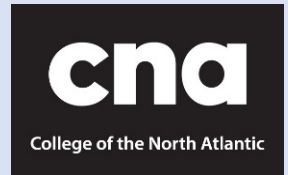# SCHOOL OF BUSINESS & INFORMATION TECHNOLOGY

Midterm/Final Exam Invigilation Requirements

Program: Executive Office Management
Delivery: Online Asynchronous & Synchronous

Course Number	Course Name	Midterm Exam	Exam Invigilation	Invigilation Software Required	Final Exam	Exam Invigilation	Invigilation Software Required
Semester 1							
AC1100	Bookkeeping I	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM1100	Writing Essentials	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
DM1200	Document Production I	No			No		
EP1110	Introduction to Business	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF1105	Personal and Career Growth	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
Semester 2							
AC2100	Bookkeeping II	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM2110	Business Writing Fundamentals	No			No		
DM1300	Transcription	No			Yes	Online	Respondus Monitor & MS Teams (Webcam/Microphone Required)
DM1210	Document Production II	No			No		
OF1101	Office Management	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
Semester 3 (Intersession)							
CP2310	Electronic Spreadsheets	No			Yes	Online	MS Teams (Webcam/Microphone Required)
OF1305	Digital Tools for the Office	No			No		

Course Number	Course Name	Midterm Exam	Exam Invigilation	Invigilation Software Required	Final Exam	Exam Invigilation	Invigilation Software Required
Semester 4							
AC2230	Computerized Accounting I	No			Yes	Online	MS Teams (Webcam/Microphone Required)
CM2200	Oral Communications	No			No		
CP2110	Advanced Electronic Spreadsheets	No			Yes	Online	MS Teams (Webcam/Microphone Required)
DM2200	Document Production III	No			No		
OF2100	Career Planning Strategies	No			No		
Elective	(minimum 2-4 credits)						
Semester 5							
CP2640	Desktop Publishing	No			No		
DM2240	Document Production IV	No			No		
OF2101	Office Simulation	No			Yes	Online	MS Teams (Webcam/Microphone Required)
PS2340	Organizational Behaviour	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF2700	Career Readiness	No			No		
Elective	(minimum 2-4 credits)						
Semester 6 (Intersession II)							
OJ1900	Work Exposure-Executive Office Management	No			No		