

Part-time Online Office Administration – Health Services, Diploma (OAM4)

Fall Start – Approx. 3.5 Years to Complete

SEMESTER	COURSE CODE	COURSE NAME	COURSE COMPLETE?
Fall – Year 1	BUSI-1060	Strategies for Success	
	WRIT-1032	Reason & Writing-Business 1	
	ADMN-1014	Administrative Documentation 1	
Winter – Year 1	ACCT-1034	Accounting Fundamentals	
	ADMN-3006	Administrative Documentation 2* (ADMN-1014)	
Summer – Year 1	ACCT-3045	Accounting 2* (ACCT-1034)	
	COMM-3079	Communications for Office Administration* (WRIT-1032)	
Fall Year – 2	MATH-1143	Fundamental Mathematics for Business	
	MGMT-3052	Understanding Workplace Behaviours	
Winter – Year 2	ADMN-1013	Office Procedures & Strategies	
	COMP-1100	Spreadsheet Design & Production	
Summer – Year 2	COMP-3019	Principles of Dynamic Presentations	
	ELECTIVE	General Education Elective	
Fall – Year 3	ADMN-3021	Medical Office Procedures 1* (ADMN-1013 and ADMN-3006)	
	ADMN-3022	Medical Concepts & Language 1	
	ADMN-3023	Patient Scheduling & Billing 1	
Winter – Year 3	ADMN-5008	Medical Office Procedures 2* (ADMN-3021)	
	ADMN-5007	Medical Concepts & Language 2* (ADMN-3022)	
	ADMN-5009	Patient Scheduling & Billing 2* (ADMN-3023)	
Summer – Year 3	ADMN-3002	Canadian Business in the Global Economy	
Fall – Year 4	COMP-5047	Medical Spreadsheet Applications* (COMP-1100)	
	SFTY-1056	General Health & Safety Field Placement	
Winter – Year 4	COMP-5049	Medical Database Management	
	WRKE-5002	Medical Work Placement/Assignment* (ADMN-3021, COMP-5047, ADMN-3022 & SFTY-1056)	
	COMP-5066	Medical Transcription* (ADMN-3022)	

* course has pre-requisites, use recommended progression