



## Office Software Suite Certificate - Academic Planner

Certificate: 97-103-2

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2015-2016

12/1/2014

✓	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	Microsoft Windows or Computer Literacy - Microsoft Office recommended
	T	103	180	Microsoft Excel	2			36	2		x	x	x	Microsoft Windows or Computer Literacy - Microsoft Office recommended
	T	103	181	Microsoft Access	2			36	2		x	x	x	Working knowledge of Microsoft Windows and Excel recommended
	T	103	182	Microsoft PowerPoint	2			36	2		x	x	x	Microsoft Windows or Computer Literacy - Microsoft Office recommended
	T	103	189	Microsoft Windows	1			18	1		x	x	x	
<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>