

Office Administration General Program

SCS Applicants – Jan 2012 Intake

		OCAS application fee	\$95.00
		Semester 1 (Jan 2012) Tuition + Ancillary Fees	\$1211.30 \$ 480.45
	<i>*Estimate is Approximate Only – Subject to change</i>	*Books for Year 1	\$1900.00
		Semester 2 (May 2012) Tuition + Ancillary Fees	\$1211.30 \$ 369.01
Length:	2 semesters	Hours per week:	18
Credential:	Ontario College Certificate	Location:	Collingwood campus
Start/End :	Winter Term 1- January 9, 2012 - April 20, 2012 Summer Term 2- May 7, 2012 - August 17, 2012		Last day to start: January 20, 2012
Study weeks:	February 27 – March 2 , 2012 June 27 – 29, 2012		
Apply to: Major OFAG ontariocolleges.ca	General Inquires: Jason Duffy 705.728.1968 x1900 jduffy@georgianc.on.ca Admissions Officers: Wendy Linseman 705.728.1968 x1722 wlinseman@georgianc.on.ca Elaine Arias 705.728.1968 x 1837 earias@georgianc.on.ca		

January Fees Due Date for guaranteed seat in program: October 18, 2011

Fees paid after this date are on a first come first serve basis, until January 20, 2012 (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.

May Fees Due Date: March 22, 2012

<u>Ancillary Fees:</u>	Sem 1:	Activity Fee	\$113.97	Sem 2:	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	<u>\$ 81.96</u>		Student Success	<u>\$ 81.96</u>
		Total:	\$480.45		Total:	\$369.01

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

8 Mandatory Courses

2 Communications Courses

1 Optional Course

1 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 program information:

<http://www.georgianc.on.ca/programs/OFAG/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>