

OFFICE TECHNOLOGY SPECIALIST, CERTIFICATE

The **Office Technology Specialist certificate** prepares the student for an entry-level administrative support position. This certificate requires 18 credits in the courses listed below.

For more information about Office Technology Information, please visit the program page (<http://www.cod.edu/ofti/>).

Certificate Requirements

Field of Study Code: OFTI.CER.SPEC

Code	Title	Credits
OFTI 1200	MS Office for Professional Staff	3
OFTI 1203	E-Mail and Electronic Communication	3
OFTI 1210	Word Processing I	3
OFTI 1215	Advanced Word Processing/ Desktop Publishing	3
OFTI 1250	Electronic Presentations for Business Professionals	3
CIS 1221	Data Analysis with Spreadsheets	3
Total Credits		18