

## Part-time Program Delivery Plan

**Office Administration General (OFAG)**
**Ontario College Certificate**
**Fall 2020 – Winter 2022**

**Graduation Requirements:** 8 Program Courses, 2 Communications Courses, 1 Program Option Course, 1 General Education Course

|          |   | Recommended Course Sequence   |             |
|----------|---|---|-------------|
| Semester | Course Code   | Course Name   | Term        |
| Sem 1    | COMP1048  | Introduction to Keyboarding   | Fall 2020   |
| Sem 1    | OFAD1007  | Computer Applications 1 for the Office  | Fall 2020   |
| Sem 1    | Communications Course: COMMxxxx<br><a href="https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/communications/">https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/communications/</a>    |   | Winter 2021 |
| Sem 2    | OFAD1020  | Computer Applications 2 for the Office ( <i>pre-requisite: OFAD1007</i> )       | Winter 2021 |
| Sem 2    | Communications Course: COMMxxxx<br><a href="https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/communications/">https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/communications/</a>    |   | Winter 2021 |
| Sem 2    |   | OFAG Option (see list of possible options below)                                | Summer 2021 |
| Sem 2    | MATH1034  | Office Math Applications ( <i>pre-requisite: OFAD1007</i> )                     | Summer 2021 |
| Sem 1    | General Education: GNED xxxx<br><a href="https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/general-education/">https://www.georgiancollege.ca/academics/academic-areas/liberal-arts/general-education/</a> |   | Summer 2021 |
| Sem 1    | COMP1012  | Introduction to Business Documentation  | Fall 2021   |
| Sem 1    | OFAD1001  | Office Procedures and Strategies  | Fall 2021   |
| Sem 2    | COMP1013  | Advanced Business Documentation<br>( <i>pre-requisite: COMP1012, COMP1048</i> ) | Winter 2022 |
| Sem 2    | OFAD1003  | Multi-Media Language Processing   | Winter 2022 |

\*Please note this schedule subject to change\*

OFAG option courses may include:

|   |  |
|---|--|
| BUSI1001 Introduction to Organizational Behaviour       | HURM1001 Occupational Health and Safety              |
| BUSI1011 Professional Business Practices                | MKTG2033 Professional Edge                           |
| BUSI2024 International Experience*                      | OFAD 1006 Introduction to Medical Terminology        |
| HURM1000 Human Resources Management Foundations         | OFAD1004 Introduction to Legal Office Administration |
| OFAD 2015 Administrative Support and Records Management | OFAD 2014 Bookkeeping for the Office Professional    |

**Questions:**

Office Administration General Coordinator  
 Josie Lumia  
[josie.lumia@georgiancollege.ca](mailto:josie.lumia@georgiancollege.ca)

Part-time Studies Manager  
 Jenny Wilcox  
[Jenny.wilcox@georgiancollege.ca](mailto:Jenny.wilcox@georgiancollege.ca)