

**Office Administration General program
 SCS Applicants – January 2010 Intake**

Major:	OFAG	OCAS application fee	\$95.00
		Semester 1 (Jan 2010) Tuition + Ancillary Fees	\$1109.14 \$ 494.80
	<i>*Estimate is Approximate Only – Subject to change</i>	*Books for Year 1	\$1900.00
		Semester 2 (May 2010) Tuition + Ancillary Fees	\$1109.14 \$ 385.78
Length:	2 semesters	Hours per week:	18
Credential:	Ontario College Certificate	Location:	Collingwood, Orangeville, Muskoka Campus
Start/End :	Winter Term 1- January 11, 2010- Summer Term 2- May 10, 2010-	April 23, 2010 August 20, 2010	Last day to start: January 22, 2010
Study Weeks	March 1 – 5 , 2010 June 28 – July 2, 2010		
Apply to: Major OFAG Ontariocolleges.ca	General Inquires: Suzanne Morton Admissions Officers: Wendy Linseman or Jason Duffy 705.728.1968 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**

Ancillary Fees: Sem 1:	Activity Fee	\$108.54	Sem 2:	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	<u>\$ 81.96</u>		Student Success	<u>\$ 81.96</u>
Total:		\$494.80	Total:		\$385.78

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/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>

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.