Office Technologies

This academic map is a suggested semester-by-semester guide to keep you on a clear pathway to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

You’ve Arrived!

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but they are required for those who place into them and will appear on the student’s transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

- ENGL 091: Preparing for College Reading I
- ENGL 092: Preparing for College Reading II
- ENGL 095: Reading and Writing Seminar
- ENGL 099: Introductory Writing
- MATH 001-003: Prep College Math I-III
- MATH 010: Fundamentals of Mathematics
- MATH 011: Introductory Algebra
- MATH 012: Intermediate Algebra

Milestones

Upon completion of the Office Technologies certificate, students are eligible to receive the Microsoft Office Specialist Certificate. Meet with your Academic Advisor for concurrent enrollment information.

Route to Success

Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor and/or visit the online course search for availability.

Ready to Go

Courses have no prerequisites or developmental courses.

Semester-specific Course Offerings

Courses are not offered all semesters.

Minimum Grade Requirement

Students must earn a minimum grade to remain in the program.

Electives

For details on eligible electives, please see reverse.

Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CTIM 100</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
</tr>
<tr>
<td>CTIM 102</td>
<td>Beginning Word</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
</tr>
<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
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<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
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<tr>
<td>CTIM 106</td>
<td>Intermediate Excel</td>
</tr>
<tr>
<td>CTIM 114</td>
<td>Beginning PowerPoint</td>
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<tr>
<td>CTIM 115</td>
<td>Intermediate PowerPoint</td>
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<tr>
<td>ACCT 105</td>
<td>Principles of Financial Accounting I</td>
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<tr>
<td>CTIM 213</td>
<td>Administrative Management</td>
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<td>2</td>
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<tr>
<td>BUSN 170</td>
<td>Business Communications</td>
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<tr>
<td>ACCT 112</td>
<td>Payroll Applications/Quickbooks</td>
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<tr>
<td>ACCT 113</td>
<td>SAGE 50</td>
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<tr>
<td>CTIM 108</td>
<td>Advanced Word</td>
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<tr>
<td>CTIM 109</td>
<td>Advanced Excel</td>
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<tr>
<td>CTIM 148</td>
<td>Computer Keyboarding Workshop</td>
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<tr>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
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<tr>
<td>CTIM 287</td>
<td>HTML5 for Websites and Applications</td>
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</tbody>
</table>
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Program Notes

Students with prior knowledge of Windows, Word, Excel, and/or PowerPoint may enroll in the intermediate-level courses for these applications with departmental approval.

The program is designed to blend practical skills necessary for people seeking careers as an administrative support specialist. Students will gain hands-on experience using a variety of computer software packages including word processing, spreadsheets, databases, computerized accounting, and presentation graphics.

CTIM 101, 102, and 103: Students wishing to complete this certificate in one year should enroll in CTIM 101 Beginning Windows, CTIM 102 Beginning Word, and CTIM 103 Beginning Excel prior to the start of the fall semester if he or she has not had previous experience with Windows, Word, or Excel.

Some courses may have prerequisites, which are courses that must be taken prior to a particular course. For details, log into DegreeWorks through your MyMassasoit portal.

A minimum of 33 credits and 18 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Students will have sufficient background to sit for the MOS (Microsoft Office Specialist) certification exams in Word, Excel, and PowerPoint.

Upon successful completion of this program, you will be able to secure a position as an administrative support specialist and/or a Microsoft Office software specialist.

Consider joining and/or visiting sites of professional organization such as:

Association of Information Technology Professionals: www.aitp.org
Association for Computing Machinery: www.acm.org
Association for Women in Computing: www.awc-hq.org

Visit www.careergps.mass.edu for more information about employment opportunities in your field of study.

Resources for Academic Success at Massasoit

All College phone numbers are 508-588-9100 + extension.

Registrar's Office
massasoit.edu/registrar
registrar@massasoit.mass.edu

Testing & Assessment
massasoit.edu/testing
x1991

Financial Aid
massasoit.edu/finaid
fao@massasoit.mass.edu

Advisement & Counseling Center
massasoit.edu/advisement-counseling
advisementcounseling@massasoit.edu

Academic Resource Center
massasoit.edu/arc

Division Dean
Donna Wright
dwright10@massasoit.mass.edu
x1677

Resources for Future Planning

Transfer Services
massasoit.edu/transfer
x1461

Career Services
massasoit.edu/careerservices
x1406

508-588-9100
massasoit.edu

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