ST. CLAIR COLLEGE

K231 - Office Administration - Executive - Fast Track

	AAL	Course Code	Course Title	Course Weight	In-Person	Hybrid	Online	Clinical
					Delivery			
1	1	ELEC1030	Choose 1 Elective Course	3			X	
2	1	OAG110	Language Fundamentals	3			X	
3	1	OAG125	Administrative Procedures	3			X	
4	1	OAG101	Introduction To Keyboarding	1			X	
5	1	OAG160	Essential Business Calculations	3			X	
6	1	OAG113	Introduction To Word Processing & Business Documents	3			X	
7	1	OAG210	Business For The Office Assistant	3			X	
8	1	ELEC2030	Choose 2 Elective Course	6			X	
9	1	OAG117	Introduction To Computer Technology	2			X	

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