



Office Technology Management Certificate

Program Goals Statement

This certificate combines traditional office administration skills with the business and computer skills needed to manage an office. Students gain basic office skills and build upon that knowledge with additional computer and management courses.

Program Information

- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- All OFC courses transfer into the Office Administration degree program.

Subject: Office Administration

Type: Certificate

Campus

Campus:

Fall River

Item #

Title

Credits

Program Requirements

Item #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 262	Desktop Publishing Projects and Web Design	3

Choose one of the following

Item #	Title	Credits
MAN 101	Principles of Management	3
OFC 266	Administrative Office Management	3



Choose two 3-credit electives from the following

Item #	Title	Credits
INT 110	Internship Experience	2
CIS 112	Advanced Business Information Systems	3
CIS 122	Internet Developer	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
LGL 281	Law Office Procedures	3
MAR 101	Principles of Marketing	3
MAN 152	Purchasing	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	3
PRM 101	Foundations of Project Management	3

Recommended Course Sequence - Semester 1

Item #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Semester 2

Item #	Title	Credits
	Social Science Elective (3)	3
	Social Science Elective (3)	3
BUS 111	Business and Financial Mathematics	3
OFC 262	Desktop Publishing Projects and Web Design	3
	And choose one of the following	
OFC 266	Administrative Office Management	3
	Or	
MAN 101	Principles of Management	3
	Total credits:	29