MORAINE PARK
TECHNICAL COLLEGE

Accounting Assistant - Academic Planner

Technical Diploma: 31-101-1
Campus: Beaver Dam; Fond du Lac; West Bend; Online
Curriculum for 2016-2017

12/1/2015

Program Advisor: _____

✓	T/G	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										
	T	101	112	Accounting 1	3	2		90	4	Completion of or concurrent enrollment in 101-138 Data Management, Analysis for Business; 890-101 College 101	x	x	x	
	T	101	138	Data Management, Analysis and Reporting	2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office	x	x	x	
	T	101	141	Payroll Accounting	2	2		72	3		x	x	x	
		103	159	**Computer Literacy - Microsoft Office		2		36	1		x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.
	G	801	136	English Composition 1	3			54	3		x	x	x	
	G	804	107	College Mathematics	3			54	3		x	x	x	
		890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement
				Total 1st Term Credits					19					
				Term 2:							**S**	**F**	**SP**	
				Apply for Graduation when completing Term 2 registration.										
	T	101	114	Accounting 2	3	2		90	4	101-112 Accounting 1	x	x	x	
	T	101	123	Income Tax Accounting	3			54	3		x	x	x	
	T	101	154	Microcomputer Accounting Applications*	3			54	3	Completion of or concurrent enrollment in 101-114 Accounting 2; 101-141 Payroll Accounting	x	x	x	
	T	105	160	Business Law	3			54	3			x	x	
	G	801	196	Oral and Interpersonal Communication	3			54	3		x	x	x	
				Total 2nd Term Credits					16					
				Total Program Credits and Institutional Requirements					35					
				The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.										
				*Completion of 101-154 Microcomputer Accounting Applications is the exit assessment graduation requirement for the program.**										

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.

accounting-assistant.xlsx