



# Office Administration – General program

Second Career Applicants – September 2021 Intake

## PROGRAM DETAILS

<b>OCAS application fee:</b> \$95.00 – Apply to Major OFAG	
<b>Length:</b> 2 Semesters	<b>Hours per week:</b> 18
<b>Credential:</b> Ontario College Certificate	<b>Location:</b> Barrie Campus
<b>Graduation Requirements</b> 8 Mandatory Courses 1 Optional Course 2 Communications Courses 1 General Education Courses <a href="https://www.georgiancollege.ca/academics/full-time-programs/office-administration-general-ofag/">https://www.georgiancollege.ca/academics/full-time-programs/office-administration-general-ofag/</a>	

## PROGRAM COSTS

Semester 1 (Fall 2021) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$834.72
Semester 2 (Winter 2022) Tuition + Compulsory Ancillary Fees	\$1,360.26 \$518.74
Books for Year 1	*\$1,900.00

## IMPORTANT DATES

Deposit due date	June 15, 2021
Last day to start	September 20, 2021
Balance of fees due	September 21, 2021
<b>Semester Start/End</b>	Fall Term: September 7, 2021 - December 17, 2021 Winter Term: January 10, 2022 - April 22, 2022
<b>Study Weeks</b>	Fall Term: October 25, 2021 - October 29, 2021 Winter Term: February 28, 2022 - March 4, 2022

## ADDITIONAL INFORMATION

- A tuition deposit payment of \$250 is required in order to secure your seat and register for classes
- If your MTCU funding has not come through by the due date, you are responsible for making the minimum payment of \$250
- Second Career students who are approved under the Second Career program and who pay their deposit will not be charged the late fee provided the full fees are covered

\*These costs are approximates only and are subject to change without notice

**Contact information:** [secondcareer@georgiancollege.ca](mailto:secondcareer@georgiancollege.ca) or 705.728.1968 x1575