

**Information Essentials Certificate Courses
Available in Online Format**

Required Courses	
OFTI 1100 <i>OR</i>	Intro to Computer Keyboarding
OFTI 1120	Speed Development Keyboarding
OFTI 1110	Document Formatting
OFTI 1130	Business Correspondence
OFTI 1200	MS Office for Professional Staff
OFTI 1203	Microsoft Outlook
OFTI 1210	Word Processing I
OFTI 1215	Word Processing II
OFTI 2600	Professional Development

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](#).