

Accounting and Finance, Business Administration, Office Administration

| Course Name | Course Title | Credits | Length | Jun | Fees |
|-------------|-----------------------------|---------|--------|-----|-----------|
| MATH-0040 | Business Mathematics | 3 | 4 mo | | \$ 138.75 |
| LAWG-0002 | Commercial Transactions Law | 3 | 4 mo | | \$ 138.75 |
| COMM-0006 | Communications | 6 | 6 mo | ✓ | \$ 277.50 |
| COMP-0006 | Computer Systems | 3 | 4 mo | | \$ 138.75 |
| COMP-0160 | Computerized Accounting 1 | 3 | 4 mo | | \$ 138.75 |
| COMP-0161 | Computerized Accounting 2 | 3 | 4 mo | ✓ | \$ 138.75 |
| COMP-0009 | Database 1 | 3 | 4 mo | ✓ | \$ 138.75 |
| COMP-0010 | Database 2 | 3 | 4 mo | | |
| ECON-0006 | Economics 1 | 6 | 6 mo | | \$ 277.50 |
| ECON-0007 | Economics 2 | 6 | 6 mo | | \$ 277.50 |
| BUSN-0018 | Finance 1 | 3 | 4 mo | | \$ 138.75 |
| BUSN-0017 | Finance 2 | 3 | 4 mo | ✓ | \$ 138.75 |
| BUSN-0016 | Finance 3 | 3 | 4 mo | | \$ 138.75 |
| ACCT-0003 | Financial Accounting 1 | 6 | 6 mo | | \$ 277.50 |
| ACCT-0004 | Financial Accounting 2 | 6 | 6 mo | ✓ | \$ 277.50 |

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| Course Name | Course Title | Credits | Length | Jun | Fees |
|-------------|----------------------------|---------|--------|-----|-----------|
| ACCT-0005 | Financial Accounting 3 | 6 | 6 mo | | \$ 277.50 |
| ACCT-0007 | Financial Accounting 4 | 6 | 6 mo | | \$ 277.50 |
| MATH-0001 | Financial Mathematics | 3 | 4 mo | | \$ 138.75 |
| LAWG-0003 | Government | 3 | 4 mo | | \$ 138.75 |
| HRMG-0003 | Human Resource Legislation | 3 | 4 mo | | \$ 138.75 |
| HRMG-0036 | Human Resource Management | 6 | 6 mo | | \$ 277.50 |
| PEDV-0145 | Job Skills Development | 3 | 4 mo | | \$ 138.75 |
| LAWG-0001 | Legal Principles | 3 | 4 mo | | \$ 138.75 |
| ACCT-0006 | Management Accounting 1 | 6 | 6 mo | | \$ 277.50 |
| ACCT-0008 | Management Accounting 2 | 6 | 6 mo | | \$ 277.50 |
| HRMG-0007 | Managing the HR Function | 3 | 4 mo | | \$ 138.75 |
| MKTG-0044 | Marketing Principles | 6 | 6 mo | | \$ 277.50 |
| PSSY-0004 | Organizational Behaviour | 6 | 6 mo | | \$ 277.50 |
| HRMG-0021 | Payroll Administration | 3 | 4 mo | | \$ 138.75 |
| COMP-0007 | Spreadsheets 1 | 3 | 4 mo | | \$ 138.75 |
| COMP-0008 | Spreadsheets 2 | 3 | 4 mo | | \$ 138.75 |
| MATH-0002 | Statistics 1 | 6 | 6 mo | | \$ 277.50 |
| MATH-0003 | Statistics 2 | 6 | 6 mo | | \$ 277.50 |
| BUSN-0109 | Tax Preparation - Personal | 3 | 4 mo | | \$ 138.75 |

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| Course Name | Course Title | Credits | Length | Jun | Fees |
|-------------|------------------------|---------|--------|-----|-----------|
| BUSN-0108 | Tax Theory - Corporate | 3 | 4 mo | | \$ 138.75 |
| BUSN-0110 | Tax Theory - Personal | 6 | 6 mo | | \$ 277.50 |
| COMP-0047 | Transcription | 3 | 4 mo | | \$ 138.75 |
| COMP-0058 | Word Processing | 3 | 4 mo | ✓ | \$ 138.75 |
| COMP-0129 | Word Processing 1 | 6 | 6 mo | | \$ 277.50 |
| COMP-0046 | Word Processing 2 | 6 | 6 mo | | \$ 277.50 |

Last updated: May 3, 2017

ACFIN = Accounting & Finance; BUDD = Business Administration; OFDD = Office Administration

Refer to the last page of this document for policy related to taking distance education courses at ACC.

