## Part Time Online Program Fees 2023 Spring / Summer 2023 Course Offerings

Click the link below to apply to a program:

http://www.confederationcollege.ca/ce/admissionapplication

|        | BOOKKEEPING (5402)               |                       |              |              |              |          |
|--------|----------------------------------|-----------------------|--------------|--------------|--------------|----------|
| Course | Course Title                     | May 9 -               | June 1 -     | July 4 -     | Aug. 1 -     | Tuition  |
| Code   |                                  | Aug. 15               | Sept. 7      | Oct. 10      | Nov. 7       | Tutton   |
| OL030  | Intermediate Accounting I        | $\checkmark$          |              |              |              | \$497.48 |
| OL075  | Taxation II                      | ✓                     |              |              |              | \$497.48 |
| OL076  | Payroll Administration           | ✓                     | ✓            | ✓            | $\checkmark$ | \$401.86 |
| OL090  | Accounting Basics I              | ✓                     | ~            | $\checkmark$ | ✓            | \$401.86 |
| OL091  | Accounting Basics II             | ✓                     | $\checkmark$ | $\checkmark$ | $\checkmark$ | \$401.86 |
| OL127  | Cost and Managerial Accounting I | $\checkmark$          |              | ~            |              | \$442.84 |
| OL160  | Taxation I                       | ✓                     | ~            |              |              | \$422.35 |
| OL568  | Quickbooks Online                | ✓                     | $\checkmark$ | $\checkmark$ | $\checkmark$ | \$401.86 |
| OL700  | Computers 1 - An Introduction to | ✓                     | ✓            | $\checkmark$ | ✓            | \$401.86 |
| OL702  | MS Excel                         | $\checkmark$          | ~            | $\checkmark$ | $\checkmark$ | \$401.86 |
| OL746  | Computerized Accounting          | <ul> <li>✓</li> </ul> |              |              |              | \$401.86 |

|        | CANADIAN CERTIFIED ADMINISTRATIVE PROFESSIONAL (50             | 086)                  |                       |              |                       |          |
|--------|--|-----------------------|-----------------------|--------------|-----------------------|----------|
| Course | Course Title   | May 9 -               | June 1 -              | July 4 -     | Aug. 1 -              | Tuition  |
| Code   |  | Aug. 15               | Sept. 7               | Oct. 10      | Nov. 7                |          |
| OL069  | Supervisory Skills for Business & Industry                     | ▼<br>✓                | <ul> <li>✓</li> </ul> | ✓            | ✓                     | \$319.90 |
|        | Introduction to Business Management & Organizational Behaviour | ✓<br>✓                | v                     | v            | v                     | \$401.86 |
|        | Communications for Business                                    | V                     |                       |              |                       | \$401.86 |
|        | Electives (Select <u>4)</u>                                    |                       |                       |              |                       | ¢ 404.00 |
|        | Business Law I   | $\checkmark$          |                       | ✓            |                       | \$401.86 |
|        | Human Resource Management Principles                           | •                     | <ul> <li>✓</li> </ul> | ✓            | <ul> <li>✓</li> </ul> | \$497.48 |
|        | Introduction to Project Management                             | ✓                     | ✓                     | $\checkmark$ | ✓                     | \$401.86 |
|        | Statistics   | <ul> <li>✓</li> </ul> |                       |              |                       | \$497.48 |
|        | Excel - Expert   | $\checkmark$          |                       | $\checkmark$ |                       | \$401.86 |
|        | s (if chosen, must take both courses)                          |                       |                       |              | 1                     |          |
|        | Microeconomics   | ✓                     |                       | ✓            |                       | \$401.86 |
|        | Macroeconomics   | $\checkmark$          |                       | $\checkmark$ |                       | \$401.86 |
|        | ng (if chosen, must take both courses)                         | -                     |                       |              |                       |          |
|        | Accounting Basics I  | $\checkmark$          | $\checkmark$          | ✓            | $\checkmark$          | \$401.86 |
|        | Accounting Basics II   | $\checkmark$          | $\checkmark$          | $\checkmark$ | $\checkmark$          | \$401.86 |
| 0      | i (if chosen, must take both courses)                          |                       |                       |              |                       |          |
|        | Marketing I  | $\checkmark$          | $\checkmark$          |              |                       | \$422.35 |
|        | Marketing II   | $\checkmark$          |                       |              |                       | \$422.35 |
|        | gy (if chosen, must take both courses)                         |                       |                       |              |                       |          |
| OL230  | Introduction to Psychology                                     |                       | No                    | t available  | S23                   |          |
| OL374  | Personality Psychology   | $\checkmark$          |                       |              |                       | \$401.86 |
|        | CLIENT AND CUSTOMER RELATIONS (5024)                           |                       |                       |              |                       |          |
| Course | Course Title   | May 9 -               | June 1 -              | July 4 -     | Aug. 1 -              | Tuition  |
| Code   |  | Aug. 15               | Sept. 7               | Oct. 10      | Nov. 7                |          |
|        | Creating a Corporate Service Culture                           | <ul> <li>✓</li> </ul> |                       |              |                       | \$306.24 |
|        | Developing Client Service Teams                                | <ul> <li>✓</li> </ul> |                       |              |                       | \$401.86 |
|        | Strategies for Fostering Client Loyalty                        | ✓                     |                       |              |                       | \$401.86 |
|        | Building and Maintaining Customer Relationships                | $\checkmark$          |                       |              |                       | \$442.84 |
|        | Electives (Select 2)   |                       |                       |              |                       |          |
|        | Introduction to Business Management & Organizational Behaviour | ✓                     | ✓                     | ✓            | $\checkmark$          | \$401.86 |
|        | Introduction to Business Management                            | ✓                     |                       |              |                       | \$401.86 |
| OL373  | Management and Leadership Skills                               | $\checkmark$          |                       |              |                       | \$401.86 |

