MORAINE PARK
TECHNICAL COLLEGE

Office Assistant - Academic Planner

Technical Diploma: 31-106-1

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2013-2014

3/1/2013

Program Advisor: _____

Entrance Assessment Scores	Assessment Areas	ACT	Accuplacer
	English/Sentence Skills	15	76
	Reading/Reading Comprehension	15	67
	Math/Arithmetic	15	34

✓	T/G	Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites	S	F	SP	Comments
				Term 1:										
				New Program Students: Attend New Student Orientation and your Priority Registration Session										
				Students will need to complete Basic Math Proficiency										
	T	102	101	Customer Service Essentials	3			54	3			x		
		103	159	**Computer Literacy - Microsoft Office		2		36	1		x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.
	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	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	136	English Composition 1	3			54	3		x	x	x	
	G	890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement
				Total 1st Term Credits					16					
				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	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x		
	T	106	121	Advanced Document Processing		2		36	1	Completion of or concurrent enrollment in106-120 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 and Spreadsheet Essentials		x		
	T	106	182	Document Management*	2	2		72	3	103-159 Computer Literacy -Microsoft Office		x		
	T	196	189	Team Building and Problem Solving	3			54	3		x	x	x	
				Total 2nd Term Credits					16					
				Total Program Credits and Institutional Requirements					32					

The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation. Consequently, they are not part of the program credit requirements.

*Completion of 106-164 Business Applications for MS Office and 106-182 Document Management is the exit assessment for this program.

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

For a complete list of course descriptions for this program, please consult the College Catalog at http://www.morainepark.edu/MPTCCatalog.

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