

Part-time Program Delivery Plan
Office Administration General (OFAG)
Ontario College Certificate
Fall 2021 – Fall 2022

NOTE: you MUST follow this course sequencing as this is the last year some of these courses will be offered. If you are not able to follow this sequencing, please discuss your planned schedule with the Program Coordinator, Josie Lumia

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 <i>(you must take this course in Fall 2021 or Winter 2022)</i>	Fall 2021
Sem 1	COMP1012	Introduction to Business Documentation <i>(you must take this course in Fall 2021 or Winter 2022)</i>	Fall 2021
Sem 1	COMMxxxx	Communications Course	Fall 2021
Sem 1	OFAD1007	Computer Applications 1 for the Office	Winter 2022
Sem 2	OFAD1003	Multi-Media Language Processing <i>(you must take this course in Winter 2022 or Summer 2022)</i>	Winter 2022
Sem 2	COMP1013	Advanced Business Documentation <i>(pre-requisite: COMP1012)</i>	Winter 2022
Sem 2	OFAD1020	Computer Applications 2 for the Office <i>(pre-requisite: OFAD1007)</i>	Summer 2022
Sem 2	COMMxxxx	Communications Course	Summer 2022
Sem 2	MATH1034	Office Math Applications <i>(pre-requisite: OFAD1007)</i>	Summer 2022
Sem 2		OFAG Option (see list of possible options below)	Fall 2022
Sem 1	OFAD1001	Office Procedures and Strategies	Fall 2022
Sem 1	GNEDxxxx	General Education Course	Fall 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? Contact us!

Office Administration General Coordinator
 Josie Lumia
josie.lumia@georgiancollege.ca

Part-time Studies Manager
 Jenny Wilcox
Jenny.wilcox@georgiancollege.ca

OFAD1012 and OFAD1048 will no longer be offered after Winter 2022 semester.
 OFAD1003 will no longer be offered after Summer 2022 semester.