

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

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
COMP-0556	Accounting Software	6	6 mo	BUDD	✓		✓	\$ 371.94
MKTG-0030	Advertising	6	6 mo	BUDD		✓		\$ 311.94
MATH-0040	Business Mathematics	3	4 mo	BUDD, OFDD				\$ 155.97
BUSN-0119	Business Project	12	8 mo	BUDD				\$ 623.88
BUSN-0121	Canadian Business	3	4 mo	BUDD		✓		\$ 155.97
COMM-0006	Communications	6	6 mo	ACFIN, BUDD, OFDD	✓		✓	\$ 311.94
COMP-0006	Computer Systems	3	4 mo	ACFIN, BUDD, OFDD				\$ 185.97
COMP-0161	Computerized Accounting 2	3	4 mo	ACFIN,				\$ 185.97
COMP-0009	Database 1	3	4 mo	ACFIN,	✓		✓	\$ 185.97
COMP-0010	Database 2	3	4 mo	ACFIN,		✓		\$ 185.97
COMP-0014	Desktop Publishing	3	4 mo	BUDD		✓		\$ 185.97
ECON-0006	Economics 1	6	6 mo	ACFIN,		✓		\$ 311.94
ECON-0007	Economics 2	6	6 mo	ACFIN,		✓		\$ 311.94
BUSN-0018	Finance 1	3	4 mo	ACFIN,	✓			\$ 155.97
BUSN-0017	Finance 2	3	4 mo	ACFIN,			✓	\$ 155.97
BUSN-0016	Finance 3	3	4 mo	ACFIN,		✓		\$ 155.97
ACCT-0003	Financial Accounting 1	6	6 mo	ACFIN,		✓		\$ 371.94
ACCT-0004	Financial Accounting 2	6	6 mo	ACFIN,	✓		✓	\$ 371.94
ACCT-0005	Financial Accounting 3	6	6 mo	ACFIN,			✓	\$ 371.94
ACCT-0007	Financial Accounting 4	6	6 mo	ACFIN,		✓		\$ 371.94
MATH-0001	Financial Mathematics	3	4 mo	BUDD		✓		\$ 155.97
LAWG-0003	Government	3	4 mo	BUDD	✓			\$ 155.97
HRMG-0003	Human Resource Legislation	3	4 mo	BUDD,				\$ 155.97
HRMG-0036	Human Resource Management	6	6 mo	BUDD	✓		✓	\$ 311.94
MKTG-0032	International Business	6	6 mo	BUDD		✓		\$ 311.94
LAWG-0001	Legal Principles	3	4 mo	BUDD		✓		\$ 155.97
BUSN-0027	Management	6	6 mo	BUDD				\$ 311.94
ACCT-0006	Management Accounting 1	6	6 mo	ACFIN, BUDD		✓		\$ 371.94

## Accounting and Finance, Business Administration, Office Administration

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
ACCT-0008	Management Accounting 2	6	6 mo	ACFIN,	✓			\$ 371.94
BUSN-0019	Management Skill Development	6	6 mo	BUDD	✓			\$ 311.94
MKTG-0044	Marketing Principles	6	6 mo	ACFIN,		✓		\$ 311.94
OFAD-0002	Office Procedures	3	4 mo	OFDD				\$ 155.97
PSSY-0004	Organizational Behaviour	6	6 mo	ACFIN,	✓		✓	\$ 311.94
HRMG-0021	Payroll Administration	3	4 mo	ACFIN,		✓		\$ 155.97
COMM-0110	Presentation Skills & Graphics	3	4 mo	BUDD		✓		\$ 155.97
COMM-0232	Research & Report Writing	3	4 mo	BUDD				\$ 155.97
MKTG-0061	Social Media Marketing	3	4 mo	BUDD				\$ 155.97
COMP-0007	Spreadsheets 1	3	4 mo	ACFIN,		✓		\$ 185.97
COMP-0008	Spreadsheets 2	3	4 mo	ACFIN,	✓			\$ 185.97
MATH-0002	Statistics 1	6	6 mo	ACFIN,		✓		\$ 311.94
MATH-0003	Statistics 2	6	6 mo	ACFIN,	✓			\$ 311.94
BUSN-0109	Tax Preparation - Personal	3	4 mo	ACFIN,		✓		\$ 155.97
BUSN-0108	Tax Theory - Corporate	3	4 mo	ACFIN,			✓	\$ 155.97
BUSN-0110	Tax Theory - Personal	6	6 mo	ACFIN,	✓			\$ 311.94
HRMG-0034	Training & Development	6	6 mo	BUDD			✓	\$ 311.94
COMP-0047	Transcription	3	4 mo	OFDD				\$ 185.97
COMP-0058	Word Processing	3	4 mo	BUDD		✓		\$ 185.97
COMP-0129	Word Processing 1	6	6 mo	OFDD				\$ 371.94
COMP-0046	Word Processing 2	6	6 mo	OFDD				\$ 371.94
WRKP-0020	Workplace Health & Safety	3	4 mo	BUDD				\$ 185.97

