

Temporary Delivery Due to the COVID19 Pandemic

B227 - Office Administration - General

AAL	Course Code	Course Title	Course Weight	Offered in the Spring	Delivery			
					In-person	Hybrid	Online	Clinical
1	OAG110	Language Fundamentals	3					
1	OAG125	Administrative Procedures	3					
1	OAG101	Introduction To Keyboarding	1					
1	OAG160	Essential Business Calculations	3					
1	OAG113	Introduction To Word Processing & Business Documents	3					
1	ELEC1030	Choose 1 Elective Course	3					
1	OAG117	Introduction To Computer Technology	2					
2	OAG201	Accounting For The Office Assistant	4	Y			X	
2	OAG210	Business For The Office Assistant	4	Y			X	
2	COM103	Business Communications I	4	Y			X	
2	OAG222	Advanced Word Processing And Documents	4	Y			X	
2	OAG217	Keyboarding And Transcription	4	Y			X	
2	OAG260	Electronic Spreadsheets And Databases	4	Y			X	
2	OAH405	Capstone	9	Y			X	

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