

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