

Part-time Online Office Administration – General Certificate (OAG1)

Summer Start – 2 YRS to Complete

| SEMESTER | COURSE CODE | COURSE NAME | COURSE COMPLETE? |
|----------------------|-------------|--------------------------------------------------------|------------------|
| Summer Year 1 | BUSI-1156 | Strategies for Success | |
| | WRIT-1032 | Reason & Writing-Business 1 | |
| | ADMN-1014 | Administrative Documentation 1 | |
| Fall Year 1 | ACCT-1034 | Accounting Fundamentals | |
| | ADMN-3006 | Administrative Documentation 2** (ADMN-1014) | |
| Winter Year 1 | ACCT-3045 | Accounting 2** (ACCT-1034) | |
| | COMM-3079 | Communications for Office Administration** (WRIT-1032) | |
| Summer Year 2 | MATH-1143 | Fundamental Mathematics for Business | |
| | MGMT-3052 | Understanding Workplace Behaviours | |
| Fall Year 2 | ADMN-1013 | Office Procedures & Strategies | |
| | COMP-1100 | Spreadsheet Design & Production | |
| | COMP-3019 | Principles of Dynamic Presentations | |

** course has pre-requisites, use recommended progression