Office Technology Skills – General

(NDP.OFSK.GEN) Certificate

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

This short-term certificate can be tailored to fit the needs of a student with no previous office experience or a student who wants to upgrade skills. Students can choose from several courses to enhance or complement previous experience and/or training. Emphasis is placed on current office technology needs and effective job-search techniques. All courses meet requirements for other Office Technology degrees and certificates.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester			Hours
☐	BUS 114	Advanced Formatting *	3
☐	CIS 160	Practical Software Applications *	3
☐	BUS 141	Business Communications * *or*	
	BUS 079	Professional Development (MOD) †††	3
☐	BUS 095	Fundamentals of Accounting	3
☐		Electives [1]	6
		SEMESTER TOTALS	**18**

SUGGESTED ELECTIVES

☐	CIS 058	Specialized Software Applications	3
☐	BUS 115	Processing Information * ††	3
☐	CIS 056	Advanced Software Applications *	3
☐	CIS 099	Web Page Design *	3
☐	BUS 060	Automated Office Procedures (MOD) * †††	3
☐	BUS 079	Professional Development (MOD) †††	3
		TOTAL PROGRAM HOURS	**18**

* There are prerequisites, course requisites or minimum placement test scores for this course
†† Course only offered spring and summer semesters
††† Course only offered spring semesters
[1] Electives must be approved by Office Technology Coordinator

For more information regarding related occupations, graduation rates and program costs, go to www.lakelandcollege.edu, link to Academic Programs and select Gainful Employment Information.

Call Counseling Services: 217-234-5232
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NOTES: