

AAL	Course Code	Course Title	Course Weight	Delivery			
				In-Person	Hybrid	Online	Clinical
1	OAG110	Language Fundamentals	3			x	
1	OAG125	Administrative Procedures	3			x	
1	OAG101	Introduction To Keyboarding	1			x	
1	OAG160	Essential Business Calculations	3			x	
1	OAG113	Introduction To Word Processing & Business Documents	3			x	
1	ELEC1030	Choose 1 Elective Course	3			x	
1	OAG117	Introduction To Computer Technology	2			x	
3	ACC108	Applied Accounting Workshop I (Computer Accounting 1)	3			x	
3	ENG100P	Introductory Oral Communication	3			x	
3	OAE330	Administrative Documents 1	3			x	
3	OAE407	Advanced Electronic Spreadsheets	3			x	
3	OAE390	Creative Computer Publishing	3			x	
3	SSC110G	Global Human Diversity	3			x	

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