

**Berlin High School**  
**Career Prep Course Offerings**  
**2014-2015 School Year**

Accounting 1  
 Advanced Microsoft Integration  
 Beginning Photoshop  
 CAD 2-D, AutoCAD  
 Computer Essentials  
 Computer Literacy\*  
 Digital Graphic Design  
 Document Processing  
 Dreamweaver/Flash  
 English Composition 1\*  
 Foundation of Early Childhood Education  
 HTML/XML  
 Introduction to Welding Processes  
 Medical Terminology  
 Microsoft Access  
 Microsoft Excel  
 Microsoft PowerPoint  
 Microsoft Windows  
 Microsoft Word  
 Oral/Interpersonal Communication\*  
 Personal Finance

Programs at Moraine Park Technical College

Accounting	X				X				X								X									X		
Accounting Assistant	X				X				X								X										X	
Administrative Professional					X		X		X																		X	
Advanced Industrial Maintenance Certificate				X																								
Advanced Office Software Suite Certificate		X																										
Child Care Services					X				X	X																		
Chiropractic Assistant: Office Certificate																X												
Chiropractic Specialist					X				X						X												X	
Customer Service Certificate							X																				X	
Digital Marketing					X	X			X																		X	
Early Childhood Education					X				X	X																	X	
Early Child Preschool Credential Certificate										X																		
Electronic Publishing Certificate			X			X																						
Graphic Communications			X		X	X			X																		X	
Health Information Technology									X				X	X													X	
IT - Web Designer/Developer					X	X		X	X		X																X	
Interactive Media Design - Motion Graphics					X	X			X																		X	
Leadership Development					X				X								X	X									X	
Legal Administrative Professional					X		X		X																		X	
Legal Office Skills Certificate							X																					
Mechanical Design Technology			X		X				X																		X	
Medical Assistant									X							X												
Medical Billing Specialist Certificate																X												
Medical Coding Specialist																X												
Medical Office Specialist									X						X													
Office Assistant					X		X		X																			
Office Software Suite Certificate																	X	X	X	X	X							
Paralegal	X								X																		X	
Process Engineering Technology - Industrial/Manufacturing				X	X				X																		X	
Process Engineering Technology - Quality Assurance				X	X				X																		X	
Respiratory Therapist					X				X						X												X	
Surgical Technology					X				X						X												X	
Web Site Coordinator Certificate					X						X																	
Welding					X							X															X	
*These courses transfer to Associate and Technical Degrees					X				X																		X	

**MPTC and High School Course Titles**

Moraine Park Course Name	Berlin High School Course Name	Subject	Course	Credits
Accounting 1	Accounting 1	101	112	4
Personal Finance	Banking & Money Management	101	170	3
Computer Literacy-Microsoft Office	Introduction to Computers	103	159	1
Microsoft Word	Microsoft Office I	103	160	2
Advanced Microsoft Integration	Microsoft Office III	103	164	2
Beginning Photoshop	Media Production	103	170	2
Microsoft Excel	Microsoft Office 1	103	180	2
Microsoft Access	Microsoft Office II	103	181	2
Microsoft Windows	MS Office 1	103	189	1
Microsoft Powerpoint	Microsoft Office II	103	193	3
Dreamweaver/Flash	Web Page Design I	103	193	3
Document Processing	Introduction to Computers	106	120	1
Computer Essentials	Internet & Computer Concepts	106	138	2
HTML/XML	Web Design	152	112	3
Digital Graphic Design	Graphic Communications	204	112	2
Foundation of Early Childhood Education	Assistant Childcare Teacher	307	148	3
Introduction to Welding Process-Part A	Metals II	442	307	2
Medical Terminology	Medical Terminology	501	101	3
CAD 2-D, AutoCAD	CAD 2D	606	176	3
English Composition 1	Practical Writing	801	136	3
Oral/Interpersonal Communication	Oral/Interpersonal Communication	801	196	3