

2008-2009 Office Specialist, Certificate

PRE-REQUISITES:

POFI 2301 WORD PROCESSING

Prerequisite: POFT 1227 or permission from the department.

POFT 1301 BUSINESS ENGLISH

Prerequisite: None.

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

Prerequisite: None.

POFT 1329 BEGINNING KEYBOARDING

Prerequisite: POFT 1227, or permission from the department.

POFI 2340 ADVANCED WORD PROCESSING

Prerequisite: POFI 2301.

POFT 1319 RECORDS AND INFORMATION MANAGEMENT I

Prerequisite: None.

POFT 1328 BUSINESS AND PROFESSIONALS PRESENTATIONS

Prerequisite: POFT 1227 or permission from the department.

POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II

Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION

Prerequisite: POFT 1301.

POFI 1349 SPREADSHEETS

Prerequisite: None.

POFT 2264 CAPSTONE: PRACTICUM

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.