

## Office Administration Executive program

### SCS Applicants – January 2010 Intake

		OCAS application fee	\$95.00
<b>Major:</b>	OFAE	Semester 1 (January 2010) Tuition + Ancillary Fees	\$1109.14 \$ 514.80
	<i>*Estimate is Approximate Only – Subject to change</i>	*Books for Year 1	\$1825.00
		Semester 2 (May 2010) Tuition + Ancillary Fees	\$1109.14 \$ 405.78
	<i>*Estimate is Approximate Only– Subject to change</i>	Semester 3 (Sep 2010) Tuition + Ancillary Fees	\$1153.51 \$ 429.82
	<i>*Estimate is Approximate Only– Subject to change</i>	Books for Year 2	\$1850.00
	<i>*Estimate is Approximate Only– Subject to change</i>	Semester 4 (Jan 2011) Tuition + Ancillary Fees	\$1153.51 \$ 429.82
<b>Length:</b>	4 semesters	Hours per week:	18
<b>Credential:</b>	Ontario College Diploma	Location:	Barrie Campus
<b>Start/End :</b>	Winter Term 1– January 11, 2010– Summer Term 2 – May 10, 2010– Fall Term 3– Sept 7, 2010– Winter Term 4 – January 10, 2011–	April 23, 2010 August 20, 2010 December 17, 2010 April 22, 2011	<b>Last day to start:</b> Jan 22, 2010
<b>Study Weeks</b>	March 1 – 5 , 2010 June 28 – July 2, 2010 October 25 – 29, 2010 February 28 – March 4, 2011		
<b>Apply to Major OFAE</b> ontariocolleges.ca	<b>General Inquires:</b> Suzanne Morton <b>Admissions Officers:</b> Wendy Linseman or Jason Duffy 705.728.1968 x 1900 secondcareer@georgianc.on.ca		

- January Fees Due Date for guaranteed seat in program: **November 24, 2009**
- Fees paid after this date are on a first come first serve basis, until **January 22, 2010** (for most programs) paid until seats are filled.
- To **hold a fulltime seat** we will expect a down payment of **\$100** toward tuition fee + **\$50** deferral charge; once proof of SCS funding approval is provided to the Registrar’s Office, the deferral amount will be backed out.
- If you wish to **withdraw** after paying the **non-refundable** \$150 deposit, you must do so in writing, prior to the first ten days of class.
- May Fees Due Date: **March 23, 2010**

<b><u>Ancillary Fees:</u></b>	<b>Sem 1:</b>		<b>Sem 2:</b>	
	Activity Fee	\$108.54	Activity Fee	\$108.54
	Ed Tech	\$ 65.00	Ed Tech	\$ 65.00
	Student ID	\$ 5.67	Student ID	\$ 5.67
	Insurance	\$124.61	Insurance	\$124.61
	Alumni Fee	\$ 48.43		
	Convocation Fee	\$ 30.59		
	CPA test	\$ 30.00		
	Student Success	\$ 81.96	Student Success	\$ 81.96
	Athletic Expansion	<u>\$ 20.00</u>	Athletic Expansion	<u>\$ 20.00</u>
<b>Total:</b>		<b>\$514.80</b>	<b>Total:</b>	<b>\$405.78</b>

### **Admission Requirements**

OSS applicants must have Grade 12 English (C) or (U) (ENG4C, ENG4U).

Applicants who are 19 years of age or over by the first day of classes, and who lack the academic admission qualifications, may be considered for entrance as mature students. Each applicant will be considered on an individual basis and acceptance will be determined by counselling, Communication Placement Assessment (CPA), previous post-secondary education and evaluation of experience. Some programs also have specific prerequisite requirements that must be met prior to admission. Mature applicants must meet all program specific prerequisites. Those applying as mature students and having no documentation of Grade 12 education must supply, if requested, proof of age, such as a copy of an official birth certificate or driver's licence.

**For more information:**

<http://www.georgianc.on.ca/programs/OFAE/outline/>

**For important dates: (eg. Study weeks)**

<http://www.georgianc.on.ca/admissions/important-dates>

**For more information regarding Second Career information:**

<http://www.georgianc.on.ca/secondcareer/helpful-links>

### **Graduation Requirements**

12 Mandatory Courses

2 Communications Courses

7 Optional 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.