OFFICE ADMINISTRATION

Office Assistant Certificate

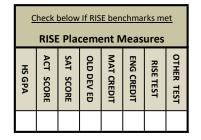
C25370B (17 CREDITS)



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:	
ICC Gmail:	
Advisor:	





If RISE benchmarks not met, mark courses needed Transition Level Co-requisite Courses (As Needed)											
				1.00							,
ENG 002	MAT 003		ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

Fall I				Whe	n off	ered			
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
CIS 110	Introduction to Computers	RISE Rules Apply^		3	<	<	<		
OST 131	Keyboarding	None		2	<				
			Semester Totals:	5				GPA:	

Spring I						n off	ered		
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
CTS 130	Spreadsheet	None		3		<			
OST 136	Word Processing	None		3		<			
		•	Semester Totals:	6				GPA:	

When offered

Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
DBA 110	Database Concepts	Take CIS 110 first		3	<				
OST 184	Records Management	RISE Rules Apply^		3	</td <td></td> <td></td> <td></td> <td></td>				
		•	Semester Totals:	6				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.