

Appendix H – Subject/Module Outline for each Subject in the Program

A separate form is required for EACH subject in a proposed program that was listed in Appendix G.
Attach additional sheets if required.

Computerized Office Administration Diploma

<u>Mod #</u>	<u>Module Name</u>	<u>Hours</u>
CO-1	Telephone Communication	21
CO-2	Business English	21
CO-3	Introduction to Computers	3
CO-4	Excel	28
CO-5	Word	32
CO-6	Business Math	21
CO-7	Keyboarding: Level 1	42
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CO-8	Windows	6
CO-9	Intermediate and Advanced Excel	87
CO-10	ACCESS	48
CO-11	Intermediate and Advanced Word	75
CO-12	PowerPoint	18
CO-13	Workplace Communication	21
CO-14	Logistics PowerPoint Presentation	36
CO-15	Reception	33
CO-16	Canadian Workplace	74
CO-17	Keyboarding: Level 2	24
Diploma	Computer Office Admin Total	590