Part-time Program Delivery Plan

Office Administration General (OFAG)

Ontario College Certificate

Fall 2027 intake

Graduation Requirements: 11 Program Courses, 1 Communications Courses, 1 General Education Course

Semester	Course Code	Course Name	Available Online
Fall Courses			
Sem 1	COMP1113	Business Documentation and Text Processing	
Sem 1	COMP1132	PowerPoint and Presentation Skills	
Sem 1	COMP1133	Introduction to Excel	
Sem 1	MATH1034	Office Math Applications	Y
Sem 1	BUSI1001	Introduction to Organizational Behaviour	Y
Sem 1	COMM1016	Communications Essentials	Y
Winter Courses			
Sem 2	COMP1013	Advanced Business Documentation *(pre-requisite: COMP1113)*	
Sem 2	COMP1134	Digital Communication and Professional Practice	
Sem 2	COMP1135	Advanced Excel (*pre-requisite: COMP1133)*	
Sem 2	COMP1136	Digital Workplace Applications and Database Fundamentals	
Sem 2	OFAD1001	Office Procedures and Strategies	Y
Sem 2	OFAD1024	Bookkeeping for Office Admin Professionals	
Sem 2	GNEDxxxx	General Education Course	Y

Notes about choosing courses:

You can take one, two or three courses per semester as a part-time student.
Courses you can take online:
BUSI1001 (only online in the Summer semester)
COMM1016 – online every semester
GNEDxxxx - online every semester
OFAD1001 has an online equivalent through OntarioLearn: OFAD1009
OFAD1009 – online every semester
MATH1034 has an online equivalent through OntarioLearn: MATH1029
MATH1029 – online every semester

If you would like to discuss which courses to take each semester, connect with the program coordinator, Jennifer Ethier. jennifer.ethier@georgiancollege.ca