



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 |