

OFFICE TECHNOLOGY CERTIFICATE

The Office Technology Certificate is designed to provide students with the knowledge and the skills for employment and growth in a professional office.

- Degree Type: Certificate
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): not required
- Capstone course: POFT-1309 Administrative Office Procedures I

This program leads to the Office Technology AAS degree

Course	Title	Hours
Term One		
POFT-2401	Intermediate Keyboarding	4
POFT-1301	Business English	3
POFI-2301	Word Processing	3
BCIS-1305	Business Computer Applications	3
ACNT-1303	Introduction to Accounting I	3
Hours		16
Term Two		
POFT-2312	Business Correspondence and Communication	3
POFT-1321	Business Math	3
BMGT-1309	Information and Project Mgt	3
POFI-2340	Advanced Word Processing	3
BUSG-1304	Financial Literacy (formerly Known As Introduction to Financial Advising)	3
ITSW-1304	Introduction to Spreadsheets	3
Hours		18
Total Hours		34