

Get Set for Office Administration Assessment – ANSWER KEY

- Using your best spelling, grammar and punctuation, write a 4-6 sentence paragraph describing why you want to be an office administrator.

Answers will vary.

- Using the numbers below, calculate how much it will cost to attend a post secondary program for 1 year, including living expenses.

Expense	Cost
Tuition	\$1498.00
Administration fee	\$25.90
Health plan fee	\$295.00
Books	\$500.00
Rent	\$600.00 per month
Utilities	\$150.00 per month
Food	\$175.00 per month
Other	\$100.00 per month

Tuition: \$1,498.00

Administration fee: \$25.90

Health plan fee: \$295.00

Books: \$500.00

Rent: $\$600.00 \times 12 = \$7,200.00$

Utilities: $\$150.00 \times 12 = \$1,800.00$

Food: $\$175.00 \times 12 = \$2,100.00$

Other: $\$100.00 \times 12 = \$1,200.00$

TOTAL: \$14,618.90

3. Read the information below and answer the questions that follow.

The Ontario Student Assistance Program (OSAP) is a needs-based program designed to help Ontario students cover the cost of post-secondary education. Funded by the federal and provincial governments, OSAP is intended to promote equality of opportunity for post-secondary studies through direct financial assistance for educational costs and living expenses. These interest-free loans are intended to supplement your financial resources and those of your family. The majority of students apply for loan assistance via the [OSAP website](#). Students can also print the application booklet through the OSAP website.

- a) Who is OSAP funded by?

The federal and provincial governments.

- b) What is the intention of the OSAP program?

To promote equality of opportunity for post-secondary studies through direct financial assistance for educational costs and living expenses.

- c) How do the majority of students apply for an OSAP loan?

Via the OSAP website.

- d) If a student doesn't want to apply for OSAP online, how might he also apply?

Print the application booklet through the website.

4. Correct the errors in the sentences below:

- a. You're / You are going to have to study hard to pass the test.
- b. The little boy has 3 toys.
- c. My favourite colour is yellow.
- d. Where are their pencils?

Name: _____

5. Fill in the form below (you may use fake information): **Answers will vary.**

Last name:	First name:
Date of birth (dd/mm/yyyy):	
Street Address:	
City:	Province:
Phone Number:	
Tick the box for the program you are interested in: <input type="checkbox"/> Business Studies <input type="checkbox"/> Administration <input type="checkbox"/> Personal Support Worker <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Social Work	
Date:	
Signature:	

6. Put the information below in alphabetical order by LAST name.

Nelson Mandela	Jackie Chan
Walt Disney	Walt Disney
Wayne Gretzky	Wayne Gretzky
Justin Trudeau	Nelson Mandela
Rosa Parks	Rosa Parks
Oprah Winfrey	Julia Roberts
Julia Roberts	Justin Trudeau
Jackie Chan	Oprah Winfrey