|                | COMMERCIAL CONSTRUCTION MANAGEMENT (5031)                           |                    |                     |                     |                    |          |
|----------------|---|--------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL528          | The Construction Industry   | ✓                  |                     |                     |                    | \$360.88 |
| OL530          | Commercial Construction Principles                                  | ✓                  |                     |                     |                    | \$360.88 |
| OL532          | Commercial Construction Estimating                                  | ✓                  |                     |                     |                    | \$442.84 |
| OL535          | Project Construction Management                                     | ✓                  |                     |                     |                    | \$360.88 |
| OL537          | Construction Planning & Scheduling                                  | ✓                  |                     |                     |                    | \$360.88 |
| OL538          | Green Building Construction Practices                               | ✓                  |                     |                     |                    | \$401.86 |
|                | CONSTRUCTION ESTIMATOR (5110)                                       |                    |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL606          | Introduction to Cost Estimating                                     | ✓                  |                     |                     |                    | \$381.37 |
|                | Material & Estimating Methods                                       | ✓                  |                     |                     |                    | \$381.37 |
| OL641          | Construction Contract Bid Management                                | ✓                  |                     |                     |                    | \$381.37 |
| OL642          | Construction Drawings and Methods                                   | ✓                  |                     |                     |                    | \$381.37 |
| OL649          | Construction Job Site Management                                    | ✓                  |                     |                     |                    | \$381.37 |
|                | ELEARNING DEVELOPER (5026)  |                    |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL026          | Instructional Design for Online Learning                            | ✓                  |                     |                     |                    | \$401.86 |
| OL571          | Multimedia for eLearning Developers                                 | ✓                  |                     |                     |                    | \$401.86 |
| OL633          | Universal Design for Learning and Accessibility for Online Learning | ✓                  |                     |                     |                    | \$401.86 |
| OL638          | ELearning Tools   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL650          | LMS Platforms   | ✓                  |                     |                     |                    | \$401.86 |
| OL766          | HTML Introduction   | ✓                  |                     |                     |                    | \$401.86 |
|                | FOOD SERVICE WORKER (5600)  |                    |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL334          | Communication and the Food Service Worker                           | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL413          | Institutional Food Service  | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL426          | Sanitation and Safety   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL433          | Introduction to Nutrition   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL455          | Nutrition in Health Care  | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL473          | Quantity Food Preparation   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |

