



**OFFICE ADMINISTRATION**  
 Microsoft Office Specialist Certificate  
 C25370F (17 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			
CIS 110	Introduction to Computers	<i>RISE Rules Apply^</i>		3	✓	✓	✓			
OST 131	Keyboarding	<i>None</i>		2	✓					
<b>Semester Totals:</b>				<b>5</b>						<b>GPA:</b>

**Spring I**

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
CTS 130	Spreadsheet	<i>None</i>		3		✓				
OST 136	Word Processing	<i>None</i>		3		✓				
<b>Semester Totals:</b>				<b>6</b>						<b>GPA:</b>

**Fall II**

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
DBA 110	Database Concepts	<i>Take CIS 110 first</i>		3	✓					
OST 233	Office Publications Design	<i>Take OST 136 first</i>		3	✓					
<b>Semester Totals:</b>				<b>6</b>						<b>GPA:</b>
<b>Program Totals:</b>				<b>17</b>						<b>overall GPA:</b>

*^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.*