

MARKETABLE SKILLS CERTIFICATE

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Completion of this certificate prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Productivity Software Marketable Skills

This certificate consists of three courses that address the heart of the Microsoft Office suite: Word, Excel and Access. The student has the option of taking these courses over the Internet or in a traditional classroom setting. This certificate targets individuals already in the workforce, but any student may participate.

The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete other occupational certificates or AAS degrees. The three courses offered for semester credit are:

POFI 2401	Word Processing+	<u>OR</u>	ITSW 1401	Introduction to Word Processing+
POFI 1449	Spreadsheets	<u>OR</u>	ITSW 1404	Introduction to Spreadsheets
ITSW 1407	Introduction to Database			

The student wanting continuing education credit (CEU) must complete the procedures as required by the Workforce and Continuing Education Division. The three courses offered for CEUs are:

POFI 2001	Word Processing
ITSW 1004	Introduction to Spreadsheets
ITSW 1007	Introduction to Database

+ **Prerequisite: POFT 1429 or POFT 2401 or approval of instructor.**