

OFFICE COORDINATOR (CERTIFICATE OF PROFICIENCY)

Office Technology & Administration
(42-44 credits)

Program Description

If you're looking for steady work in a profession with opportunities across many fields, office administration might be the path for you. At SPSCC, our program pairs you with experienced faculty to prepare you for employment or establish a strong foundation to transfer for a 4-year Bachelor's degree. You'll gain experience in Microsoft Office software, as well as related office programs and business practices.

The Office Coordinator Certificate prepares the student to perform basic tasks of computer applications; assisting clients/customers with procedures, appointments, or inquiries; and in handling office correspondence documents. Full-time students typically complete this program in three quarters if basic skills and/or pre-college requirements are completed. Office administration techniques and accurate document preparation are emphasized.

Career Opportunities

Graduates may work with state, county, or other municipal agencies as well as private industry. Typical duties may include formatting documents, composing business correspondence, filing, and performing basic office functions.

- Administrative Assistant
- Secretary
- Office Clerk

Length of Program

The Office Coordinator certificate program takes a minimum of three quarters of full-time studies to complete.

Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

At the completion of the Office Administration Program, the successful student will be able to:

- Assess the effectiveness of, select, and use existing and/or emerging technologies and tools to enhance productivity, including software, mobile computing devices, data and records management, cloud computing and virtual document sharing, communication technologies, and related resources (T)

- Perform diverse administrative duties without direct supervision, including scheduling, project management for small to medium level projects, and organization of the office's daily workflow (T,C)
- Analyze problems and challenges and research potential solutions (T)
- Monitor and model interpersonal competency skills necessary for a diverse workplace by analyzing and adjusting one's own behavior, demonstrating appropriate and effective communication and conflict management strategies, and recognizing and addressing differences in communication and interaction for a culturally diverse and inclusive workplace with both internal and external stakeholders (R)
- Demonstrate ability to proficiently communicate orally and in writing, including the design and proofreading of internal and external messages for a variety of audiences, contexts, and situations (C)
- Use quantitative and computational skills to solve a variety of business applications including inventory management, purchasing, travel planning, and budget monitoring (Q)
- Recognize common ethical dilemmas that may arise in businesses and organizations and implement practical strategies to address ethical issues, both personal and organizational (E)

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

Courses by Quarter

Code	Title	Credits
Quarter 1		
Transition Studies		
Quarter 2		
CCS 101	Pathways to Success	3
OFTEC 100	Introduction to Computer Concepts & Applications	3-5
	or OFTEC 108	Introduction to Microsoft Office
OFTEC 111	Keyboarding (Typing) I	2
OFTEC 165	Office Procedures	5
Quarter 3		
OFTEC 160	Business English	5
OFTEC 136	Microsoft Word I	5
OFTEC 125	Digital Productivity Tools	4
Quarter 4		
OFTEC 141	Microsoft Excel	5
OFTEC 255	Records and Information Management	5
OFTEC 260	Business Communication	5

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.

2 Office Coordinator (Certificate of Proficiency)

Office Coordinator Pathway Map
Certificate of Proficiency
42-44 Credits

Qtr. 1 (spring & winter)	Qtr. 2 (fall & spring)	Qtr. 3 (winter & fall)	Qtr. 4 (spring & winter)
Transition Studies	CCS 101 (3cr) <i>Pathways to Success</i>	OFTEC 160 (5cr) <i>Business English</i>	OFTEC 141 (5cr) <i>Microsoft Excel</i>
	Choose One (3-5cr): OFTEC 100 (5cr) <i>Introductions to Computer concepts and Microsoft Office</i> OFTEC 108 (3cr) <i>Introduction to Microsoft Office</i>	OFTEC 136 (5cr) <i>Microsoft Word I</i>	OFTEC 255 (5cr) <i>Records and Information Management</i>
	OFTEC 111 (2cr) <i>Keyboarding I</i>	OFTEC 125 (4cr) <i>Digital Productivity Tools</i>	OFTEC 260 (5cr) <i>Business Communication</i>
	OFTEC 165 (5cr) <i>Office Procedures</i>		