

Microsoft Office Specialist, Professional Series

The Microsoft Office Specialist Professional Series is designed for individuals who are seeking to gain personal computer knowledge and skills with an emphasis on the Microsoft Office applications. This series will provide credits toward the Computer Information Systems, A.S. or Office Systems Technology, A.A.S. degree programs.

For additional information, please contact area coordinator, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Perform word processing, spreadsheet, database, and presentation tasks using Microsoft Office applications;
- Write correspondence for business.

(ZMOS)

Program: [Office Systems Technology](#)

Courses

Choose two:

CISM162- Microsoft Excel

CISM164-Microsoft Access

OSTM142-Word Processing II

| Course # | Title | Credits: |
|-----------------|------------------------------|-----------------|
| CISM125 | Introduction to Computers | 3 |
| OSTM126 | Office Automation | 3 |
| OSTM141 | Word Processing I | 3 |
| | Choice of Course (3 Credits) | 3 |
| | Choice of Course (3 Credits) | 3 |
| | Total credits: | 15 |