Part Time Online Program Fees
Winter 2025 Course Offerings

BOOKKEEPING (5402)						
Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL030	Intermediate Accounting I	✓				$529.38
OL075	Taxation II	✓				$561.48
OL076	Payroll Administration	✓	✓	✓	✓	$401.86
OL090	Accounting Basics I	✓	✓	✓	✓	$401.86
OL091	Accounting Basics II	✓	✓	✓	✓	$401.86
OL127	Cost and Managerial Accounting I	✓		✓		$442.84
OL160	Taxation I	✓	✓			$422.35
OL568	Quickbooks Online	✓	✓	✓		$401.86
OL700	Computers 1 - An Introduction to	✓	✓	✓	✓	$401.86
OL702	MS Excel	✓	✓	✓	✓	$401.86
OL746	Computerized Accounting	✓				$401.86

Part Time Online Program Fees
Winter 2025 Course Offerings

CANADIAN CERTIFIED ADMINISTRATIVE PROFESSIONAL (5086)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL125	Management Principles	✓		✓		$401.86
OL135	Human Resource Management Principles	✓	✓	✓	✓	$497.48
OL173	Introduction to Business Management & Organizational Behaviour	✓	✓	✓	✓	$401.86
OL338	Communications for Business	✓				$401.86
Program Electives (Select 4)						
OL102	Business Law I	✓	✓	✓	✓	$401.86
OL272	Digital Presence for Today's Business	✓				$422.35
OL372	Introduction to Project Management	✓	✓		✓	$401.86
OL507	WordPress	Not available Winter 2025				
OL611	Statistics	✓				$497.48
OL803	Excel - Expert	✓		✓		$401.86
Economics (if chosen, must take both courses)						
OL114	Microeconomics	✓	✓	✓	✓	$401.86
OL117	Macroeconomics	✓	✓	✓	✓	$401.86
Accounting (if chosen, must take both courses)						
OL090	Accounting Basics I	✓	✓	✓	✓	$401.86
OL091	Accounting Basics II	✓	✓	✓	✓	$401.86
Marketing (if chosen, must take both courses)						
OL118	Marketing I	✓	✓			$422.35
OL050	Marketing II	✓				$422.35
Psychology (if chosen, must take both courses)						
OL230	Introduction to Psychology	Not available Winter 2025				
OL374	Personality Psychology	✓				$401.86

Part Time Online Program Fees
Winter 2025 Course Offerings

CLIENT AND CUSTOMER RELATIONS (5024)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL037	Creating a Corporate Service Culture	✓				$306.24
OL121	Developing Client Service Teams	✓				$401.86
OL126	Strategies for Fostering Client Loyalty	✓				$401.86
OL155	Building and Maintaining Customer Relationships	✓				$442.84
Program Electives (Select 2)						
OL173	Introduction to Business Management & Organizational Behaviour	✓	✓	✓	✓	$401.86
OL341	Introduction to Business Management	✓				$401.86
OL373	Management and Leadership Skills	✓				$401.86

COMMERCIAL CONSTRUCTION MANAGEMENT (5031)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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 Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL606	Introduction to Cost Estimating	✓				$381.37
OL618	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

Part Time Online Program Fees
Winter 2025 Course Offerings

ELEARNING DEVELOPER (5026)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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	✓		✓		$401.86
OL650	LMS Platforms	✓				$401.86
OL766	HTML Introduction	✓		✓		$401.86

FOOD SERVICE WORKER (5600)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL334	Communication and the Food Service Worker	✓		✓		$401.86
OL413	Institutional Food Service	✓		✓		$401.86
OL426	Sanitation and Safety	✓		✓		$401.86
OL433	Introduction to Nutrition	✓		✓		$401.86
OL455	Nutrition in Health Care	✓		✓		$401.86
OL473	Quantity Food Preparation	✓		✓		$401.86

FUNDRAISING MANAGEMENT (5076)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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

Part Time Online Program Fees
Winter 2025 Course Offerings

GEOGRAPHIC INFORMATION SYSTEMS (5022)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL449	Spatial Database Management and Integration	✓				$401.86
OL466	Relational Database Management Systems	Not available Winter 2025				
OL609	Remote Sensing	Not available Winter 2025				
OL631	Design Managing Implementing a GIS	Not available Winter 2025				
OL731	Introduction to Geographic Information Systems	✓				$401.86
OL739	Internet Mapping	Not available Winter 2025				
OL833	ARCView - GIS Software	✓				$401.86
OL921	Global Positioning System	Not available Winter 2025				

HEALTH RECORDS CLERK (5073)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL402	Medical Terminology	✓	✓	✓	✓	$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

Part Time Online Program Fees
Winter 2025 Course Offerings

HOME INSPECTION (5060)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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 Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL402	Medical Terminology	✓	✓	✓	✓	$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 Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL026	Instructional Design for Online Learning	✓				$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

