PATHWAYS
YOUR PATH TO A GREAT CAREER

Office Administration Pathway
School of Business and Technology

Career Opportunities

Administrative Assistant, Office Manager, Executive Assistant, Data Entry Clerk, Procurement Clerk, and Accounting Clerk

Advanced Degree and Certificate Opportunities

This pathway stacks two credentials and allows students to obtain one credential at a time and to work in their chosen field sooner.

Marketable Skills

Ability to work independently and with others, interpersonal skills, active listening, organization, project management, multitasking, critical thinking, Microsoft Office skills, document management, written and verbal communication, customer service, and time management

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Stacking Credentials

Two level-one certificates

Recommended Course Sequence

FULL-TIME STUDENTS				PART-TIME STUDENTS			
Semester 1	☐	ITSW 1301	3	Semester 1	☐	ITSW 1301	3
	☐	ITSW 1310	3		☐	ITSW 1310	3
	☐	ITSW 1307	3		☐	ITSW 1307	3
	☐	POFT 1301	3	Semester 2	☐	POFT 1301	3
	☐	ITSW 1304	3		☐	ITSW 1304	3
Apply for Level 1 Microsoft Office Certificate (OFFB) in the My AC Portal							
Semester 2	☐	POFT 1319	3	Semester 3	☐	POFT 1319	3
	☐	ACNT 1303	3		☐	ACNT 1303	3
	☐	POFT 1309	3		☐	POFT 1309	3
	☐	POFT 1321	3	Semester 5	☐	POFT 1321	3
	☐	ACNT 1311	3		☐	ACNT 1311	3
TOTAL HOURS			**30**	**TOTAL HOURS**			**30**
Apply for Level 1 Office Administration Certificate (OFFA) in the My AC Portal							

Note: Students are not required to complete both credentials, any one credential may be obtained independently.

Pathways are tools to help students stay on track and complete a program of study. Please refer to the catalog and speak with a Success Coach or advisor regarding major and core electives as well as course pre-requisites and TSI requirements.

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