



## Professional Communication Certificate - Academic Planner

Certificate: 97-801-2

Campus: Beaver Dam, Fond du Lac, West Bend

Curriculum for 2014-2015

2/1/2014

✓	T/G	Course		Title	Hours/ Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
		103	159	Computer Literacy - Microsoft Office		2		36	1		x	x	x	May be eligible for Advanced Standing.
	T	106	111	Business Communications	3			54	3	801-136 English Composition 1		x	x	Spring typically offered online
	T	106	113	Business Publications	2	2		72	3	103-159 Computer Literacy - Microsoft Office		x		
	G	801	136	English Composition 1	3			54	3		x	x	x	
	G	801	141	Introduction to Mass Communications	3			54	3	801-136 English Composition 1		x	x	
	G	801	196	Oral and Interpersonal Communication (or)	3			54	3		x	x	x	
	G	801	198	Speech	3			54				x	x	
	G	801	197	Technical Reporting	3			54	3	801-136 English Composition 1		x	x	
<b>Total Certificate Credits</b>									<b>19</b>					

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>.