

# Office Administration - General

## Ontario College Certificate - Online Course Options

Use this resource to help you determine which courses in this program can be completed online. Refer to your program outline for full program requirements.

<http://cat.georgiancollege.ca/programs/ofag/>

<b>Mandatory Courses (9)</b>	<b>Prerequisite</b>	<b>OntarioLearn Course Equivalent</b>
<a href="#">COMP1013 Advanced Docs</a>	COMP1012 or COMP1113	
COMP1113 Business Documentation and Text Processing	None	
COMP1114 Multi Media Communications	None	
<a href="#">MATH1034 Office Math Applications</a>	OFAD1007 or COMP1003	<a href="#">MATH1029 Business Math (ODE)</a>
<a href="#">OFAD1001 Office Procedures</a>	None	<a href="#">OFAD1009 Office Technology &amp; Procedures(ODE)</a>
<a href="#">OFAD1007 Computer Applications 1</a>	None	
<a href="#">OFAD1020 Computer Apps 2</a>	OFAD1007 or COMP1003	
OFAD1022 Professional Development and Employment 1	None	
OFAD1023 Professional Development and Employability 2	OFAD1022	
<b>Program Option Courses (Choose 1)</b>		
<a href="#">BUSI1001 Introduction to Organizational Behaviour</a>	None	BUSI1025 Organizational Behaviour HRM (ODE)
BUSI2024 International Experience	None	
<a href="#">HURM1000 Human Resource Management Foundations</a>	None	
HURM1001 Occupational Health and Safety	None	<a href="#">HURM1025 Legislation for Health &amp; Safety (ODE)</a>
<a href="#">MKTG2033 Professional Edge</a>	None	<a href="#">MKTG2043 Professional Edge (ODE)</a>
<a href="#">OFAD1006 Intro Medical Terms</a>	None	<a href="#">OFAD1011 Medical Terminology 1 (ODE)</a>
<a href="#">OFAD2014 Bookkeeping</a>	None	<a href="#">ACCT1011 Financial Accounting 1 (ODE)</a>
<b>Communications Courses (Choose 2)</b>		
<a href="#">COMM1016 Communication Essentials</a>	None	<a href="#">COMM1024 Communications 1(ODE)</a>

<a href="#">COMM2017 Work Environment Communications</a>	COMM1018, COMM1000, COMM1016, COMM9000, COMM1024	<a href="#">COMM2025 Communications 2(ODE)</a>
<b>General Education Courses (Choose 1)</b>		
GNED	None	<a href="#">GNED1046 Cults and Terrorism(ODE)</a>
GNED	None	<a href="#">GNED1050 Hockey Hall of Fame(ODE)</a>
GNED	None	<a href="#">GNED1051 Myths and Legends(ODE)</a>
GNED	None	<a href="#">GNED1053 What in the World is Going On(ODE)</a>
GNED	None	<a href="#">GNED1057 Astronomy(ODE)</a>
GNED	None	<a href="#">GNED1058 Growing up Digital(ODE)</a>
GNED	None	<a href="#">GNED1047 Environmental Citizenship(ODE)</a>
GNED	None	<a href="#">GNED1067 Abnormal Psychology(ODE)</a>
GNED	NONE	<a href="#">PSYL1008 Co-dependency Addiction(ODE)</a>
GNED	None	<a href="#">PSYL1021 Psychology Introduction(ODE)</a>
GNED	None	<a href="#">SOCL1002 Sociology Introduction(ODE)</a>

If you are viewing this document electronically, clicking on the course titles will direct you to the course listings on the Part-time Studies website where you can view course descriptions, fees, and availability.

*Last updated January 25, 2023*