

# Executive Office Management - Program Plan Checklist



Name:

Program Start Date: Fall 2020

Student ID:

GPA:

Telephone #:

Alt Email:

Semester	Course #	Course Name	Prerequisite	Grade	Credit Value	Term
One (Fall)	AC1100	Bookkeeping I			4	
	CM1100	Writing Essentials			3	
	DM1200	Document Production I			6	
	EP1110	Introduction to Business			4	
	OF1105	Personal and Career Growth			3	
Two (Winter)	AC2100	Bookkeeping II	PR. AC1100		4	
	CM2110	Business Writing Fundamentals	PR. CM1100		3	
	DM1300	Transcription	PR. DM1200, CM1100		4	
	DM1210	Document Production II	PR. DM1200		6	
	OF1101	Operational Management			4	
Three (Intersession)	CP2310	Electronic Spreadsheets			3	
	OF1305	Digital Tools for the Office			3	
Four (Fall)	AC2230	Computerized Accounting I	PR. AC1260 or AC2100		3	
	CM2200	Oral Communications			2	
	CP2110	Advanced Electronic Spreadsheets	PR. CP2310		3	
	DM2200	Document Production III	PR. DM1210		6	
	OF2100	Career Planning Strategies	PR. OF1101, DM1210, CM2110		3	
	Elective	Minimum 2-4 credits			2-4	
Five (Winter)	CP2640	Desktop Publishing	PR. DM1200 or MC1240		4	
	DM2240	Document Production IV	PR. DM2200, CP2310		5	
	OF2101	Office Simulation	PR. DM2200, OF2100		3	
	OF2700	Career Readiness	PR. OF2100 or OF2500 or OF2400		2	
	PS2340	Organizational Behaviour			4	
	Elective	Minimum 2-4 credits			2-4	

Six (Intersession)	OJ1900	Work Exposure (Six Weeks)	Successful completion of all courses in semester 1-5 of the Executive Office Management Diploma program with a minimum Grade Point Average of 2.0.	

**NOTE:**

- Prerequisites - When registering for courses, please take note of the prerequisites. A prerequisite must be completed before registering for a subsequent course.
- Students must achieve a grade point average of 2.0 or greater to meet graduation requirements. Use the GPA calculation table to calculate your GPA.
- This document is for planning purposes only. Official confirmation of course completion and grades are obtainable from Student Services.