ST. CLAIR COLLEGE

B227 - Office Administration - General

	AAL	Course Code	Course Title	Course Weight	Delivery			
					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	

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