



Customer Service Certificate - Academic Planner

Certificate: 97-106-5

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2014-2015

2/1/2014

✓	T/G	Course		Title	Hours/ Week			Total	Credits	Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other	Hours			S	F	SP	
	T	102	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x		Recommend take 2nd 8 weeks
	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					
	G	801	196	Oral and Interpersonal Communication	3			54	3		x	x	x	
Total Certificate Credits									10					

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.

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