



OFFICE ADMINISTRATION
Office Network Specialist Certificate
C25370E (15 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	✓	✓	✓		
Semester Totals:				3					GPA:

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
CIS 115	Intro to Prog & Logic	<i>RISE Rules Apply^</i>		3		✓			
CTS 120	Hardware/Software Support	<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	✓				
WEB 140	Web Development Tools	<i>None</i>		3	✓				
Semester Totals:				6					GPA:
Program Totals:				15					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.