

Information Technology Certificate Administration Assistant – General Office Administration

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I*	3	None	Fall, Spring		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
ACC111	Accounting I with Computer Applications	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment scores	Fall, Spring		
GIT110	Microcomputer Application Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102, or 30wpm)	Fall, Spring, Summer		
BUS100	Introduction to Business	3	None	Fall, Spring, Summer		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
BIT202	Standard Office Procedures	3	GIT110	Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
	Business Elective	3				
Total Credits		27				

General Office Administration Overview

Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Career Outlook

This occupational profile is provided by O*NET.
www.onetonline.org/find/quick?s=Administrative+Assistant

Gainful Employment

[The Gainful Employment Program Regulations](#) provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.

Program Outcomes

Upon completion of the Information Technology certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.

Business Elective: Any course with an ACC, BIT, BUS, CUL, ENT, GIT, HRM or MKT designation.

*If waived, must be replaced with a Business course.

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This workforce solution is 100% funded by a grant awarded by the U.S. Department of Labor, Employment and Training Administration, TAACCCT grant agreement # TC-22505-11-60-A-25. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Massachusetts Community Colleges are equal opportunity employers. Adaptive equipment is available upon request for persons with disabilities.