

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: | |
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| | Course | | e | Hours / Week | | | Total | | | Ty | ypica | lly | |
|-----|--------|-----|------------------------------------------------|--------------|-------|---------|---------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|----------|--------------------------------------------------------------------------------------|
| T/C | Subj | Num | Title | Lec | Lab | Other | Hours | Credits | Prerequisites | С | offere | ed | Comments |
| | | | | | | | | | | S | _ | SP | |
| | | | Term 1: New Program Students: Attend New Stud | t O=! | | | | dania. D | a mintration Consider | - ` | | ЭГ | |
| - | | | New Program Students: Attend New Stud | ent On | entat | ion and | your Pr | iority R | tegistration Session | _ | | | **! |
| | 103 | 159 | **Computer Literacy - Microsoft Office | | 2 | | 36 | 1 | | х | х | х | **Institutional Requirement. May be eligible for Advanced Standing. |
| Т | 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 | х | х | x | Keyboarding pretest can be taken a any college library to determine placement. |
| Т | 106 | 163 | Database and Spreadsheet Essentials | 2 | 2 | | 72 | 3 | | | х | х | Typically offered online in Spring |
| Т | 106 | | Legal Office Professional | 3 | | | 54 | 3 | | | х | | ,,, |
| Т | 106 | | 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 | | English Composition 1 | 3 | | | 54 | 3 | | х | х | х | |
| G | 804 | | College Mathematics | 3 | | | 54 | 3 | | х | х | х | |
| G | 890 | | **College 101 | 2 | | | 36 | 2 | | х | Х | Х | **Institutional Requirement |
| | | | Total 1st Term Credits | | | | | 19 | | | | | 1 |
| | | | Term 2: | | | | | | | S | F | SP | |
| | | | Term Z. | | | | | | Completion of or concurrent enrollment in | | • | <u> </u> | |
| Т | 102 | 135 | Business Technology and Innovation | 3 | | | 54 | 3 | 103-159 Computer Literacy - Microsoft Office | | Х | х | |
| | | | | | | | | | Completion of or concurrent enrollment in | | | | |
| Т | 106 | 121 | Advanced Document Processing | | 2 | | 36 | 1 | 106-120 Document Processing | | Х | Х | |
| Т | 100 | 164 | Duainage Applications for Microsoft Office | | _ | | 70 | 2 | 103-159 Computer Literacy - Microsoft Office; | | | | |
| - | 106 | | Business Applications for Microsoft Office | 2 | 2 | | 72 | 3 | 106-163 Database and Spreadsheet Essentials | | | Х | |
| Т | 106 | 16/ | Legal Processes and Systems | 3 | | | 54 | 3 | Completion of or concurrent enrollment in | | | Х | |
| Т | 106 | 182 | Document Management | 2 | 2 | | 72 | 3 | 103-159 Computer Literacy - Microsoft Office | | | х | |
| G | 801 | | Oral and Interpersonal Communication | 3 | | | 54 | 3 | | х | х | х | |
| | | | Total 2nd Term Credits | | | | | 16 | | | | | |

| Time | Term 3: Customer Service Essentials Business Communications Legal Documents Production 1 Legal Documents Production 2 Economics Introduction to Sociology Total 3rd Term Credits Term 4: Apply for Graduation when completing 1 Principles of Accounting Law Office Applications* Team Building and Problem Solving | 3 3 1 1 1 3 3 3 3 Ferm 4 r 2 | 2 2 | | 54 54 54 54 54 54 54 | 3 3 2 2 3 3 16 | Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office 801-136 English Composition 1 106-120 Document Processing or Keyboarding Pretest - 30 wpm with 3 or fewer errors 106-175 Legal Documents Production 1 801-136 English Composition 1 801-136 English Composition 1 | x | x x x x x F | X X SP | Comments |
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| Completion of or concurrent enrollment in 106-167 Legal Processes and Systems; 106-175 Legal Documents 1; 106-167 Legal Documents 2; 106-176 Legal Documents 3; 106-178 Legal Office Professional 2; 106-176 Legal Documents 3; 106-176 Legal Processes and Systems; 106-175 Legal Processes and | Law Office Applications* Team Building and Problem Solving | | 2 | | 72 | 3 | Completion of or concurrent enrollment in | | | | |
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| T 106 169 Law Office Applications* 2 2 72 3 106-176 Legal Documents 2; T 196 189 Team Building and Problem Solving 3 54 3 | Team Building and Problem Solving | 2 | | | | | | | | | |
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| G 809 166 Application Application 3 54 3 801-136 English Composition 1 x x x G 809 199 Psychology of Human Relations 3 54 3 801-136 English Composition 1 x x x x Total 4th Term Credits 15 Additional Credits of Electives Required 3 Additional 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. | | | 2 | | 72 | 3 | 106-178 Legal Office Professional | | | Х | |
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| | - | ation. | CC | nseq | dentity, they are not part of the | | | | | | |
| *Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the program. | | | | | | | | | | | |
| | *Completion of 106-169 Law Office Appl | ications | is th | e exit a | ssessm | ent grad | duation requirement for the program. | | | | |
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| ester Codes: S-Summer; F-Fall; SP-Spring | am acceptance requirements are subject to cl | hange. | | | | | | | | | |
| culum and program acceptance requirements are subject to change. | | | | ege Writi | ing, 838 [.] | -104 Intr | o to College Reading, 834-109 Pre-Algebra) are require | ed ba | sed | on col | llege placement; or if the student |
| culum and program acceptance requirements are subject to change. dent 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 studer | | | | | | | | | | | |
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| culum and program acceptance requirements are subject to change. dent 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 studer | | | | | | | | | | | |
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| | ar er | **The credits for 103-159 Computer Lite program credit requirements. *Completion of 106-169 Law Office Appl mmer; F-Fall; SP-Spring n acceptance requirements are subject to conter or General College courses (ie: 831-103) te time required to complete the program with | **The credits for 103-159 Computer Literacy-Mic program credit requirements. *Completion of 106-169 Law Office Applications mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. iter or General College courses (ie: 831-103 Intro to the time required to complete the program will increase | **The credits for 103-159 Computer Literacy-Microso program credit requirements. *Completion of 106-169 Law Office Applications is the mmer; F-Fall; SP-Spring acceptance requirements are subject to change. Iter or General College courses (ie: 831-103 Intro to College time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office program credit requirements. *Completion of 106-169 Law Office Applications is the exit a mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. Iter or General College courses (ie: 831-103 Intro to College Write time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 89 program credit requirements. *Completion of 106-169 Law Office Applications is the exit assessmemer; F-Fall; SP-Spring acceptance requirements are subject to change. Iter or General College courses (ie: 831-103 Intro to College Writing, 838 to time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 Comprogram credit requirements. *Completion of 106-169 Law Office Applications is the exit assessment grademer; F-Fall; SP-Spring acceptance requirements are subject to change. Interior General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for gradus program credit requirements. *Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the program. mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. Interior General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation. program credit requirements. *Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the program. mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. Interior General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required base time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation. Coprogram credit requirements. *Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the program. mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. Interior General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required based on time required to complete the program will increase. | **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation. Consequence program credit requirements. *Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the program. mmer; F-Fall; SP-Spring n acceptance requirements are subject to change. Interior 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 time required to complete the program will increase. |