

**Program Number 61-106-6
Certificate • 13 credits**
ABOUT THE PROGRAM

Businesses depend on high-quality, accurate information. If you value organization, care about details, and understand the importance of clear communication and current technology skills, developing those talents with the Office Technology certificate may be just what you need to succeed. This program is offered in a Competency-Based Education (CBE) format, which allows students to work at their own pace.

PROGRAM OUTCOMES

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Model professionalism in the workplace.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Get Started at Lakeshore appointment:
 - Application Check-in
 - College Orientation Overview
 - 1st Time Program Registration

**Submit high school transcripts, college transcripts, and test scores (optional, highly recommended). Official transcripts will be needed for transferring college credit(s) and for financial aid purposes.*

ACADEMIC PREPAREDNESS/FUTURE SEMESTER ENROLLMENT STEPS

If applicable, complete program-specific academic preparedness requirements and enrollment steps prior to enrolling in occupational or core courses. Students will be notified if there is a program waitlist. View the college's program webpage for details: <https://lakeshore.edu/academics/certificates/office-technology>.

APPROXIMATE COSTS

\$152.85 per credit tuition (WI resident) plus \$9.17 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit lakeshore.edu/financial-aid/tuition-and-fees for details.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit lakeshore.edu/future-students/transfer.

SPECIAL NOTE

Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at lakeshore.edu/cbe.

CONTACT

Lakeshore College Recruiter
920.693.1366 • Recruitment@lakeshore.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10103191	Word - Level 1*	1
10103192	Word - Level 2*	1
10106101	Document Formatting*	1
10106132	Keyboard Speedbuilding*	1
10106202	Computers and the Internet*	1
10103121	Excel - Level 1*	1
10103161	PowerPoint - Level 1*	1
10106203	Basic Office Equipment*	1
		8
Term 2		
10106204	Professionalism and Work Skills*	1
10106205	Interacting with Others in the Workplace*	1
10106207	Web 2.0 for Business*	1
10106206	Leadership and Ethics*	1
10106208	HTML, CSS, and Web Design*	1
		5
		TOTAL 13

*CBE delivery only

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your academic counselor for details. The tuition and fees are approximate based on 2025-2026 rates and are subject to change prior to the start of the academic year.

BASIC OFFICE EQUIPMENT...prepares the learner to work in office setting. The learner will be exposed to typical hardware found and software used in the office environment and gain the skills needed to be efficient on the job.

COMPUTERS AND THE INTERNET...provides the learner with introductory knowledge and skills related to operating a computer on a network and computer storage and processing, digital security, privacy, and threats; computer components; storage; and procedures that prepare you to work alongside administrative leaders via real-world business scenarios. The learner will also evaluate internet service providers.

DOCUMENT FORMATTING...prepares the learner to keyboard and format business memorandums, letters and reports, and other business documents. Emphasis will be placed on proofreading and editing skills.

EXCEL - LEVEL 1...introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

HTML, CSS, AND WEB DESIGN...prepares the learner to write and modify code to create a simple business website and custom HTML emails.

INTERACTING WITH OTHERS...prepares the learner to identify different communication styles and strategies while working in a diverse environment. Learners will examine exemplary customer service skills.

KEYBOARD SPEEDBUILDING...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

LEADERSHIP AND ETHICS...prepares the learner to deal with conflict in the workplace while maintaining ethical standards. The learner will also identify leadership styles in the workplace.

POWERPOINT - LEVEL 1...introduces the student to the program by planning and creating a presentation, adding media and special effects, and applying advanced formatting to objects.

PROFESSIONALISM AND WORK SKILLS...prepares the learner to communicate effectively while developing and discussing critical work skills such as time and stress management, critical thinking, listening, and organization.

WEB 2.0 FOR BUSINESS...provides a basic understanding of the web as well as the tools used to create blogs, web videos, and social media accounts for business use. Reviews social web tools and components.

WORD - LEVEL 1...introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

WORD - LEVEL 2...introduces the student to multi-column documents, templates, and the mail merge feature while applying WordArt, themes, styles, quick parts, and other advanced document formatting features. COREQUISITE: 10103191 Word - Level 1