

Business Communications Level I Certificate (3560)

POFT	1301	Business English	3
HRPO	1311	Human Relations	3
	or		
POFT	1313	Professional Development for Office Personnel	
POFT	1329*	Keyboarding and Document Formatting (Non-Majors)	3
POFT	2312	Business Correspondence & Communications	3
Directed Elective		(see list following Certificates)	3

*Capstone for Business Communications Certificate: Keyboarding Proficiency of 30 words per minute with 5 or less errors

Total Hours **15**

Directed Electives

POFI	1301	Computer Applications I	3
POFT	1319	Records and Information Management I	3
POFT	2301	Document Formatting and Skillbuilding	3