

**CERTIFICATE OF COMPLETION**  
**MICROSOFT OFFICE SPECIALIST (MOS) (2742)**

Total Credit Hours Required: 37

**First Semester**

POFT 1313 Professional Development for  
Office Procedures -----3  
\*ITSW 1301 Introduction to Word Processing -----3  
ITSW 1304 Introduction to Spreadsheets-----3  
ITSW 1307 Introduction to Database -----3  
ITSW 1310 Introduction to Presentation Graphics Software -----3

**Second Semester**

POFI 2340 Advanced Word Processing -----3  
ITSW 2334 Advanced Spreadsheets -----3  
ITSW 2337 Advanced Database -----3  
POFT 1309 Administrative Office Procedures I **OR**  
ITSC 2335 Application Problem Solving -----3  
POFT 1301 Business English -----3  
POFT 1220 Job Search Skills -----2

**Summer Session**

POFT 1264 Practicum-Administrative Assistant -----2  
ITSW 1391 Special Topics in Data Accessing  
Tech: Outlook -----3

**TOTAL CREDIT HOURS: -----37**

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