

**Administrative Assistant Certificate Courses
Available in Online Format**

Required Courses - 33 Credits	
OFTI 1110	Keyboarding and Document Formatting
OFTI 1120	Speed Development Keyboarding
OFTI 1130	Business Correspondence
OFTI 1200	MS Office for Professional Staff
OFTI 1203	Email and Electronic Communication
OFTI 1210	Word Processing I
OFTI 1215	Word Processing II
OFTI 1218	MS Word Desktop Publishing
OFTI 1250	Electronic Presentations for Business Professionals
OFTI 2305	Word Processing Transcription
OFTI 2600	Professional Development
OFTI 2605	Professional Office Procedures

Note: This information is not meant to substitute for program advising. Please see department web site for certificate requirements and program advisor contact information at [Office Technology Information Occupational Program Guide](#).