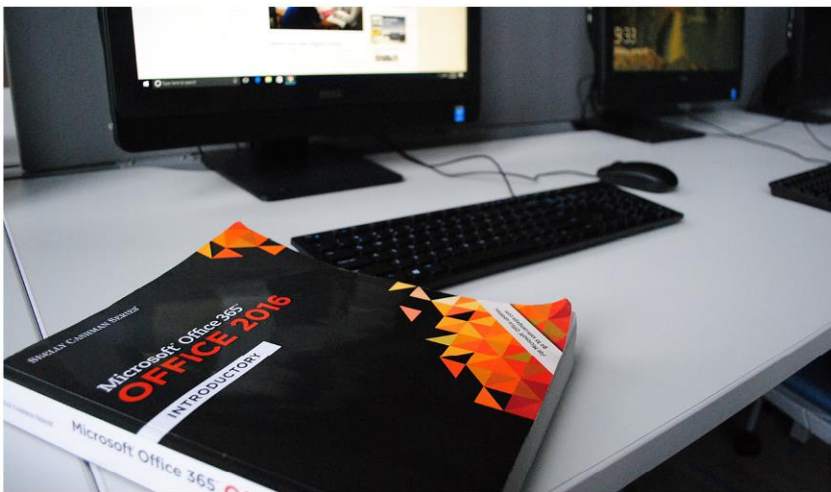




# MOS (Microsoft Office Specialist) Certification Program

Qualifications: Students must have High School Diplomas or GED



## Curriculum

This 5 month certification program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, Power Point, and Outlook. In addition, each student will receive instruction in Business Communications, Accounting 1, and Customer Service Skills. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using 2016 Microsoft Office System and the Windows operating system, which are very much in demand. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Becoming proficient in Microsoft Office products is an in-demand skill that will make you more marketable and valuable to future employers.

Employment that can be obtained once certified can include: Administrative Assistant, Office Administrator and Data Entry Associates, just to name a few.

New in 2019, we have added an online Spanish conversation component. This piece seeks to bridge the communication gap between English and Spanish-speakers by building your Spanish vocabulary and conversation skills while learning with pictures, native-pronunciations, readings, and quizzes, as well as cultural tidbits along the way.

## Tuition

- \$7,500.00
- 550 Hours
- 22 Weeks

## Schedule

- Monday-Thursday 8am-2:45pm
- Or Evenings Monday-Thursday 3-8pm  
(Schedule is subject to change)

## Text

- Microsoft Office 2016 Word Introductory-Shelly Cashman Series
- Microsoft Office 2016 Intermediate-Shelly Cashman Series
- Accounting Chapters 1-15 Heintz Parry
- College Accounting Study Guide and Working Papers Chapters 1-15 Heintz Parry
- Effective Communications for Colleges-Brantley and Miller
- Customer Service Skills for Success-Lucas College

## Course Schedule

- Weeks 1-12: Introductory & Advanced Computer Applications
- Weeks 13-17: College Accounting
- Weeks 18: Customer Service Skills
- Weeks 19-20: Business Communications
- Weeks 21-22: Conversational Spanish for the work place.

For more information, please contact the Lackawanna College Training Institute at (570) 504-1586.