

Office Administration Certificate - Program Plan Checklist



Name:	Program Start Date:
_____	_____
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	
	OJ1130	Work Exposure (2 weeks)	Successful completion of all courses in the Office Administration Certificate 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.