

Fall 2024 Schedules (2024-2025 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	Credit Value	Catalog Number	Start Dates			
			08/26-12-13	09/09-12/13	10/14-12/13	11/11-12/13
Term 1						
English Composition 1	3	10801136	Use "Find A Class" to find multiple course offerings			
□ Word - Level 1	1	10103191	61643	61645	61646	61647
□ Word - Level 2	1	10103192	61680	61681	61682	61683
□ Document Formatting	1	10106101	61796	61797	61798	61799
□ Keyboard Speedbuilding	1	10106132	61816	61817	61818	61819
□ PowerPoint - Level 1	1	10103161	61660	61661	61662	61663
□ Computers and the Internet	1	10106202	61808	61809	61810	61811
□ Excel - Level 1	1	10103121	61622	61623	61624	61625
□ Excel - Level 2	1	10103122	61676	61677	61678	61679
Introduction to Filing Systems	1	10106200	61800	61801	61802	61803
Applying Filing Systems	1	10106201	61804	61805	61806	61807
□ Basic Office Equipment	1	10106203	61812	61813	61814	61815
Total:	14					
Term 2						
Introductory Statistics	3	10804189	Use "Find A Class" to find multiple course offerings			
● Oral/Interpersonal Communication OR Speech	3	10801196	Use "Find A Class" to find multiple course offerings			
		10801198	Use "Find A Class" to find multiple course offerings			
□ Professionalism and Work Skills	1	10106204				
□ Interacting with Others in the Workplace	1	10106205				
□ Web 2.0 for Business	1	10106207	64809	64810	64811	64812
Introduction to Business Writing	1	10106209				
□ Leadership and Ethics	1	10106206				
□ HTML, CSS, and Web Design	1	10106208	64813	64814	64815	64816
Intermediate Business Writing	1	10106210				
Access - Level 1	1	10103101	61668	61669	61670	61671
Career Planning & Networking	1	10116109	60921	60922	60923	60924
Business Writing Application	1	10106211				
Total	16					
Term 3						
Introduction to Psychology	3	10809198	Use "Find A Class" to find multiple course offerings			
Introduction to Business	3	10102110	61820	61820		
Business Documents and Forms	1	10106212	61820	61821	61822	61823
Business Web Applications	1	10106213	60901	60902	60903	60904
Microsoft Office Integration	3	10106167	61824	61825		
MS Project	2	10106172	61826	61827	61828	
Desktop Publishing	2	10106174	61829	61830	61831	
Total	15					
Term 4						
Microeconomics	3	10101150	Use "Find A Class" to find multiple course offerings			
Office Accounting	3	10101150				
Training Techniques	2	10106192				
Administrative Office Management	3	10106223				
Virtual Assistant Fundamentals	1	10106222				
Event Planning and Coordination (NOT a CBE course)	2	10106135				
Internship - Administrative Professional (NOT a CBE course)	1	10106160	64730			
Total	15					
Program Total	60					