

Office Administration – General (OFAG) Ontario College Certificate

PART-TIME

Frequently Asked Questions

When can I start taking courses?

September or January

PLEASE NOTE – Part-time delivery is available at the Barrie campus. If you are looking to study at another campus, please contact that campus directly.

Do I need to apply?

Part-time students do not go through an application process for this program.

In order to register into courses, you will need a Georgian College student number and the major OFAG. Declaring a major allows you to take all courses under that major.

Create your student number online:

https://sis-ssb.georgiancollege.ca:9110/GEOR/wwginfo_pl.display_form

Majors are assigned through the Registrar's Office – please connect with that office through their contact form. You will need to request the major OFAG.

<https://georgiancollege.kualibuildca.com/app/builder/#/app/618a9d6b963c250edb0509be/start>

How many courses do I need to take?

Full program details can be viewed on the [program outline](#).

Graduation requirements

9 Program Courses

1 Program Option Course

2 Communications Courses

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 may be delivered online. This varies semester to semester.

How do I know which courses to take?

We have set a schedule up for you – review the DELIVERY SCHEDULE posted on the program page: <https://www.georgiancollege.ca/academics/part-time-studies/programs/office-administration-general-ofag/>

Office Administration - General

Program Code OFAG
Credential Ontario College Certificate

Program requirements

- 9 Mandatory Courses
- 2 Communications Courses
- 1 Optional Course
- 1 General Education Course

Contact us

coned@georgiancollege.ca



How do I register?

Students with a student number who have been assigned the OFAG major can register into courses through the Continuing Education website program page:

<https://www.georgiancollege.ca/academics/part-time-studies/programs/office-administration-general-ofag/>

Students can also register by calling 705-722-1511 or emailing registrar@georgiancollege.ca . All courses are available for registration once the Add/Drop period begins for the upcoming semester. This is generally 2 weeks prior to the semester start date. (Some Communications and General Education courses are available for registration earlier – you will see what is open on the CE website link above.) The Add/Drop period can be found on our main website under [IMPORTANT DATES](#) in the drop down menus. Or, contact Tammy – information at the bottom of this document and she can assist you with course availability and dates.

PLEASE NOTE: courses do NOT show available sections for registration on the CE website UNTIL registration (add/drop) is open.

Registration questions? Watch this how-to video!

[Continuing Education - Georgian College - YouTube](#)

What is the cost of the program?

There is no program fee for this certificate program. 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 [OFAG webpage](#).

The fees for Communications and General Education courses vary. You can view the course listing for COMMS and GNEDs [here](#).

See screenshots below for finding course fees.

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[Program outline](#)

[Delivery schedule](#)

[OntarioLearn equivalencies](#)

[How to apply](#)

[Information package](#)

Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.

Program Description

Students are prepared to assist in a wide variety of entry-level office settings by gaining skills and knowledge to support the management of an organization. By learning three key and interdependent functions: organization, processing information, and communication, students achieve a solid foundation to allow for further educational growth. Students may elect to transition for an additional year into enhanced and specialized learning leading to an Office Administration-Health Services or Office Administration-Executive diploma. Initially, students in all Office Administration streams enroll in a common first semester. In their second semester, they have course selection options to complement the prescribed general curriculum. Students' interests, skills, and career goals may lead to year 2 of the Office Administration - Health Services or Office Administration-Executive diploma.

Current Course Offerings

COURSE TITLE	COURSE CODE	ONTARIOLEARN EQUIVALENTS	MANDATORY
Admin Support and Records Mgmt	OFAD 2015		
Advanced Docs	COMP 1013		✓
Computer Applications 1	OFAD 1007		✓
Computer Apps 2	OFAD 1020		✓
Human Res. Mgmt. Foundations	HURM 1000		
Intro Medical Terms	OFAD 1006	Medical Terminology 1 (ODE)	
Intro to Business Doc.	COMP 1012		

Click on
Course name
to view fees
and schedule

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

Admin Support and Records Mgmt

OFAD 2015

This course provides the further development of progressive business practices necessary for entry into today's workplace. Emphasis is placed on business travel; international customs; meetings and conferences; reference resources; office communication; and records management, both paper-based and electronic. Students will develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

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](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

ADMIN SUPPORT AND RECORDS MGMT - OFAD 2015		
Fee: \$344.40		
Course registration number: 22599		
Start: Monday, Jan. 9, 2023		
End: Friday, April 21, 2023		
Class times		
Days	Times	Building - Room
Online		
Campus: Barrie		
FULL		

Can I transfer credits/use prior learning to fast track?

If you have significant work experience you can review our PLAR opportunities:

<https://www.georgiancollege.ca/admissions/credit-transfer/>

If you have taken post-secondary at another institution, you may be eligible for credit transfer and/or prior learning recognition (for example, Communications and General Education courses).

If you have taken courses at Georgian in the past and they qualify for this program, they will automatically apply to your credential. You will see these courses in MyPath.

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:

<https://www.georgiancollege.ca/finance-and-fees/osap-financial-aid/>

Program Contacts:

QUESTIONS? We are here to help!

If you decide to join the program, please connect with **Tammy** using the contact information below to find out next steps.

Tammy Burke-Marson, Programming Support Assistant tammy.burke-marson@georgiancollege.ca
705.728.1968, ext. 1761

Jenny Wilcox, Program Manager Jenny.Wilcox@georgiancollege.ca 705-728-1968 ext. 1603