

Certificate in a Semester Schedules - Spring 2017

Executive Office Professional (CE635)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 55-42483	Applied Accounting/Bookkeeping	Online	SPR 2017	Online	Online	2/13-6/8
CAT 80-42487	Word for Windows	Online	SPR 2017	Online	Online	2/13-4/7
CAT 90-42488	Microsoft Outlook	Online	SPR 2017	Online	Online	4/17-6/8
CAT 98A-42490	Introduction to Excel	Monday/Wednesday	SPR 2017	11:10 AM	12:35 PM	2/13-4/5
CAT 98B-42493	Advanced Excel	Monday/Wednesday	SPR 2017	11:10 AM	12:35 PM	4/17-6/7
MAG 44-43183	Principles of Management	Wednesday	SPR 2017	9:35 AM	11:00 AM	2/13-6/8

Administrative Office Professional (CE637)

COURSE ID	NAME	DAY	TERM	TIME START	TIME END	DATES
CAT 3-42476	Computer Applications for Business (LEC)	Tuesday/Thursday	SPR 2017	11:10 AM	12:35 PM	2/13-6/8
CAT 3-Lab	Computer Applications for Business (LAB)	TBA-Pick in WebAdvisor	SPR 2017	TBA	TBA	2/13-6/8
CAT 31-47478	Business Communications	Online	SPR 2017	Online	Online	2/13-6/8
CAT 61-42485	Professional Office Procedures	Online	SPR 2017	Online	Online	2/13-6/8
CAT 62-42486	Records Management	Online	SPR 2017	Online	Online	2/13-6/8
CAT 98A-42492	Introduction to Excel	Tuesday/Thursday	SPR 2017	2:20 PM	3:45 PM	2/1-4/8