

Microsoft Office Credentials, Professional Series

The Microsoft Office Credentials Professional Series is designed to provide evidence of expertise in Microsoft Office skills that employers have identified as highest demand for employment and advancement of qualified administrative professionals. Upon completion of the program, students will be able to perform advanced tasks in word processing, spreadsheets, presentations, email and calendar scheduling, database, and keyboarding within applications of MS Office: MS Word, MS Excel, MS PowerPoint, MS Outlook, and MS Access, earning industry credentials in these MS Office applications.

For additional information, please contact faculty advisor, Loretta Grisi-Dicker, at (609) 343-4820 or ldicker@atlanticcape.edu.

Upon completion of this program students will be able to:

- Earn Pearson Digital Badge Credentials in MS Word Introductory, MS Word Advanced, MS Excel Introductory, MS Excel Advanced, MS PowerPoint Introductory, MS PowerPoint Advanced, MS Access Introductory, MS Access Advanced;
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Associate** by passing three of the four Certification Exams in MS Word Associate, MS Excel Associate, MS PowerPoint Associate, and MS Outlook Associate.
- Earn the Industry Credential of Microsoft Office Specialist (MOS) **Expert** by passing two of the three Certification Exams MS Word Expert, MS Excel Expert, and MS Access Expert, plus having earned MOS Associate.

(ZMSC-Fall 2022)

Courses

Note: OSTM101 may be waived based on proficiency (60 wpm typing test) by contacting the ISAS department chair.

Course #	Title	Credits
CISM125	Introduction to Computers	3
OSTM101	Keyboarding	1
	Choose 9-12 credits from the following: CISM108-MS Word (3 cr), CISM110-MS PowerPoint & MS Outlook (3 cr), CISM162-MS Excel (3 cr), CISM164-MS Access (3 cr)	9-12
	Total Credits	12-16