

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

Winter Start – 2 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)	
Summer Year 2	ADMN-1013	Office Procedures & Strategies	
	COMP-1100	Spreadsheet Design & Production	
Fall Year 2	MGMT-3052	Understanding Workplace Behaviours	
	MATH-1143	Fundamental Mathematics for Business	

** course has pre-requisites, use recommended progression