



Information Sheet for Office Administration 2nd Year – Records & Information Management

2017 - 2018

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 05/17 Dec 21/17	Jan 02/18 April 26/18	May 07/18 June 15/18	\$726	\$726	\$294	\$945	\$610	N/A	\$672	\$65	N/A

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

Health and Dental Insurance - \$390.00 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

Admission Fee \$50

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