

GPA 3.99

**First Semester Fall 2009** **Credits Grade**

PowerPoint Advanced.....	1	AB
Written Communication .....	3	A
Math with Business Applications .....	3	A

**Second Semester Spring 2010**

Applied Accounting 1.....	3	A
Word-Intermediate.....	1	A
Excel-Intermediate .....	1	A
Access-Beginning .....	1	A
Access-Intermediate.....	1	A
Oral/Interpersonal Communication.....	3	A

**Interim Semester May 2010**

Dreamweaver.....	1	A
Publisher .....	1	A

**Summer Semester 2010**

Project Management and Coordination.....	2	A
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**Third Semester Fall 2010**

Word-Advanced.....	1	A
Excel-Advanced .....	1	A
Proofreading and Editing .....	3	A
Software Simulation.....	2	A
Contemporary American Society.....	3	A
Psychology of Human Relations.....	3	A

**Fourth Semester Spring 2011**

Business Writing and Research .....	2	A
Exploring Business Technologies.....	2	A
Speech.....	3	A
Race, Ethnic and Diversity Studies .....	3	A
Elective...Earth Science.....	3	A

Credits by Challenge exams and experiential credit

Windows XP .....	1	challenge exam
Professional Profile.....	1	experiential credit
Keyboard Skillbuilding .....	1	challenge exam
Information Technology Concepts.....	3	challenge exam
Excel-Beginning .....	1	challenge exam
Outlook.....	1	challenge exam
Records Management .....	2	challenge exam
Word Processing Applications.....	2	challenge exam
Customer Contact Skills .....	1	experiential credit/exam
Administrative Office Management.....	2	experiential credits
Professional Development.....	1	experiential credit
Career Management .....	1	experiential credit
Internship .....	1	experiential credit
Business Organization & Management.....	3	Transfer credit