



**Information Sheet for Office Administration 2<sup>nd</sup> Year – Records & Information Management  
2018 - 2019**

Please keep this sheet for future reference

Program	Fall Dates	Winter Dates	Intersession Dates	Tuition			Books			Other Fees		
				Fall	Winter	Intersession	Fall	Winter	Intersession	Fall	Winter	Intersession
Office Administration (RIM)	Sept 04/18 Dec 20/18	Jan 02/19 April 26/19	May 06/19 June 14/19	\$726	\$726	\$294	\$890	\$490	N/A	\$573	\$65	N/A

**\*Important Information (Other Fees) – Fall**

Health and Dental Insurance - \$381.00 single coverage  
 Registration fee \$97 (paid prior to registration)  
 Equipment and Materials per Semester: Fall \$65; Winter \$65  
**International association of Administrative Professionals (IAAP) \$30.00**

**Other Fees include equipment/materials fee, health/dental fee, annual registration fee, etc.  
 Note: All fees are based on previous year's semesters and are subject to change without notice**