



## Dual Degree Option Administrative Professional and Legal Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-6 and 10-106-3

Campus: Beaver Dam, Fond du Lac, West Bend

Curriculum for 2015-2016

12/1/2014

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				
<b>Term 1:</b>											<b>S</b>	<b>F</b>	<b>SP</b>				
				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	"A" grade in 106-103 Keyboarding OR Demonstrated 30 wpm with 3 or fewer errors using correct fingering	x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.			
	T	106	120	Document Formatting		2		36	1		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				
	T	106	178	Legal Office Professional	3			54	3			x					
	G	801	136	English Composition 1	3			54	3		x	x	x				
		890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement			
				<b>Total 1st Term Credits</b>					<b>16</b>								
<b>Term 2:</b>											<b>S</b>	<b>F</b>	<b>SP</b>				
	T	106	101	Customer Service Essentials	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x	x				
	T	106	121	Advanced Document Formatting		2		36	1	Completion of or concurrent enrollment in 106-120 Document Formatting			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	804	107	College Mathematics	3			54	3		x	x	x				
				<b>Total 2nd Term Credits</b>					<b>16</b>								

✓	T/G	Course		Title	Hours / Week			Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				S	F	SP	
<b>Term 3:</b>											<b>S</b>	<b>F</b>	<b>SP</b>	
	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		
	T	106	135	Business Technology and Innovation	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x	x	
	T	106	175	Legal Documents Production 1	1	2		54	2	106-120 Document Formatting 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		
	T	106	181	Document Standards and Expectations	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	106-120 Document Formatting		x	x	
<b>Total 3rd Term Credits</b>									<b>19</b>					
<b>Term 4:</b>											<b>S</b>	<b>F</b>	<b>SP</b>	
<b>Apply for Graduation</b>														
	T	105	150	Business Practice Firm* (or)	2	2		72	3	106-111 Business Communications		x	x	
	T	105	152	Business Practicum*	2	2		72	3	106-111 Business Communications		x	x	
	T	106	142	Business Meeting and Event Planning*	2	2		72	3	106-113 Business Publications			x	Capstone project completed in this course
	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;			x	
	T	106	180	Business Protocol	3			54	3	106-178 Legal Office Professional			x	Recommended to be taken in the last semester
	G	809	166	Introduction 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
<b>Total 4th Term Credits</b>									<b>18</b>					
<b>Term 5:</b>														
	T	101	184	Principles of Accounting	2	2		72	3			x	x	
	T	196	189	Team Building and Problem Solving	3			54	3			x	x	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
<b>Total 5th Term Credits</b>									<b>12</b>					
<b>Total Program Credits and Institutional Requirements</b>									<b>81</b>					
<b>*A Capstone Project is the exit assessment graduation requirement for the Administrative Professional program.</b>														
<b>*Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the Legal Administrative Professional program.</b>														
<b>**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.</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.

If Student Success Center or General College courses (ie: 831-103 Introduction to College Writing, 838-105 Introduction to Reading and Study Skills, 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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