

Office Assistant - Academic Planner

Technical Diploma: 31-106-1

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2015-2016

12/1/2014

Program Advisor: _____

✓	T/G	Course		Hours / Week			Total Hours	Credits	Prerequisites	Typically Offered			Comments		
		Subj	Num	Lec	Lab	Other				S	F	SP			
Term 1:										S	F	SP			
New Program Students: Attend New Student Orientation and your Priority Registration Session															
Students will need to complete Basic Math Proficiency															
		103	159	**Computer Literacy - Microsoft Office			2	36	1			x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.
	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	120	Document Formatting			2	36	1	"A" grade in 106-103 Keyboarding OR Demonstrated 30 wpm with 3 or fewer errors using correct fingering			x	x	Keyboarding pretest can be taken at any college library to determine placement.
	T	106	163	Database and Spreadsheet Essentials			2	72	3				x	x	
	T	106	181	Document Standards and Expectations			2	72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office; 106-120 Document Formatting			x		
	G	801	136	English Composition 1			3	54	3			x	x	x	
	G	890	101	**College 101			2	36	2			x	x	x	**Institutional Requirement
Total 1st Term Credits								16							
Term 2:										S	F	SP			
Apply for Graduation when completing Term 2 registration.															
	T	101	184	Principles of Accounting			2	72	3				x	x	
	T	106	121	Advanced Document Formatting			2	36	1	Completion of or concurrent enrollment in 106-120 Document Formatting				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	164	Business Applications for Microsoft Office*			2	72	3	103-159 Computer Literacy - Microsoft Office; 106-163 Database and Spreadsheet Essentials				x	
	T	106	182	Document Management*			2	72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office				x	
	T	196	189	Team Building and Problem Solving			3	54	3			x	x	x	
Total 2nd Term Credits								16							
Total Program Credits and Institutional Requirements								32							
<p>**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.</p> <p>*Completion of 106-164 Business Applications for Microsoft Office and 106-182 Document Management are the exit assessment graduation requirements for the program.</p>															

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>.

