OFFICE ADMINISTRATION

SOUTH PLAINS COLLEGE



THE PROGRAM

The office administration program at SPC is designed to prepare you for employment in today's fast-paced offices and businesses. The office administration curriculum is designed to provide students an opportunity to develop the knowledge, skills, and abilities required for office and customer service positions in every imaginable industry and sector. You will receive extensive training in Microsoft Office applications, composition and editing, accounting, and interpersonal office procedures/management.

Graduates will approach their interviews with confidence when looking for a new employment opportunity or when advancing within their existing company. Input from an advisory committee of local business professionals ensures the office administration programs offered by SPC keep pace with the changing needs of business.



DEGREES AND CERTIFICATES

- ***Office Administration – Associate of Applied Science***
- ***Office Administration – Advanced Certificate***
- ***Office Administration Certificate***
- ***Office Administration – Customer Service Representative Certificate***

CAPSTONE/INTERNSHIP EXPERIENCE

Students may fulfill this requirement through either a capstone course or an internship. The capstone course allows students to integrate knowledge from their coursework while developing an understanding of professionalism and ethical practice.

An internship provides students with the opportunity to apply their knowledge and skills in a professional setting and gain valuable real-world experience.

Additional information on the back

LENGTH OF PROGRAM

Full-time students typically require at least two years to complete an associate degree which consists of 60 semester hours of selected course work that provides the skills, knowledge, and aptitudes necessary for career success. The amount of time needed to complete the certificates varies widely, but most programs require at least two semesters. All certificates are stackable as you work toward your associate degree while developing and defining your skills to gain employment.

FACILITIES & FLEXIBLE COURSE OFFERINGS

Program courses are offered on SPC's Levelland campus and at the SPC Lubbock Career and Technical Center, 3907 Avenue Q, Lubbock, TX. In addition to courses taught in the traditional classroom setting, many courses are available online.

PROGRAM SCHOLARSHIPS/FINANCIAL AID

Students who plan to enroll are encouraged to apply for available scholarships. Scholarship information can be accessed through the current Online Catalog found at catalog.southplainscollege.edu. Federal grants and loans can be utilized in the Office Administration program. Contact the SPC Financial Aid office for more information.

CAREER OPPORTUNITIES IN TODAY'S BUSINESS WORLD

Be the person every successful organization depends on.

Today's offices need professionals who can communicate, stay organized, manage technology, solve problems, and keep business moving. An Office Administration education at South Plains College can prepare you for a variety of opportunities in today's fast-paced workplace.

Your skills can open doors to careers such as:

- Administrative Assistant
- Executive Assistant
- Office Manager
- Customer Service Representative
- Receptionist
- Records or Information Clerk
- Medical Office Assistant
- Legal Office Assistant
- Human Resources Assistant
- Bookkeeping or Account Support

From the front desk to the executive office, your skills can make a difference. Build practical, career-ready skills at SPC and take the next step toward a career where you can grow, contribute, and become an essential part of any organization.

CURRICULUM AND COURSES

For more information on the curriculum, please visit SPC's website, www.southplainscollege.edu and check out our new course offering, MRKT 1371 Social Media Marketing.

FOR MORE INFO:

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