# Office Assistant - Academic Planner

**Technical Diploma: 31-106-1**

**Campus:** Beaver Dam; Fond du Lac; West Bend

**Curriculum for 2012-2013**

5/2/2012

Program Advisor: _____

| **Entrance Assessment Scores** Assessment Areas | ACT | Accuplacer |
|---|---|---|
| English/Sentence Skills | 15 | 60 |
| Reading/Reading Comprehension | 15 | 55 |
| Math/Arithmetic | 15 | 34 |

| ✓ | T/G | Course Subj | Course Num | Title | Hours / Week Lec | Lab | Other | Total Hours | Credits | Prerequisites | Typically Offered S | F | SP | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | **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 2nd term | | | | | | | x | x | x | |
| | | | | | | | | | | | | | | |
| | | | | **Term 1:** | | | | | | | **S** | **F** | **SP** | |
| | | | | **New Program Students: Attend New Student Orientation and your Priority Registration Session** | | | | | | | | | | |
| | T | 102 | 101 | Customer Service Essentials | 3 | | | 54 | 3 | 103-159 Computer Literacy | | x | | |
| | T | 106 | 103 | Keyboarding | | 2 | | 36 | 1 | | x | x | x | Offered in Summer in FDL only |
| | 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** **(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 | | | | |
| | | | **(or)** | Total 1st Term Credits | | | | | **16** | If student chooses 801-195 | | | | |
| | | | | | | | | | | | | | | |
| | | | | **Term 2:** | | | | | | | **S** | **F** | **SP** | |
| | | | | **Apply for Graduation (which includes a $30 graduation fee)** | | | | | | | | | | |
| | T | 101 | 184 | Principles of Accounting | 2 | 2 | | 72 | 3 | | | x | x | |
| | 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 | x | x | x | Offered in Summer in FDL only |
| | T | 106 | 164 | Business Applications for MS Office | 2 | 2 | | 72 | 3 | 103-159 Computer Literacy - Microsoft Office 106-163 Database Spreadsheet Essentials | | | x | |
| | T | 106 | 182 | Document Mangement | 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 | |
| | | | | Total 2nd Term Credits | | | | | **16** | | | | | |
| | | | | | | | | | | | | | | |
| | | | | **Total Program Credits** | | | | | **30** | (or) 32 if student chooses associate degree communication course 801-195 | | | | |
| | | | | **A Portfolio is the exit assessment requirement for this program.** | | | | | | | | | | |
| | | | | 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.