

**Accounting and Finance, Business Administration, Office Administration**

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
MKTG-0030	Advertising	6	6 mo	BUDD				✓		\$ 294.90
MATH-0040	Business Mathematics	3	4 mo	BUDD, OFDD		✓		✓		\$ 147.45
BUSN-0119	Business Project	12	TBA	BUDD	Please contact Bobbie Robertson for details					\$ 589.80
BUSN-0121	Canadian Business	3	4 mo	BUDD		✓		✓		\$ 147.45
COMM-0006	Communications	6	6 mo	ACFIN, BUDD, OFDD	✓		✓		✓	\$ 294.90
COMP-0006	Computer Systems	3	4 mo	ACFIN, BUDD, OFDD		✓		✓		\$ 147.45
COMP-0160	Computerized Accounting 1	3	4 mo	ACFIN, BUDD, OFDD		✓				\$ 147.45
COMP-0161	Computerized Accounting 2	3	4 mo	ACFIN, BUDD, OFDD	✓				✓	\$ 147.45
COMP-0009	Database 1	3	4 mo	ACFIN, BUDD, OFDD	✓		✓		✓	\$ 147.45
COMP-0010	Database 2	3	4 mo	ACFIN, BUDD, OFDD				✓		\$ 147.45
COMP-0014	Desktop Publishing	3	4 mo	BUDD						\$ 147.45
ECON-0006	Economics 1	6	6 mo	ACFIN, BUDD		✓		✓		\$ 294.90
ECON-0007	Economics 2	6	6 mo	ACFIN, BUDD						\$ 294.90
BUSN-0018	Finance 1	3	4 mo	ACFIN, BUDD		✓		✓		\$ 147.45
BUSN-0017	Finance 2	3	4 mo	ACFIN, BUDD	✓		✓		✓	\$ 147.45
BUSN-0016	Finance 3	3	4 mo	ACFIN, BUDD				✓		\$ 147.45
ACCT-0003	Financial Accounting 1	6	6 mo	ACFIN, BUDD, OFDD		✓		✓		\$ 294.90

**Accounting and Finance, Business Administration, Office Administration**

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
ACCT-0004	Financial Accounting 2	6	6 mo	ACFIN, BUDD	✓		✓		✓	\$ 294.90
ACCT-0005	Financial Accounting 3	6	6 mo	ACFIN, BUDD		✓		✓		\$ 294.90
ACCT-0007	Financial Accounting 4	6	6 mo	ACFIN, BUDD			✓			\$ 294.90
MATH-0001	Financial Mathematics	3	4 mo	BUDD		✓		✓		\$ 147.45
LAWG-0003	Government	3	4 mo	BuDD				✓		\$ 147.45
HRMG-0036	Human Resource Management	6	6 mo	BUDD		✓		✓		\$ 294.40
PEDV-0145	Job Skills Development	3	4 mo	BUDD, OFDD	✓					\$ 147.45
LAWG-0001	Legal Principles	3	4 mo	BUDD				✓		\$ 147.45
ACCT-0006	Management Accounting 1	6	6 mo	ACFIN, BUDD		✓		✓		\$ 294.40
ACCT-0008	Management Accounting 2	6	6 mo	ACFIN, BUDD			✓			\$ 294.40
BUSN-0019	Management Skill Development	6	6 mo	BUDD		✓				\$ 294.40
HRMG-0007	Managing the HR Function	3	4 mo	ACFIN, OFDD						\$ 147.45
MKTG-0044	Marketing Principles	6	6 mo	ACFIN, BUDD		✓		✓		\$ 294.40
OFAD-0002	Office Procedures	3	4 mo	OFDD		✓				\$ 147.45
PSSY-0004	Organizational Behaviour	6	6 mo	ACFIN, BUDD		✓		✓		\$ 294.40
COMM-0232	Research and Report Writing	3	4 mo	BUDD		✓				\$ 147.45
HRMG-0021	Payroll Administration	3	4 mo	ACFIN, BUDD		✓		✓		\$ 147.45
COMM-0110	Presentation Skills & Graphics	3	4 mo	BUDD	✓			✓		\$ 147.45
COMP-0007	Spreadsheets 1	3	4 mo	ACFIN, BUDD, OFDD		✓		✓		\$ 147.45
COMP-0008	Spreadsheets 2	3	4 mo	ACFIN, BUDD, OFDD	✓		✓			\$ 147.45
MATH-0002	Statistics 1	6	6 mo	ACFIN, BUDD, OFDD		✓		✓		\$ 294.40

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Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
MATH-0003	Statistics 2	6	6 mo	ACFIN, BUDD			✓			\$ 294.40
BUSN-0109	Tax Preparation - Personal	3	4 mo	ACFIN, BUDD		✓		✓		\$ 147.45
BUSN-0108	Tax Theory - Corporate	3	4 mo	ACFIN, BUDD		✓				\$ 147.45
BUSN-0110	Tax Theory - Personal	6	6 mo	ACFIN, BUDD			✓			\$ 294.40
COMP-0047	Transcription	3	4 mo	OFDD		✓				\$ 147.45
COMP-0058	Word Processing	3	4 mo	BUDD			✓			\$ 147.45

Last updated: December 20, 2017

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

All Fees shown are for Canadian Citizens and Permanent Residents. For International Student Fees, please call at 800-862-6307 ext 4032.

