

Data Entry Technician Level I Certificate (3561)

HRPO	1311	Human Relations	3
ITSC	1301	Introduction to Computers	3
POFI	1301	Computer Applications I	3
	or		
ITSC	1309	Integrated Software Applications I	
POFT	1329*	Keyboarding and Document Formatting (Non-Majors)	3
POFT	1331	Business Machine Applications	3
*Capstone course for Data Entry Technician Certificate: Keyboarding Proficiency of 30 words per minute with 5 or less errors			
Total Hours			15