Office Administration – General (OFAG)
Ontario College Certificate

PART-TIME

Frequently Asked Questions

When can I start the program?
September

Do I need to apply?
Part-time students must apply to this program through ontariocolleges.ca
Use the code OFAX.

How many courses do I need to take?
Full program details can be viewed on the program outline.

Graduation requirements
11 Program Courses
1 Communications Course
1 General Education Course

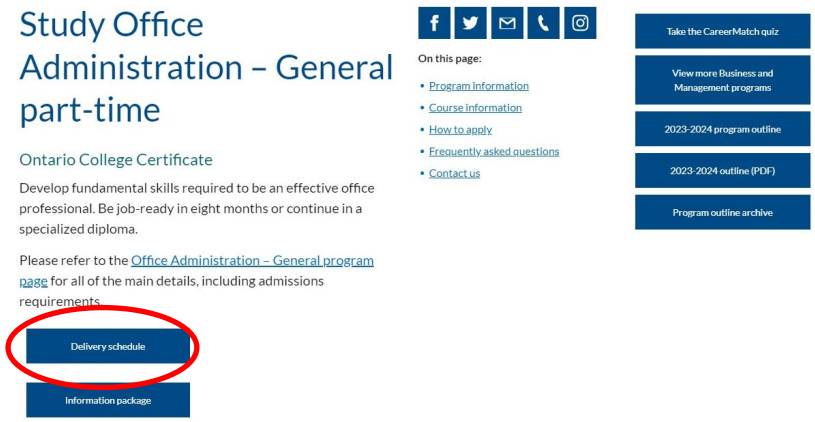
Are courses delivered in the evening? Online?
Part-time students enrolled in the Office Administration – General Certificate take courses along with the full-time students. There are no courses specifically scheduled in the evening. Courses are delivered on campus and some may be delivered online. This varies semester to semester.

There are a few courses with online equivalents (refer to the Delivery Schedule). You cannot complete the entire program online.

What is a part-time student?
As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.

How do I know which courses to take?

We have course listing showing when courses are available. Review the DELIVERY SCHEDULE posted on the Office Administration – General program page.



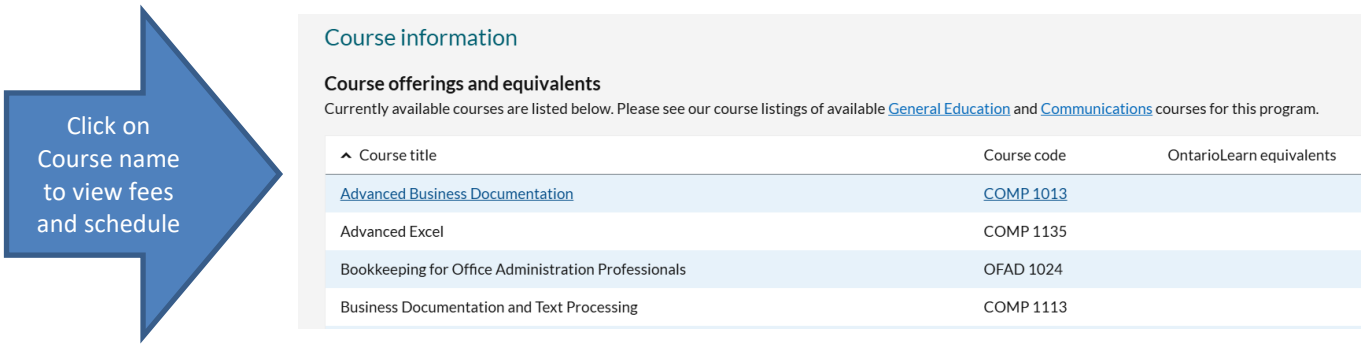
What is the cost of the program when you are part-time?

There is no program fee for this certificate program when studying part-time. Payment is per course, as you register.