|                | FUNDRAISING MANAGEMENT (5076)                       |  |                     |                     |                    |          |
|----------------|---|--|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title  | May 9 - June 1 - July 4 - Aug. 1 -<br>Aug. 15 Sept. 7 Oct. 10 Nov. 7 |                     |                     |                    | Tuition  |
| OL156          | Fundraising as a Management Process                 | ✓  |                     |                     |                    | \$401.86 |
| OL157          | Introduction to Fundraising                         | ✓  |                     |                     |                    | \$401.86 |
| OL329          | Strategic Management of Campaigns                   | ✓  |                     |                     |                    | \$401.86 |
| OL377          | Methods of Fundraising                              | ✓  |                     |                     |                    | \$401.86 |
| OL379          | Applied Fundraising Practices                       | ✓  |                     |                     |                    | \$401.86 |
| OL380          | Donor Relations in Fundraising                      | ✓  |                     |                     |                    | \$401.86 |
|                | GEOGRAPHIC INFORMATION SYSTEMS (5022)               |  |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15   | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL449          | Spatial Database Management and Integration         |  | Not                 | t Available         | e S23              |          |
| OL466          | Relational Database Management Systems              |  | Not                 | t Available         | e S23              |          |
| OL609          | Remote Sensing                                      | $\checkmark$   |                     |                     |                    | \$401.86 |
| OL631          | Design Managing Implementing a GIS                  | ✓  |                     |                     |                    | \$401.86 |
| OL731          | Introduction to Geographic Information Systems      | ✓  |                     |                     |                    | \$401.86 |
| OL739          | Internet Mapping                                    | $\checkmark$   |                     |                     |                    | \$401.86 |
| OL833          | ARCView - GIS Software                              |  | Not                 | t Available         | e S23              |          |
| OL921          | Global Positioning System                           |  | Not                 | t Available         | e S23              |          |
|                | HEALTH RECORDS CLERK (5073)                         |  |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15   | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL402          | Medical Terminology                                 | Aug. 15  | Jept. 7             | <u> </u>            | NOV. 7<br>✓        | \$401.86 |
| OL406          | Medical Terminology II                              | ✓  |                     |                     |                    | \$360.88 |
| OL424          | Medical Conditions for Medical Office Professionals | ✓  |                     |                     |                    | \$422.35 |
| OL441          | Working and Communicating in a Medical Setting      | ✓  |                     |                     |                    | \$360.88 |
| OL468          | Essentials Health Records Management                | ✓  |                     |                     |                    | \$360.88 |
| OL470          | Medical Office Procedures                           | ✓  |                     |                     |                    | \$422.35 |

|                | HOME INSPECTION (5060)                                     |                    |                     |                     |                    |          |
|----------------|--|--------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title   | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL619          | Air Conditioning & Heat Pumps Inspection                   | ✓                  |                     |                     |                    | \$401.86 |
| OL620          | Communication/Professional Practices                       | ✓                  |                     |                     |                    | \$401.86 |
| OL623          | Electrical Inspection                                      | ✓                  |                     |                     |                    | \$401.86 |
| OL624          | Exterior Inspection  | ✓                  |                     |                     |                    | \$401.86 |
| OL625          | Heating Inspection I                                       | ✓                  |                     |                     |                    | \$401.86 |
| OL626          | Heating Inspection II                                      | ✓                  |                     |                     |                    | \$401.86 |
| OL627          | Interior Insulation Inspection                             | ✓                  |                     |                     |                    | \$401.86 |
| OL628          | Plumbing Inspection  | ✓                  |                     |                     |                    | \$401.86 |
| OL629          | Roofing Inspection   | ✓                  |                     |                     |                    | \$401.86 |
| OL630          | Structural Inspection                                      | ✓                  |                     |                     |                    | \$401.86 |
|                | HOSPITAL WARD CLERK (5055)                                 |                    |                     |                     |                    |          |
| Course<br>Code | Course Title   | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL402          | Medical Terminology  | $\checkmark$       | $\checkmark$        | $\checkmark$        | ✓                  | \$401.86 |
| OL406          | Medical Terminology II                                     | ✓                  |                     |                     |                    | \$360.88 |
| OL420          | Understanding Medical Tests for Medical Office Staff       | ✓                  |                     |                     |                    | \$360.88 |
| OL424          | Medical Conditions for Medical Office Professionals        | ✓                  |                     |                     |                    | \$422.35 |
| OL425          | Pharmacology for Medical Office Professionals              | ✓                  |                     |                     |                    | \$422.35 |
| OL428          | Understanding Surgical Procedures for Medical Office Staff | ✓                  |                     |                     |                    | \$360.88 |
| OL441          | Working and Communicating in a Medical Setting             | ✓                  |                     |                     |                    | \$360.88 |
|                | INSTRUCTIONAL DESIGN (5027)                                |                    |                     |                     |                    |          |
| Course<br>Code | Course Title   | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL026          | Instructional Design for Online Learning                   | $\checkmark$       |                     |                     |                    | \$401.86 |
| OL713          | Collaborative Framework: Working with SMEs                 | ✓                  |                     |                     |                    | \$401.86 |
| OL763          | Quality Assurance & Course Evaluation                      | ✓                  |                     |                     |                    | \$401.86 |
| OL764          | Special Topic in Course Design                             | ✓                  |                     |                     |                    | \$422.35 |
| OL780          | Course Design for Hybrid Delivery                          | ✓                  |                     |                     |                    | \$401.86 |
| OL785          | Digital Pedagogy   | ✓                  |                     |                     |                    | \$422.35 |