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## Comprehensive Health Care Aide

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0175	Daily Living Theory	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0004	Gerontology	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0003	Growth and Development	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
COMM-0037	Human Relations/Communication	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0006	Mental Health	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
HLTH-0002	Nutrition	3	4 mo	CHCD	✓		✓		✓	\$ 155.94
PRAC-0074	Practicum 1 - CHCA	3	120 hrs	CHCD	S	S	S	S	S	\$ 121.92
PRAC-0040	Senior Practicum CHCA	3	120 hrs	CHCD	S	S	S	S	S	\$ 121.92

Last updated: December 20, 2017

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## Comprehensive Health Care Aide CHALLENGE

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0175	Daily Living Theory	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0004	Gerontology	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0003	Growth and Development	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
COMM-0037	Human Relations/Communication	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0006	Mental Health	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
HLTH-0002	Nutrition	3	4 mo	CHCL2	✓	✓	✓	✓	✓	\$ 111.60
PRAC-0054	Work Experience 1 - CHCA	3	3 mo	CHCL2	S	S	S	S	S	\$ 111.60
PRAC-0055	Work Experience 2 - CHCA	3	3 mo	CHCL2	S	S	S	S	S	\$ 111.60

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

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## Early Childhood Education

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
ECED-0044	Applied Practical Skills 1	5	3 mo	ECDD	S	S	S	S	S	\$ 259.90
ECED-0045	Applied Practical Skills 2	6	3 mo	ECDD	S	S	S	S	S	\$ 311.88
ECED-0046	Applied Practical Skills 3	7	3 mo	ECDD	S	S	S	S	S	\$ 363.86
ECED-0047	Applied Practical Skills 4	7	3 mo	ECDD	S	S	S	S	S	\$ 363.86
ECED-0006	Art	3	4 mo	ECDD	✓	✓		✓		\$ 155.94
PSSY-0073	Building Partnerships	3	4 mo	ECDD	✓	✓		✓		\$ 155.94
PSSY-0029	Child Development 1	6	6 mo	ECDD	✓		✓		✓	\$ 311.88
PSSY-0020	Child Development 2	6	6 mo	ECDD		✓		✓		\$ 311.88
PSSY-0025	Children with Special Needs	6	6 mo	ECDD	✓	✓		✓		\$ 311.88
ECED-0022	Critical Issues	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
ECED-0004	Curriculum Planning 1	3	4 mo	ECDD	✓	✓	✓	✓	✓	\$ 155.94
ECED-0019	Design the Children's Setting	3	4 mo	ECDD	✓			✓		\$ 155.94
COMP-0414	Documentation	3	4 mo	ECDD	✓	✓		✓		\$ 155.94
PSSY-0019	Family Dynamics	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
ECED-0001	Guiding Children's Behaviour	6	6 mo	ECDD		✓		✓		\$ 311.88
ECED-0002	Health, Nutrition and Safety 1	3	4 mo	ECDD	✓	✓	✓	✓	✓	\$ 155.94
ECED-0015	Health, Nutrition and Safety 2	3	4 mo	ECDD	✓		✓	✓	✓	\$ 155.94
COMM-0035	Interpersonal Communications	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
ECED-0048	Language and Literacy	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
PEDV-0178	Leadership and Team Building	3	4 mo	ECDD					✓	\$ 155.94
ECED-0005	Literature	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
ECED-0049	Music & Movement	6	6 mo	ECDD	✓		✓		✓	\$ 311.88
ECED-0031	Overview of Early Childhood	3	4 mo	ECDD	✓	✓	✓	✓	✓	\$ 155.94
ECED-0020	Play	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
PEDV-0179	Professional Development	3	4 mo	ECDD	✓	✓	✓	✓	✓	\$ 155.94
PEDV-0009	Professionalism	3	4 mo	ECDD	✓		✓		✓	\$ 155.94
ECED-0050	School Age Care	6	6 mo	ECDD	✓		✓		✓	\$ 311.88
ECED-0010	Science	3	4 mo	ECDD		✓		✓		\$ 155.94
PSSY-0050	Self Understanding 1	3	4 mo	ECDD	✓	✓		✓		\$ 155.94
ECED-0013	Teaching Strategies	6	6 mo	ECDD	✓		✓		✓	\$ 311.88
PSSY-0021	Understanding Child Abuse	3	4 mo	ECDD	✓		✓		✓	\$ 155.94

