

OFFICE ADMINISTRATION

Office Administration courses equip you with the skills needed to excel in various office careers, offering great pay, flexible hours, and a comfortable work environment. You'll gain expertise in keyboarding, word processing, databases, spreadsheets, accounting, office procedures, and business communications. As a Dual Credit student, you can complete all Office Administration courses to earn your Office Administration Certificate and up to 28 credits towards your high school diploma. Alternatively, you can take a few courses to build your skills and explore the field.





NLC Anytime, Anywhere



Face-to-Face

Term	Start Date	End Date
1	September 2, 2025	December 18, 2025
2	January 2, 2026	April 22, 2026
3	May 1, 2026	June 25, 2026



[Instructional Fees](#)



[Book List](#)

Course	Term	Pre-Req Co-Req	Mode of Delivery	PSC	HSC
ACCT0105: Accounting EXPLORATORY	2	PR: English 10-1 OR English 10-2 PR: Math 10-C OR Math 10-3		3	6 FIN1015, 1020, 2020, 2030, 2040, 2070
BCOM0100: Business Communications EXPLORATORY	1	PR: English 20-1 OR English 20-2		3	2 INFO2090, MAM1030
BCOM0111: Workplace Communications	2	PR: BCOMM0100 PR: English 30-1 OR English 30-2 (60%)		3	2 CTR2310 CTR3310
COMM0107: Interpersonal Communications for the Office Professional EXPLORATORY	1	PR: English 20-1 OR English 20-2		3	1 MAM2065
COMP0109: Business Applications and Operating Software EXPLORATORY	1	PR: English 10-1 OR English 10-2 PR: Math 10-C OR Math 10-3		3	3 INFO1060, INFO1070, INFO3095
COMP0111: Word Processing I EXPLORATORY	1	CR: English 10-1 OR English 10-2		3	1 INF1030
COMP0119: Office Systems for Managing Information EXPLORATORY	2	PR: English 10-1 OR English 10-2 PR: Math 10-C OR Math 10-3		3	2 INF1050 MAM2080
COMP0121: Word Processing II	2	PR: COMP0111		3	3 INF2050, INFO2100, INFO3060
OADM0101: Keyboarding I EXPLORATORY	1,2,3	CR: English 10-1 OR English 10-2		2	1 INFO2020
OADM0111: Keyboarding II	1,2,3	PR: OADM0101		2	TBA
OADM0105: Office Procedures EXPLORATORY	1	PR: English 10-1 OR English 10-2 PR: Math 10-C OR 10-3		3	2 MAM2050, MAM3070
OADM0103: Employment Practicum 4-week practicum at an approved business	1,2,3	PR: All Courses		3	5 Work Exp. 15, 25, 35