**Program Fact Sheet**  
**Office Administration - Executive**

**Program:** Office Administration - Executive

| Code: | 2086  
|-------|-------  
| Academic Start Date: | September 04, 2018  
| Length: | 3 Semesters (Accelerated)  
| Academic End Date: | August 20, 2019  

**Breaks:**  
- Thanksgiving - October 8  
- Christmas Break - December 17 - January 1  
- Family Day - February 18  
- Winter Study Break - March 11 - 15  
- Good Friday - April 19

**Tuition Fees:**  
- Domestic - Fall 2018: $2,010.20  
- Winter 2019: $2,010.20  
- Summer 2019: $2,010.20  
- International - Annual: $21,564

**Ancillary Fees/Others:**  
- Domestic - Fall 2018: $702.50  
- Winter 2019: $384.50  
- Summer 2019: $384.50  
- International - Annual: $1,932

- (*) Includes CO-OP, Field Camp, Other  
- (**) Includes CO-OP

**Payment Deadline:**  
- Fall 2018: June 15, 2018  
- Winter 2019: December 7, 2018  
- Summer 2019: April 12, 2019

**Parking Fees:**  
- Per Semester: $110.00 (+ tax)  
- Per Year: $215 (+ tax)  
- Daily Coin Lot Parking: $5.00 per entry  
- Monthly Permits: $40.00 (+ tax)

**Program Description:**  
Provides students with the skills and productivity tools needed in today’s highly specialized offices. Emphasis is placed on developing the individuals' decision making, interpersonal and customer service skills. Students will complete a 4-week work placement.

**Entrance Requirement:**  
Ontario Secondary School diploma with Grade 12 English (ENG4C) and Grade 11 Math MBF3C, OR Mature Student Status (an applicant lacking the formal minimum admission requirements may be admitted through the mature student application process. Mature Student applicants may be referred to College. Counselling for academic testing and a recommendation from the Counsellor to the Registrar for consideration in their admission. Mature applicants must still submit their high school transcripts and may also be asked for a resume).

**Other Information:**  
For more information visit the Sault College website [http://www.saultcollege.ca/Programs](http://www.saultcollege.ca/Programs) or contact the Program Coordinator: Minttu Kamula at 705-759-2554, Ext. 2487 or at Minttu.Kamula@saultcollege.ca. Alternatively you can contact the Academic Assistant, Nicole LaCroix at Nicole.Lacroix@saultcollege.ca or 705-759-2554 ext. 2432.

**Books:**  
- Approx. costs: Fall 2018: $1,435.00 / Winter 2019: $868.00 / Summer 2019: $644.00

**Miscellaneous Supplies:**  
Approx. $80.00 per semester

**KPI Student Satisfaction Rate:** 86.9%

**KPI Graduation Rate:** 61.1%

**KPI Graduate Employment Rate:** 80%

**Typical Employment:**  
Administrative support in private industry, government agencies and medical and financial institutions.

**Employment Titles:**  
Administrative assistant, executive assistant, secretary, administrative support clerk.

**Type of Certification:**  
Ontario College Diploma

*Updated August 2018*