Last updated: Feb 20, 2019

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

All Fees shown are for Canadian Citizens and Permanent Residents. For International Student Fees, 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).

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

## Comprehensive Health Care Aide

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCD	✓		✓	\$ 185.97
HLTH-0175	Daily Living Theory	3	4 mo	CHCD	✓		✓	\$ 185.97
HLTH-0004	Gerontology	3	4 mo	CHCD	✓		✓	\$ 185.97
HLTH-0003	Growth and Development	3	4 mo	CHCD	✓		✓	\$ 185.97
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCD	✓		✓	\$ 185.97
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCD	✓		✓	\$ 185.97
COMM-0037	Human Relations/Communication	3	4 mo	CHCD	✓		✓	\$ 155.97
HLTH-0006	Mental Health	3	4 mo	CHCD	✓		✓	\$ 185.97
HLTH-0002	Nutrition	3	4 mo	CHCD	✓		✓	\$ 185.97
PRAC-0074	Practicum 1 - CHCA	3	120 hrs	CHCD	S	S	S	\$ 131.97
PRAC-0040	Senior Practicum CHCA	3	120 hrs	CHCD	S	S	S	\$ 131.97

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## Comprehensive Health Care Aide CHALLENGE

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0175	Daily Living Theory	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0004	Gerontology	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0003	Growth and Development	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
COMM-0037	Human Relations/Communication	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0006	Mental Health	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
HLTH-0002	Nutrition	3	4 mo	CHCL2	✓	✓	✓	\$ 121.65
PRAC-0054	Work Experience 1 - CHCA	3	3 mo	CHCL2	S	S	S	\$ 121.65
PRAC-0055	Work Experience 2 - CHCA	3	3 mo	CHCL2	S	S	S	\$ 121.65

