

MOS CERTIFICATION, CERTIFICATE - MOS6

This program is designed to help students develop the computer application skills necessary to complete their Microsoft Office Specialist (MOS) certification. It is also useful for those currently working in an office setting by helping to prepare them for certification. Holding a MOS certification can boost an individual's employment potential and may increase his/her entry-level salary. Students who complete this certificate may continue their education by enrolling in the associate degree program in Administrative Office Technology.

Requirements

Courses	Course Title	Credit Hours
Required Course Information		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 165	Information Processing Software	3
CPT 101	Introduction to Computers	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Total Hours		24

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
IST 281	Presentation Graphics	3
Hours		12

Spring Semester

AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		12
Total Hours		24

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
IST 281	Presentation Graphics	3
Hours		12
Summer Semester		
AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		12
Total Hours		24

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
IST 281	Presentation Graphics	3
Hours		12
Fall Semester		
AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		12
Total Hours		24

Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

Program Notes

This program can be completed on a part-time or full-time basis. Many classes are available online, and students can start any semester.

Notes About Individual Classes

AOT 105 should be taken during the first semester. An exemption test is available for students with very strong keyboarding skills. Contact Angel Alexander (https://websrv.ptc.edu/directory/Angel_Alexander846/) for more information on the exemption test.

Students should have a computer or access to one. Keyboarding and computer literacy are strongly recommended.

College policy states that computer coursework is valid for eight years.

Program Student Learning Outcomes

Purpose Statement

The purpose of the AOT - MOS Certificate is to help students and those already employed in an office setting develop and/or strengthen their computer application skills in order to complete their Microsoft Office Specialist (MOS) certifications in Access, Excel, PowerPoint, and/or Word.

Student Learning Outcomes

1. Demonstrate independent, high-level (specialist) application of computer software in the business environment.
2. Perform contemporary office management processes and procedures accurately and independently.
3. Demonstrate appropriate business behavior and etiquette compatible with job demands.
4. Apply professional business concepts to career situations.