



## Advanced Office Software Suite Certificate - Academic Planner

Certificate: 97-103-3

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2016-2017

12/1/2015

✓	T/G	Course		Title	Hours/ Week			Total		Prerequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP	
	T	103	161	Advanced Microsoft Word	2			36	2	103-160 Microsoft Word or dean consent		x	x	
	T	103	164	Advanced Microsoft Integration	2			36	2	103-183 Advanced Microsoft PowerPoint; 103-188 Advanced Microsoft Access; 103-190 Advanced Microsoft Excel; 103-161 Advanced Microsoft Word		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	
<b>Total Certificate Credits</b>									<b>10</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>.