

Name: _____

Get Set for Office Administration Assessment

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

2. 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

Total: _____

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.

Name: _____

a) Who is OSAP funded by?

b) What is the intention of the OSAP program?

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

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

4. Correct the errors in the sentences below:

a. Your going to have to study hard to pass the test?

b. the little boy have 3 toys.

c. My favorite color is yelow.

d. Where are there pencils?

Name: _____

5. Fill in the form below (you may use fake information):

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 _____

Walt Disney _____

Wayne Gretzky _____

Justin Trudeau _____

Rosa Parks _____

Oprah Winfrey _____

Julia Roberts _____

Jackie Chan _____