

## Part-time Program Delivery Plan

**Office Administration General (OFAG)**
**Ontario College Certificate**
**Fall 2024 intake**

**Graduation Requirements:** 9 Program Courses, 2 Communications Courses, 1 Program Option Course, 1 General Education Course

Recommended Course Sequence – 2 courses per semester				
Semester	Course Code	Course Name	Hours	Term
Sem 1	COMP1113	Business Documentation and Text Processing	42	Fall 2024
Sem 1	OFAD1007	Computer Applications 1 for the Office	42	Fall 2024
Sem 1	COMMxxxx	<u>Communications Course</u>	42	Winter 2025
Sem 2	OFAD1020	Computer Applications 2 for the Office ( <i>pre-requisite: OFAD1007 or COMP1003</i> )	42	Winter 2025
Sem 2	COMP1013	Advanced Business Documentation ( <i>pre-requisite: COMP1113 or COMP1012</i> )	42	Summer 2025
Sem 2	COMM2xxx	<u>Communications Course – 2000s level</u>	42	Summer 2025
Sem 1	OFAD1001	Office Procedures and Strategies	42	Fall 2025
Sem 1	OFAD1022	Professional Development and Employability	42	Fall 2025
Sem 2	COMP1114	Multi Media Communications	28	Winter 2026
Sem 2	OFAD1023	Professional Development and Employability 2	14	Winter 2026
Sem 2	MATH1034	Office Math Applications ( <i>pre-requisite: OFAD1007 or COMP1003</i> )	42	Summer 2026
Sem 2		OFAG Option (see list of possible options below)	42	Summer 2026
Sem 1	GNEDxxxx	<u>General Education Course</u>	42	Fall 2026

\*\*\*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!**

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