

BUSINESS OPERATIONS COORDINATOR (CERTIFICATE OF COMPLETION)

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.

Business Operations Coordinator Pathway Map
Certificate of Completion
60 – 61 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
MATH 092 (Scr) Mathematical Reasoning	BUS 104 (Scr) Business Math	ACCT& 201 (Scr) Principles of Accounting I	OFTEC 141 (Scr) Excel	Choose One (4-Scr): (Elective) BUS 220 (Scr) Starting and Managing a Small Business CNST 116 (Scr) Introduction to Social Media OFTEC 125 (Scr) Digital Productivity Tools			
ENGL 090 (Scr) Integrated Reading and Writing I ENGL 095 (Scr) Integrated Reading and Writing II	ENGL 098 (Scr) Transitional English Composition ENGL 101 (Scr) English Composition I	OFTEC 108 (Scr) Introduction to Microsoft Office	OFTEC 136 (Scr) Microsoft Word	Choose One (Scr): (Additional Communication) CNST& 220 Public Speaking CNST 240 Intercultural Communication: Diversity			
CCS 101 (Scr) Pathways to Success	BUS& 101 (Scr) Introduction to Business	BUS 160 (Scr) Principles of Marketing (Only offered in Fall and Winter quarters)	BUS 260 (Scr) Principles of Management: Diversity (Only offered in Fall and Spring quarters)	BUS 140 (Scr) Customer Service (Only offered in Spring quarter)			