



Office Technology Support (OTSP5) 520401 Certificate of Completion

(Available online and at select locations)

			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
Total Hours			18

Certificate is stackable into AAS Office Technology (OT15)