MORAINE PARK TECHNICAL COLLEGE

Legal Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-3

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2014-2015

2/1/2014

Program Advisor: _____

✓	T/G	Course Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites	S	F	SP	Comments
				Term 1:							**S**	**F**	**SP**	
				New Program Students: Attend New Student Orientation and your Priority Registration Session										
		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	x	Typically offered online in Spring
	T	106	178	Legal Office Professional	3			54	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; 106-103 Keyboarding **or** 106-120 Document Processing		x		
	G	801	136	English Composition 1	3			54	3		x	x	x	
	G	804	107	College Mathematics	3			54	3		x	x	x	
	G	890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement
				Total 1st Term Credits					**19**					
				Term 2:							**S**	**F**	**SP**	
	T	102	135	Business Technology and Innovation	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x	x	
	T	106	121	Advanced Document Processing		2		36	1	Completion of or concurrent enrollment in 106-120 Document Processing		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	167	Legal Processes and Systems	3			54	3				x	
	T	106	182	Document Management	2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office			x	
	G	801	196	Oral and Interpersonal Communication	3			54	3		x	x	x	
				Total 2nd Term Credits					**16**					

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✓	T/G	Course Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites	S	F	SP	Comments
				Term 3:							**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		
	T	106	111	Business Communications	3			54	3	801-136 English Composition 1		x		
	T	106	175	Legal Documents Production 1	1	2		54	2	106-120 Document Processing **or** Keyboarding Pretest - 30 wpm with 3 or fewer errors		x		
	T	106	176	Legal Documents Production 2	1	2		54	2	106-175 Legal Documents Production 1		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					**16**					
				Term 4:							**S**	**F**	**SP**	
				Apply for Graduation when completing Term 4 registration.										
	T	101	184	Principles of Accounting	2	2		72	3			x	x	
	T	106	169	Law Office Applications*	2	2		72	3	Completion of or concurrent enrollment in 106-167 Legal Processes and Systems; 106-175 Legal Documents 1; 106-176 Legal Documents 2; 106-178 Legal Office Professional			x	
	T	196	189	Team Building and Problem Solving	3			54	3		x	x	x	
	G	809	166	Introduction to Ethics: Theory and Application	3			54	3	801-136 English Composition 1		x	x	
	G	809	199	Psychology of Human Relations	3			54	3		x	x	x	
				Total 4th Term Credits					**15**					
				Additional Credits of Electives Required					3					
				Total Program Credits and Institutional Requirements					**69**					
				**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 106-169 Law Office Applications is the exit assessment graduation requirement for the program.										

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.

Suggested Elective: _____

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