	T/G	Course		Title	Hours / Week			Total		Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP	
Term 3:											S	F	SP	
	T	102	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy		x		Recommend take 2nd 8 weeks
	T	106	111	Business Communications	3			54	3	801-195 Written Communication		x		
	T	106	112	Information Storage and Retrieval	1	2		54	2			x		
	T	106	175	Legal Documents Production 1	1	2		54	2	106-120 Document Processing or Keyboarding Pretest - 30 wpm with 3 or fewer errors		x		
	T	106	176	Legal Documents Production 2	1	2		54	2	106-175 Legal Documents Production 1		x		
	G	809	195	Economics	3			54	3	801-195 Written Communication	x	x	x	
	G	809	196	Intro to Sociology	3			54	3	801-195 Written Communication	x	x	x	
Total 3rd Term Credits									18					
Term 4:											S	F	SP	
Apply for Graduation														
	T	101	184	Principles of Accounting	3			54	3			x	x	
	T	106	159	Advanced Microsoft Word	2			36	2			x	x	Recommend students have keyboarding skills and knowledge of Microsoft Word. Available in self paced format.
	T	106	169	Law Office Applications*	2	2		72	3				x	
	G	809	166	Intro to Ethics: Theory and Application	3			54	3			x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
Total 4th Term Credits									14					
Additional Credits of Electives Required									4					
Total Program Credits									67					
*A Project Checklist is the exit assessment graduation requirement for the program.														

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>.

Suggested Elective: _____

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