

## Spring 2024 Schedules (2023-2024 Curriculum)

All CBE (Competency Based Education) Classes are Online

Students generally need 32 hours to complete 1 credit/competency.

### ● Office Assistant (Embedded Technical Diploma 31-106-1)

□ Office Technology (□=Classes also in the Embedded Certificate 61-106-6)

	Course Title	Credits	Catalog No.	Dates & Class Numbers			
	<b>Term 1 CBE Classes</b>			<b>01/15-05/03</b>	<b>02/12-05/03</b>	<b>03/11-05/03</b>	<b>04/08-05/03</b>
● □	Excel - Level 1	1	10103121	21662	21663	21664	21665
● □	PowerPoint - Level 1	1	10103161	21642	21643	21644	21645
● □	Word - Level 1	1	10103191	21646	21647	21648	21649
● □	Document Formatting	1	10106101	21731	21732	21733	21734
●	Introduction to Filing Systems	1	10106200	21735	21736	21737	21738
●	Applying Filing Systems	1	10106201	21750	21752	21753	21755
● □	Computers and the Internet	1	10106202	20677	20678	20679	20680
● □	Basic Office Equipment	1	10106203	20681	20682	20683	20684
● □	Keyboard Speedbuilding	1	10106132	21756	21765	21766	21767
	<b>Summer Traditional Classes</b>						
●	Written Communication	3	10801195	Use "Find a Class" to find a variety of class options.			

	Course Title	Credits	Catalog No.	Dates & Class Numbers			
	<b>Term 2 CBE Classes</b>			<b>01/15-05/03</b>	<b>02/12-05/03</b>	<b>03/11-05/03</b>	<b>04/08-05/03</b>
●	Access - Level 1	1	10103101	21679	21680	21681	21682
●	Excel - Level 2	1	10103122	21674	21675	21676	21677
● □	Word - Level 2	1	10103192	21658	21659	21660	21661
● □	Professionalism and Work Skills	1	10106204	20629	20630	20631	20632
● □	Interacting with Others in Workplace	1	10106205	20633	20634	20635	20636
● □	Leadership and Ethics	1	10106206	20637	20638	20639	20640
● □	Web 2.0 for Business	1	10106207	21704	21705	21706	21707
● □	HTML, CSS, and Web Design	1	10106208	21709	21710	21711	21712
●	Introduction to Business Writing	1	10106209	21772	21773	21774	21775
●	Intermediate Business Writing	1	10106210	21768	21769	21770	21771
●	Business Writing Application	1	10106211	21777	21778	21780	21781
●	Career Planning & Networking	1	10116109	20621	20641	20642	20643
	<b>Term 2 Traditional Classes</b>						
●	Oral Interpersonal Communication	3	10801196	Use "Find a Class" to find a variety of class options.			