

Business Productivity Software Certificate (C2512007)

2021-2022 Curriculum Sheet

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Semester I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACC	120	Principles of Financial Accounting	3	2	0	4	MAT 003 with grade P1
CIS	110	Intro to Computers	2	2	0	3	None
Total Recommended Hours			5	4	0	7	
Semester II							
CTS	130	Spreadsheet	2	2	0	3	CIS 110
DBA	112	Database Utilization	2	2	0	3	None
Total Recommended Hours			4	4	0	6	
Semester III							
CTS	225	Spreadsheet Data Analysis	2	2	0	3	CTS 130
Total Recommended Hours			2	2	0	3	
Total Program Hours						16	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA, DRE, ENG 002, or MAT 003 courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.