

## Office Administration Executive program

### SCS Applicants –September 2011 Intake

		OCAS application fee	\$95.00
<b>Major:</b>	OFAE	Semester 1 (Sept 2011) Tuition + Ancillary Fees	\$1211.30 \$ 504.45
	<i>*Estimate is Approximate Only – Subject to change</i>	*Books for Year 1	\$1825.00
		Semester 2 (Jan 2012) Tuition + Ancillary Fees	\$1211.30 \$ 393.01
	<i>*Estimate is Approximate Only– Subject to change</i>	Semester 3 (Sep 2012) Tuition + Ancillary Fees	\$1259.75 \$ 459.82
	<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 2013) Tuition + Ancillary Fees	\$1259.75 \$ 459.82
<b>Length:</b>	4 semesters	Hours per week:	18
<b>Credential:</b>	Ontario College Diploma	Location:	Owen Sound Campus
<b>START/END:</b>	Fall Term 1- September 6, 2011- December 16, 2011 Winter Term 2- January 9, 2012- April 20, 2012 Fall Term 3- September 4, 2012- December 14, 2012 Winter Term 4- January 7, 2013- April 19, 2013		<b>Last day to start:</b> Sept 19, 2011
<b>Study weeks:</b>	October 24 – 28, 2011 February 27 – March 2 , 2012 October 22 – 26, 2012 February 25 – March 1, 2013		
<b>Apply to:</b> Major OFAE ontariocolleges.ca	<b>General Inquires:</b> Jason Duffy            705.728.1968 x1900 <a href="mailto:jduffy@georgianc.on.ca">jduffy@georgianc.on.ca</a> <b>Admissions Officers:</b> Wendy Linseman    705.728.1968 x1722 <a href="mailto:wlinseman@georgianc.on.ca">wlinseman@georgianc.on.ca</a> Elaine Arias            705.728.1968 x 1837 <a href="mailto:earias@georgianc.on.ca">earias@georgianc.on.ca</a>		

**September Fees Due Date for guaranteed seat in program: June 23, 2011**

**Fees paid after this date are on a first come first serve basis, until September 19, 2011 (for most programs) paid until seats are filled.**

- We will expect a down payment of \$100 toward tuition fee + \$50 deferral charge to hold fulltime seat in program; once proof of SCS funding approval is provided to Wendy Linseman in Registrar’s Office, the deferral amount will be backed out .
- ***Can you please submit approved contract as soon as possible to the Office of the Registrar.***
- Once we receive this form, we will make these changes to your record.

**January Fees Due Date: November 22, 2011**

<b>Ancillary Fees: Sem 1:</b>	Activity Fee	\$113.97	<b>Sem 2:</b>	Activity Fee	\$ 113.97
	Ed Tech	\$ 79.00		Ed Tech	\$ 79.00
	Student ID	\$ 5.67		Student ID	\$ 5.67
	Insurance	\$ 88.41		Insurance	\$ 88.41
	Alumni Fee	\$ 50.85			
	Convocation Fee	\$ 30.59			
	CPA test	\$ 30.00			
	Student Success	\$ 81.96		Student Success	\$ 81.96
	Athletic Expansion	<u>\$ 24.00</u>		Athletic Expansion	<u>\$ 24.00</u>
	<b>Total:</b>	<b>\$504.45</b>		<b>Total:</b>	<b>\$393.01</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.

### 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.

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>