

Temporary Delivery Due to the COVID19 Pandemic

B226 - Office Administration - Executive									
					Delivery				Comments
	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			X		
14	3	ACC108	Applied Accounting Workshop I (Computer Accounting 1)	3		X			
15	3	ENG100P	Introductory Oral Communication	3					
16	3	OAE330	Administrative Documents 1	3			X		
17	3	OAE407	Advanced Electronic Spreadsheets	3			X		
18	3	OAE390	Creative Computer Publishing	3			X		
19	3	SSC110G	Global Human Diversity	3			X		

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