

Career Program

Office Technology

Faculty Advisor: Margo Chaney · Phone: 410-386-8253 · Email: mchaney@carrollcc.edu

These curricula prepare students for administrative careers in industry, government, medicine, and law. Each program seeks to provide students not only with technical skills, but also with the necessary analytical and conceptual skills to perform successfully in the modern office environment. Many of the courses offered in the Office Technology program may be taken in a self-paced mode of instruction. Students may wish to take individual courses to meet personal or vocational goals, complete one or more Letters of Recognition, or earn a Certificate in Office Technology.

Office Technology Certificate

The Certificate in Office Technology is designed to provide opportunities for students to obtain and validate information technology skills that will be valued in the workplace. Students may complete the program within one year of full-time study, or over multiple terms as a part-time student. Upon successful completion, students will be qualified for employment as administrative assistants, executive assistants, and office managers.

Prerequisite Courses:

OFFC-101	Keyboarding 1 for Computer Usage	1
READ-091	Basic Reading	0

Certificate Requirements/Recommended Sequence:

BUAD-101	Introduction to Business	3
MIS-101	Information Technology for Business	3
OFFC-102	Keyboarding 2 for Computer Usage	3
OFFC-105	Introduction to Word	2
OFFC-135	Introduction to Excel	3
BUAD-150	Human Relations	3
OFFC-160	Introduction to PowerPoint	3
OFFC-165	Introduction to Access	3
OFFC-205	Advanced Word	3
OFFC-235	Advanced Excel	3
	Total Credits	29