



**General Office Assistant (OTG12) 520401  
Certificate of Completion**

(Offered at Texas Department of Criminal Justice Gatesville, Texas, Only)

<b>First Semester</b>			<b>Credit</b>
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1309	Administrative Office Procedures I	3
POFT	1301	Business English	3
<b>Second Semester</b>			
POFT	1325	Business Math Using Technology	3
POFT	1319	Records & Information Mgmt. I	3
POFT	2312	Business Correspondence and Communication	3
<b>Third Semester</b>			
POFI	2301	Word Processing	3
POFT	1349	Administrative Office Procedures II	
or			
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
<b>Total Hours</b>			<b>30</b>