

OFFICE COORDINATOR (CERTIFICATE OF PROFICIENCY)

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.

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>		