



Office Technology Support (OTSP5) 520401
Certificate of Completion

(All courses offered in block, open-entry and online delivery formats)

			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
POFT	1319	Records & Information Management I	3/96
POFT	1325	Business Math Using Technology	3/96
POFT	1309	Administrative Office Procedures I	3/96
Total Hours			18
Total Clock Hours			480