|   | LEADERSHIP DEVELOPMENT SERIES (5200)   |   |                     |                     |                    |  |
|---|--|---|---------------------|---------------------|--------------------|--|
| Course<br>Code  | Course Title   | May 9 -<br>Aug. 15  | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL814   | Human Relations (LDS)  | ✓   |                     |                     |                    | \$324.90   |
| OL815   | Managing Change (LDS)  | ✓   |                     |                     |                    | \$324.90   |
| OL816   | Finance (LDS)  | $\checkmark$  |                     |                     |                    | \$324.90   |
| OL987   | Employment Law for LDS   | ✓   |                     |                     |                    | \$324.90   |
| OL988   | Performance Management - LDS   | ✓   |                     |                     |                    | \$324.90   |
| OL989   | Project Management - LDS   | $\checkmark$  |                     |                     |                    | \$311.24   |
| OL990   | Creative & Critical Thinking - LDS   | $\checkmark$  |                     |                     |                    | \$324.90   |
| OL994   | Leading Responsibly - LDS  | ✓   |                     |                     |                    | \$324.90   |
| OL995   | Communication - LDS  | ✓   |                     | $\checkmark$        |                    | \$324.90   |
| OL999   | Leading Teams - LDS  | $\checkmark$  |                     |                     |                    | \$324.90   |
|   | LEGAL OFFICE ASSISTANT (5025)  |   |                     |                     |                    |  |
| Course  | Course Title   | May 9 -   | June 1 -            | July 4 -            | Aug. 1 -           |  |
| Codo  |  |   |                     | -                   | -                  | <b>Tuition</b>   |
| Code  |  | Aug. 15   |                     | Oct. 10             | Nov. 7             | Tuition  |
| OL072   | Litigation Practice and Procedure 1  | Aug. 15   |                     | -                   | -                  | \$401.86   |
| OL072<br>OL120  | Litigation Practice and Procedure 1<br>Office Technology & Procedure   | Aug. 15<br>✓  |                     | -                   | -                  | \$401.86<br>\$401.86   |
| OL072<br>OL120<br>OL130   | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology  | Aug. 15<br>✓<br>✓   |                     | -                   | -                  | \$401.86<br>\$401.86<br>\$401.86   |
| OL072<br>OL120<br>OL130<br>OL131  | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures   | Aug. 15   |                     | -                   | -                  | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86   |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155                                       | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships  | Aug. 15<br>✓<br>✓<br>✓<br>✓                               |                     | -                   | -                  | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84                                     |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155<br>OL338                              | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships<br>Communications for Business   | Aug. 15<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |                     | -                   | -                  | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84<br>\$401.86                         |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155<br>OL338<br>OL353                     | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships<br>Communications for Business<br>Real Estate Procedures                                       | Aug. 15<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓                     | Sept. 7             | Oct. 10             | Nov. 7             | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84<br>\$401.86<br>\$401.86             |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155<br>OL338<br>OL353<br>OL702            | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships<br>Communications for Business<br>Real Estate Procedures<br>Excel Core                         | Aug. 15<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |                     | -                   | -                  | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84<br>\$401.86                         |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155<br>OL338<br>OL353<br>OL702<br>Program | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships<br>Communications for Business<br>Real Estate Procedures<br>Excel Core<br>Electives (Select 2) | Aug. 15<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ | Sept. 7             | Oct. 10             | Nov. 7             | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84<br>\$401.86<br>\$401.86<br>\$401.86 |
| OL072<br>OL120<br>OL130<br>OL131<br>OL155<br>OL338<br>OL353<br>OL702<br>Program | Litigation Practice and Procedure 1<br>Office Technology & Procedure<br>Legal Terminology<br>Legal Office Procedures<br>Building and Maintaining Customer Relationships<br>Communications for Business<br>Real Estate Procedures<br>Excel Core                         | Aug. 15<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓                     | Sept. 7             | Oct. 10             | Nov. 7             | \$401.86<br>\$401.86<br>\$401.86<br>\$401.86<br>\$442.84<br>\$401.86<br>\$401.86             |

