

## Accounting and Finance, Business Administration, Office Administration

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
COMP-0556	Accounting Software	6	6 mo	BUDD		✓		✓		✓		✓		✓		✓	\$ 395.34
MKTG-0030	Advertising	6	6 mo	BUDD			✓				✓				✓		\$ 334.74
BUSN-0121	Canadian Business	3	4 mo	BUDD	✓		✓										\$ 167.37
COMM-0006	Communications	6	6 mo	ACFIN, BUDD		✓		✓		✓		✓		✓		✓	\$ 334.74
COMP-0009	Database 1	3	4 mo	ACFIN, BUDD		✓		✓		✓		✓		✓		✓	\$ 197.67
COMP-0010	Database 2	3	4 mo	ACFIN, BUDD,				✓			✓						\$ 197.67
COMP-0014	Desktop Publishing	3	4 mo	BUDD							✓				✓		\$ 197.67
ECON-0006	Economics 1	6	6 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 334.74
ECON-0007	Economics 2	6	6 mo	ACFIN, BUDD			✓				✓				✓		\$ 334.74
BUSN-0018	Finance 1	3	4 mo	ACFIN, BUDD	✓			✓			✓			✓			\$ 167.37
BUSN-0017	Finance 2	3	4 mo	ACFIN, BUDD			✓			✓			✓			✓	\$ 167.37
BUSN-0016	Finance 3	3	4 mo	ACFIN, BUDD		✓			✓			✓			✓		\$ 167.37
ACCT-0003	Financial Accounting 1	6	6 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 395.34
ACCT-0004	Financial Accounting 2	6	6 mo	ACFIN, BUDD		✓		✓		✓		✓		✓		✓	\$ 395.34
ACCT-0005	Financial Accounting 3	6	6 mo	ACFIN, BUDD			✓			✓			✓			✓	\$ 395.34
ACCT-0007	Financial Accounting 4	6	6 mo	ACFIN, BUDD		✓			✓			✓			✓		\$ 395.34
LAWG-0003	Government	3	4 mo	BUDD				✓						✓			\$ 167.37
HRMG-0003	Human Resource Legislation	3	4 mo	BUDD			✓						✓				\$ 167.37
HRMG-0036	Human Resource Management	6	6 mo	BUDD		✓		✓		✓		✓		✓		✓	\$ 334.74
MKTG-0032	International Business	6	6 mo	BUDD			✓			✓	✓				✓		\$ 334.74
LAWG-0001	Legal Principles	3	4 mo	BUDD			✓				✓				✓		\$ 167.37
BUSN-0027	Management	6	6 mo	BUDD		✓						✓					\$ 334.74
ACCT-0006	Management Accounting 1	6	6 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 395.34
ACCT-0008	Management Accounting 2	6	6 mo	ACFIN, BUDD		✓				✓				✓			\$ 395.34
BUSN-0019	Management Skill Development	6	6 mo	BUDD		✓				✓				✓			\$ 334.74
MKTG-0044	Marketing Principles	6	6 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 334.74

## Accounting and Finance, Business Administration, Office Administration

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
PSSY-0004	Organizational Behaviour	6	6 mo	ACFIN, BUDD		✓		✓		✓		✓		✓		✓	\$ 334.74
HRMG-0021	Payroll Administration	3	4 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 167.37
COMM-0110	Presentation Skills & Graphics	3	4 mo	BUDD		✓			✓								\$ 167.37
COMM-0232	Research & Report Writing	3	4 mo	BUDD	✓				✓				✓				\$ 167.37
MKTG-0061	Social Media Marketing	3	4 mo	BUDD	✓			✓					✓				\$ 167.37
COMP-0007	Spreadsheets 1	3	4 mo	ACFIN, BUDD	✓		✓										\$ 197.67
COMP-0008	Spreadsheets 2	3	4 mo	ACFIN, BUDD		✓				✓				✓			\$ 197.67
MATH-0002	Statistics 1	6	6 mo	ACFIN, BUDD	✓		✓		✓		✓		✓		✓		\$ 334.74
MATH-0003	Statistics 2	6	6 mo	ACFIN, BUDD		✓				✓				✓			\$ 334.74
BUSN-0108	Tax Preparation - Corporate	3	4 mo	ACFIN, BUDD				✓				✓				✓	\$ 167.37
BUSN-0110	Tax Theory - Personal	3	6 mo	ACFIN, BUDD		✓				✓				✓			\$ 334.74
HRMG-0034	Training & Development	6	6 mo	BUDD						✓						✓	\$ 334.74
WRKP-0020	Workplace Health & Safety	3	4 mo	BUDD				✓				✓					\$ 197.67

Last updated: May 10, 2019

ACFIN = Accounting & Finance; BUDD = Business Administration;

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.

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

Refer to Policy A10 for information regarding Maintaining Active Student Status.

