

Part-time Online Office Administration – Executive, Diploma (OAE3) Winter Start – 4 Years to Complete

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

* course has pre-requisites, use recommended progression