

Accounting and Finance, Business Administration, Office Administration

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fees |
|-------------|---------------------------|---------|--------|-------------------------|---|-----|-----|-----|-----|-----|-----|-----------|-----------|
| 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 | |
| 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 |
| ACCT-0004 | Financial Accounting 2 | 6 | 6 mo | ACFIN, BUDD | | ✓ | | ✓ | | ✓ | | ✓ | \$ 294.90 |

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| 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 |
| 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 |
| 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 |
| MATH-0003 | Statistics 2 | 6 | 6 mo | ACFIN, BUDD | | ✓ | | | | ✓ | | | \$ 294.40 |
| BUSN-0109 | Tax Preparation - Personal | 3 | 4 mo | ACFIN, BUDD | ✓ | | ✓ | | ✓ | | ✓ | | \$ 147.45 |

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| 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 |
| COMP-0129 | Word Processing 1 | 6 | 6 mo | OFDD | ✓ | | ✓ | | ✓ | | ✓ | | \$ 294.40 |
| COMP-0046 | Word Processing 2 | 6 | 6 mo | OFDD | | ✓ | | ✓ | | ✓ | | | \$ 294.40 |

Last updated: September 28, 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 Registration at 204- at 800-862-6307 ext 4032.

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

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

Current Academic Policies are located at <http://assiniboine.net/students/academic-policies>

Comprehensive Health Care Aide

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | 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 | S | S | S | \$ 121.92 |
| PRAC-0040 | Senior Practicum CHCA | 3 | 120 hrs | CHCD | S | S | S | S | S | S | S | S | \$ 121.92 |

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Comprehensive Health Care Aide CHALLENGE

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | 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 | S | S | S | \$ 111.60 |
| PRAC-0055 | Work Experience 2 - CHCA | 3 | 3 mo | CHCL2 | S | S | S | 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 | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fees |
|-------------|--------------------------------|---------|--------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| ECED-0044 | Applied Practical Skills 1 | 5 | 3 mo | ECDD | S | S | S | S | S | S | S | S | \$ 259.90 |
| ECED-0045 | Applied Practical Skills 2 | 6 | 3 mo | ECDD | S | S | S | S | S | S | S | S | \$ 311.88 |
| ECED-0046 | Applied Practical Skills 3 | 7 | 3 mo | ECDD | S | S | S | S | S | S | S | S | \$ 363.86 |
| ECED-0047 | Applied Practical Skills 4 | 7 | 3 mo | ECDD | S | S | S | 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-0051 | Curriculum Development | 6 | 6 mo | ECDD | | ✓ | | ✓ | | ✓ | | ✓ | \$ 311.88 |
| 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-0052 | Philosophy and Curriculum | 3 | 3 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 |

Early Childhood Education

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fees |
|-------------|---------------------------|---------|--------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| PSSY-0021 | Understanding Child Abuse | 3 | 4 mo | ECDD | | ✓ | | ✓ | | ✓ | | ✓ | \$ 155.94 |

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Early Childhood Program Management

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | 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 | 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 | S | S | S | \$ 81.28 |
| COMM-0204 | Proposal Writing and Research | 3 | 4 mo | ECMGT | S | S | S | S | S | S | S | S | \$ 155.94 |
| ECED-0042 | Training for Family Child Care | 3 | 4 mo | ECMGT | S | S | S | S | S | S | S | S | \$ 181.47 |
| HRMG-0114 | Volunteers and Fundraising | 3 | 4 mo | ECMGT | S | S | S | S | S | S | S | S | \$ 155.94 |

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Education Assistant

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | 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 | S | S | S | \$ 81.28 |
| PEDV-0132 | Professionalism | 3 | 4 mo | EDAD | ✓ | | | ✓ | | ✓ | | ✓ | \$ 155.94 |

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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 | | | | | | |

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Practical Nursing Refresher

| Course Name | Course Title | Credits | Length | Topic Code | Nov | Dec | Jan | 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 | 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 | 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 | 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 | 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 | S | S | S | \$ 40.64 |
| HLTH-0096 | Pharmacology Laboratory | 2 | 16 hrs | PNRE2 | S | S | S | 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 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 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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