# Microsoft Office User Specialist

## Program Description

The Microsoft Office Specialist (MOS) certificate will provide opportunities for students to enter the workplace with the necessary computer software skills identified by business organizations and administrative office professional associations. This certificate program will prepare students for the MOS certification exam that is a globally recognized validation of desktop computer skills. Credits earned in this certificate program will transfer into the Associate in Applied Science (A.A.S.) degree in Office Systems Technology Administrative Assistant: Information Processing Option.

## Program Goals

- To prepare students to demonstrate the basic technical, communication, and interpersonal skills required for 21st century office professionals.
- To assure that students are able to identify and explain various types of software used in the office environment.
- To demonstrate computer proficiency with Microsoft’s Office suite of programs.
- To prepare students to obtain the Microsoft Office Specialist (MOS) Certification exam.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Exhibit strong keyboarding skills to improve accuracy, speed and general efficiency in computer operations.
2. Apply computer skills efficiently and accurately to office tasks using a variety of computer application programs.
3. Communicate information orally and in the writing and production of business documents.
4. Prepare to take an examination for Microsoft Office Specialist certification.

## Employment Opportunities

- Office assistant
- General office clerk
- Help desk support
- Word processor

## Program Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CSC-101</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>OST-111</td>
<td>Keyboarding and Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST-123</td>
<td>Introduction to Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>BUS-201</td>
<td>Co-op I: Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS-102</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CIS-103</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>OST-151</td>
<td>PowerPoint†</td>
<td>3</td>
</tr>
<tr>
<td>OST-224</td>
<td>Advanced Microsoft Word and Desktop Publishing†</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Minimum Credits: 27

1 Offered in spring semester only

### Credits

Several Office Systems Technology (OST) courses in this program lend themselves to credit by examination for those students who believe that through prior learning (e.g., self-directed study, on-the-job training, or past employment) they have acquired the competency ordinarily associated with satisfactory course completion. To obtain further information, contact the program coordinator at 856-227-7200, Ext. 4424.

## Program Coordinator

Dr. Rosalie Duren, Coordinator  
(856) 227-7200, ext. 4424  
E-mail: rduren@camdencc.edu

### THIS PROGRAM IS NOT APPROVED FOR FINANCIAL AID

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**Highlights**

This certificate offers credit for life experience, hands-on training and tutorial labs.