

**INFORMATION MANAGEMENT SPECIALIST
CERTIFICATE**

Fall Semester	Semester Hrs.	Spring Semester	Semester Hrs.
PSYC 2315 Psychology of Adjustment	3	ITSW 1307 Intro to Database	3
COSC1300 Intro to Computing OR *POFI 1301 Computer Applications	3	ITSC 1305 Intro to PC Operating Systems	3
POFI 1349 Spreadsheets	3	ITSE 1301 Web Design Tools	3
POFI 2301 Word Processing	3	ITSW 1310 Intro to Presentation Graphics Software	3
POFI 2331 Desktop Publishing	3	ITSC 1309 Integrated Software Applications	3
Total Semester Hours	15		15

**HELP DESK/USER SUPPORT TECHNICIAN
CERTIFICATE**

Fall Semester	Semester Hrs.	Spring Semester	Semester Hrs.
PSYC 2315 Psychology of Adjustment	3	ITSW 1307 Intro to Database	3
COSC1300 Intro to Computing OR *POFI 1301 Computer Applications	3	ITSC 2339 Personal Computer Help Desk	3
ITSC 1305 Intro to PC Operating Systems	3	ITSE 1301 Web Design Tools	3
POFI 1349 Spreadsheets	3	ITSW 1310 Intro to Presentation Graphics Software	3
POFI 2301 Word Processing	3	ITNW 1325 Fundamentals of Networking Technologies	3
Total Semester Hours	15		15