OFFICE ADMINISTRATION
Receptionist Skills Certificate
C25370C (16 CREDITS)

Name:	
Student ID:	
HCC Gmail:	
Advisor:	

Halifax COMMUNITY COLLEGE

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

When offered

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	✓				
OST 286	Professional Development	*RISE Rules Apply^*		3	✓				
			Semester Totals:	**8**				**GPA:**	

Spring I

When offered

Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
CSV 110	Introduction to Customer Service	*None*		3		✓			
OST 164	Office Editing	*None*		3		✓			
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.