



Business Computer Office Management Certificate of Completion (POFE) 27-Hour Certificate

First Year

First Semester

Course		Semester Hours
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer Applications I	3
POFT 1331	Numeric Keypad Applications	3
		15

Second Semester

Course		Semester Hours
POFT 1309	Administrative Office Procedures I	3
POFI 2301	Word Processing	3
POFT 2312	Business Correspondence & Communication	3
POFT 2364	Practicum**	3
		12
	Total Hours	27

+ Course of study identification code

** Capstone Experience.

Note: A student who completes the required courses with an overall average of C may receive an Associate of Applied Science degree.