










Microsoft Office Specialist

College-approved Certificate

| Semester 1 | | | Credits |
|-------------------|---------------------------------------|---|----------------------------|
| CTIM 100 | Computer Keyboarding |  | 3 <input type="checkbox"/> |
| CTIM 101 | Beginning Windows |  | 1 <input type="checkbox"/> |
| CTIM 102 | Beginning Word |  | 1 <input type="checkbox"/> |
| CTIM 103 | Beginning Excel |  | 1 <input type="checkbox"/> |
| CTIM 114 | Beginning PowerPoint |  | 1 <input type="checkbox"/> |
| CTIM 115 | Intermediate PowerPoint |  | 1 <input type="checkbox"/> |
| CTIM 117 | Beginning Access |  | 1 <input type="checkbox"/> |
| CTIM 266 | Professional Development for Business |   | 3 <input type="checkbox"/> |

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CONGRATULATIONS
You've Arrived!

This academic map is a suggested semester-by-semester guide to keep you on a clear path 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.

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but are required for those who place into them and will appear on a 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 098 | Reading and Writing Studio |
| ENGL 099 | Introductory Writing |
| MATH 001-003 | Preparing for College Math I-III |
| MATH 010 | Fundamentals of Mathematics |
| MATH 011 | Introductory Algebra |
| MATH 012 | Intermediate Algebra |
| MATH 060 | Math Literacy |
| MATH 061 | Non-algebra Support |
| MATH 065 | Integrated Preparation for College Algebra |

KEY

Keep an eye out for these symbols, which give important information about certain courses.



These courses have no prerequisites or developmental courses required.



These courses are only offered in certain semesters.



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



Eligible electives for this program are listed on the reverse. Watch for this symbol.

HELPFUL HINTS



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



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

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

Students gain hands-on experience on a variety of computer software packages including word processing, spreadsheets, databases, and presentation graphics.

CTIM 266 Professional Development for Business is offered in the Spring semester only.



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 Degree Works through your MyMassasoit portal.

A minimum of 12 credits and 8 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Successful graduates of this program should be able to secure employment in a wide variety of industries as administrative support specialists and/or Microsoft Office Specialists.

Students completing this certificate may be able to sit for the MOS (Microsoft Office Specialist) Certification exams in Word, Excel, and PowerPoint.

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

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

Student Central

Admissions, financial aid, registration & payments

massasoit.edu/studentcentral

studentcentral@massasoit.mass.edu

Brockton | Student Center, Upper Level

Canton | First Floor, C121

Admissions: x1411 Financial Aid: x1479

Registrar: x1949 Student Accounts: x1507

Testing & Assessment

massasoit.edu/testing

Brockton | Student Center, Lower Level | x1991

Advising, Career & Transfer Center

massasoit.edu/act-center

act@massasoit.edu

Brockton | Student Center, Lower Level | x1461

Canton | First Floor, C126 | x2516

Academic Resource Center

Tutoring & academic support services

massasoit.edu/arc

Brockton | Student Center, Lower Level | x1801

Canton | First Floor, C126 | x2516

Access & Disability Resources

massasoit.edu/adr | x1807

Division Dean

Michael Roggow, Ed.D. | bus.tech@massasoit.mass.edu | x1677

Brockton

1 Massasoit Boulevard
Brockton, MA 02302

Canton

900 Randolph Street
Canton, MA 02021

Middleborough

49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu