

Certificate in Information Technologies

Program Details

The Office Technologies Certificate is designed to blend the practical business information skills, computer skills, and soft skills that are necessary for people seeking careers in the modern electronic office. Students will gain hands-on experience in a variety of microcomputer software packages, including word processing and spreadsheet. Related business and professional skills necessary for success in today's offices are also developed.

Academic Map

Certificate in Information Technologies

A minimum of 14 classes and 30 credits is required. At least 15 credits of your certificate must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

3 Credits in CTIM 100
Computer Keyboarding
1 Credit in CTIM 101
Beginning Windows
1 Credit in CTIM 102
Beginning Word
1 Credit in CTIM 103
Beginning Excel
1 Credit in CTIM 114
Beginning PowerPoint
1 Credit in CTIM 115
Intermediate PowerPoint
1 Credit in CTIM 117
Beginning Access
3 Credits in CTIM 180
Computer Information and Security
3 Credits in CTIM 266
Professional Development for Business

Semester 2

3 Credits in ACCT 225
Computer Applications
3 Credits in CTIM 112
Word Applications
3 Credits in BUSN 170
Business Communication
3 Credits in BUSN 112
Principles of Management
3 Credits in CTIM 171
Computer Hardware and Software Configurations

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. 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.

Computer Technology and Information Management Advisory Committee

This committee is composed of industry professionals, academic experts, and community partners who provide valuable insight and guidance to ensure our program remains current, competitive, and aligned with the evolving needs of the IT and business technology sectors. Through collaboration and shared expertise, the committee supports curriculum development, promotes workforce readiness, and helps shape a learning environment that prepares students for success in a wide range of technology-driven careers.

- **Jamison Abbott**
Principal Software Engineer, Soft Robotics, Inc.
- **Jennifer O'Brien**
Sr. Corporate Recruiter at Foundation Medicine, Inc.
- **Terry Sonnemann**
EDI Product Support Associate at athenahealth
- **Jennifer Pollard**
Executive Director & Associate Provost, Wellesley Career Education, Wellesley College