

High School Articulation with Wake Tech

Office Software Certificate C25370SA Office Administration Department

Wake Tech Course	High School Course(s) Equivalent	MOS Exam Equivalent
OST 136	Microsoft Word and PowerPoint Honors	MOS Word 2013/2016
OST 137	One of the following courses substitutes for OST 137 <ul style="list-style-type: none">• Microsoft Word and PowerPoint or• Microsoft Excel or• Microsoft Excel and Access	MOS PowerPoint 2013/2016
CTS 130	Microsoft Excel and Access Honors	MOS Excel 2013/2016
OST 236	Take at Wake Tech (offered online)	
CTS 230	Take at Wake Tech (offered online)	

By taking the above high school course offerings with a minimum of a 'B' grade or passing the associated MOS exams, students can receive:

- substitution credit (maximum 9 credits) toward the Office Software Certificate (C25370SA), and
- substitution credit (maximum 18 credits) toward the Medical Office Professional, Legal Office, Office Finance, Office Professional, and Office Software AAS degrees.

All of the Medical Office Administration and Office Administration courses at Wake Tech are offered online.

Courses taken at Wake Tech in the AAS degrees in Medical Office Administration and Office Administration will transfer to NC Wesleyan for a bachelor's degree in Organizational Administration.

For additional information, please contact Paula Rosen.

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