

CERTIFICATE OF COMPLETION

OFFICE ASSISTANT (2708)

TOTAL CREDIT HOURS REQUIRED: 32

First Semester

POFT 1301 Business English -----3
POFT 1313 Professional Development for Office Personnel ----3
ITSW 1301 Introduction to Word Processing -----3
POFT 1319 Records & Information Management I -----3

Second Semester

POFT 1220 Job Search Skills -----2
ITSW 1391 Special Topics in Data Processing Tech
& Outlook -----3
*POFT 2301 Intermediate Keyboarding **OR**
POFI 2340 Advanced Word Processing -----3
ITSW 1304 Introduction to Spreadsheets-----3
POFI 1191 Special Topics: Info Processing/Data Entry
Technician -----1
POFT 1309 Administrative Office Procedures I -----3

Summer Session

ITSW 2334 Advanced Spreadsheets **OR**
ITSW 1307 Introduction to Database -----3
POFT 1264 Practicum - Administrative Assistant -----2

TOTAL CREDIT HOURS: ----- 32

*Prerequisites: Students with fewer than 25 wpm must take POFT 1329.