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## Comprehensive Health Care Aide

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0175	Daily Living Theory	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0004	Gerontology	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0003	Growth and Development	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
COMM-0037	Human Relations/Communication	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0006	Mental Health	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0002	Nutrition	3	4 mo	CHCD		✓		✓		✓		✓		✓		✓	\$ 197.67
PRAC-0074	Practicum 1 - CHCA	3	120 hrs	CHCD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 143.07
PRAC-0040	Senior Practicum CHCA	3	120 hrs	CHCD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 143.07

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## Comprehensive Health Care Aide CHALLENGE

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0175	Daily Living Theory	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0004	Gerontology	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0003	Growth and Development	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0005	Health Issues/Community Health	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
WRKP-0002	Health, Environment & Safety	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
COMM-0037	Human Relations/Communication	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0006	Mental Health	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
HLTH-0002	Nutrition	3	4 mo	CHCL2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 132.75
PRAC-0054	Work Experience 1 - CHCA	3	3 mo	CHCL2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 132.75
PRAC-0055	Work Experience 2 - CHCA	3	3 mo	CHCL2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 132.75

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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	Jul	Aug	Sep	Oct	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	S	S	S	S	\$ 278.95
ECED-0045	Applied Practical Skills 2	6	3 mo	ECDD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 334.74
ECED-0046	Applied Practical Skills 3	7	3 mo	ECDD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 390.53
ECED-0047	Applied Practical Skills 4	7	3 mo	ECDD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 390.53
ECED-0006	Art	3	4 mo	ECDD	✓			✓	✓			✓	✓		✓		\$ 167.37
PSSY-0073	Building Partnerships	3	4 mo	ECDD	✓			✓	✓			✓	✓		✓		\$ 167.37
PSSY-0029	Child Development 1	6	6 mo	ECDD	✓			✓		✓		✓		✓		✓	\$ 334.74
PSSY-0020	Child Development 2	6	6 mo	ECDD		✓			✓				✓		✓		\$ 334.74
PSSY-0025	Children with Special Needs	6	6 mo	ECDD	✓			✓	✓			✓	✓		✓		\$ 334.74
ECED-0022	Critical Issues	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
ECED-0004	Curriculum Planning 1	3	4 mo	ECDD	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	\$ 167.37
ECED-0019	Design the Children's Setting	3	4 mo	ECDD	✓			✓				✓			✓		\$ 167.37
COMP-0414	Documentation	3	4 mo	ECDD	✓				✓	✓		✓	✓		✓		\$ 197.67
PSSY-0019	Family Dynamics	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
ECED-0001	Guiding Children's Behaviour	6	6 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 334.74
ECED-0002	Health, Nutrition and Safety 1	3	4 mo	ECDD		✓		✓	✓	✓		✓	✓	✓	✓	✓	\$ 167.37
ECED-0015	Health, Nutrition and Safety 2	3	4 mo	ECDD		✓			✓	✓			✓	✓	✓	✓	\$ 167.37
COMM-0035	Interpersonal Communications	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
ECED-0048	Language and Literacy	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
PEDV-0178	Leadership and Team Building	3	4 mo	ECDD		✓				✓						✓	\$ 197.67
ECED-0005	Literature	3	4 mo	ECDD		✓				✓		✓		✓		✓	\$ 167.37
ECED-0049	Music & Movement	6	6 mo	ECDD				✓		✓		✓		✓		✓	\$ 334.74
ECED-0031	Overview of Early Childhood	3	4 mo	ECDD		✓		✓	✓	✓		✓	✓	✓	✓	✓	\$ 167.37
ECED-0052	Philosophy & Curriculum	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
ECED-0020	Play	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37
PEDV-0179	Professional Development	3	4 mo	ECDD	✓			✓	✓	✓		✓	✓	✓	✓	✓	\$ 197.67
PEDV-0009	Professionalism	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 197.67
ECED-0050	School Age Care	6	6 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 334.74
ECED-0010	Science	3	4 mo	ECDD	✓			✓	✓				✓		✓		\$ 167.37
PSSY-0050	Self Understanding 1	3	4 mo	ECDD	✓			✓	✓			✓	✓		✓		\$ 167.37
ECED-0013	Teaching Strategies	6	6 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 334.74
PSSY-0021	Understanding Child Abuse	3	4 mo	ECDD		✓		✓		✓		✓		✓		✓	\$ 167.37

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## Early Childhood Program Management

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
PSSY-0012	Conflict Resolution	3	4 mo	ECMGT		✓		✓		✓		✓		✓		✓	\$ 167.37
ECED-0026	Early Childhood Administration	3	4 mo	ECMGT		✓		✓		✓		✓		✓		✓	\$ 167.37
PSSY-0080	Family and Community Relations	3	4 mo	ECMGT	✓			✓	✓			✓	✓		✓		\$ 167.37
ACCT-0032	Financial Management	6	6 mo	ECMGT		✓		✓		✓		✓		✓		✓	\$ 395.34
HRMG-0033	Human Resource Function	3	4 mo	ECMGT	✓			✓	✓			✓		✓			\$ 167.37
ECED-0025	Integration Seminar	3	4 mo	ECMGT	S	S	S	S	S	S	S	S	S	S	S	S	\$ 167.37
PEDV-0106	Leadership Skills	3	4 mo	ECMGT		✓		✓		✓		✓		✓		✓	\$ 197.67
PSSY-0001	Organizational Behavior 1	3	4 mo	ECMGT	✓			✓		✓		✓	✓		✓		\$ 167.37
PSSY-0002	Organizational Behavior 2	3	4 mo	ECMGT		✓		✓		✓		✓		✓		✓	\$ 167.37
PRAC-0018	Practicum - ECMGT	2	3 mo	ECMGT	S	S	S	S	S	S	S	S	S	S	S	S	\$ 95.38

