

# Office Professional Specialist, Professional Series

The Office Professional Specialist is a two-semester series designed for individuals who are seeking a career as an office professional or desire skills to assist them in efficiently managing their own business.

Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, calendar and presentation tasks, how to write correspondence for business as well as office procedure skills and how to set up records and information.

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

## Upon completion of this program students will be able to:

- Perform word processing, spreadsheet, database, calendar and presentation tasks;
- Write correspondence for business;
- Set up office procedures and maintain records.

(ZOFP)

Program: [Office Systems Technology](#)

## Courses

Choose one:

HESC110-Comprehensive Medical Terminology

EDUC101-Historical Foundations of American Education

Course #	Title	Credits:
CISM125	Introduction to Computers	3
ENGL101	Composition I	3
OSTM141	Word Processing I	3
OSTM230	Administrative Office Procedures	3
TCOM125	Technical Communication	3
	Choice of Course (3 Credits)	3
	<b>Total credits:</b>	<b>18</b>