Note that the refund policy has changed for courses starting on or after July 1, 2013.

The current Academic Policy Handbook is located at www.assiniboine.net/distance by clicking on "Distance Resources".

Comprehensive Health Care Aide

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|--------------------------------|---------|---------|------------|-----|-----------|
| HLTH-0176 | Daily Living Laboratory | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0175 | Daily Living Theory | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0004 | Gerontology | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0003 | Growth and Development | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0005 | Health Issues/Community Health | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| WRKP-0002 | Health, Environment & Safety | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| COMM-0037 | Human Relations/Communication | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0006 | Mental Health | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| HLTH-0002 | Nutrition | 3 | 4 mo | CHCD | ✓ | \$ 147.24 |
| PRAC-0074 | Practicum 1 - CHCA | 3 | 120 hrs | CHCD | S | \$ 113.22 |
| PRAC-0040 | Senior Practicum CHCA | 3 | 120 hrs | CHCD | S | \$ 113.22 |

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S: Please contact school to arrange this course

CHCD = Comprehensive Health Care Aide

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Comprehensive Health Care Aide CHALLENGE

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|--------------------------------|---------|--------|------------|-----|-----------|
| PRAC-0054 | Work Experience 1 - CHCA | 3 | 3 mo | CHCL2 | S | \$ 102.90 |
| PRAC-0055 | Work Experience 2 - CHCA | 3 | 3 mo | CHCL2 | S | \$ 102.90 |
| HLTH-0176 | Daily Living Laboratory | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0175 | Daily Living Theory | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0004 | Gerontology | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0003 | Growth and Development | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0005 | Health Issues/Community Health | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| WRKP-0002 | Health, Environment & Safety | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| COMM-0037 | Human Relations/Communication | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0006 | Mental Health | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |
| HLTH-0002 | Nutrition | 3 | 4 mo | CHCL2 | ✓ | \$ 102.90 |

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CHCL2 = Comprehensive Health Care Aide Challenge

Refer to the last page of this document for policy related to taking distance education courses at ACC.

Note that this refund policy does not apply to courses in the CHCA Challenge program.

Refer to Policy A6 for information challenging courses via Prior Learning Assessment and Recognition (PLAR).

The current Academic Policy Handbook is located at www.assiniboine.net/distance by clicking on "Distance Resources".

Early Childhood Education

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|--------------------------------|---------|--------|---------------|-----|-----------|
| ECED-0044 | Applied Practical Skills 1 | 5 | 3 mo | ECDD | S | \$ 245.40 |
| ECED-0045 | Applied Practical Skills 2 | 6 | 3 mo | ECDD | S | \$ 294.48 |
| ECED-0046 | Applied Practical Skills 3 | 7 | 3 mo | ECDD | S | \$ 343.56 |
| ECED-0047 | Applied Practical Skills 4 | 7 | 3 mo | ECDD | S | \$ 343.56 |
| ECED-0033 | Approaches to Curriculum | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0006 | Art | 3 | 4 mo | ECDD | | \$ 147.24 |
| PSSY-0073 | Building Partnerships | 3 | 4 mo | ECDD | | \$ 147.24 |
| PSSY-0029 | Child Development 1 | 6 | 6 mo | ECDD | ✓ | \$ 294.48 |
| PSSY-0020 | Child Development 2 | 6 | 6 mo | ECDD | | \$ 294.48 |
| PSSY-0022 | Child Development 3 | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| PSSY-0025 | Children with Special Needs | 6 | 6 mo | ECDD | | \$ 294.48 |
| PSSY-0023 | Continuum of Human Development | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0022 | Critical Issues | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0004 | Curriculum Planning 1 | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0018 | Curriculum Planning 2 | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0034 | Curriculum Planning 3 | 3 | 4 mo | ECDD | | \$ 147.24 |
| ECED-0019 | Design the Children's Setting | 3 | 4 mo | ECDD | | \$ 147.24 |
| COMP-0414 | Documentation | 3 | 4 mo | ECDD | | \$ 147.24 |
| PSSY-0019 | Family Dynamics | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0001 | Guiding Children's Behaviour | 6 | 6 mo | ECDD | ✓ | \$ 294.48 |
| ECED-0002 | Health, Nutrition and Safety 1 | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0015 | Health, Nutrition and Safety 2 | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| COMM-0035 | Interpersonal Communications | 3 | 4 mo | ECDD, EDAD | ✓ | \$ 147.24 |
| ECED-0048 | Language and Literacy | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| PEDV-0178 | Leadership and Team Building | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0005 | Literature | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0011 | Movement | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0008 | Music | 3 | 4 mo | ECDD | | \$ 147.24 |
| ECED-0031 | Overview of Early Childhood | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| ECED-0020 | Play | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| PEDV-0179 | Professional Development | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |
| PEDV-0009 | Professionalism | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |

