



## Office Software Suite Certificate - Academic Planner

Certificate: 97-103-2

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2012-2013

10/25/2011

✓	T/G	Course		Title	Hours/ Week			Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments	
		Subj	Num		Lec	Lab	Other				S	F	SP		
	T	103	160	Microsoft Word	2			36	2		x	x	x	MS Windows or Computer Literacy Recommended	
	T	103	180	Microsoft Excel	2			36	2		x	x	x	MS Windows or Computer Literacy Recommended	
	T	103	181	Microsoft Access	2			36	2		x	x	x	Working knowledge of MS Windows and Excel Recommended	
	T	103	182	Microsoft PowerPoint	2			36	2		x	x	x	MS Windows or Computer Literacy Recommended	
	T	103	189	Microsoft Windows	1			18	1		x	x	x		
				<b>Apply for Graduation (which includes a \$30 graduation fee)</b>											
				<b>Total Certificate Credits</b>					<b>9</b>						

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>