

OFFICE ADMINISTRATION - HEALTH SERVICES

Program: OFAH

Credential: Ontario College Diploma

Delivery: Full-time

Length: 4 Semesters

Duration: 2 Years

Effective: Fall 2018, Winter 2019

Location: Barrie (Fall, Winter) Orangeville (Fall), Owen Sound (Fall), South Georgian Bay (Fall)

Description

Students acquire the knowledge and skills required to perform in the administrative health field. Students learn document production, medical terminology, transcription, electronic health records, human anatomy, as well as courses in communication and social sciences. Students have the opportunity for hands-on learning.

Initially, students in all Office Administration streams enroll in a common first semester. Eligible students in this program are offered the opportunity for office experience within the health services community.

Career Opportunities

Graduates from this program may find employment in medical practitioners' offices, nursing care facilities, and hospitals. However, there are also career opportunities with drug companies; provincial and federal governments; medical services in industry; clinics; alternative medical practices such as naturopathy, homeopathy, acupuncture, shiatsu; and other areas of health services as well as general offices.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
2. manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities;
3. coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information;
4. operate and provide support to others related to the use of office equipment and technologies;
5. evaluate, establish and administer health records management systems to ensure confidential, secure, accessible and organized electronic and paper records;
6. produce financial and client billing records for health services by compiling relevant information and using accounting software;
7. produce health documents and reports using available technologies and applying industry standards;
8. use interpersonal and client service skills to respond to the diverse needs of clients, their family members and the health care team;
9. identify and use non-invasive clinical tasks to support effective and efficient health service operations;

10. apply basic entrepreneurial strategies employing critical thinking and ethics within the health services field;
11. employ environmentally sustainable practices within the industry.

The Program Progression

Fall Intake - Barrie, Owen Sound

- Sem 1: Fall 2018
- Sem 2: Winter 2019
- Sem 3: Fall 2019
- Sem 4: Winter 2020

Fall Intake - Orangeville, South Georgian Bay

- Sem 1: Fall 2018
- Sem 2: Winter 2019
- Sem 3: Summer 2019
- Sem 4: Fall 2019

Winter Intake - Barrie

- Sem 1: Winter 2019
- Sem 2: Summer 2019
- Sem 3: Fall 2019
- Sem 4: Winter 2020

Articulation

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgiancollege.ca/admissions/credit-transfer/>

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/ (<http://www.georgiancollege.ca/admissions/policies-procedures/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details:

www.georgiancollege.ca/admissions/credit-transfer/ (<http://www.georgiancollege.ca/admissions/credit-transfer/>)

Graduation Requirements

19 Program Courses
2 Communications Courses
3 General Education Courses

Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Program Tracking

Semester 1		Hours
Program Courses		
COMP 1012	Introduction to Business Documentation	42
COMP 1048	Introduction to Keyboarding	42
OFAD 1001	Office Procedures and Strategies	42
OFAD 1007	Computer Applications 1 for the Office	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Courses		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 2		
Program Courses		
COMP 1013	Advanced Business Documentation	42
MATH 1034	Office Math Applications	42
OFAD 1003	Multi-Media Language Processing	42
OFAD 1006	Introduction to Medical Terminology	42
OFAD 1020	Computer Applications 2 for the Office	42
Communications Course		
Select 1 course from the communications list during registration.		42
Hours		252
Semester 3		
Program Courses		
COMP 2026	Integrated Office Simulations	42
OFAD 2000	Anatomy for Health Services 1	42
OFAD 2001	Health Services Transcription 1	42
OFAD 2014	Bookkeeping for the Office Professional	42
OFAD 2025	Electronic Medical Office	42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 4		
Program Courses		
COMP 2027	Computerized Administrative Simulations	42
OFAD 2004	Health Services Transcription 2	42
OFAD 2006	Anatomy for Health Services 2	42
OFAD 2015	Administrative Support and Records Management	42
OFAD 2026	Ontario Health Insurance Plan (OHIP) for Health Services	42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Total Hours		1008

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.