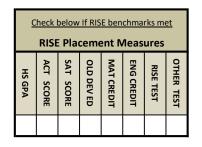
OFFICE ADMINISTRATION General Certificate C25370 (16 CREDITS)



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

When offered

Fall I

Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
OST 131	Keyboarding	None		2	<				
OST 181	Office Procedures	None		3	く				
OST 184	Records Management	RISE Rules Apply^		3	~				
			Semester Totals:	8				GPA:	

Spring I				Whe	n off	ered			
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
OST 136	Word Processing	None		3		<			
OST 164	Office Editing	None		3		く			
OST 284	Emerging Technologies	RISE Rules Apply^		2		<			
			Semester Totals:	8				GPA:	
			Program Totals:	16				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.

