

Part-time Online Office Administration – Executive, Diploma (OAE3) Fall Start – 3 Years to Complete

SEMESTER	COURSE CODE	COURSE NAME	COURSE COMPLETE?
Fall – Year 1	BUSI-1060	Strategies for Success	
	WRIT-1032	Reason & Writing-Business 1	
	ADMN-1014	Administrative Documentation 1	
Winter – Year 1	ACCT-1034	Accounting Fundamentals	
	ADMN-3006	Administrative Documentation 2* (ADMN-1014)	
	COOP -1020	Co-operative Education Employment Prep	
Summer – Year 1	ACCT-3045	Accounting 2* (ACCT-1034)	
	COMM-3079	Communications for Office Administration* (WRIT-1032)	
	MGMT-3052	Understanding Workplace Behaviours	
Fall Year – 2	MATH-1143	Fundamental Mathematics for Business	
	COMP-3039	Desktop Publishing	
	ADMN-3004	Administrative Documentation 3* (ADMN-3006)	
Winter – Year 2	ADMN-1013	Office Procedures & Strategies	
	COMP-1100	Spreadsheet Design & Production	
Summer – Year 2	ACCT-3021	Accounting 3* (ACCT-3045)	
	ADMN-3002	Canadian Business in the Global Economy	
	ADMN-3015	Administrative Documentation 4* (ADMN-3004)	
Fall – Year 3	COMP-5051	Executive Spreadsheet Design* (COMP-1100)	
	MGMT-3029	Managing Human Resources 1	
	COMP-3076	Database Management Systems	
Winter – Year 3	COMP-3019	Principles of Dynamic Presentations	
	ELECTIVE	ELECTIVE	
Summer – Year 3	COMP-5056	Integrated Applications* (ADMN-3004, COMP-3076, COMP-5051, COMP-3039)	
	MGMT-3033	Managing Human Resources 2* (MGMT-3029)	
	MGMT-5058	Applied Project Management Strategies* (ADMN-3004, COMP-3076, COMP-5051, COMP-3039, MGMT-3029)	

* course has pre-requisites, use recommended progression