|                | LEGAL SKILLS (5032)                                    |              |  |             |       |          |
|----------------|--|--------------|--|-------------|-------|----------|
| Course<br>Code | Course Title   |              | May 9 - June 1 - July 4 - Aug. 1 -<br>Aug. 15 Sept. 7 Oct. 10 Nov. 7 |             |       |          |
| OL130          | Legal Terminology                                      | $\checkmark$ |  |             |       | \$401.86 |
| OL131          | Legal Office Skills                                    | $\checkmark$ |  |             |       | \$401.86 |
| Program        | Electives (Select 3)                                   |              |  |             |       |          |
| OL066          | Landlord and Tenant Law                                |              | No   | t Available | e S23 |          |
| OL072          | Litigation Practice and Procedure 1                    | $\checkmark$ |  |             |       | \$401.86 |
| OL128          | Family Law Practice and Procedure                      |              | No   | t Available | S23   |          |
| OL168          | Small Claims Practice and Procedure                    |              | No   | t Available | e S23 |          |
| OL288          | Criminal Law Legal Administration                      | $\checkmark$ |  |             |       | \$401.86 |
| OL321          | Litigation/Small Claims/Family/Criminal Law Procedures | √            |  |             |       | \$401.86 |
| OL336          | Corporate Law Procedures                               | $\checkmark$ |  |             |       | \$401.86 |
| OL353          | Real Estate Procedures                                 | $\checkmark$ |  |             |       | \$401.86 |

|                | MANAGEMENT STUDIES (5017)                                      |                    |                     |                     |                    |          |
|----------------|--|--------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title   | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL175          | Business Analysis Introduction                                 | ✓                  |                     |                     |                    | \$401.86 |
| OL335          | Organizational Business Communications                         | ✓                  |                     |                     |                    | \$422.35 |
| OL601          | Business Finance   | ✓                  |                     |                     |                    | \$401.86 |
| Core Elec      | ctives (Select 1)  |                    |                     |                     |                    |          |
| OL125          | Management Principles  | ✓                  | $\checkmark$        | $\checkmark$        | $\checkmark$       | \$401.86 |
| OL372          | Introduction to Project Management                             | ✓                  | $\checkmark$        | $\checkmark$        | $\checkmark$       | \$401.86 |
| Program        | Electives (Select 4)   |                    |                     |                     |                    |          |
| OL102          | Business Law   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL118          | Marketing I  | ✓                  | $\checkmark$        |                     |                    | \$422.35 |
| OL123          | Material and Operations Management                             | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL135          | Human Resource Management Principles                           | ✓                  | ✓                   | $\checkmark$        | $\checkmark$       | \$497.48 |
| OL173          | Introduction to Business Management & Organizational Behaviour | ✓                  | $\checkmark$        | $\checkmark$        | $\checkmark$       | \$401.86 |
| Accountin      | g  |                    |                     |                     |                    |          |
| OL115          | Introduction to Financial Management Accounting                | ✓                  | √                   | $\checkmark$        | $\checkmark$       | \$401.86 |
| OL127          | Cost and Managerial Accounting I                               | ✓                  |                     | $\checkmark$        |                    | \$442.84 |
| Economic       | S  |                    |                     |                     |                    |          |
| OL114          | Microeconomics   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL117          | Macroeconomics   | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| Project M      | anagement  |                    |                     |                     |                    |          |
| OL096          | Project Leadership   | ✓                  |                     |                     |                    | \$401.86 |
| OL372          | Introduction to Project Management                             | ✓                  | $\checkmark$        | $\checkmark$        | $\checkmark$       | \$401.86 |
| OL387          | Project Management Scheduling Software                         | ✓                  | ✓                   | $\checkmark$        | $\checkmark$       | \$401.86 |
| OL989          | Project Management - LDS                                       | ✓                  |                     |                     |                    | \$311.24 |

