



## Administrative Professional - Academic Planner

Associate of Applied Science Degree: 10-106-6

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2016-2017

12/1/2015

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>	
<b>New Program Students: Attend New Student Orientation and your Priority Registration Session</b>														
	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		x	x	x	**Institutional Requirement. May be eligible for Advanced Standing.
	T	106	120	Document Formatting		2		36	1	"A" grade in 106-103 Keyboarding <b>OR</b> 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	2		72	3			x	x	
	G	801	136	English Composition 1	3			54	3		x	x	x	
	G	801	196	Oral and Interpersonal Communication	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	182	Document Management	2	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	
	G	804	107	College Mathematics	3			54	3		x	x	x	
	G	809	196	Introduction to Sociology	3			54	3	801-136 English Composition 1	x	x	x	
<b>Total 2nd Term Credits</b>									<b>19</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	101	184		Principles of Accounting	2	2		72	3			x	x	
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	181		Document Standards and Expectations	2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office; 106-120 Document Formatting			x	
G	809	195		Economics	3			54	3	801-136 English Composition 1	x	x	x	
<b>Total 3rd Term Credits</b>									<b>18</b>					
<b>Term 4:</b>											<b>S</b>	<b>F</b>	<b>SP</b>	
<b>Apply for Graduation when completing Term 4 registration.</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		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	180		Business Protocol	3			54	3				x	Recommended to be taken in the last semester
G	809	166		Introductions 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>15</b>					
<b>Total Program Credits and Institutional Requirements</b>									<b>68</b>					
<b>**The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.</b>														
<b>*A Capstone Project is the exit assessment graduation requirement for the program.</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>.