## **OFFICE ADMINISTRATION**

**Customer Service Skills Certificate C25370G (17 CREDITS)** 

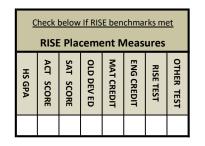


## **Program Description**

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.

Name:	
Student ID:	
HCC Gmail:	
Advisor:	





If RISE benchmarks not met, mark courses needed Transition Level   Co-requisite Courses (As Needed)											
110	msiu	OUL	ever	1 00	requ	iisite	Cou	ises	(AS I	veeu	eu)
ENG 002	MAT 003	-	ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

When offered

. . ..

~ .

Fall I

					white	ii one	ereu		
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
BUS 110	Introduction to Business	None		3	<	<	<		
OST 181	Office Procedures	None		3	<				
OST 286	Professional Development	RISE Rules Apply^		3	<				
			Semester Totals:	9				GPA:	

Spring	L
--------	---

Spring I				Whe	n offe	ered			
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	ō I
BUS 137	Principles of Management	None		3	$\checkmark$	<b>&lt;</b>			
CSV 110	Introduction to Customer Service	None		3		<			
OST 284	Emerging Technologies	RISE Rules Apply^		2		<			
			Semester Totals:	8				GPA:	
			Program Totals:	17				overall GPA:	

^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.