

Part-time Online Office Administration – Executive, Diploma (OAE3) Winter Start – 4 YRS to Complete

SEMESTER	COURSE CODE	COURSE NAME	COURSE COMPLETE?
Winter - Year 1	ACCT-1034	Accounting Fundamentals	
	ADMN-1014	Administrative Documentation 1	
Summer - Year 1	ACCT-3045	Accounting 2**(ACCT-1034)	
	ADMN-3006	Administrative Documentation 2**(ADMN-1014)	
Fall - Year 1	BUSI-1156	Strategies for Success	
	WRIT-1032	Reason & Writing-Business 1	
Winter - Year 2	COMP-3019	Principles of Dynamic Presentations	
	COMM-3079	Communications for Office Administration**(WRIT-1032)	
	COOP 1020	Co-operative Education Employment Prep	
Summer - Year 2	ACCT-3021	Accounting 3**(ACCT-3045)	
	COMP-1100	Spreadsheet Design & Production	
Fall - Year 2	MGMT-3029	Managing Human Resources 1	
	ADMN-3004	Administrative Documentation 3**(ADMN-3006)	
	COMP-5051	Executive Spreadsheet Applications**(COMP-1100)	
Winter - Year 3	MGMT-3052	Understanding Workplace Behaviours	
	MATH-1143	Fundamental Mathematics for Business	
Summer - Year 3	ADMN-3002	Canadian Business in the Global Economy	
	MGMT-5058	Applied Project Management Strategies	
Fall - Year 3	COMP-3076	Data Management Systems	
	COMP-3039	Desktop Publishing	
Winter - Year 4	ADMN-1013	Office Procedures & Strategies	
	GEN ED	Gen Ed	
Summer - Year 4	MGMT-3033	Managing Human Resources 2**(MGMT-3029)	
	ADMN-3015	Administrative Documentation 4**(ADMN-3004)	
	COMP-5056 OR INNV-1001	Integrated Applications Innovation Applications	

** course has pre-requisites, use recommended progression