



**Office Technology Professional (OTP15) 520401  
Certificate of Completion**

(All courses offered in both the open-entry and online delivery formats)

<b>First Semester</b>			<b>Cr/Clock</b>
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
POFT	1319	Records & Information Mgmt. I	3/96
POFT	1325	Business Math Using Technology	3/96
POFT	1309	Administrative Office Procedures I	3/96
<b>Second Semester</b>			
POFI	2301	Word Processing	3/96
POFT	2312	Business Correspondence and Communication	3/96
POFI	2331	Desktop Publishing	3/96
POFI	1349	Spreadsheets	3/96
<b>Total Hours</b>			<b>30</b>
<b>Total Clock Hours</b>			<b>960</b>