This academic map is a suggested semester-by-semester guide to keep you on track to complete your degree requirements in two years. Your academic advisor can 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.

### Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTIM 100</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CTIM 101</td>
<td>Beginning Windows</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 102</td>
<td>Beginning Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 103</td>
<td>Beginning Excel</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 104</td>
<td>Intermediate Windows</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 105</td>
<td>Intermediate Word</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 106</td>
<td>Intermediate Excel</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 114</td>
<td>Beginning PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 115</td>
<td>Intermediate PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CTIM 271</td>
<td>Database Concepts and Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

### Milestones

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### 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.

### 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 060 Math Literacy
- MATH 101 Introductory Algebra
- MATH 112 Intermediate Algebra

### Congratulations

You’ve Arrived!
Microsoft Office Specialist

Program Notes

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 will gain hands-on experience on a variety of computer software packages including word processing, spreadsheets, databases, 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 14 credits and 10 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 specialist and/or Microsoft Office Specialists.

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

Brockton A240, Upper Level x1949
Canton Enrollment Center x2677
Middleborough Main Office x4002

Testing & Assessment
massasoit.edu/testing x1991

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

Brockton A131A, Lower Level x1479
Canton Enrollment Center x2008

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

Brockton Student Center, Lower Level x1461
Canton First Floor, C120 x2677
Middleborough Main Office x4002

Academic Resource Center
massasoit.edu/arc

Brockton Student Center, Lower Level x1801
Canton First Floor, C126 x2516
Middleborough Main Office x4002

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

The GPSTEM project is funded by a $20,000,000 grant awarded by the U.S. Department of Labor’s Employment and Training Administration, Grant #TC-26450-14-60-A-25. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. Please note: Program tuition is not funded by the grant.