Last updated: January 11, 2018

## Early Childhood Education

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
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## Early Childhood Program Management

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
PSSY-0012	Conflict Resolution	3	4 mo	ECMGT	✓		✓		✓	\$ 155.94
ECED-0026	Early Childhood Administration	3	4 mo	ECMGT	✓		✓		✓	\$ 181.47
PSSY-0080	Family and Community Relations	3	4 mo	ECMGT	✓	✓		✓		\$ 181.47
ACCT-0032	Financial Management	6	6 mo	ECMGT	✓		✓		✓	\$ 362.94
HRMG-0033	Human Resource Function	3	4 mo	ECMGT	✓		✓		✓	\$ 155.94
ECED-0025	Integration Seminar	3	4 mo	ECMGT	S	S	S	S	S	\$ 181.47
PEDV-0106	Leadership Skills	3	4 mo	ECMGT	✓		✓		✓	\$ 155.94
PSSY-0001	Organizational Behavior 1	3	4 mo	ECMGT	✓	✓		✓		\$ 155.94
PSSY-0002	Organizational Behavior 2	3	4 mo	ECMGT	✓		✓		✓	\$ 155.94
PRAC-0018	Practicum - ECMGT	2	3 mo	ECMGT	S	S	S	S	S	\$ 81.28
COMM-0204	Proposal Writing and Research	3	4 mo	ECMGT	S	S	S	S	S	\$ 155.94
ECED-0042	Training for Family Child Care	3	4 mo	ECMGT	S	S	S	S	S	\$ 181.47
HRMG-0114	Volunteers and Fundraising	3	4 mo	ECMGT	S	S	S	S	S	\$ 155.94

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## Education Assistant

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
PSSY-0066	Child Development	3	4 mo	EDAD		✓		✓		\$ 155.94
PSSY-0067	Children's Special Needs	6	6 mo	EDAD		✓		✓		\$ 311.88
COMP-0353	Computer Skills	3	4 mo	ACDD, EDAD		✓		✓		\$ 155.94
PSSY-0024	Cross-Cultural Education	3	4 mo	EDAD		✓		✓		\$ 155.94
ECED-0040	Guiding Children's Behavior 1	3	4 mo	EDAD	✓		✓		✓	\$ 155.94
COMM-0035	Interpersonal Communications	3	4 mo	ECDD, EDAD	✓		✓		✓	\$ 155.94
PSSY-0054	Learning Styles	3	4 mo	EDAD		✓		✓		\$ 155.94
COMM-0189	Observation and Report Writing	3	4 mo	EDAD	✓		✓		✓	\$ 155.94
PRAC-0165	Practicum - EDAST	2	3 mo	EDAD	S	S	S	S	S	\$ 81.28
PEDV-0132	Professionalism	3	4 mo	EDAD	✓		✓		✓	\$ 155.94

Last updated: December 20, 2017

**S: Please contact school to arrange this course**

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: December 20, 2017

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## Practical Nursing Refresher

Course Name	Course Title	Credits	Length	Topic Code	Feb	Mar	Apr	May	Jun	Fees
HLTH-0255	Community Nursing*	3	4 mo	PNRE2	✓		✓		✓	\$ 138.96
PRAC-0059	Community Setting Clinical	2	80 hrs	PNRE2	S	S	S	S	S	\$ 81.82
HLTH-0253	Health Care System*	6	4 mo	PNRE2	✓		✓		✓	\$ 286.38
PRAC-0058	Health Prevention Clinical	4	160 hrs	PNRE2	S	S	S	S	S	\$ 162.56
HLTH-0254	Health Prevention & Promotion*	6	4 mo	PNRE2	✓		✓		✓	\$ 311.94
PRAC-0061	Infant and Child Clinical	1	40 hrs	PNRE3	S	S	S	S	S	\$ 40.64
HLTH-0257	Maternal and Newborn*	3	4 mo	PNRE2	✓		✓		✓	\$ 138.96
PRAC-0060	Mother and Newborn Clinical	1	40 hrs	PNRE2	S	S	S	S	S	\$ 40.64
HLTH-0256	Pediatric Nursing*	3	4 mo	PNRE2	✓		✓		✓	\$ 138.96
PRAC-0070	Pharmacology Clinical	1	40 hrs	PNRE2	S	S	S	S	S	\$ 40.64
HLTH-0096	Pharmacology Laboratory	2	16 hrs	PNRE2	S	S	S	S	S	\$ 115.30
HLTH-0174	Pharmacology Theory	3	4 mo	PNRE2	✓		✓		✓	\$ 151.71
HLTH-0011	Physical Health Assessment	3	4 mo	PNRE3	✓		✓		✓	\$ 160.20

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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 20<sup>th</sup> 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 Academic Policy Handbook contains important information that all distance education students are encouraged to read. These documents are located at <http://assiniboine.net/students/academic-policies>.

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