



**Information Sheet for Office Administration Records and Information Management 1<sup>st</sup> Year  
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	Sep 04/18 Dec 20/18	Jan.2/19 - Apr. 26/19	May 06/19 June 14/19	\$726	\$726	\$343	\$1430	\$750	\$675	\$543	\$65	\$32.50

**\*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; Intersession \$32.50

Academic Audit Fee \$50.00

**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**