



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

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

First Semester			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 Mgmt. I	3/96
POFT	1325	Business Math Using Technology	3/96
POFT	1309	Administrative Office Procedures I	3/96
Second Semester			
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
Total Hours			30
Total Clock Hours			960