|                | MEDICAL OFFICE ASSISTANT (5030)                            |                    |                     |                     |                    |          |
|----------------|--|--------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title   | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL120          | Office Technology and Procedures                           | ✓                  |                     |                     |                    | \$401.86 |
| OL155          | Building and Maintaining Customer Relationships            | ✓                  |                     |                     |                    | \$442.84 |
| OL335          | Organizational Business Communications                     | ✓                  |                     |                     |                    | \$422.35 |
| OL402          | Medical Terminology  | ✓                  | ✓                   | $\checkmark$        | ✓                  | \$401.86 |
| OL406          | Medical Terminology II                                     | ✓                  |                     |                     |                    | \$360.88 |
| OL424          | Medical Conditions for Medical Office Professionals        | ✓                  |                     |                     |                    | \$422.35 |
| OL425          | Pharmacology for Medical Office Professionals              | ✓                  |                     |                     |                    | \$422.35 |
| OL441          | Working and Communicating in a Medical Setting             | ✓                  |                     |                     |                    | \$360.88 |
| OL702          | Excel Core   | ✓                  | ✓                   | $\checkmark$        | √                  | \$401.86 |
| Compute        | r Electives (Select 1)                                     |                    |                     |                     |                    |          |
| OL370          | Word Core  | ✓                  |                     | $\checkmark$        |                    | \$401.86 |
| OL700          | Computers 1 - Introduction to                              | ✓                  | ✓                   | $\checkmark$        | √                  | \$401.86 |
| Program        | Electives (Select 2)                                       |                    |                     |                     |                    |          |
| OL420          | Understanding Medical Tests for Medical Office Staff       | ✓                  |                     |                     |                    | \$360.88 |
| OL428          | Understanding Surgical Procedures for Medical Office Staff | ✓                  |                     |                     |                    | \$360.88 |
| OL459          | Medical OHIP Billing 1                                     | ✓                  |                     |                     |                    | \$401.86 |

