

2009-2010 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 1349 SPREADSHEETS**
Prerequisite: None.
- POFI 2340 ADVANCED WORD PROCESSING**
Prerequisite: POFI 2301.
- POFT 1319 RECORDS AND INFORMATION MANAGEMENT I**
Prerequisite: None.
- POFT 1328 BUSINESS PRESENTATIONS**
Prerequisite: POFT 1227 or permission from the department.
- POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION**
Prerequisite: POFT 1301.
- POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II**
Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.
- POFT 2264 CAPSTONE: PRACTICUM**
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.