



MICROSOFT APPLICATIONS OCCUPATIONAL SKILLS AWARD CAREER PATHWAY MAP

| ✓ | RECOMMENDED COURSE SEQUENCE | SEMESTERS OFFERED | CREDIT HOURS |
|--------------------------|--|-------------------|--------------|
| <input type="checkbox"/> | 1. POFI 1301 Computer Applications I | F, Sp | 3 |
| <input type="checkbox"/> | 2. POFI 2301 Word Processing | F | 3 |
| <input type="checkbox"/> | 3. POFI 1349 Spreadsheets | Sp | 3 |
| <input type="checkbox"/> | 4. POFI 2340 Advanced Word Processing | Sp | 3 |

READ ALL NOTES CAREFULLY:

Courses in **bold** have a pre-requisite (previous course required).

CONTACT INFORMATION

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