



MICROSOFT APPLICATIONS OCCUPATIONAL SKILLS AWARD CAREER PATHWAY MAP

✓	RECOMMENDED COURSE SEQUENCE	SEMESTERS OFFERED	CREDIT HOURS
☐	1. POFI 1301 Computer Applications I	F, Sp	3
☐	2. POFI 2301 Word Processing	F	3
☐	3. POFI 1349 Spreadsheets	Sp	3
☐	4. POFI 2340 Advanced Word Processing	Sp	3

READ ALL NOTES CAREFULLY:

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

CONTACT INFORMATION (Click link for [KC Digital Map](#))

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