

**MARKETABLE SKILLS ACHIEVEMENT CERTIFICATE**  
**INTRODUCTION TO MICROSOFT OFFICE SPECIALIST (2911)**

Total Credit Hours Required: 12

\*ITSW 1301 Introduction to Word Processing -----3  
\*ITSW 1304 Introduction to Spreadsheets-----3  
\*ITSW 1307 Introduction to Database -----3  
\*ITSW 1310 Presentation Media Software -----3  
**TOTAL CREDIT HOURS: -----12**

\* Prerequisite: Students with fewer than 25 wpm must take POFT 1329.