

# Office Administration – Executive Program Plan Checklist



Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

GPA \_\_\_\_\_

Semester	Course #	Course Name	Prerequisite	Grade	Credit Value
One	AC1100	Bookkeeping I	None		4
	CM1100	Writing Fundamentals	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
Four	AC2230	Computerized Accounting I	AC2100 & CP2310		3
	CM2200	Oral Communications	None		2
	DM1301	Transcription II	DM1210, DM1300		3
	DM2200	Document Production III	DM1210		6
	OF2100	Office Management III	OF1100, DM1210, CM2110		3
	Elective	Minimum 2-4 credits			
Five	CP2640	Desktop Publishing	DM1200 or MC1240		4
	DM2240	Document Production IV	DM2200, CP2310 & CP2410		5
	KB1151	Keyboarding II	KB1150		1
	OF2101	Office Management IV	DM2200, OF2100		3
	OF2700	Capstone Project	OF2100		2
	PS2340	Organizational Behaviour	None		4
	Elective	Minimum 2-4 credits			
Six	OJ1900	Work Exposure (Six 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 40 net words per minute at the end of Semester Five in order to be eligible for the Office Administration – Executive diploma from the College.
- Learners 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.