

**MARKETABLE SKILLS ACHIEVEMENT CERTIFICATE
DATA ENTRY SPECIALIST (2910)**

Total Credit Hours Required: 13

POFT 1313 Professional Development for Office Personnel -----3
POFI 1191 Special Topics: Info Processing/Data Entry
Technician -----1
POFT 1301 Business English -----3
*ITSW 1301 Introduction to Word Processing -----3
*ITSW 1304 Introduction to Spreadsheets-----3

TOTAL CREDIT HOURS: -----13

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