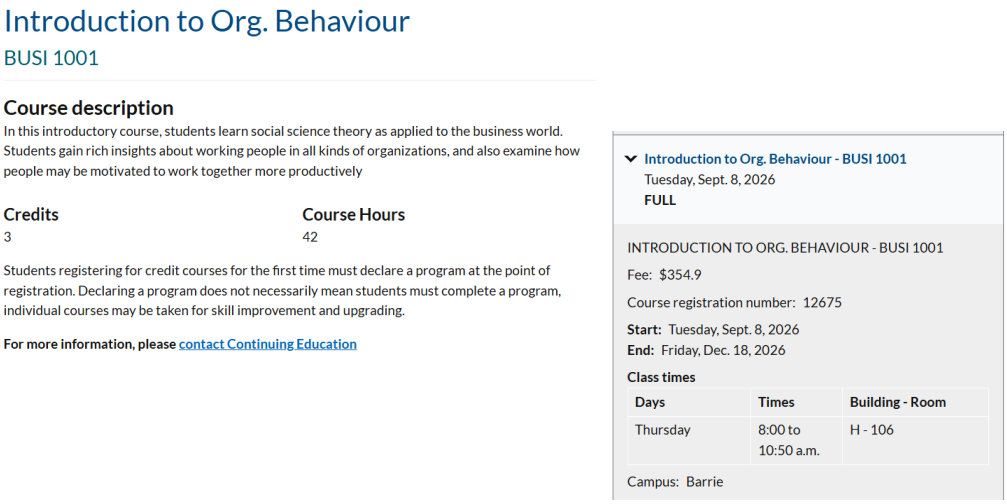
Course fees change year-to-year and course to course. The best source for accurate fees is to check the Office Administration – General webpage.

The fees for Communications and General Education courses vary. View the course listing for Communications and General Education.

See screenshots below for finding course fees.



Each course listed links to course sections with fees and delivery information:



Introduction to Org. Behaviour

BUSI 1001

Course description

In this introductory course, students learn social science theory as applied to the business world. Students gain rich insights about working people in all kinds of organizations, and also examine how people may be motivated to work together more productively

Credits
3

Course Hours
42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please contact Continuing Education

Introduction to Org. Behaviour - BUSI 1001
Tuesday, Sept. 8, 2026
FULL

INTRODUCTION TO ORG. BEHAVIOUR - BUSI 1001

Fee: $354.9

Course registration number: 12675

Start: Tuesday, Sept. 8, 2026
End: Friday, Dec. 18, 2026

Class times

Days	Times	Building - Room
Thursday	8:00 to 10:50 a.m.	H - 106

Campus: Barrie

NOTE: courses show on the website during the registration period.

If you are looking for fees and cannot see any section details, use this screenshot as your fee estimate.

Why do some courses on the website have (ODE) in the name?

These courses are offered through OntarioLearn. You can find more information about OntarioLearn in the OntarioLearn FAQ.

OntarioLearn courses are set up as equivalents to the program courses. You can choose to take the ODE courses or the Georgian program courses. OntarioLearn courses are ideal for anyone preferring to take courses online. All OntarioLearn courses are online asynchronous delivery.

How long will it take to complete the certificate?

This varies depending on how many courses you take each semester. Total courses: 13

Can I transfer credits/use prior learning?

The Credit for Prior Learning centre assists with:

- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

  More information on the above options as well as the processes to apply for exemptions, visit the Credit for Prior Learning webpage.

Are part-time students eligible for OSAP?

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our Financial Aid page.

Bring Your Own Device (BYOD) requirements

All Georgian College students are required to bring their own device (BYOD) that meets the technology requirements for their program. Having access to a personal laptop that meets your program's technical requirements will ensure you're prepared for in-class, online and hybrid learning activities. Students are responsible for the cost, software installation, maintenance and repair of their device.

What are my career options upon completion of this program?

In this program, you prepare for a range of entry-level administrative roles by developing skills to support organizational operations. Through integrated learning in organization, information processing, and professional communication, you build a strong foundation for effective office practice. Technological competency is developed through the use of current workplace applications and emerging digital tools. The program also introduces artificial intelligence (AI)-supported workflows, emphasizing accuracy, efficiency, and ethical use in administrative tasks.

This certificate provides a pathway to further study, including progression into the Office Administration - Health Services diploma.

Graduates of this program may be employed in a variety of entry-level administrative assistant and clerical positions in manufacturing, transportation, telecommunications, entertainment, government, education, banking and numerous professional services.

QUESTIONS? We are here to help!

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