Early Childhood Education

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|---------------------------|---------|--------|------------|-----|-----------|
| ECED-0010 | Science | 3 | 4 mo | ECDD | | \$ 147.24 |
| PSSY-0050 | Self Understanding 1 | 3 | 4 mo | ECDD | | \$ 147.24 |
| ECED-0013 | Teaching Strategies | 6 | 6 mo | ECDD | ✓ | \$ 294.48 |
| PSSY-0021 | Understanding Child Abuse | 3 | 4 mo | ECDD | ✓ | \$ 147.24 |

Last updated: May 3, 2017

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EDAD = Education Assistant ; ECDD = Early Childhood Education

Refer to the last page of this document for policy related to taking distance education courses at ACC.

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Early Childhood Program Management

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|--------------------------------|---------|--------|------------|-----|-----------|
| PSSY-0012 | Conflict Resolution | 3 | 4 mo | ECMGT | S | \$ 147.24 |
| ECED-0026 | Early Childhood Administration | 3 | 4 mo | ECMGT | ✓ | \$ 172.77 |
| PSSY-0080 | Family and Community Relations | 3 | 4 mo | ECMGT | | \$ 172.77 |
| ACCT-0032 | Financial Management | 6 | 6 mo | ECMGT | ✓ | \$ 345.54 |
| HRMG-0033 | Human Resource Function | 3 | 4 mo | ECMGT | ✓ | \$ 147.24 |
| ECED-0025 | Integration Seminar | 3 | 4 mo | ECMGT | S | \$ 172.77 |
| PEDV-0106 | Leadership Skills | 3 | 4 mo | ECMGT | S | \$ 147.24 |
| PSSY-0001 | Organizational Behavior 1 | 3 | 4 mo | ECMGT | | \$ 147.24 |
| PSSY-0002 | Organizational Behavior 2 | 3 | 4 mo | ECMGT | ✓ | \$ 147.24 |
| PRAC-0018 | Practicum - ECMGT | 2 | 3 mo | ECMGT | S | \$ 75.48 |
| COMM-0204 | Proposal Writing and Research | 3 | 4 mo | ECMGT | S | \$ 147.24 |
| ECED-0042 | Training for Family Child Care | 3 | 4 mo | ECMGT | S | \$ 172.77 |
| HRMG-0114 | Volunteers and Fundraising | 3 | 4 mo | ECMGT | S | \$ 147.24 |

Last updated: May 3, 2017

S: Please contact school to arrange this course

ECMGT = Early Childhood Program Management

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Education Assistant

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|--------------------------------|---------|--------|---------------|-----|-----------|
| PSSY-0066 | Child Development | 3 | 4 mo | EDAD | | \$ 147.24 |
| PSSY-0067 | Children's Special Needs | 6 | 6 mo | EDAD | | \$ 294.48 |
| COMP-0353 | Computer Skills | 3 | 4 mo | ACDD, EDAD | | \$ 147.24 |
| PSSY-0024 | Cross-Cultural Education | 3 | 4 mo | EDAD | | \$ 147.24 |
| ECED-0040 | Guiding Children's Behavior 1 | 3 | 4 mo | EDAD | ✓ | \$ 147.24 |
| COMM-0035 | Interpersonal Communications | 3 | 4 mo | ECDD, EDAD | ✓ | \$ 147.24 |
| PSSY-0054 | Learning Styles | 3 | 4 mo | EDAD | | \$ 147.24 |
| COMM-0189 | Observation and Report Writing | 3 | 4 mo | EDAD | ✓ | \$ 147.24 |
| PRAC-0165 | Practicum - EDAST | 2 | 3 mo | EDAD | S | \$ 75.48 |
| PEDV-0132 | Professionalism | 3 | 4 mo | EDAD | ✓ | \$ 147.24 |

Last updated: May 3, 2017

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EDAD = Education Assistant ; ECDD = Early Childhood Education

