Business & Industry

Education Plan (Sequenced): Office Support I

Degree/Certificate: Certificate of Completion

Year 1: Semester 1

Course	Semester Credit Hours
POFT 1329 Beginning Keyboarding	3
POFT 1313 Professional Workplace Preparation	3
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 2312 Business Correspondence and Communications	3
POFT 1319 Records and Information Management I	3
Total	18