



OFFICE ADMINISTRATION

Office Assistant Certificate
C25370B (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	✓				
Semester Totals:				5					GPA:

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		✓			
Semester Totals:				6					GPA:

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 184	Records Management	<i>RISE Rules Apply^</i>		3	✓				
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.