

# 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	AC1100	Bookkeeping I	None		4	
	CM1100	Writing Essentials	None		3	
	DM1200	Document Production I	None		6	
	EP1110	Introduction to Business	None		4	
	OF1100	Office Management I	None		3	
Two	AC2100	Bookkeeping II	AC1100		4	
	CM2110	Business Writing Fundamentals	CM1100		3	
	CP2310	Electronic Spreadsheet Applications	None		3	
	DM1210	Document Production II	DM1200		5	
	KB1150	Keyboarding I	None		1	
	OF1101	Office Management II	None		3	
Three	CP2410	Micro Database Applications	None		3	
	DM1300	Transcription I	CM1100 & DM1200		3	
	OJ1130	Work Exposure (2 Weeks)	Successful completion of all courses in the OA program with a minimum GPA 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 typing speed of 30 net words per minute at the end of Semester Two in order to be eligible for an Office Administration certificate from the College.
- 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 Learner Services.