

**Office Technology Administration - Durham College Certificate**
**Program of Study 2021/2022**

- Students starting in the 2021/2022 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies **prior to the 2021/2022 academic year**, please contact Centre for Professional and Part-time Learning at 905-721-3052 or [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to obtain the Program of Study that applies to your particular start date.
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Centre for Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

**Required Courses (suggested sequence of study)**

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Office Technology and Procedures	Online	OFFC 1280	N/A	N/A	
Communication Foundations	Online	COMM 1884	N/A	N/A	
Accounting I	Online	ACCT 1280	N/A	ACCT 1200	
Word Introduction	Online	WIND 2285	N/A	COMP 1101	
Access Introduction	Online	WIND 1282	N/A	COMP 3209	
Computers, An Introduction	Online	COMP 1281	N/A	N/A	
Excel Introduction	Online	SPRD 2281	N/A	COMP 2209	
Simply Accounting	Online	ACCT 1980	ACCT 1280	N/A	

**Select one of the following two courses (choose 1)**

Management Leadership Skills	Online	CCA 1585	N/A	N/A	
Leading Teams LDS	Online	LDS 1085	N/A	N/A	

**Plus one of the following courses (choose 1)**

PowerPoint	Online	WIND 1281	N/A	N/A	
Word Advanced	Online	WIND 2286	WIND 2285	N/A	

\*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study