

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 Technology (Embedded Certificate 61-106-6)

	Course Title	Credits	Catalog No.	Dates & Class Numbers			
	Term 1 CBE Classes			01/15-05/03	02/12-05/03	03/11-05/03	04/08-05/03
<input type="checkbox"/>	Excel - Level 1	1	10103121	21662	21663	21664	21665
<input type="checkbox"/>	PowerPoint - Level 1	1	10103161	21642	21643	21644	21645
<input type="checkbox"/>	Word - Level 1	1	10103191	21646	21647	21648	21649
<input type="checkbox"/>	Document Formatting	1	10106101	21731	21732	21733	21734
<input type="checkbox"/>	Computers and the Internet	1	10106202	20677	20678	20679	20680
<input type="checkbox"/>	Basic Office Equipment	1	10106203	20681	20682	20683	20684
<input type="checkbox"/>	Keyboard Speedbuilding	1	10106132	21756	21765	21766	21767

	Course Title	Credits	Catalog No.	Dates & Class Numbers			
	Term 2 CBE Classes			01/15-05/03	02/12-05/03	03/11-05/03	04/08-05/03
<input type="checkbox"/>	Word - Level 2	1	10103192	21658	21659	21660	21661
<input type="checkbox"/>	Professionalism and Work Skills	1	10106204	20629	20630	20631	20632
<input type="checkbox"/>	Interacting with Others in Workplace	1	10106205	20633	20634	20635	20636
<input type="checkbox"/>	Leadership and Ethics	1	10106206	20637	20638	20639	20640
<input type="checkbox"/>	Web 2.0 for Business	1	10106207	21704	21705	21706	21707
<input type="checkbox"/>	HTML, CSS, and Web Design	1	10106208	21709	21710	21711	21712