**Diploma Requirements**: 3 GNED Courses, 2 COMM Courses, 20 Program Courses

Communication Placement Assessment (CPA) determines the two Communications courses required. Students who choose not to write the CPA are automatically placed in Communication Essentials (COMM 1016).

**Fall 2024 Intake**

**Academic Level 1 (A01) SWA = Intake Semester – Fall 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester**  **Available** | **Completed** |
| COMP 1113 | Business Documentation and Text Processing | F, W |  |
| OFAD 1001 | Office Procedures and Strategies (ODE OFAD 1009) | F, W |  |
| OFAD 1007 | Computer Applications 1 for the Office | F, W |  |
| OFAD 1022 | Professional Development and Employability 1 | F, W |  |
| COMM | Communications Course | F, W, S |  |
| GNED | General Education Course | F, W, S |  |

**Academic Level 2 (A02) SWA = Semester -Winter 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester**  **Available** | **Completed** |
| COMP 1013 | Advanced Business Documentation (PR COMP 1012 or COMP 1113) | W, S |  |
| MATH 1034 | Office Math Applications (PR OFAD 1007) | W, S |  |
| COMP 1114 | Multi-Media Language Communications (28 Hours) | W, S |  |
| OFAD 1006 | Introduction to Medical Terminology (ODE OFAD 1011) | W, S |  |
| OFAD 1020 | Computer Applications 2 for the Office (PR OFAD 1007) | W, S |  |
| OFAD 1023 | Professional Development and Employability 2 (14 Hours) (PR OFAD 1022) | W, S |  |
| COMM | Communications Course | F, W, S |  |

**Academic Level 3 (A03) SWA = Semester – Fall 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester**  **Available** | **Completed** |
| COMP 2026 | Integrated Office Simulations (PR COMP 1013) | F |  |
| OFAD 2000 | Anatomy for Health Services 1 (PR OFAD 1006 or OFAD 1011 ODE) | F |  |
| OFAD 2031 | Health Services Transcription (PR OFAD 1006 or OFAD 1011 ODE) | F |  |
| OFAD 2014 | Bookkeeping for the Office Professional \*\* (ACCT 1000, ODE ACCT 1008, ODE ACCT 1011) | F |  |
| OFAD 2025 | Electronic Medical Office\* (PR OFAD 1006) | F |  |
| GNED | General Education course | F, W, S |  |

**Academic Level 4 (A04) SWA = Semester - Winter 2026**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester**  **Available** | **Completed** |
| COMP 2027 | Computerized Administrative Simulations (PR COMP 2026) | W |  |
| OFAD 2006 | Anatomy for Health Services 2 (PR OFAD 1006 and OFAD 2000) | W |  |
| OFAD 2026 | OHIP for Health Services (PR OFAD 2025)  (ODE OFAD 1019) | W |  |
| OFAD 2032 | Health Services Practical Experience and Clinical Applications (PR OFAD 2000 and OFAD 2025) | W |  |
| OFAD 2033 | Foundations in Health Records and Information Management (PR OFAD 1020 and OFAD 2025) | W |  |
| GNED | General Education course | F, W, S |  |

\* Not Prior Learning Assessment (PLA) Applicable PR = Pre-requisite ODE = Ontario Learn course SWA = Semester Weighted Average

\*\* OFAD 2014 One-way equivalent(s): ACCT 1000 - Financial Accounting Principles 1, ACCT 1004 - Introduction to Accounting, ACCT 1008 - Financial Accounting 1 (ODE), ACCT 1010 - Accounting 1, ACCT 1011 - Financial Accounting 1 (ODE). Two-way equivalent: FNCE 1001 – Understanding Accounting

**The normal program progression is as follows:**

**Fall 2023 Cohort:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Level | A01 | A02 | A03 | A04 |
| Calendar Term | Fall 2024 | Winter 2025 | Fall 2025 | Winter 2026 |

**NOTES:**

This curriculum expires at the conclusion of December 2028.

“PR” means a prerequisite course ***must*** be completed before you can register for the given course.

“ODE” refers to On-line courses offered through Ontario Learn. To determine the most up-to-date offerings, please refer to the website at [www.georgianc.on.ca/ontariolearn/](http://www.georgianc.on.ca/ontariolearn/) and select the appropriate programs (e.g. Accounting, Business, or Human Resources).