

IT – Microsoft Office Certificate (C25590C) - 16 Credit Hours

2018 - 2019

Fall – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts	2	3	3
Total			6	

Spring – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
CTS 125	Presentation Graphics	2	2	3
OST 136	Word Processing	2	2	3
OST 236	Adv Word/Information Processing	2	2	3
WBL 110	World of Work	1	0	1
<i>or</i> WBL 111	Work-Based Learning I	0	0	1
Total			10	