

Part-Time Office Administration & Management

Prerequisites

Year 1		
Semester 1	Code	Credits
Principles of Accounting	ACCT 100	3
English and Communication	CORE 100	3
Text Processing 1	OADM 103	3
Beginners Spanish for the Office I	SPNH 102	3
OR		
Beginners French for the Office I	FRNH 102	3
Semester 2	Code	Credits
Text Processing 2	OADM 104	3
Financial Accounting 1	ACCT 101	3
Principles of Management	BUST 100	3
Beginners Spanish for the Office II	SPNH 103	3
OR		
Beginners French for the Office II	FRNH 103	3
Year 2		
Semester 1	Code	Credits
Financial Accounting 2	ACCT 102	3
Elements of Microeconomics	ECON 100	3
Computer Concepts	COMP 100	3
Business Law	BLAW 100	3
Semester 2	Code	Credits
Practical Mathematics	CORE 103	3
Elements of Macroeconomics	ECON 101	3
Business Communication	BUST 201	3
Caribbean Politics and Society	CORE 102	3
Year 3		
Semester 1	Code	Credits
Organisational Behavior	BUST 101	3
Office Administration & Management 1	OADM 101	3
Microcomputer Applications for the Office 1	OADM 102	3
Ethics and Citizenship	CORE 101	3
Semester 2	Code	Credits
Office Administration and Management 2	OADM 201	3
Microcomputer Applications for the Office 2	OADM 202	3
Human Resource Management	BUST 200	3
Elective		3
Report (in lieu of Internship)	OADM 204	3

ACCT 100