



Office Professional 42-Hour Certificate of Completion

First Semester		
Course		Semester Hours
POFT 1329	Beginning Keyboarding	3
POFT 1319	Records & Information Management I	3
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer Applications I	3
POFT 1231	Numeric Keypad Applications	2
		14
Second Semester		
Course		Semester Hours
POFI 1341	Computer Applications II	3
POFT 1309	Administrative Office Procedures I	3
POFT 1301	Business English	3
POFI 2301	Word Processing	3
POFT 1271	Financial Documents	2
		14
Third Semester		
Course		Semester Hours
POFT 1349	Administrative Office Procedures II or POFM 1317 (Medical Administrative Support)	3
POFM 1317	Desktop Publishing or HITT 1305 (Medical Terminology)	3
POFI 2340	Advanced Word Processing	3
POFT 2312	Business Correspondence & Communications	3
POFT 1220	Job Search Skills	2
		14
		Total Hours 42

+Course of study identification number.

** Capstone Experience.

Developmental requirements are determined by individual programs.

Note: A student who completes the required courses with an overall average of C may receive a Certificate of Completion in Office Professional.