

2001 - 2002 Professional Office Technology - Word Processing Specialist, Certificate

PRE-REQUISITES:

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I

Prerequisite: None.

POFT 1302 BUSINESS COMMUNICATIONS I

Prerequisite: None.

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

Prerequisite: None.

POFT 1329 KEYBOARDING AND DOCUMENT FORMATTING

Prerequisite: POFT 1227.

ITSW 1301 INTRODUCTION TO WORD PROCESSING

Prerequisite: POFT 1329 or ITSC 1309.

ITSC 1313 INTERNET / WEB PAGE DEVELOPMENT

Prerequisite: ITSC 1309.

ITSW 1304 INTRODUCTION TO SPREADSHEETS

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1307 INTRODUCTION TO DATABASE

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1310 PRESENTATION MEDIA SOFTWARE

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 2331 ADVANCED WORD PROCESSING

Prerequisite: ITSW 1301.

POFT 2264 CAPSTONE: PRACTICUM

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.