Office Administration Records and Information Management - Program Plan Checklist

cna

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	
Four (Fall)	CM2200	Oral Communications			2	
	DM2200	Document Production III	**PR.** DM1210		6	
	OF2100	Career Planning Strategies	**PR.** CM2110		4	
	RP1100	Introduction to Records Management			4	
	RP1200	Archives Principals			2	
	RP1300	Active and Semi-active Records			2	
	Elective	Minimum 2 credits			2	
Five (Winter)	DM2240	Document Production IV	**PR.** DM2200, CP2310 & CP2410		5	
	PS2340	Organizational Behaviour			4	
	RP1101	Management and Control of Records			4	
	RP1400	Information Security and Procedures			2	
	RP2200	Classification Systems			2	
	OF2700	Career Readiness	**PR.** OF2100 or OF2500 or OF2400		2	

Six (Intersession)	OJ1930	Work Exposure (Six Weeks)	Successful completion of all courses in semester 1-5 of the Office Administration (RIM) 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.