



BETTER JOBS ONTARIO

PROGRAM RESEARCH
DOCUMENT

S135

Office Administration – Health
Services Program



Community
Partnerships
Office

TABLE OF CONTENTS

- 1. PROGRAM LOCATION..... 2
- 2. TRAINING PROGRAM 2
- 3. EMPLOYMENT OUTLOOK..... 3
- 4. ADMISSION/ENTRANCE REQUIREMENTS 4
- 5. COSTS..... 5

1. PROGRAM LOCATION

1.1. Program location

Centre for Health Sciences/ School of Health Services Management Waterfront Campus, 51 Dockside Drive, Toronto, ON

1.2. [Map and TTC Information](#)

2. TRAINING PROGRAM

2.1. Program website

Here you will find the following information on the [S135 Program](#):

- Starting dates and duration of the program
- Program description
- Program standards and outcomes
- Program outline and required courses
- Careers and Post-Graduate Study Opportunities
- Tuition and Fees
- Admission Requirements
- Health Policy and allergy information
- Program contact information
- Link to download the program information pdf guide

2.2. Course outline

Detailed course outlines can be found at:

georgebrown.ca/programs/course-outlines

2.3. Is a cooperative placement part of the program? If so, how long is the placement?

Yes, 4th semester, 2 days per week.

2.4. Describe any other hands-on experiences included in this program

Hands-on experiences include case studies, role plays, experiential self-assessments etc.

2.5. Is the curriculum fixed, or is it possible to develop an individual plan?

The program curriculum is generally fixed.

2.6. How long has the school been offering this program?

Contact the program coordinator.

3. EMPLOYMENT OUTLOOK

3.1. National Occupational Classification (NOC) occupational group

Receptionists

Supervisors, general office and administrative support workers

3.2. NOC Code

14101

12010

3.3. NOC TEER

2

2

*Please note that the NOC Code(s) provided are suggested codes, final confirmation/determination will be made by the Ministry of Labour, Immigration Training and Skills Development (MLITSD)

3.4. What are the labour market conditions for this occupation?

Please check the [George Brown Career Coach website](#) for job/labour market information for this program/career. Career Coach offers current, local information about all jobs in the GTA, including an overview of each profession and a list of currently available positions in a given field. The data are not limited to industries supported by programs offered at George Brown College; however, where we do offer relevant programs, students are presented with options for consideration that lead them into our own program pages.

3.5. Are other licenses or certifications required for this occupation?

No.

3.6. Within the last 3 years, what percentage of students completed this program?

Please contact the program department.

Email: hsmprograms@georgebrown.ca

3.7. What percentage of students who completed this program are employed in jobs related to the program? Are the jobs full-time, part-time, or contract?

Data shows that 71 percent of graduates are employed, 47 percent of employed graduates are employed in a related field, 65 percent in full time positions. (Graduate Employment Report, 2022-2023 of students who graduated in 2021-2022).

3.8. Who hires graduates of this program? Who are the employers? (Provide examples)

Doctors' offices, clinics, hospitals, pharmaceutical companies, government agencies and medical organizations.

3.9. What is the program's/institutions reputation with employers in the industry/sector?

In a word, excellent, among employers and the community at large. Many employers look specifically for a George Brown diploma. And practitioners already employed in the field are often expected to return to school to acquire the diploma.

With regard to the College in general, in a 2006 Environics poll on post-secondary institutions in Ontario, Greater Toronto Area residents (who themselves or whose family members are in college or are college-bound) name George Brown the province's "best college." Most respondents, when asked which college they would attend, make George Brown their top pick. (The next most popular college trails George Brown by almost 10 points).

3.10. Can I contact current students or graduates of the program?

The college cannot give out contact information for current students or graduates.

Student testimonials are available on the [School of Health Services Management](#)

4. ADMISSION/ENTRANCE REQUIREMENTS

4.1. Admission/Entrance Requirements

Please see the **S135 program webpage** for more information on admission requirements for this program.

Please visit [George Brown College Admissions webpage](#) for more information on:

1. How to apply
2. Admission and Placement Assessments
3. Admissions Policies and FAQs
4. Entry Advising Services

5. COSTS

5.1. What is the tuition cost?

Semesters 1 & 2: \$4,087.00

Semesters 3 & 4: \$4,058.00

Total: \$8,145.00 (2025-26)

5.2. Must additional supplies be purchased through the training institution?

Yes. Police Vulnerable Sector Check = \$25

5.3. What is the cost of books?

Year 1 = \$1,000.00

Year 2 = \$600.00

5.4. Is there an application fee or registration fee?

Yes. Ontario College Application Service (OCAS): \$150.00

International document assessment: \$60.00 plus \$10 (if necessary) for document return.

George Brown College fee deferral: \$500.00