

Internet and Computing Core Prep Less-Than-One-Year Certificate

A job candidate or college applicant with IC3 (Internet and Computing Core) Certification is instantly recognized as already having the critical entry-level skills needed to function effectively in academic and work environments. IC3 certification validates skills using the latest computer and Internet technology to achieve business objectives, expand productivity, improve profitability, and provide a competitive edge. Individuals with IC3 Certification also get instant access to Certiport Authenticated Digital Transcript. This first-of-its-kind service allows students to easily access exam and certification status, and enables the sharing of this verified information with potential schools, employers, and staffing agencies.

		Semester
COM 111	Business Computer Systems	4
COM 189	Networking Technologies	3
TOTAL		7

Current In-District Rate Semester Credit Hour:

\$125.00 per Credit Hour \$15.00 Technology Fee/per Credit Hour
Lab fees Vary

Total Projected Program Cost – \$1,025.00

\$30.00 Lab fee for Business Computer Systems (COM 111)

\$15.00 Lab fee for Networking Technologies (COM 189)

Microsoft Office Specialist Prep Less-Than-One-Year Certificate

Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And possessing MOS certification shows the world that a student has the skills to harness the full features and functionality of Microsoft Office. Demonstration of increased performance, individual differentiation, and personal confidence associated with individuals achieving MOS Certification.

		Semester
COM 111	Business Computer Systems	4
	*One of the listed courses	2
TOTAL		6

*COM 280 – Microsoft Word, COM 281 – Microsoft Excel,
COM 283 – Microsoft Access

Upon completion of the Microsoft Office Specialist Prep Certificate, the end user will be prepared to test for the specific MOS exam trained for in the selection of available courses in the concentration (Word, Excel, Access, or PowerPoint)

- If all of the above MOS expert level exams are successfully achieved, students will be awarded a MOS Master Certificate through Microsoft.
- All MOS certification exams are available through the Small Business Development Center (SBDC) testing center.

Current In-District Rate Semester Credit Hour:

\$125.00 per Credit Hour \$15.00 Technology Fee/per Credit Hour Lab fees Vary

Total Projected Program Cost – \$870.00

\$30.00 Lab fee for Microsoft Word (COM 280), Microsoft Excel (COM 281), or Microsoft Access (COM 283)

Contact Information:

Admissions

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Shawnee
Community College