Part Time Online Program Fees
Winter 2025 Course Offerings

LEADERSHIP DEVELOPMENT SERIES (5200)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL814	Human Relations (LDS)	✓				$319.90
OL815	Managing Change (LDS)	✓				$319.90
OL816	Finance (LDS)	✓				$319.90
OL987	Employment Law for LDS	✓				$319.90
OL988	Performance Management - LDS	✓				$319.90
OL989	Project Management - LDS	✓				$306.24
OL990	Creative & Critical Thinking - LDS	✓				$319.90
OL994	Leading Responsibly - LDS	✓				$319.90
OL995	Communication - LDS	✓		✓		$319.90
OL999	Leading Teams - LDS	✓				$319.90

LEGAL OFFICE ASSISTANT (5025)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL072	Litigation Practice and Procedure 1	Not available Winter 2025				
OL120	Office Technology & Procedure	✓		✓		$401.86
OL130	Legal Terminology	✓				$401.86
OL131	Legal Office Procedures	✓				$401.86
OL155	Building and Maintaining Customer Relationships	✓				$442.84
OL338	Communications for Business	✓				$401.86
OL353	Real Estate Procedures	✓				$401.86
OL702	Excel Core	✓	✓	✓	✓	$401.86

Program Electives (Select 1)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL370	Word Core I	✓		✓		$401.86
OL700	Computers 1 - Introduction to	✓	✓	✓	✓	$401.86

Part Time Online Program Fees
Winter 2025 Course Offerings

LEGAL SKILLS (5032)						
Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL130	Legal Terminology	✓				$401.86
OL131	Legal Office Skills	✓				$401.86
Program Electives (Select 3)						
OL066	Landlord and Tenant Law	Not available Winter 2025				
OL072	Litigation Practice and Procedure 1	Not available Winter 2025				
OL128	Family Law Practice and Procedure	Not available Winter 2025				
OL288	Criminal Law Legal Administration	Not available Winter 2025				
OL321	Litigation/Small Claims/Family/Criminal Law Procedures	✓				$401.86
OL336	Corporate Law Procedures	✓				$401.86
OL353	Real Estate Procedures	✓				$401.86

Part Time Online Program Fees
Winter 2025 Course Offerings

MANAGEMENT STUDIES (5017)						
Course Code	**Course Title**	**Jan 14 - Apr 22**	**Feb 3 - May 12**	**Mar 3 - Jun 9**	**Apr 1 - Jul 8**	**Tuition**
OL175	Business Analysis Introduction	✓				$401.86
OL335	Organizational Business Communications	✓				$422.35
OL601	Business Finance	✓				$433.86
Core Electives (Select 1)						
OL125	Management Principles	✓		✓		$401.86
OL372	Introduction to Project Management	✓	✓		✓	$401.86
Program Electives (Select 4)						
OL102	Business Law	✓	✓	✓	✓	$401.86
OL118	Marketing I	✓	✓			$422.35
OL123	Material and Operations Management	✓		✓		$401.86
OL135	Human Resource Management Principles	✓	✓	✓	✓	$497.48
OL173	Introduction to Business Management & Organizational Behaviour	✓	✓	✓	✓	$401.86
Accounting						
OL115	Introduction to Financial Management Accounting	✓	✓	✓	✓	$401.86
OL127	Cost and Managerial Accounting I	✓		✓		$442.84
Economics						
OL114	Microeconomics	✓	✓	✓	✓	$401.86
OL117	Macroeconomics	✓	✓	✓	✓	$401.86
Project Management						
OL096	Project Leadership	✓				$401.86
OL372	Introduction to Project Management	✓	✓		✓	$401.86
OL387	Project Management Scheduling Software	✓		✓		$401.86
OL989	Project Management - LDS	✓				$306.24

Part Time Online Program Fees
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MEDICAL OFFICE ASSISTANT (5030)						
Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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	✓	✓	✓	✓	$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	✓	✓	✓	✓	$401.86
Computer Electives (Select 1)						
OL370	Word Core	✓		✓		$401.86
OL700	Computers 1 - Introduction to	✓	✓	✓	✓	$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

Part Time Online Program Fees
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MEDICAL TRANSCRIPTIONIST (5035)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL343	Communication I	✔	✔	✔	✔	$401.86
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 Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL233	Renal Replacement Therapies - Nursing Care of the Transplant Patient	✔				$401.86
OL270	Living with Chronic Kidney Disease	✔				$401.86
OL271	Normal and Abnormal Kidney Function	✔				$401.86
OL393	Nursing Care Across the Kidney Disease Trajectory	✔				$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

Part Time Online Program Fees
Winter 2025 Course Offerings

PALLIATIVE CARE (5105)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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 (5019)

Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL139	Operational Overview	✓				$401.86
OL145	Financial Management	✓				$401.86
OL154	Sales and Marketing	✓				$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 Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	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

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WORKPLACE HEALTH AND SAFETY (5074)						
Course Code	Course Title	Jan 14 - Apr 22	Feb 3 - May 12	Mar 3 - Jun 9	Apr 1 - Jul 8	Tuition
OL052	Management Labour Concerns in Occupational Health and Safety	✓				$319.90
OL404	Occupational Health and Safety	✓	✓	✓		$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