

**Office Administration General Program
 SCS Applicants – September 2011 Intake**

Major:	OFAG	OCAS application fee	\$95.00
		Semester 1 (Sept 2011) Tuition + Ancillary Fees	\$1211.30 \$ 504.45
	<i>*Estimate is Approximate Only – Subject to change</i>	*Books for Year 1	\$1900.00
		Semester 2 (Jan 2012) Tuition + Ancillary Fees	\$1211.30 \$ 393.01
Length:	2 semesters	Hours per week:	18
Credential:	Ontario College Certificate	Location:	Owen Sound Campus
Start/End :	Fall Term 1 - September 6, 2011 - December 16, 2011 Winter Term 2 - January 10, 2011 - April 22, 2011		Last day to start: Sept 19, 2011
Study Weeks	October 24 – 28, 2011 February 27 – March 2, 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		

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

Ancillary Fees: 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	\$ 81.96		Student Success	\$ 81.96
	Athletic Expansion	<u>\$ 24.00</u>		Athletic Expansion	<u>\$ 24.00</u>
	Total:	\$504.45		Total:	\$393.01

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 (OFAG)

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 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>