

# Office Administration - Health Services

## OFAH

### Ontario College Advanced Diploma

2 years (4 semesters)

#### Campus

Barrie/Orangeville/Orillia  
Owen Sound/  
South Georgian Bay

#### Intake

September/January

Gain specialized skills in demand by today's health-care teams. Learn from industry experts. Develop mastery in electronic medical records management.

Students acquire the knowledge and skills required to perform in the administrative health field. Students learn document production, medical terminology, transcription, electronic health records, human anatomy, as well as take courses in communication and social sciences. Students have the opportunity for hands-on learning.

Initially, students in all Office Administration streams enrol in a common first semester. Eligible students in this program are offered the opportunity for office experience within the health services community.

#### Admission requirements

- secondary or high school transcripts with proof of graduation, subjects taken and grades received
- English credit is required at the Grade 12 level  
for requirements from your country visit [georgiancollege.ca/international/admissions](http://georgiancollege.ca/international/admissions)
- English language proficiency visit [georgiancollege.ca/international/admissions](http://georgiancollege.ca/international/admissions)
- for general admission requirements visit [georgiancollege.ca/international/admissions](http://georgiancollege.ca/international/admissions)

#### Mandatory courses

COMP1012	Introduction to Business Documentation
COMP1013	Advanced Business Documentation
COMP1048	Introduction to Keyboarding
COMP2026	Integrated Office Simulations
COMP2027	Computerized Administrative Simulations
MATH1034	Office Math Applications
OFAD1001	Office Procedures and Strategies
OFAD1003	Multimedia Language Processing
OFAD1006	Introduction to Medical Terminology
OFAD1007	Computer Applications 1 for the Office
OFAD1020	Computer Applications 2 for the Office
OFAD2000	Anatomy for Health Services 1
OFAD2001	Health Services Transcription 1
OFAD2004	Health Services Transcription 2
OFAD2006	Anatomy - Medical Office 2
OFAD2014	Bookkeeping for the Office Professional
OFAD2015	Administrative Support and Records Management
OFAD2025	Electronic Medical Office
OFAD2026	Ontario Health Insurance Plan (OHIP) for Health Services

#### Future education pathways

6 articulation agreements have been negotiated for this program with universities and other institutions across Canada, North America and internationally.  
*subject to change*

Visit [GeorgianCollege.ca/admissions/credit-transfer](http://GeorgianCollege.ca/admissions/credit-transfer) for additional information.



#### Career opportunities

##### SAMPLE JOB TITLES:

- administrative assistant
- administrative secretary
- bookkeeper
- court monitor/recorder
- customer service representative
- executive assistant
- information processing specialist
- health records clerk
- medical office administrator/transcriptionist
- municipal clerk
- office administration assistant/manager
- receptionist
- research assistant
- software applications specialist

##### POTENTIAL EMPLOYERS:

- airlines
- corporate head offices
- financial institutions
- government offices (all levels)
- hospitals
- long-term care facilities
- medical clinics/offices
- political campaign offices
- rental car offices
- telecommunications
- municipal offices
- utility companies

##### EMPLOYMENT RATE

*This is a new program, no data available at this time*

##### AVERAGE STARTING SALARY

\$33,000 CAD

*Information provided by Co-operative Education and Career Success*

##### AVERAGE ANNUAL SALARY

\$48,361 CAD\*

*\*Information provided by the Government of Ontario website*