

OFFICE COORDINATOR (CERTIFICATE OF PROFICIENCY)

Courses by Quarter 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