MORAINE PARK TECHNICAL COLLEGE

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 2017-2018

12/1/2016

Program Advisor: _____

✓	T/G	Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites and/or Corequisites	S	F	SP	Comments
				Term 1:							**S**	**F**	**SP**	
				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		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 **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	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x	x	Recommend to take 2nd 8 weeks
	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
				Total 1st Term Credits					**16**					
				Term 2:							**S**	**F**	**SP**	
	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	Information Management	2	2		72	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office			x	
	G	801	1xx	Communication Course					3		x	x	x	
	G	804	1xx	Mathematics Course					3		x	x	x	
				Total 2nd Term Credits					**16**					

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✓	T/G	Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites and/or Corequisites	S	F	SP	Comments
				Term 3:										
	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	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		
				Total 3rd Term Credits					16					
				Term 4:							S	F	SP	
				Apply for Graduation										
	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	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; 106-178 Legal Office Professional			x	
	T	106	180	Business Protocol	3			54	3				x	Recommended to be taken in the last semester
	G	809	1xx	Behavioral Science Course					3		x	x	x	
				Total 4th Term Credits					15					
				Term 5:										
	T	101	184	Principles of Accounting	2	2		72	3			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		
	T	196	189	Team Building and Problem Solving	3			54	3		x	x	x	
	G	809	1xx	Social Science Course					3	801-136 English Composition 1	x	x	x	
	G	809	1xx	Social Science Course					3	801-136 English Composition 1	x	x	x	
				Total 5th Term Credits					15					
				Total Program Credits and Institutional Requirements					78					

**The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

*Completion of 106-142 Business Meeting and Event Planning is the exit assessment graduation requirement for the Administrative Professional Program and Completion of 106-169 Law Office Applications is the exit assessment graduation requirement for the Legal Administrative Professional 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.

Suggested Elective: _____

Suggested Elective: _____

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