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

## Early Childhood Education

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
ECED-0044	Applied Practical Skills 1	5	3 mo	ECDD	S	S	S	\$ 259.95
ECED-0045	Applied Practical Skills 2	6	3 mo	ECDD	S	S	S	\$ 311.94
ECED-0046	Applied Practical Skills 3	7	3 mo	ECDD	S	S	S	\$ 363.93
ECED-0047	Applied Practical Skills 4	7	3 mo	ECDD	S	S	S	\$ 363.93
ECED-0006	Art	3	4 mo	ECDD		✓		\$ 155.97
PSSY-0073	Building Partnerships	3	4 mo	ECDD		✓		\$ 155.97
PSSY-0029	Child Development 1	6	6 mo	ECDD	✓		✓	\$ 311.94
PSSY-0020	Child Development 2	6	6 mo	ECDD		✓		\$ 311.94
PSSY-0025	Children with Special Needs	6	6 mo	ECDD		✓		\$ 311.94
ECED-0022	Critical Issues	3	4 mo	ECDD	✓		✓	\$ 155.97
ECED-0004	Curriculum Planning 1	3	4 mo	ECDD	✓	✓	✓	\$ 155.97
ECED-0019	Design the Children's Setting	3	4 mo	ECDD		✓		\$ 155.97
COMP-0414	Documentation	3	4 mo	ECDD		✓		\$ 185.97
PSSY-0019	Family Dynamics	3	4 mo	ECDD	✓		✓	\$ 155.97
ECED-0001	Guiding Children's Behaviour	6	6 mo	ECDD	✓		✓	\$ 311.94
ECED-0002	Health, Nutrition and Safety 1	3	4 mo	ECDD	✓	✓	✓	\$ 155.97
ECED-0015	Health, Nutrition and Safety 2	3	4 mo	ECDD	✓	✓	✓	\$ 155.97
COMM-0035	Interpersonal Communications	3	4 mo	ECDD	✓		✓	\$ 155.97
ECED-0048	Language and Literacy	3	4 mo	ECDD	✓		✓	\$ 155.97
PEDV-0178	Leadership and Team Building	3	4 mo	ECDD			✓	\$ 185.97
ECED-0005	Literature	3	4 mo	ECDD	✓		✓	\$ 155.97
ECED-0049	Music & Movement	6	6 mo	ECDD	✓		✓	\$ 311.94
ECED-0031	Overview of Early Childhood	3	4 mo	ECDD	✓	✓	✓	\$ 155.97
ECED-0052	Philosophy & Curriculum	3	4 mo	ECDD	✓		✓	\$ 155.97
ECED-0020	Play	3	4 mo	ECDD	✓		✓	\$ 155.97
PEDV-0179	Professional Development	3	4 mo	ECDD	✓	✓	✓	\$ 185.97
PEDV-0009	Professionalism	3	4 mo	ECDD	✓		✓	\$ 185.97
ECED-0010	Science	3	4 mo	ECDD		✓		\$ 155.97
ECED-0050	School Age Care	6	6 mo	ECDD	✓		✓	\$ 311.94
PSSY-0050	Self Understanding 1	3	4 mo	ECDD		✓		\$ 155.97
ECED-0013	Teaching Strategies	6	6 mo	ECDD	✓		✓	\$ 311.94
PSSY-0021	Understanding Child Abuse	3	4 mo	ECDD	✓		✓	\$ 155.94

## Early Childhood Education

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
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Last updated: Feb 20, 2019

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## Early Childhood Program Management

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
PSSY-0012	Conflict Resolution	3	4 mo	ECMGT	✓		✓	\$ 155.97
ECED-0026	Early Childhood Administration	3	4 mo	ECMGT	✓		✓	\$ 155.97
PSSY-0080	Family and Community Relations	3	4 mo	ECMGT		✓		\$ 155.97
ACCT-0032	Financial Management	6	6 mo	ECMGT	✓		✓	\$ 371.94
HRMG-0033	Human Resource Function	3	4 mo	ECMGT	✓		✓	\$ 155.97
ECED-0025	Integration Seminar	3	4 mo	ECMGT	S	S	S	\$ 155.97
PEDV-0106	Leadership Skills	3	4 mo	ECMGT	✓		✓	\$ 185.97
PSSY-0001	Organizational Behavior 1	3	4 mo	ECMGT		✓		\$ 155.97
PSSY-0002	Organizational Behavior 2	3	4 mo	ECMGT	✓		✓	\$ 155.97
PRAC-0018	Practicum - ECMGT	2	3 mo	ECMGT	S	S	S	\$ 87.98

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## GIS Environmental Technologies

Course Name	Course Title	Credits	Length	Topic Code	Start Date	Fees
GEOS-0020	GIS Server	6	8 weeks	GISAV	March 11, 2019	\$ 425.94

