

Office Technology Information Essentials Certificate Courses Available in Online Format

Required Courses	
OFTI 1100	Introduction to Computer Keyboarding
<i>OR</i>	<i>OR</i>
OFTI 1120	Speed Development Keyboarding
OFTI 1110	Document Formatting
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 2600	Professional Development

Note: This information is not meant to substitute for academic advising. Please see the [Office Technology Information Occupational Program Guide](#) website for certificate requirements and program adviser contact information.