

# 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</a>
<a href="#">OFAD1001 Office Procedures</a>	None	<a href="#">OFAD1009 Office Technology &amp; Procedures</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="#">ACCT1003 Finance and Management Accounting</a>	None	<a href="#">ACCT 1015 Managerial Cost Accounting</a>
ADVE1000 Foundations of Advertising	None	<a href="#">ADVE1006 Business Dev – Entre Small Business</a>
<a href="#">ADVE2004 Public Relations</a>	None	
<a href="#">BUSI1001 Introduction to Organizational Behaviour</a>	None	
BUSI2024 Global Business and Culture	None	
<a href="#">COMP1002 HTML, CSS, and JS Fundamentals</a>	None	

<a href="#">COMP2003 Relational Database</a>	None	<a href="#">COMP2145 Database Systems</a>
COMP2093 Macintosh and Design Basics	None	
<a href="#">ECON1000 Microeconomics</a>	None	<a href="#">ECON1004 Miroeconomics</a>
<a href="#">ECON2000 Macroeconomics</a>	None	<a href="#">ECON2006 Macroeconomics</a>
<a href="#">ENTR1000 Social Entrepreneurship</a>	None	<a href="#">ENTR1006 Social Entrepreneurship</a>
ENTR1001 Student Teams for Entrepreneurship Projects	None	
<a href="#">ENTR1002 Introduction to Entrepreneurship</a>	None	<a href="#">ENTR1005 Entrepreneurship</a>
<a href="#">ENTR2009 Entrepreneurship and Small Business</a>	None	<a href="#">ENTR2019 Entrepreneurship 2</a>
<a href="#">HURM1000 Human Resources Management Foundations</a>	None	
<a href="#">HURM1002 Labour Relations</a>	None	<a href="#">HURM 1027 Canadian Labour Relations</a>
HURM1003 Labour Economics	None	<a href="#">HURM1023 Labour Economics</a>
<a href="#">HURM1004 Compensation</a>	None	
<a href="#">HURM1005 Human Resources Planning</a>	None	
<a href="#">HURM1007 Recruitment and Selection</a>	None	
<a href="#">HURM1022 Occupational Health and Safety</a>		<a href="#">HURM1025 Legislation for Health and Safety</a>
<a href="#">LAWS2000 Business Law</a>	None	<a href="#">LAWS2054 Business Law</a>
MGMT1000 Retail Management	MKTG1004 or MKTG1000	
<a href="#">MGMT2000 Production and Operations Management</a>	None	<a href="#">MGMT2026 Material and Operations Management</a>
<a href="#">MGMT2001 Principles of Management</a>	None	<a href="#">MGMT2024 Management Principles</a>
<a href="#">MKTG1000 Introduction to Marketing</a>	None	<a href="#">MKTG1020 Marketing 1</a>
MKTG2004 Introduction to Logistics	MKTG1000 or MKTG1004	
OFAD1004 Introduction to Legal Office Administration	None	

<a href="#">OFAD1006 Introduction to Medical Terminology</a>	None	<a href="#">OFAD1011 Medical Terminology 1</a>
OFAD2014 Bookkeeping for the Office Professional		<a href="#">ACCT1011 Financial Accounting 1</a>
<a href="#">STAT2000 Statistics 1</a>	None	<a href="#">STAT2004 Statistics</a>
STAT2001 Statistics 2	STAT2000	
<b>Communications Courses (Choose 2)</b>		
<a href="#">COMM1016 Communciation Essentials</a>	None	<a href="#">COMM1024 Communications 1</a>
<a href="#">COMM2017 Work Environment Communications</a>	COMM1018, COMM1000, COMM1016, COMM9000, COMM1024	<a href="#">COMM2025 Communications 2</a>
<b>General Education Courses (Choose 1)</b>		
GNED	None	<a href="#">GNED1046 Cults and Terrorism</a>
GNED	None	<a href="#">GNED1050 Hockey Hall of Fame</a>
GNED	None	<a href="#">GNED1051 Myths and Legends</a>
GNED	None	<a href="#">GNED1053 What in the World is Going On</a>
GNED	None	<a href="#">GNED1057 Astronomy</a>
GNED	None	<a href="#">GNED1058 Growing up Digital</a>
GNED	None	<a href="#">GNED1047 Environmental Citizenship</a>
GNED	None	<a href="#">GNED1067 Abnormal Psychology</a>
GNED	None	<a href="#">GNED1086 Westerns: Study in Film</a>
GNED	None	<a href="#">PSYL1021 Psychology Introduction</a>
GNED	None	<a href="#">SOCL1002 Sociology Introduction</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 November 8, 2023*