

Becoming An Office Administrator



Course Syllabus

COURSE SYLLABUS

1 Credit (15 hours)

What You Will Learn

At its core, an Office Administrator is responsible for managing the day-to-day operations of an organization. They organize systems, support staff, coordinate activities, and ensure that everything runs efficiently.

Course Length

This course can be completed during a relaxed 5 week period.

COURSE SYLLABUS

Becoming An Office Administrator

Number of Credits: 1 Credit (15 hours)

Objectives

- Understand what Office Administrators do.
- Understand the mindset Office Administrators.
- Learn the steps for becoming an Effective Office Administrator

Course Overview

What is an Office Administrator?

At its core, an Office Administrator is responsible for managing the day-to-day operations of an organization. They organize systems, support staff, coordinate activities, and ensure that everything runs efficiently.

But this definition, while accurate, is incomplete.

An Office Administrator is not simply someone who answers emails or arranges files. They are:

- A coordinator who connects people and processes
- A planner who thinks ahead and prevents problems
- A communicator who ensures information flows clearly
- A problem-solver who steps in when things begin to break down
- A stabilizing force in a fast-moving environment

If an organization were a machine, the Office Administrator would be the engine that keeps everything running smoothly — not always visible, but absolutely essential.

Course Outline

Chapter 1, The Invisible Engine Behind an Organization

Chapter 2, The Pathway of becoming an Office Administrator

Chapter 3, Inside the role of an Office Administrator

Chapter 4, Getting Started

Chapter 5, The Power of Detail

Chapter 6, Professional Growth

Description of Activities

- Read through the lesson content and watch the videos
- Take short quizzes
- Complete a writing assignment to reflect on your own interest and skill set as related to the career pathway being considered in this lesson.
- Post written responses in a forum

Final Project: Personal Reflection Essay

Write about the Key Behaviors That Reflect Professional Attitude

A professional attitude is seen through everyday actions. Some important behaviors include:

- Being punctual and respecting time
- Communicating clearly and respectfully
- Taking responsibility for tasks
- Paying attention to details

- Staying calm under pressure
- Being willing to learn and improve

These behaviors may seem simple, but they have a powerful effect over time.

Your Essay should be 500 words.

Grading Rubric

Criteria	Description	Points
Describe the professional attitude of an Office Administrator	Have at least 3 details.	20
Description of the mindset of a Office Administrator	Accuracy in describing how a manager's mindset is focused on people	20
Your essay having at least 500 words.	No less than 500 words	20
Writing Quality	Clear, professional, strategic, compelling, meets length requirement	40
TOTAL		100

Resources

- "Becoming An Office Administrator"; Education4Equity Team.
- ChatGPT.org; Claude: <https://chat.ai-pro.org/>; <https://chat.ai-pro.org/>;
- "California's Master Plan for Career Education" (<https://careereducation.gov.ca.gov/>)

Instructor: Rebecca Flora (becca.ed4equity@gmail.com)

How much time does it take to finish this course: This course can be completed during a relaxed 5 week period.