



Alternative COVID Delivery Plan
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				
7	1	OAG117	Introduction To Computer Technology	2			X	
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	

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

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