Office Technology Skills – MOS

(NDP.OFSK.MOS) Certificate

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
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Transfer Ready
- Business Administration – page 139

This short-term certificate is tailored to fit the needs of a student with no previous office experience or a student who wants to upgrade skills and apply for certification in the use of Microsoft Office business applications. In order to receive MOS certification, students must pay a fee to take an exam at a Microsoft approved location. Emphasis is placed not only on current office technology needs but also on effective jobsearch techniques. Many of the 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
☐	CIS 093	Access	2
☐	CIS 058	Specialized Software Applications *or*	
	BUS 099	Computerized Accounting *	3
☐	CIS 094	Excel	2
☐	CIS 056	Advanced Software Applications *	3
		SEMESTER TOTALS	**19**
		TOTAL PROGRAM HOURS	**19**

* There are prerequisites, course requisites or minimum placement test scores for this course

††† Course only offered spring semester

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.

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NOTES: