OFFICE ADMINISTRATION - HEALTH SERVICES

Program: OFAH
Credential: Ontario College Diploma
Delivery: Full-time
Length: 4 Semesters
Duration: 2 Years
Effective: Fall 2020, Winter 2021
Location: Barrie (Fall, Winter), Owen Sound (Fall), South Georgian Bay (Fall)

Description
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 courses in communication and social sciences. Students have the opportunity for hands-on learning.

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

Career Opportunities
Graduates from this program may find employment in medical practitioners’ offices, nursing care facilities, and hospitals. However, there are also career opportunities with drug companies; provincial and federal governments; medical services in industry; clinics; alternative medical practices such as naturopathy, homeopathy, acupuncture, shiatsu; and other areas of health services as well as general offices.

Program Learning Outcomes
The graduate has reliably demonstrated the ability to:

1. conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics;
2. manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities;
3. coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information;
4. operate and provide support to others related to the use of office equipment and technologies;
5. evaluate, establish and administer health records management systems to ensure confidential, secure, accessible and organized electronic and paper records;
6. produce financial and client billing records for health services by compiling relevant information and using accounting software;
7. produce health documents and reports using available technologies and applying industry standards;
8. use interpersonal and client service skills to respond to the diverse needs of clients, their family members and the health care team;
9. identify and use non-invasive clinical tasks to support effective and efficient health service operations;
10. apply basic entrepreneurial strategies employing critical thinking and ethics within the health services field;
11. employ environmentally sustainable practices within the industry.

Program Progression
The following reflects the planned progression for full-time offerings of the program.

Fall Intake - Barrie, Owen Sound, South Georgian Bay
• Sem 1: Fall 2020
• Sem 2: Winter 2021
• Sem 3: Fall 2021
• Sem 4: Winter 2022

Winter Intake - Barrie
• Sem 1: Winter 2021
• Sem 2: Summer 2021
• Sem 3: Fall 2021
• Sem 4: Winter 2022

Articulation
A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option.
Additional information can be found on our website at http://www.georgiancollege.ca/admissions/credit-transfer/

Admission Requirements
OSSD or equivalent with
• Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/ (http://www.georgiancollege.ca/admissions/policies-procedures)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: www.georgiancollege.ca/admissions/credit-transfer/ (http://www.georgiancollege.ca/admissions/credit-transfer)

Additional Information
In the fourth semester of this program students have the opportunity to participate in work integrated learning. Note that a work permit is required for international students wishing to pursue this opportunity.

Graduation Requirements
19 Program Courses
2 Communications Courses
3 General Education Courses

**Graduation Eligibility**

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

**Program Tracking**

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

### Semester 1

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1012 Introduction to Business Documentation</td>
<td>42</td>
</tr>
<tr>
<td>COMP 1048 Introduction to Keyboarding</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 1001 Office Procedures and Strategies</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 1007 Computer Applications 1 for the Office</td>
<td>42</td>
</tr>
</tbody>
</table>

**Communications Course**

Select 1 course from the communications list during registration. | 42 |

**General Education Courses**

Select 1 course from the general education list during registration. | 42 |

**Hours** | 252

### Semester 2

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1013 Advanced Business Documentation</td>
<td>42</td>
</tr>
<tr>
<td>MATH 1034 Office Math Applications</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 1003 Multi-Media Language Processing</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 1006 Introduction to Medical Terminology</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 1020 Computer Applications 2 for the Office</td>
<td>42</td>
</tr>
</tbody>
</table>

**Communications Course**

Select 1 course from the communications list during registration. | 42 |

**Hours** | 252

### Semester 3

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 2026 Integrated Office Simulations</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2000 Anatomy for Health Services 1</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2001 Health Services Transcription 1</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2014 Bookkeeping for the Office Professional</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2025 Electronic Medical Office</td>
<td>42</td>
</tr>
</tbody>
</table>

**General Education Course**

Select 1 course from the general education list during registration. | 42 |

**Hours** | 252

### Semester 4

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 2027 Computerized Administrative Simulations</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2004 Health Services Transcription 2</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2006 Anatomy for Health Services 2</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2015 Administrative Support and Records Management</td>
<td>42</td>
</tr>
<tr>
<td>OFAD 2026 Ontario Health Insurance Plan (OHIP) for Health Services</td>
<td>42</td>
</tr>
</tbody>
</table>

**General Education Course**

Select 1 course from the general education list during registration. | 42 |

**Hours** | 252

**Total Hours** | 1008

**Graduation Window**

Students unable to adhere to the program duration of two years (as stated above) may take a maximum of four years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.

2020-2021 Academic Catalog and Regulations
Office Administration - Health Services Updated: 05-15-2020