

Office Administration (All Fees are Subject to Change)
DOMESTIC

Course Code	Course Name	Credits	Tuition Rate	Tuition	SA Rate	SA	Technology Fee (Flat)	Total	Also Offered
Term 1 - Fall Term - September 5, 2023 to December 15, 2023									
BCOM0100	Business Communications I	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50	\$130 FT \$65 PT	\$ 490.50	
COMM0107	Interpersonal Communications for the Office Professional	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
COMP0109	Business Applications and Operating Software	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
COMP0111	Word Processing I	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
OADM0101	Keyboarding I	2	\$152.00	\$ 304.00	\$11.50	\$ 23.00		\$ 327.00	All Terms
OADM0105	Office Procedures	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
Term 1 Total:		17		\$ 2,584.00		\$ 195.50	\$ 130.00	\$ 2,909.50	
Term 2 - Winter Term - January 4, 2024 to April 25, 2024									
ACCT0105	Accounting	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50	\$130 FT \$65 PT	\$ 490.50	
BCOM0111	Workplace Communications	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
COMP0119	Office Systems for Managing Information	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
COMP0121	Word Processing II	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50		\$ 490.50	
OADM0111	Keyboarding II	2	\$152.00	\$ 304.00	\$11.50	\$ 23.00		\$ 327.00	All Terms
Term 2 Total:		14		\$ 2,128.00		\$ 161.00	\$ 130.00	\$ 2,419.00	
Term 3 - Spring Term - May 1, 2024 to June 25, 2024									
OADM0103	Employment Practicum	3	\$152.00	\$ 456.00	\$11.50	\$ 34.50	\$130 FT	\$ 490.50	All Terms
Term 3 Total:		3		\$ 456.00		\$ 34.50	\$ 130.00	\$ 620.50	
TOTAL - FT:		34		\$ 5,168.00		\$ 391.00	\$ 390.00	\$ 5,949.00	

Mandatory Fees (charged per term):

Technology Fee: \$130 per Term FT, \$65 per Term PT

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.

A non-refundable deposit (Commitment Fee) is required to secure a seat in this program. If this fee has been paid, please deduct that amount from the first term tuition when making payment.