Office Technology Professional (OTP15) 520401
Certificate of Completion
(Available online and at select locations)

First Semester			**Credit**
POFT	1329	Beginning Keyboarding	3
POFI	1301	Computer Applications I	3
POFT	1301	Business English	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math Using Technology	3
POFT	1309	Administrative Office Procedures I	3
Second Semester			
POFI	2301	Word Processing	3
POFT	2312	Business Correspondence and Communication	3
POFI	2331	Desktop Publishing	3
POFI	1349	Spreadsheets	3
Total Hours			**30**

Certificate is stackable into AAS Office Technology (OT15)