

## Office Assistant - Academic Planner

Technical Diploma: 31-106-1

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		15	60
Reading/Reading Comprehension		15	55
Math/Arithmetic		15	34

✓	T/G	Course		Hours / Week			Total Hours	Credits	Prerequisites	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 2nd 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	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	103	Keyboarding				2	36	1		x	x	Offered in Summer in FDL only	
	T	106	112	Information Storage and Retrieval			1	2	54	2			x		
	T	106	120	Document Processing				2	36	1	"A" grade in 106-103 Keyboarding <b>OR</b> 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** (or)			3		54	3		x	x	x	
	G	801	322	Occupational Writing			2		36	1			x	x	
				Total 1st Term Credits							14	If student chooses 801-322			
				<b>(or)</b> Total 1st Term Credits							16	If student chooses 801-195			
<b>Term 2:</b>										<b>S</b>	<b>F</b>	<b>SP</b>			
<b>Apply for Graduation</b>															
	T	101	184	Principles of Accounting			3		54	3			x	x	
	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			x	
	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	Recommend students have keyboarding skills and knowledge of Microsoft Word
	T	106	164	Business Applications for MS Office			2	2	72	3	106-163 Database Spreadsheet Essentials			x	
	T	196	189	Team Building and Problem Solving			3		54	3		x	x	x	
				Total 2nd Term Credits							16				
				<b>Total Program Credits</b>							30	(or) 32 if student chooses associate degree communication course 801-195			
<b>A Portfolio is the exit assessment requirement for this program.</b>															
Students will need to complete Basic Math Proficiency															
**If associate degree General Education course 801-195 option is chosen, higher assessment test scores will be required. Please contact an Admissions Specialist for assistance.															

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>.