

Summer 2023 Schedule of Classes (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			
	Summer 2023 CBE Classes			06/05-08/03	07/10-08/03		
●	Access - Level 1	1	10103101	40694	40695		
● □	Excel - Level 1	1	10103121	40686	40687		
●	Excel - Level 2	1	10103122	40692	40693		
● □	PowerPoint - Level 1	1	10103161	40676	40677		
● □	Word - Level 1	1	10103191	40678	40679		
● □	Word - Level 2	1	10103192	40684	40685		
	Summer 2023 Traditional Classes						
●	Written Communication	3	10801195	Use "Find a Class" to find a variety of class options.			
●	Oral Interpersonal Communication	3	10801196	Use "Find a Class" to find a variety of class options.			