

K231 - Office Administration - Executive - Fast Track

	AAL	Course Code	Course Title	Course Weight	Delivery			
					In-Person	Hybrid	Online	Clinical
1	1	ELEC1030	Choose 1 Elective Course	3				
2	1	OAG110	Language Fundamentals	3				
3	1	OAG125	Administrative Procedures	3				
4	1	OAG101	Introduction To Keyboarding	1				
5	1	OAG160	Essential Business Calculations	3				
6	1	OAG113	Introduction To Word Processing & Business Documents	3				
7	1	OAG210	Business For The Office Assistant	3				
8	1	ELEC1030	Choose 1 Elective Course	3				
9	1	OAG117	Introduction To Computer Technology	2				
10	2	OAG201	Accounting For The Office Assistant	3				
11	2	COM103	Business Communications I	3				
12	2	MGN105	Introduction To Human Resources	3				
13	2	OAE330	Administrative Documents I	3				
14	2	OAE380	Professional Office Simulations	3				
15	2	OAG222	Advanced Word Processing And Documents	3				
16	2	OAG217	Keyboarding And Transcription	3				
17	2	OAG260	Electronic Spreadsheets And Databases	3				
18	3	ACC108	Applied Accounting Workshop I, (Computer Accounting 1)	3				
19	3	ELEC1030	Choose 1 Elective Course	3				
20	3	ENG100P	Introductory Oral Communication	3				
21	3	OAE407	Advanced Electronic Spreadsheets	3				
22	3	OAE390	Creative Computer Publishing	3				
23	3	OAE439	Administrative Documents II	3				
24	3	OAE460	Advanced Databases	3				
25	3	OAE430	Administrative Office Work Placement	3				
25	3	OAE475	Administrative Office Capstone	3				

* Hybrid is a combination of online and face to face delivery