

## Microsoft Office Application (MOA)

**This program is undergoing review and is not currently accepting new students.**

**THE CERTIFICATE:** Microsoft Office Application

**THE PROGRAM:** provides a working knowledge of Microsoft Office and its components: Word, Excel, Access, and Powerpoint.

**YOUR NEXT STEP:** employment in a variety of business, professional or non-profit organizations using the components of Microsoft Office.

REQUIRED COURSES	CREDITS
CIS 140 Microcomputer Software Tools I .....	3
CIS 141 Microcomputer Software Tools II .....	3
CIS 145 Relational Database Design and Application .....	3
	<b>TOTAL 9</b>

### PROGRAM COORDINATORS

Dr. Thomas R. Simmons, Office: E1 32F, (413) 775-1482, email: simmonst@gcc.mass.edu

## Office Assistant (OFF)

**This program is undergoing review and is not currently accepting new students.**

**THE CERTIFICATE:** Office Assistant

**THE PROGRAM:** provides students with basic office skills.

**YOUR NEXT STEP:** enter the office workplace in such positions as entry-level secretary or clerk-typist.

REQUIRED COURSES	CREDITS
ACC 121 Principles of Financial Accounting I .....	4
ADM 106 Keyboarding for Information Processing.....	1
BUS 105 Personal Financial Literacy .....	3
CIS 140 Microcomputer Software Tools I .....	3
CIS 141 Microcomputer Software Tools II.....	3
ENG 101, 103, or 105 English Composition I.....	3
PSY 101 Principles of Psychology .....	3
PCS 101, PCS 121, PCS 131, or PCS 141 Personal Communication Skills .....	3
Program Electives (from list below).....	9-10
	<b>TOTAL 32-33</b>

### PROGRAM ELECTIVES (Select three courses from the following)

ACC 122 Principles of Financial Accounting II ① .....	4
BUS 111 The Contemporary Business World.....	3
BUS 123 Business Communication.....	3
BUS 203 Human Resources Management ① .....	3
BUS 205 Principles of Management ① .....	3
CIS 143 Advanced Word Processing ①.....	3
CIS 145 Relational Database Design and Application ①.....	3
3 credits of COE (must be related to program major).....	3
Any ECO course.....	3

① These courses have prerequisites which must be met. Please consult the catalog course descriptions.

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