|                | MEDICAL TRANSCRIPTIONIST (5035)   |                       |                     |                     |                    |          |
|----------------|---|-----------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15    | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL257          | Communication I   | ✓                     | $\checkmark$        |                     |                    | \$422.35 |
| OL400          | Medical Transcription Fundamentals  | ✓                     |                     |                     |                    | \$401.86 |
| OL401          | Medical Transcription Styles and Practices                                    | ✓                     |                     |                     |                    | \$401.86 |
| OL402          | Medical Terminology   | ✓                     | ✓                   | ✓                   | ✓                  | \$401.86 |
| OL406          | Medical Terminology II  | ✓                     |                     |                     |                    | \$360.88 |
| OL447          | Advanced Medical Transcription  | ~                     |                     |                     |                    | \$401.86 |
| OL452          | Medical Keyboarding   | ✓                     |                     |                     |                    | \$422.35 |
| OL456          | Beginning Medical Transcription   | ✓                     |                     |                     |                    | \$401.86 |
| OL470          | Medical Office Procedures   | ✓                     |                     |                     |                    | \$422.35 |
| OL700          | Computers 1 - An Introduction to  | ✓                     | ✓                   | √                   | ✓                  | \$401.86 |
| Program        | Electives (Select 2)  |                       |                     |                     |                    |          |
| OL430          | Dental Terminology  | ✓                     |                     |                     |                    | \$360.88 |
| OL459          | Medical OHIP Billing  | ✓                     |                     |                     |                    | \$401.86 |
| OL468          | Essentials Health Records Management  | ✓                     |                     |                     |                    | \$360.88 |
|                | NEPHROLOGY NURSING (5028)   |                       |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15    | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
|                | Renal Replacement Therapies - Nursing Care of the Transplant Patient          | ✓                     |                     |                     | -                  | \$401.86 |
| OL270          | Living with Chronic Kidney Disease  | √                     |                     |                     |                    | \$401.86 |
|                | Normal and Abnormal Kidney Function   | <ul> <li>✓</li> </ul> |                     |                     |                    | \$401.86 |
| OL393          | Nursing Care Across the Kidney Disease Trajectory                             | <ul> <li>✓</li> </ul> |                     |                     |                    | \$401.86 |
| OL437          | Renal Replacement Therapies - Nursing Care of the Peritoneal Dialysis Patient | ✓                     |                     |                     |                    | \$401.86 |
| OL439          | Renal Replacement Therapies - Nursing Care of the Hemodialysis Patient        | ✓                     |                     |                     |                    | \$401.86 |
|                | PALLIATIVE CARE (5105)  |                       |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15    | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL429          | Comfort Measures  | ✓                     |                     |                     |                    | \$319.90 |
| OL431          | Orientation to Palliative Care  | ~                     |                     |                     |                    | \$319.90 |
| OL464          | Palliative Care Communications  | ✓                     |                     |                     |                    | \$251.60 |
| OL476          | Ethical/Legal and Spiritual Concerns  | ✓                     |                     |                     |                    | \$401.86 |
| OL499          | Psychological and Social Implications   | ~                     |                     |                     |                    | \$319.90 |

|                | RETIREMENT AND LONG TERM CARE MANAGEMENT (5                                 | 019)               |                     |                     |                    |          |
|----------------|---|--------------------|---------------------|---------------------|--------------------|----------|
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL139          | Operational Overview  | ✓                  |                     |                     |                    | \$401.86 |
| OL145          | Financial Management  | $\checkmark$       |                     |                     |                    | \$401.86 |
| OL154          | Sales and Marketing   | $\checkmark$       |                     |                     |                    | \$401.86 |
| OL162          | Human Resources & Labour Relations in the Retirement Communities Management | ✓                  |                     |                     |                    | \$401.86 |
| OL163          | Healthy Adult Aging   | ✓                  |                     |                     |                    | \$401.86 |
| OL164          | Resident-Centered Care  | √                  |                     |                     |                    | \$401.86 |
| OL165          | Food Nutrition & Hospitality Management for LTCM/RCM                        | √                  |                     |                     |                    | \$401.86 |
|                | VOLUNTEER MANAGEMENT (5010)   |                    |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL062          | Volunteer Management Foundations  | ✓                  |                     |                     |                    | \$422.35 |
| OL080          | Volunteer Management - Spectrum of Engagement                               | ✓                  |                     |                     |                    | \$422.35 |
| OL089          | Volunteer Management - Administration                                       | ✓                  |                     |                     |                    | \$422.35 |
| OL136          | Volunteer Management - Applied Project                                      | √                  |                     |                     |                    | \$422.35 |
|                | WORKPLACE HEALTH AND SAFETY (5074)  |                    |                     |                     |                    |          |
| Course<br>Code | Course Title  | May 9 -<br>Aug. 15 | June 1 -<br>Sept. 7 | July 4 -<br>Oct. 10 | Aug. 1 -<br>Nov. 7 | Tuition  |
| OL052          | Management Labour Concerns in Occupational Health and Safety                | ✓                  |                     |                     |                    | \$319.90 |
| OL404          | Occupational Health and Safety  | ✓                  | ~                   | $\checkmark$        |                    | \$401.86 |
| OL408          | Fire Protection OHS   | ~                  |                     |                     |                    | \$422.35 |
| OL443          | Industrial Hygiene  | √                  |                     |                     |                    | \$422.35 |
| OL451          | Legislation - Health and Safety   | ✓                  |                     |                     |                    | \$422.35 |
| OL474          | Ergonomics  | √                  |                     |                     |                    | \$401.86 |
| OL498          | Environment Management Introduction   | ✓                  |                     |                     |                    | \$422.35 |