

OFFICE ADMINISTRATION SPECIALIST (AAS)

Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student's career interest. Please review the pathway maps for required and recommended courses.

OFTEC Office Administration Specialist AAS degree Pathway Map
Associate in Applied Science
91-93 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
Mathematics Studies	MATH 102 (3cr) Mathematical Reasoning	BUS 104 (3cr) Business Math	OFTEC 141 (3cr) Microsoft Excel	OFTEC 255 (5cr) Records and Information Management fall, spring	OFTEC 261 (3cr) Leadership in the Workplace winter	OFTEC 263 (5cr) Fundamentals of Project Management spring	OFTEC 267 (5cr) Business Communications
	ENGL 090 (5cr) Integrated Reading and Writing ENGL 095 (3cr) Integrated Reading and Writing I	ENGL 098 (5cr) Transitional English Composition ENGL 101 (5cr) English Composition I	OFTEC 140 (5cr) Business English winter, spring	OFTEC 170 (5cr) Practical Accounting fall, spring	OFTEC 136 (5cr) Microsoft Word I	OFTEC 236 (5cr) Microsoft Word II spring	OFTEC 190 (2cr) Cooperative Work Experience/ Internship
	Choose One (3-5cr): OFTEC 100 (5cr) Introduction to Computer concepts and Microsoft Office fall OFTEC 108 (3cr) Introduction to Microsoft Office	Choose One (3cr): (Human Relations/Diversity, recommended) CMST& 210 (5cr) Interpersonal Communication: Diversity CMST& 230 (5cr) Small Group Communication: Diversity BUS 340 (5cr) Principles of Management: Diversity HUM 121 (3cr) Multicultural America: Diversity CMST 200 (5cr) Intercultural Communication: Diversity PSYC 116 (5cr) Psychology of Human Relations: Diversity	OFTEC 125 (4cr) Digital Productivity Tools	OFTEC 185 (5cr) Office Procedures fall	BUSK 101 (2cr) Intro to Business	OFTEC 265 (5cr) Employee Office Procedures winter	
	CCS 101 (3cr) Pathways to Success	OFTEC 111 (2cr) Keyboarding (Typing) I	OFTEC 113 (2cr) Keyboarding (Typing) II				