

Accounting Assistant - Academic Planner

Technical Diploma: 31-101-1

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

Curriculum for 2014-2015

2/1/2014

Program Advisor: _____

✓	T/G	Course		Hours / Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments	
		Subj	Num	Lec	Lab	Other				S	F	SP		
Term 1:										S	F	SP		
New Program Students: Attend New Student Orientation and your Priority Registration Session														
	T	101	112	Accounting 1	3	2		90	4	Completion of or concurrent enrollment in 103-180 Microsoft Excel	x	x	x	
	T	101	141	Payroll Accounting	2	2		72	3		x	x	x	
	T	102	110	Introduction to Business	3			54	3	Completion of or concurrent enrollment in 890-101 College 101	x	x	x	
			103	**Computer Literacy - Microsoft Office		2		36	1		x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.
	T	103	180	Microsoft Excel	2			36	2		x	x	x	Available in Self-paced lab. For entry-level students, 103-189 Microsoft Windows or 103-159 Computer Literacy-Microsoft Office is recommended before starting this course.
	G	801	136	English Composition 1	3			54	3		x	x	x	
			890	**College 101	2			36	2		x	x	x	**Institutional Requirement
Total 1st Term Credits									18					
Term 2:										S	F	SP		
Apply for Graduation when completing Term 2 registration.														
	T	101	114	Accounting 2	3	2		90	4	101-112 Accounting 1	x	x	x	
	T	101	154	Microcomputer Accounting Applications*	3			54	3	Completion of or concurrent enrollment in 101-114 Accounting 2; 101-141 Payroll Accounting	x	x	x	
	T	103	190	Advanced Microsoft Excel	2			36	2	103-180 Microsoft Excel or dean consent		x	x	Available in Self-Paced lab
	T	105	160	Business Law	3			54	3			x	x	
	G	801	196	Oral and Interpersonal Communication	3			54	3		x	x	x	
	G	804	107	College Mathematics	3			54	3		x	x	x	
Total 2nd Term Credits									18					
Total Program Credits and Institutional Requirements									36					
**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 101-154 Microcomputer Accounting Applications 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>.