NORTHERN LAKES COLLEGE

Office Administration (All Fees are Subject to Change)   **DOMESTIC**

Course Code	Course Name	Credits	Tuition Rate	Tuition	SA Rate	SA	Tech Rate	Tech	Total	Also Offered
Term 1 - Fall Term - September 3, 2024 to December 12, 2024										
BCOM0100	Business Communications I	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
COMM0107	Interpersonal Communications for the Office Professional	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
COMP0109	Business Applications and Operating Software	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
COMP0111	Word Processing I	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
OADM0101	Keyboarding I	2	$ 166.00	$ 332.00	$ 12.50	$ 25.00	$ 12.00	$ 24.00	$ 381.00	All Terms
OADM0105	Office Procedures	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
	Term 1 Total:	**17**		**$ 2,822.00**		**$ 212.50**		**$ 204.00**	**$ 3,238.50**	
Term 2 - Winter Term - January 6, 2025 to April 17, 2025										
ACCT0105	Accounting	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
BCOM0111	Workplace Communications	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
COMP0119	Office Systems for Managing Information	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
COMP0121	Word Processing II	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	
OADM0111	Keyboarding II	2	$ 166.00	$ 332.00	$ 12.50	$ 25.00	$ 12.00	$ 24.00	$ 381.00	All Terms
	Term 2 Total:	**14**		**$ 2,324.00**		**$ 175.00**		**$ 168.00**	**$ 2,667.00**	
Term 3 - Spring Term - May 1, 2025 to June 25, 2025										
OADM0103	Employment Practicum	3	$ 166.00	$ 498.00	$ 12.50	$ 37.50	$ 12.00	$ 36.00	$ 571.50	All Terms
	Term 3 Total:	**3**		**$ 498.00**		**$ 37.50**		**$ 36.00**	**$ 571.50**	
	TOTAL - FT:	**34**		**$ 5,644.00**		**$ 425.00**		**$ 408.00**	**$ 6,477.00**	

The Technology Fee is charged to all students in support of technical support, computer equipment, and distance delivery.

The book list for courses related to this program can be found on the program page on the NLC website under "Program Resources"

It is the responsibility of the student to purchase all required textbooks for enrolled courses. Costs of textbooks are not included in this fee estimate.