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## Education Assistant

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
PSSY-0066	Child Development	3	4 mo	EDAD	✓			✓		✓			✓		✓		\$ 167.37
PSSY-0067	Children's Special Needs	6	6 mo	EDAD	✓			✓		✓			✓		✓		\$ 334.74
COMP-0353	Computer Skills	3	4 mo	ACDD, EDAD	✓			✓		✓			✓		✓		\$ 167.37
PSSY-0024	Cross-Cultural Education	3	4 mo	EDAD	✓			✓		✓			✓		✓		\$ 167.37
ECED-0040	Guiding Children's Behavior 1	3	4 mo	EDAD		✓			✓			✓		✓		✓	\$ 167.37
COMM-0035	Interpersonal Communications	3	4 mo	ECDD, EDAD		✓			✓			✓		✓		✓	\$ 167.37
PSSY-0054	Learning Styles	3	4 mo	EDAD	✓			✓		✓			✓		✓		\$ 167.37
COMM-0189	Observation and Report Writing	3	4 mo	EDAD		✓			✓			✓		✓		✓	\$ 167.37
PRAC-0165	Practicum - EDAST	2	3 mo	EDAD	S	S	S	S	S	S	S	S	S	S	S	S	\$ 95.38
PEDV-0132	Professionalism	3	4 mo	EDAD		✓			✓			✓		✓		✓	\$ 197.67

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## Practical Nursing Refresher

Course Name	Course Title	Credits	Length	Topic Code	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0255	Community Nursing*	3	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 197.67
PRAC-0059	Community Setting Clinical	2	80 hrs	PNRE2	S	S	S	S	S	S	S	S	S	S	S	S	\$ 95.38
HLTH-0253	Health Care System*	6	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 395.34
PRAC-0058	Health Prevention Clinical	4	160 hrs	PNRE2	S	S	S	S	S	S	S	S	S	S	S	S	\$ 190.76
HLTH-0254	Health Prevention & Promotion*	6	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 395.34
PRAC-0061	Infant and Child Clinical	1	40 hrs	PNRE3	S	S	S	S	S	S	S	S	S	S	S	S	\$ 47.69
HLTH-0257	Maternal and Newborn*	3	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 197.67
PRAC-0060	Mother and Newborn Clinical	1	40 hrs	PNRE2	S	S	S	S	S	S	S	S	S	S	S	S	\$ 47.69
HLTH-0256	Pediatric Nursing*	3	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 197.67
PRAC-0070	Pharmacology Clinical	1	40 hrs	PNRE2	S	S	S	S	S	S	S	S	S	S	S	S	\$ 47.69
HLTH-0096	Pharmacology Laboratory	2	16 hrs	PNRE2	S	S	S	S	S	S	S	S	S	S	S	S	\$ 131.78
HLTH-0174	Pharmacology Theory	3	4 mo	PNRE2		✓		✓		✓		✓		✓		✓	\$ 197.67
HLTH-0011	Physical Health Assessment	3	4 mo	PNRE3		✓		✓		✓		✓		✓		✓	\$ 197.37

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**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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0218	Nursing Foot Care Intro	1.5	3 mo	CLPND		✓		✓		✓		✓		✓		✓	\$ 339.00
HLTH-0219	Foot Assessment & Intervention	3	3 mo	CLPND	✓		✓		✓		✓		✓		✓		\$ 469.00
HLTH-0228	High Risk Foot Theory	1.5	3 mo	CLPND		✓		✓		✓		✓		✓		✓	\$ 289.00
HLTH-0229	High Risk Foot Clinical	1.5	16 hrs	CLPND	✓		✓		✓		✓		✓		✓		\$ 439.00
HLTH-0230	Diabetic Foot Theory	1.5	3 mo	CLPND		✓		✓		✓		✓		✓		✓	\$ 289.00
HLTH-0231	Diabetic Foot Clinical	1.5	16 hrs	CLPND	✓		✓		✓		✓		✓		✓		\$ 439.00
HLTH-0232	Nursing Foot Care - Small Business	1.5	20 hrs	CLPND		✓		✓		✓		✓		✓		✓	\$ 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:**

<b>From</b>	<b>To</b>	<b>ACADEMIC Grade on transcript</b>	<b>FINANCIAL Refund</b>
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.**