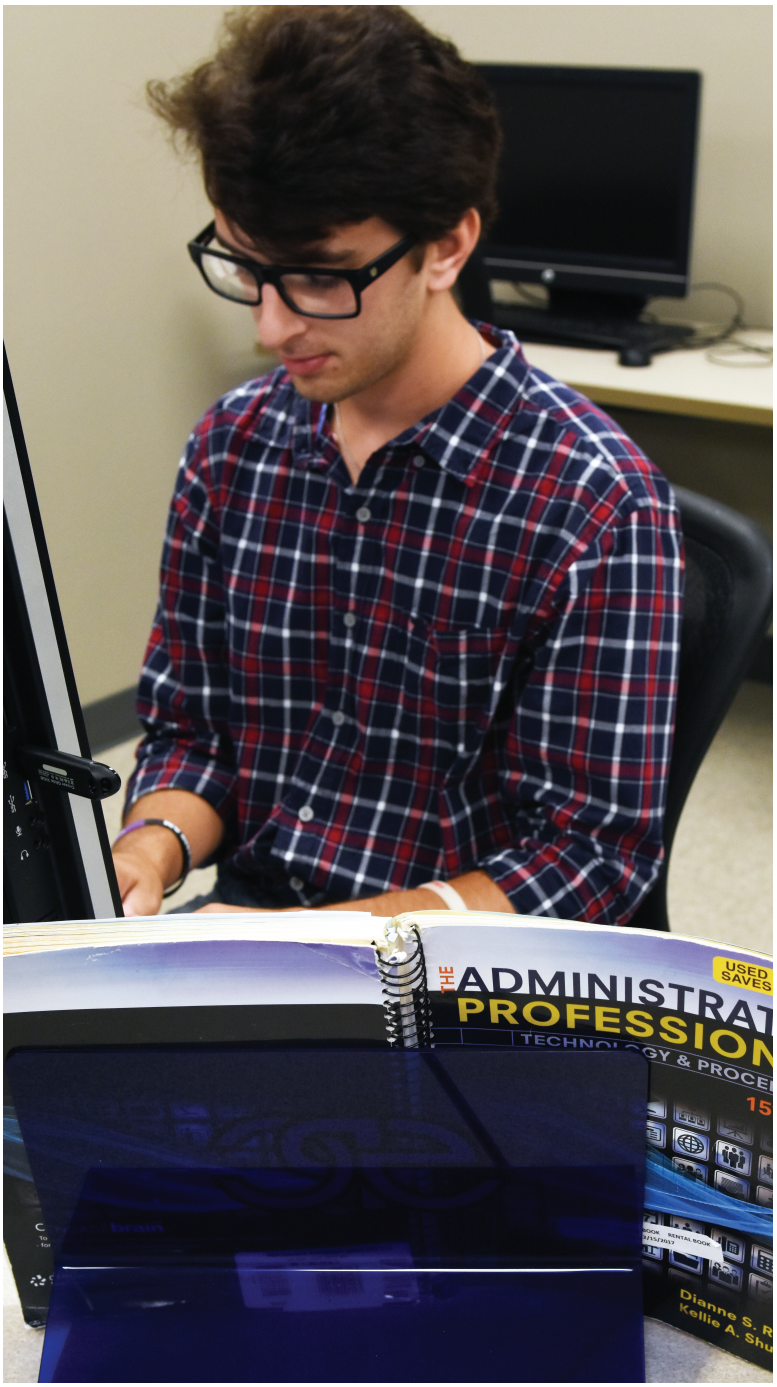
SOUTH PLAINS COLLEGE

# OFFICE ADMINISTRATION

## PROGRAM OVERVIEW

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 STATEMENT

A capstone course is designed to provide opportunities for students to integrate knowledge from their courses to gain insight into the meaning of professionalism and ethical practice.

## 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, most courses will be available online.

*QUALITY EDUCATION AT AN AFFORDABLE PRICE*

**WWW.SOUTHPLAINSCOLLEGE.EDU**

## PROGRAM SCHOLARSHIPS/FINANCIAL AID

Students who plan to enroll are encouraged to apply for available scholarships. A list of scholarships is available in the current General Catalog Online at www.southplainscollege.edu/scholarships or by contacting the Office of New Student Relations for a Scholarship Guide. Various grants and loans are also offered for qualified students.

## CAREER OPPORTUNITIES IN TODAY'S BUSINESS WORLD

Office Administration is a growing area of employment and the foreseeable job outlook is favorable. Administrative assistants and customer service representatives work in every kind of office setting and well-qualified applicants can have their choice of fields or industries in which to work. There's a continual demand for high-tech, global workers who possess initiative, the ability to change, and who have a sincere interest in their work. New and more sophisticated equipment and facilities demand greater skills and knowledge from employees working to today's business offices.

Individuals with a combination of related work experience and experience using computer software applications to perform word processing and create spreadsheets should have the best job prospects. Of particular note, employment in customer service positions is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations.

