FANSHAWE

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-1156	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	☐
	GENELECTIVE	General Education Elective	☐
Fall – Year 3	ADMN-3014	Medical Office Procedures 1** (ADMN-1013 and ADMN-3006)	☐
	ADMN-1050	Medical Concepts & Language 1	☐
	ACCT-3049	Electronic Scheduling & Billing 1	☐
Winter – Year 3	ADMN-5004	Medical Office Procedures 2**(ADMN-3014)	☐
	ADMN-5007	Medical Concepts & Language 2**(ADMN-1050)	☐
	ACCT-5016	Electronic Scheduling & Billing 2**(ACCT-3049)	☐
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-5001	Medical Work Placement/Assignment** (ADMN-3014, COMP-5047, ADMN-1042 & SFTY-1056)	☐
	COMP-5066	Medical Transcription**(ADMN-1042)	☐

** course has pre-requisites, use recommended progression