

Office Administration Executive - 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	
	OF1100	Office Management I			3	
Two (Winter)	AC2100	Bookkeeping II	PR. AC1100		4	
	CM2110	Business Writing Fundamentals	PR. CM1100		3	
	CP2310	Electronic Spreadsheets			3	
	DM1210	Document Production II	PR. DM1200		6	
	KB1150	Keyboarding I			1	
	OF1101	Office Management II			4	
Three (Intersession)	CP2410	Micro Database Applications			3	
	DM1300	Transcription I	PR. CM1100, DM1200		3	
Four (Fall)	AC2230	Computerized Accounting I	PR. AC1260 or AC2100		3	
	CM2200	Oral Communications			2	
	DM1301	Transcription II	PR. DM1300, DM1210		3	
	DM2200	Document Production III	PR. DM1210		6	
	OF2100	Office Management III	PR. OF1100, DM1210, CM2110		3	
	Elective	Minimum 2 credits			2	
Five (Winter)	CP2640	Desktop Publishing	PR. DM1200 or MC1240		4	
	DM2240	Document Production IV	PR. DM2200, CP2310 & CP2410		5	
	KB1151	Keyboarding II	PR. KB1150		1	
	OF2101	Office Management IV	PR. DM2200, OF2100		3	
	OF2700	Capstone Project	PR. OF2100		2	
	PS2340	Organizational Behaviour			4	
	Elective	Minimum 2 credits			2	

Six (Intersession)	OJ1900	Work Exposure (Six Weeks)	Successful completion of all courses in semester 1-5 of the Office Administration (Executive) 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.