## Temporary Delivery Due to the COVID19 Pandemic

| B227 - Office Administration - General | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Delivery | | | |
| | AAL | Course Code | Course Title | Course Weight | In-person | Hybrid | Online | Clinical |
| 1 | 1 | OAG110 | Language Fundamentals | 3 | | | X | |
| 2 | 1 | OAG125 | Administrative Procedures | 3 | | | X | |
| 3 | 1 | OAG101 | Introduction To Keyboarding | 1 | | | X | |
| 4 | 1 | OAG160 | Essential Business Calculations | 3 | | | X | |
| 5 | 1 | OAG113 | Introduction To Word Processing & Business Documents | 3 | | | X | |
| 6 | 1 | ELEC1030 | Choose 1 Elective Course | 3 | | | X | |
| 7 | 1 | OAG117 | Introduction To Computer Technology | 2 | | | | |
| | | | | | | | | |
| 8 | 2 | OAG201 | Accounting For The Office Assistant | 3 | | | X | |
| 9 | 2 | OAG210 | Business For The Office Assistant | 3 | | | X | |
| 10 | 2 | COM103 | Business Communications I | 3 | | | X | |
| 11 | 2 | OAG222 | Advanced Word Processing And Documents | 3 | | | X | |
| 12 | 2 | OAG217 | Keyboarding And Transcription | 3 | | | X | |
| 13 | 2 | OAG260 | Electronic Spreadsheets And Databases | 3 | | | X | |
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* Hybrid is a combination of online and face to face delivery