## CURRICULUM AND COURSES

For more information on the curriculum please visit SPC's website. www.southplainscollege.edu

## FOR MORE INFO:


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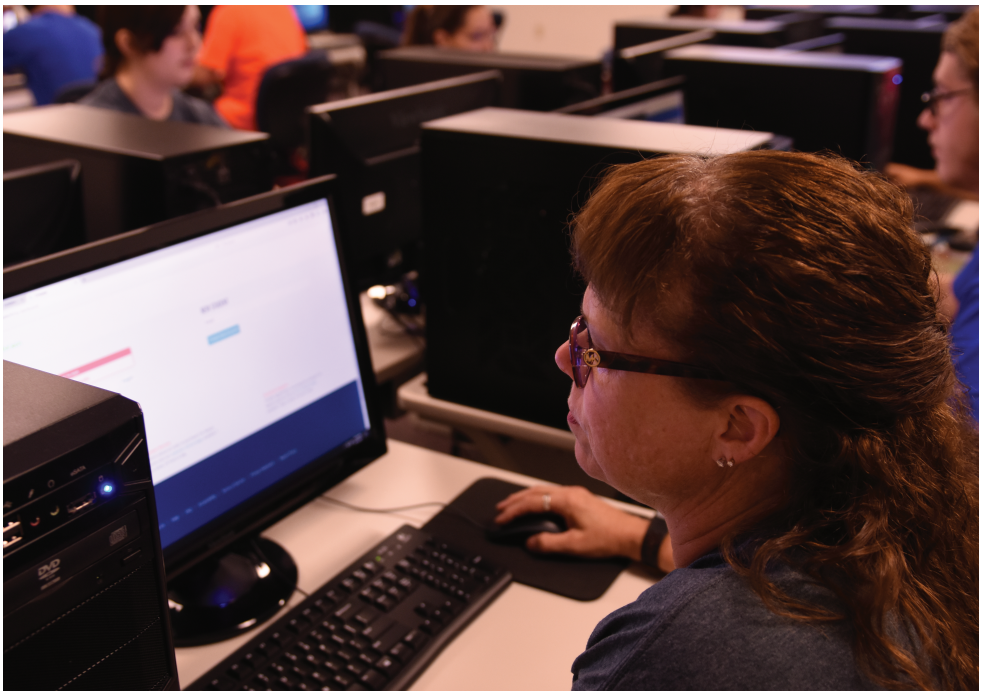
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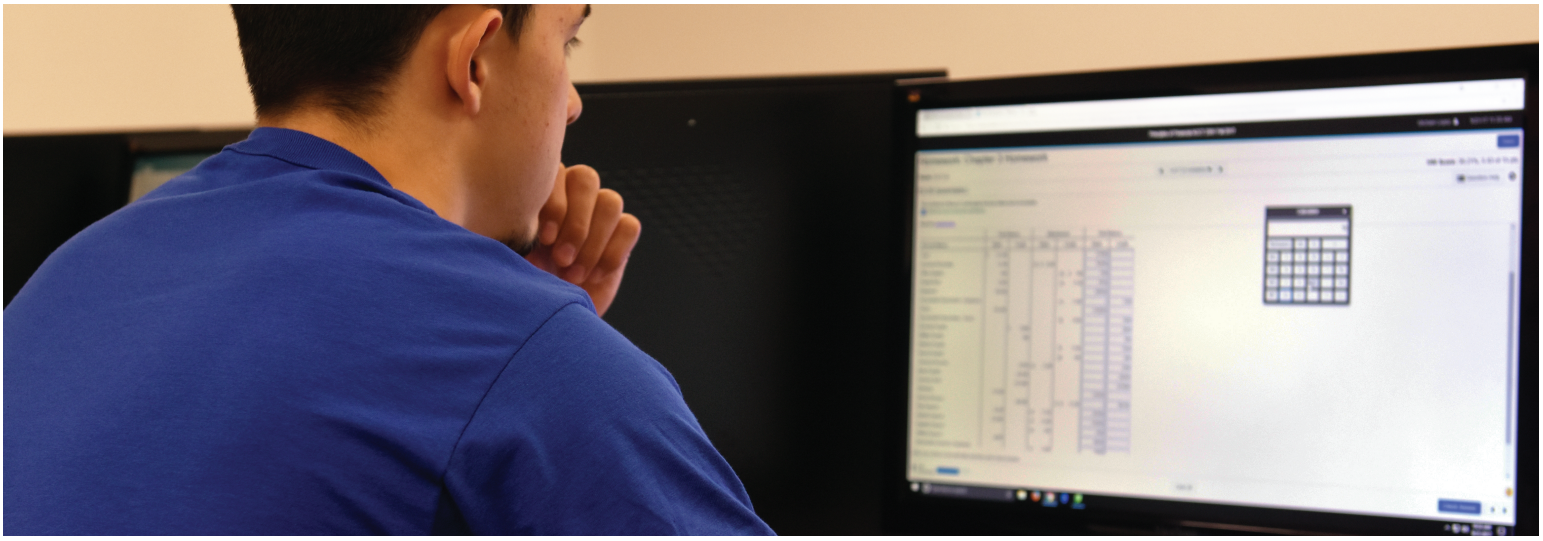
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Prospective Students: You may view SPC's Annual Security Report and Fire Safety Report online at http://www.southplainscollege.edu/about/campussafety/campussafety.php. Printed copies are available upon request from the Vice President of Student Affairs, 806.716.2360. This contact information should only be used to obtain these reports.
South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs • South Plains College • 1401 College Avenue, Box 5 • Levelland, TX 79336 • 806.716.2360