



Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-6

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2014-2015

2/1/2014

Program Advisor: _____

✓	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 1:															
New Program Students: Attend New Student Orientation and your Priority Registration Session															
	T	102	110	Introduction to Business	3			54	3	Completion of or concurrent enrollment in 890-101 College 101	x	x	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	Keyboarding pretest can be taken at any college library 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 - Microsoft Office and 106-103 Keyboarding OR 106-120 Document Processing			x	x	Typically offered online in Spring
	G	801	136	English Composition 1	3			54	3		x	x	x		
	G	804	107	College Mathematics	3			54	3		x	x	x		
		890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement	
				Total 1st Term Credits					19						
Term 2:															
	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 in 106-120 Document Processing	x	x	x		
	T	106	164	Business Applications for Microsoft 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	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office				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						

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		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 - Microsoft Office		x	x	
	T	106	111	Business Communications	3			54	3	801-136 English Composition 1		x	x	Typically offered online in spring
	T	106	113	Business Publications	2	2		72	3	103-159 Computer Literacy - Microsoft Office		x		
	G	809	195	Economics	3			54	3	801-136 English Composition 1	x	x	x	
	G	809	196	Introduction to Sociology	3			54	3	801-136 English Composition 1	x	x	x	
				Total 3rd Term Credits					18					
Term 4:											S	F	SP	
				Apply for Graduation when completing Term 4 registration.										
	T	105	150	Business Practice Firm* (or)	2	2		72	3	Completion of 45 program credits or consent of instructor		x	x	
	T	105	151	International Business Practice Firm* (or)	2	2		72		Completion of 45 program credits or consent of instructor				
	T	105	152	Business Practicum*	2	2		72		Completion of 45 program credits or consent of instructor				
	T	106	142	Business Meeting and Event Planning*	2	2		72	3	Completion of 45 program credits or consent of instructor			x	Capstone project completed in this course
	T	106	180	Business Protocol	3			54	3				x	Recommended to be taken in the last semester
	G	809	166	Introductions to Ethics: Theory and Application	3			54	3	801-136 English Composition 1	x	x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
				Total 4th Term Credits					15					
				Total Program Credits and Institutional Requirements					68					
**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.														
*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 .														