



## Office Technology Specialist (OTS15) 520401 Certificate of Completion

(Available online and at select locations)

<b>First Semester</b>			<b>Credit</b>
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
<b>Second Semester</b>			
POFI	2301	Word Processing*	3
POFT	2312	Business Correspondence and Communication*	3
POFI	2331	Desktop Publishing*	3
POFI	1349	Spreadsheets*	3
<b>Third Semester</b>			
POFT	2333	Advanced Keyboarding*	3
BMGT	1325	Office Management*	3
HRPO	2301	Human Resources Management	3
POFT	1349	Administrative Office Procedures II*	3
ELEC		POFI/POFM/POFT Internship Selection*	3
<b>Total Hours</b>			<b>45</b>

Certificate is stackable into AAS Office Technology (OT15)