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GIS Environmental Technologies

| Course Name | Course Title | Credits | Length | Topic Code | Start Date | Fees |
|---|--------------|---------|--------|------------|------------|------|
| no courses available at this time - please contact school office at 725-8700 ext 6685 | | | | | | |

Last updated: May 3, 2017

GISAV= GIS Environmental Technologies

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Practical Nursing Refresher

| Course Name | Course Title | Credits | Length | Topic Code | Jun | Fees |
|-------------|-------------------------------|---------|---------|------------|-----|-----------|
| HLTH-0255 | Community Nursing* | 3 | 4 mo | PNRE2 | ✓ | \$ 130.26 |
| PRAC-0059 | Community Setting Clinical | 2 | 80 hrs | PNRE2 | S | \$ 75.48 |
| HLTH-0253 | Health Care System* | 6 | 4 mo | PNRE2 | ✓ | \$ 268.98 |
| PRAC-0058 | Health Promotion Clinic | 4 | 160 hrs | PNRE2 | S | \$ 150.96 |
| HLTH-0254 | Health Promotion* | 6 | 4 mo | PNRE2 | ✓ | \$ 294.54 |
| HLTH-0257 | Maternal and Newborn* | 3 | 4 mo | PNRE2 | ✓ | \$ 130.26 |
| PRAC-0060 | Maternal and Newborn Clinical | 1 | 40 hrs | PNRE2 | S | \$ 37.74 |
| PRAC-0061 | Pediatric Nursing Clinic* | 1 | 40 hrs | PNRE3 | S | \$ 37.74 |
| HLTH-0256 | Pediatric Nursing* | 3 | 4 mo | PNRE2 | ✓ | \$ 130.26 |
| PRAC-0070 | Pharmacology Clinical | 1 | 40 hrs | PNRE2 | S | \$ 37.74 |
| HLTH-0096 | Pharmacology Laboratory | 2 | 16 hrs | PNRE2 | S | \$ 109.50 |
| HLTH-0174 | Pharmacology Theory | 3 | 4 mo | PNRE2 | ✓ | \$ 143.01 |
| HLTH-0011 | Physical Health Assessment | 3 | 4 mo | PNRE2 | ✓ | \$ 151.50 |

Last updated: May 3, 2017

S: Please contact school to arrange this course

PNRE2 = Practical Nursing Refresher

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The current Academic Policy Handbook is located at www.assiniboine.net/distance by clicking on "Distance Resources".

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Key things to know about distance education courses:

If you drop a distance education course, the following academic and financial consequences apply:

| From | To | ACADEMIC Grade on transcript | FINANCIAL Refund |
|----------------------|------------------------|--|--|
| Date of registration | Day before first class | WE (Withdrew early) Grade does not appear on transcript | Full refund less a \$25 administration fee |
| Day 1 of course | Day 10 | VW (Voluntary Withdrawal) | 80% refund of tuition fee and Students' Association fee No refund of laboratory, materials, Student Services or Assessment fees |
| Day 11 | 50% of course | VW (Voluntary Withdrawal) | No refund |
| 51% of course | 100% of course | Non-passing grade | No refund |

Academic policies related to registration, adding and dropping distance education courses:

- ♦ For courses starting on the first of the month : You may register up to, and including, the 20th of the month before.
- ♦ For courses not starting on the first of the month: You may register up to and including 10 days before the course start date.
- ♦ If you want to drop a course after you register, the academic and financial consequences shown in the table apply.

Financial policies related to registration, adding and dropping distance education courses:

- ♦ Fees are due when you register, (tuition, laboratory, materials, student services, assessment and Students' Association)
- ♦ Changing from one section of a course to another is treated the same as dropping one course and adding another (i.e. the academic and financial consequences shown in the table apply).
- ♦ If the college cancels the course, a full refund of tuition, laboratory, materials, student services, assessment and Students' Association fees is made.
- ♦ If you have to drop a course as a result of a college-initiated action, (example: academic suspension, failure of prerequisite course, failure of supplemental in prerequisite course),you'll receive a full refund for all tuition, laboratory, materials, student services, assessment and Students' Association fees. Courses dropped as a result of a college-initiated action are deleted from the student's record.

The 2012-13 Academic Policy Handbook and Student Guide are important documents that all distance education students are encouraged to read. These documents are located at www.assiniboine.net/distance by clicking on "Student Resources". 2013-14 documents will be available soon.