



Education Plan (Sequenced): Office Administration

Degree/Certificate: Occupational Skills Award

Year 1: Semester 1

Course	Credit Hours
<b>POFT 1317</b> Medical Administration Management I	3
<b>POFI 2301</b> Word Processing	4
<b>POFI 1349</b> Spreadsheets	3
<b>POFT 1319</b> Records and Information Management I	3
Total	13