



Customer Service Certificate - Academic Planner

Certificate: 97-106-5

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2016-2017

12/1/2015

✓	Course		Hours/ Week			Total	Credits	Prerequisites	Typically Offered			Comments	
	T/G	Subj	Num	Lec	Lab	Other			Hours	S	F		SP
	T	106	101	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x		Recommend take 2nd 8 weeks Keyboarding pretest can be taken at any college library to determine placement.
	T	106	120		2		36	1	"A" grade in 106-103 Keyboarding OR Demonstrated 30 wpm with 3 or fewer errors using correct fingering	x	x	x	
	T	106	163	2	2		72	3					
	G	801	196	3			54	3		x	x	x	
Total Certificate Credits								10					

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>.