



Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-6

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2012-2013

5/2/2012

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		
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 3rd term							x	x	x		
Term 1:											S	F	SP		
New Program Students: Attend New Student Orientation and your Priority Registration Session															
	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	163	Database and Spreadsheet Essentials		2	2		72	3			x		
	T	106	181	Document Standards and Expectations		2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy and; 106-103 Keyboarding OR 106-120 Document Processing		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						18					
Term 2:											S	F	SP		
	T	102	135	Business Technology and Innovation		3			54	3				x	
	T	106	121	Advanced Document Processing			2		36	1	Completion of or concurrent enrollment in 106-120 Document Processing 103-159 Computer Literacy - Microsoft Office; 106-163 Database and Spreadsheet Essentials	x	x	x	Offered in Summer in FDL only
	T	106	164	Business Applications for MS Office		2	2		72	3				x	
	T	106	182	Document Management		2	2		72	3	106-181 Document Standards and Expectations			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						16					

✓	T/G	Course		Title	Hours / Week			Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
Term 3:											S	F	SP	
	T	101	184	Principles of Accounting	2	2		72	3			x	x	
	T	102	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy		x	x	
	T	106	111	Business Communications	3			54	3	801-195 Written Communication		x	x	
	T	106	113	Business Publications	2	2		72	3	103-159 Computer Literacy		x	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	
				Total 3rd Term Credits					18					
Term 4:											S	F	SP	
				Apply for Graduation (which includes a \$30 graduation fee)										
	T	105	150	Business Practice Firm	2	2		72	3	Completion of 30 program credits or sophomore status		x	x	
	T	106	142	Business Meeting and Event Planning*	2	2		72	3	Completion of 30 program credits or sophomore status			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	801-195 Written Communication	x	x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
				Total 4th Term Credits					15					
				Total Program Credits					67					
*A Capstone Project is the 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>.