



OFFICE ADMINISTRATION

Diploma
D25370 (38 CREDITS)

Name:	
Student ID:	
HCC Gmail:	
Advisor:	



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	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
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	✓					
Semester Totals:				12					GPA:	

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
Choose: Math	MAT 110 (Measurement) OR MAT 143(Quantitative Literacy)	RISE Rules Apply^	Transfer Students: Pick MAT 143	3	✓	✓	✓			
OST 136	Word Processing	None		3		✓	✓			
OST 164	Office Editing	None		3		✓	✓			
OST 284	Emerging Technologies	RISE Rules Apply^		2		✓	✓			
OST 289	Office Admin Capstone	Take OST 136 & 164 first		3		✓				
Semester Totals:				14					GPA:	

Fall II

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
Choose: Elective	Pick from the General Electives List on the bottom of Page 1			3	✓	✓	✓			
BUS 137	Principles of Management	None		3	✓	✓	✓			
OST 181	Office Procedures	None		3	✓	✓	✓			
OST 184	Records Management	RISE Rules Apply^		3	✓					
Semester Totals:				12					GPA:	
Program Totals:				38					overall GPA:	

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

BUS 115	CIS 115	CTS 120	DBA 110	OST 233	OST 286
BUS 260	CSV 110	CTS 130	MKT 120	OST 243	WEB 140

^RISE rules require developmental English credit be earned. Before you can take these courses, you must earn credit for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.