

## Fall 2023 Schedules (2023-2024 Curriculum)

All CBE (Competency Based Education) Classes are Online

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

### Administrative Professional (Associate Degree 10-106-6)

- Office Assistant (●=Classes also in the 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>08/28-12/15</b>	<b>09/11-12/15</b>	<b>10/09-12/15</b>	<b>11/13-12/15</b>
● □	Excel - Level 1	1	10103121	61963	61964	61965	61966
● □	PowerPoint - Level 1	1	10103161	61932	61933	61934	61935
● □	Word - Level 1	1	10103191	61943	61944	61945	61946
● □	Document Formatting	1	10106101	61704	62078	62079	62080
●	Introduction to Filing Systems	1	10106200	62081	62082	62083	62084
●	Applying Filing Systems	1	10106201	62085	62086	62087	62088
● □	Computers and the Internet	1	10106202	60826	60827	60828	60829
● □	Basic Office Equipment	1	10106203	60830	60831	60832	60833
● □	Keyboard Speedbuilding	1	10106132	61706	62098	62100	62101
	<b>Summer Traditional Classes</b>						
●	Written Communication	3	10801195	Use "Find a Class" to find a variety of class options.			
	Introductory Statistics	3	10804189	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>8/14 - 12/11</b>	<b>9/11 - 12/11</b>	<b>10/9 - 12/11</b>	<b>11/13 - 2/11</b>
●	Access - Level 1	1	10103101	61980	61981	61982	61983
●	Excel - Level 2	1	10103122	61975	61976	61977	61978
● □	Word - Level 2	1	10103192	61959	61960	61961	61962
●	Career Planning & Networking	1	10116109	60772	60790	60791	60792
	<b>Term 2 Traditional Classes</b>						
●	Oral Interpersonal Communication	3	10801196	Use "Find a Class" to find a variety of class options.			