



Legal Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-3

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		Hours / Week			Total		Prerequisites	Typically Offered			Comments	
		Subj	Num	Lec	Lab	Other	Hours	Credits		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		
<u>New Program Students: Attend New Student Orientation and your Priority Registration Session</u>														
	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	181	Document Standards and Expectations	2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office; 106-103 Keyboarding or 106-120 Document Processing		x		
	T	106	163	Database and Spreadsheet Essentials	2	2		72	3			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							
Term 2:										S	F	SP		
	T	102	135	Business Technology and Innovation	3			54	3				x	
	T	106	164	Business Applications for MS Office	2	2		72	3	103-159 Computer Literacy - Microsoft Office; 106-163 Database and Spreadsheet Essentials			x	
	T	106	167	Legal Processes and Systems	3			54	3				x	
	T	106	182	Document Management	2	2		72	3	106-181 Document Standards and Expectations			x	
	G	801	196	Oral/Interpersonal Communication	3			54	3		x	x	x	
							Total 2nd Term Credits							

✓	Course		Title	Hours / Week			Total		Prerequisites	Typically Offered			Comments	
	T/G	Subj Num		Lec	Lab	Other	Hours	Credits		S	F	SP		
Term 3:														
	T	102	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x		
	T	106	111	Business Communications	3			54	3	801-195 Written Communication		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					16					
Term 4:														
Apply for Graduation (which includes a \$30 graduation fee)														
	T	101	184	Principles of Accounting	2	2		72	3			x	x	
	T	106	169	Law Office Applications*	2	2		72	3				x	
	T	196	189	Team Building and Problem Solving	3			54	3		x	x	x	
	G	809	166	Intro to Ethics: Theory and Application	3			54	3	801-195 Written Communication		x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
				Total 4th Term Credits					15					
				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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