OFFICE ADMINISTRATION
Associate in Applied Science
A25370 (65 CREDITS)

Name:	
Student ID:	
HCC Gmail:	
Advisor:	

Halifax COMMUNITY COLLEGE

Program Description

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Check below If RISE benchmarks met
RISE Placement Measures

HS GPA	ACT SCORE	SAT SCORE	OLD DEV ED	MAT CREDIT	ENG CREDIT	RISE TEST	OTHER TEST

If RISE benchmarks not met, mark courses needed
Transition Level | Co-requisite Courses (As Needed)

ENG 002	MAT 003		ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

Fall I

Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
ACA 122	College Transfer Success	*None*		1	✓	✓	✓		
BUS 110	Introduction to Business	*None*		3	✓	✓	✓		
CIS 110	Introduction to Computers	*RISE Rules Apply^*		3	✓	✓	✓		
ENG 111	Writing & Inquiry	*RISE Rules Apply^*		3	✓	✓			
OST 131	Keyboarding	*None*		2	✓				
OST 181	Office Procedures	*None*		3	✓				
			Semester Totals:	15				**GPA:**	

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
BUS 137	Principles of Management	*None*		3	✓	✓			
Choose: Core 1	Pick from the Customer Service **OR** Office Software track		*Core 2 and Core 3 must be from same track*	3	✓	✓			
Choose: Math	MAT 110 (Measurement) **OR** MAT 143(Quantitative Literacy)	*RISE Rules Apply^*	*Transfer Students: Pick MAT 143*	3	✓	✓	✓		
OST 134	Text Entry & Formatting	*Take OST 131 first*		3		✓			
OST 136	Word Processing	*None*		3		✓			
OST 164	Office Editing	*None*		3		✓			
			Semester Totals:	18				**GPA:**	

Fall II

					When offered				
Course Prefix	**Course Title**	**Requisites**	**Course Notes**	**Credits**	**Fall**	**Spring**	**Summer**	**Semester/Year Course Taken**	**Grade**
Choose: Psychology	PSY 118 (Interpersonal) **OR** PSY 150 (General Psychology)	*RISE Rules Apply^*	*Transfer Students: Pick PSY 150*	3	✓	✓	✓		
Choose: Elective	Pick from the General Electives List on the bottom of Page 2			3	✓	✓			
Choose: Core 2	Pick from the Customer Service **OR** Office Software track		*Core 1 and Core 3 must be from same track*	3	✓	✓			
ENG 112	Writing & Research in the Disciplines	*Take ENG 111 first*		3	✓	✓	✓		
OST 184	Records Management	*RISE Rules Apply^*		3	✓				
			Semester Totals:	15					**GPA:**

Spring II

					When offered				
Course Prefix	**Course Title**	**Requisites**	**Course Notes**	**Credits**	**Fall**	**Spring**	**Summer**	**Semester/Year Course Taken**	**Grade**
BUS 121	Business Math	*None*		3	✓	✓			
Choose: Core 3	Pick from the Customer Service **OR** Office Software track		*Core 1 and Core 2 must be from same track*	3	✓	✓			
Choose: Humanities	Pick from the Humanities List on the bottom of Page 2			3	✓	✓	✓		
OST 284	Emerging Technologies	*RISE Rules Apply^*		2		✓			
OST 286	Professional Development	*RISE Rules Apply^*		3		✓			
OST 289	Office Admin Capstone	*Take OST 136 & 164 first*		3		✓			
			Semester Totals:	17					**GPA:**
			Program Totals:	65				**overall GPA:**	

CORE SUBJECT COURSES: Pick three courses from the Customer Service or Office Software track:

Choose only one track (must take all nine credits to fulfill the core subject requirement).

Customer Service track (take all three):		**Office Software track (take all three):**	
BUS 260	Business Communication	CTS 130	Spreadsheet*
CSV 110	Introduction to Customer Service*	DBA 110	Database Concepts*
OST 165	Advanced Office Editing	OST 233	Office Publications Design

*These courses could lead to additional credentials if all other requirements are satisfied.

^RISE rules require that developmental English credit is awarded before taking certain courses.

Developmental credit is earned for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.

General Electives - Choose one of the following for the General Electives Requirement:

Choose a course that is not counting toward your core subject requirement.

BUS 115	CIS 115	DBA 110	OST 233
BUS 260	CTS 120	MKT 120	WEB 140

Humanities - Choose one of the following for the Humanities Requirement:

ART 111	Art Appreciation	**MUS 110**	Music Appreciation
HUM 115	Critical Thinking	**PHI 240**	Introduction to Ethics