



Advanced Office Software Suite Certificate - Academic Planner

Certificate: 97-103-3

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2012-2013

10/25/2011

✓	T/G	Course		Title	Hours/ Week			Total		Prerequisites	Typically Offered			Comments	
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP		
										103-183 Advanced MS PowerPoint 103-188 Advanced MS Access 103-190 Advanced MS Excel 106-159 Advanced MS Word					
	T	103	164	Advanced Microsoft Integration	2			36	2			x	x		
	T	103	183	Advanced Microsoft PowerPoint	2			36	2	103-182 Microsoft PowerPoint or dean consent		x	x		
	T	103	188	Advanced Microsoft Access	2			36	2	103-181 Microsoft Access or dean consent		x	x		
	T	103	190	Advanced Microsoft Excel	2			36	2	103-180 Microsoft Excel or dean consent		x	x		
	T	106	159	Advanced Microsoft Word	2			36	2			x	x	Recommend students have keyboarding skills and knowledge of Microsoft Word	
				Apply for Graduation (which includes a \$30 graduation fee)											
				Total Certificate Credits					10						

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring

Curriculum and program acceptance requirements are subject to change.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>.