

Certificate in a Semester Schedules - Spring 2018

Administrative Office Professional (CE637)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 3-42289	Computer Applications for Business (LEC/LAB)	Monday/Wednesday/Friday	SPR 2018	8:00 AM	9:25 AM	2/12-6/7
CAT 31-42991	Business Communications	Online	SPR 2018	Online	Online	4/16-6/7
CAT 61-42297	Professional Office Procedures	Online	SPR 2018	Online	Online	2/12-4/8
CAT 62-42298	Records Management	Online	SPR 2018	Online	Online	4/16-6/7
CAT 98A-42302	Introduction to Excel (LEC/LAB)	Monday/Wednesday/Friday	SPR 2018	9:35 AM	11:05 AM	2/12-4/6
OR						
CAT 98A-42303	Introduction to Excel	Online	SPR 2018	Online	Online	4/30-6/7

Executive Office Professional (CE635)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 55-42296	Applied Accounting/Bookkeeping	Monday/Wednesday	SPR 2018	11:10 AM	12:35 PM	2/12-3/21
CAT 80-42299	Word for Windows	Online	SPR 2018	Online	Online	3/26-6/7
CAT 90-42300*	Microsoft Outlook	Monday/Wednesday	SPR 2018	9:35 AM	12:40 PM	4/16-6/6
CAT 98A-42302	Introduction to Excel (LEC/LAB)	Monday/Wednesday/Friday	SPR 2018	9:35 AM	11:05 AM	2/12-4/6
OR						
CAT 98A-42303	Introduction to Excel	Online	SPR 2018	Online	Online	4/16-6/7
CAT 98B-44057	Advanced Excel	Monday/Wednesday/Friday	SPR 2018	9:35 AM	11:05 AM	4/15-6/1
MAG 44-49020	Principles of Management	Monday/Wednesday	SPR 2018	11:10 AM	12:40 PM	2/12-4/8
*Requires selection of a MW lab in WebAdvisor						

Additional Certificate Courses

Business Information Worker (CE 522) - Second Semester

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 3-42289	Computer Applications for Business (LEC/LAB)	Monday/Wednesday/Friday	SPR 2018	8:00 AM	9:25 AM	2/12-6/7
CAT 31-42991	Business Communications	Online	SPR 2018	Online	Online	4/16-6/7
CAT 90-42300*	Microsoft Outlook	Monday/Wednesday	SPR 2018	9:35 AM	12:40 PM	4/16-6/6
CAT 98A-42302	Introduction to Excel (LEC/LAB)	Monday/Wednesday/Friday	SPR 2018	9:35 AM	11:05 AM	2/12-4/6
OR						
CAT 98A-42303	Introduction to Excel	Online	SPR 2018	Online	Online	4/30-6/7
CAT 98B-44057	Advanced Excel	Monday/Wednesday/Friday	SPR 2018	9:35 AM	11:05 AM	4/15-6/1

*Requires selection of a MW lab in WebAdvisor

Legal Administrative Office Professional (CE 611)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 37-44038	Legal Terminology	Online	SPR 2018	Online	Online	2/12-4/8
CAT 38-42293	Legal Word Processing/Forms	Online	SPR 2018	Online	Online	4/16-6/7

Office Assistant (CE633)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 30-42290	Business English	Online	SPR 2018	Online	Online	2/12-4/8
CAT 93-42301	Computers for Beginners (LEC/LAB)	Tuesday/Thursday	SPR 2018	6:00 PM	8:20 PM	4/17-6/5

Beginner's Boot Camp Courses

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 93-42301	Computers for Beginners (LEC/LAB)	Tuesday/Thursday	SPR 2018	6:00 PM	8:20 PM	4/17-6/5
CAT 53-42294	Keyboard/Typing Fundamentals (LEC/LAB)	Monday/Wednesday	SPR 2018	2:20 PM	4:40 PM	8/31-10/15