Last updated: Dec 21, 2018

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## Education Assistant

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
PSSY-0066	Child Development	3	4 mo	EDAD		✓		\$ 155.97
PSSY-0067	Children's Special Needs	6	6 mo	EDAD		✓		\$ 311.94
COMP-0353	Computer Skills	3	4 mo	ACDD, EDAD		✓		\$ 185.97
PSSY-0024	Cross-Cultural Education	3	4 mo	EDAD		✓		\$ 155.97
ECED-0040	Guiding Children's Behavior 1	3	4 mo	EDAD	✓		✓	\$ 155.97
COMM-0035	Interpersonal Communications	3	4 mo	ECDD, EDAD	✓		✓	\$ 155.97
PSSY-0054	Learning Styles	3	4 mo	EDAD		✓		\$ 155.97
COMM-0189	Observation and Report Writing	3	4 mo	EDAD	✓		✓	\$ 155.97
PRAC-0165	Practicum - EDAST	2	3 mo	EDAD	S	S	S	\$ 87.98
PEDV-0132	Professionalism	3	4 mo	EDAD	✓		✓	\$ 185.97

Last updated: Feb 20, 2019

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

EDAD = Education Assistant ; ECDD = Early Childhood Education

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## Practical Nursing Refresher

Course Name	Course Title	Credits	Length	Topic Code	Apr	May	Jun	Fees
HLTH-0255	Community Nursing*	3	4 mo	PNRE2	✓		✓	\$ 185.97
PRAC-0059	Community Setting Clinical	2	80 hrs	PNRE2	S	S	S	\$ 87.98
HLTH-0253	Health Care System*	6	4 mo	PNRE2	✓		✓	\$ 371.94
PRAC-0058	Health Prevention Clinical	4	160 hrs	PNRE2	S	S	S	\$ 175.96
HLTH-0254	Health Prevention & Promotion*	6	4 mo	PNRE2	✓		✓	\$ 371.94
PRAC-0061	Infant and Child Clinical	1	40 hrs	PNRE3	S	S	S	\$ 43.99
HLTH-0257	Maternal and Newborn*	3	4 mo	PNRE2	✓		✓	\$ 185.97
PRAC-0060	Mother and Newborn Clinical	1	40 hrs	PNRE2	S	S	S	\$ 43.99
HLTH-0256	Pediatric Nursing*	3	4 mo	PNRE2	✓		✓	\$ 185.97
PRAC-0070	Pharmacology Clinical	1	40 hrs	PNRE2	S	S	S	\$ 43.99
HLTH-0096	Pharmacology Laboratory	2	16 hrs	PNRE2	S	S	S	\$ 123.98
HLTH-0174	Pharmacology Theory	3	4 mo	PNRE2	✓		✓	\$ 185.97
HLTH-0011	Physical Health Assessment	3	4 mo	PNRE3	✓		✓	\$ 185.97

Last updated: Feb 20, 2019

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

**Please note: anyone taking PNR courses, as directed by CLPNM, should contact the Coordinator - Allied Health at 204-725-8700 ext 7033 for pricing and available dates.**

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## Nursing Footcare

Course Name	Course Title	Credits	Length	Topic Code	Mar	Apr	May	Jun	Fees
HLTH-0218	Nursing Foot Care Intro	1.5	3 months	CLPND		✓		✓	\$ 339.00
HLTH-0219	Foot Assessment & Intervention	3	3 months	CLPND		✓		✓	\$ 469.00
HLTH-0228	High Risk Foot Theory	1.5	3 months	CLPND		✓		✓	\$ 289.00
HLTH-0229	High Risk Foot Clinical	1.5		CLPND	To be Determined				\$ 439.00
HLTH-0230	Diabetic Foot Theory	1.5	3 months	CLPND		✓		✓	\$ 289.00
HLTH-0231	Diabetic Foot Clinical	1.5		CLPND	To be Determined				\$ 439.00
HLTH-0232	Nursing Foot Care - Small Business	1.5		CLPND	To be Determined				\$ 409.00

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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>.

**All Fees shown are for Canadian Citizens and Permanent Residents. For International Student Fees, please call Registration at 204-725-8700 ext 4032 or toll free at 800-862-6307 ext 4032.**