



40 HOUR COURSE – REGISTRATION

The following are course options available at Assiniboine Community College for Child Care Assistant and Family Child Care Providers to fulfill the 40-hour training requirement.

Choose any one of the following courses:

ECED-0004 Curriculum Planning 1

- This course explores modern day approaches that can be considered in the development of curriculum. It guides students through the emergent and project approach to curriculum planning. Students analyze factors that affect curriculum including scheduling and the creation of an anti-bias environment.
- Course Materials: Distance manual.

ECED-0002 Health, Nutrition & Safety 1

- This course introduces students to the basic principles and practices of good health promotion, occupational health and illness prevention and management.
- Course Materials: Distance manual plus a textbook.

ECED-0031 Overview of Early Childhood

- This course provides an overview of the field of early childhood education. Students will be introduced to the profession of early childhood education as well as various types of early childhood settings. Early learning program components, career options and the role and qualities of an early childhood educator will be explored.
- Course Materials: Distance manual plus a textbook.

**Course materials are in addition to the tuition fee. See the Bookstore website for more information or contact the bookstore at 204.725.8700 Ext 6788.*

Course Offerings

- Are posted on ACC's website <http://assiniboine.net/programs/distance-education>.
- Under "**Current Distance Education Students**" Please refer to the link "**2019-20 Distance Education**" by Program for a list of the distance education courses being offered until June 2020.
- Scroll until you see "Early Childhood Education" This page will provide you with the months the course are being offered (Courses start on the 1st of the month), the length of time you have from the start date and tuition fees.

Registration Deadline

- You must be registered by the 20th of the month prior to the start date. If you miss this deadline you will be put in the next available course.
- *Eg. February 1st courses, the deadline to register is January 20th.*

Apply as an undeclared student

- Complete the ACC application form with your information.
- Under the location section, you will see "**If applying as an undeclared student, please list courses**" this is where you write the course name, course number and start date for the course you want to register for
- Applying as an undeclared student eliminates the application fee and eliminates providing official transcripts. An undeclared student is able to take up to 12 credits; students cannot graduate as an undeclared.

Submit your application with tuition payment

- Completed application forms can be mailed Registrar's Office at 1430 Victoria Avenue East, Brandon MB R7B 2A9.
- If paying by credit card, you may email the application form directly to the Registration Specialist at panagioh@assiniboine.net or you can call Heather at 204-725-8700 Ext 7096 with your credit card.

Welcome Letter

- Along with a receipt of your payment, you will receive a welcome letter from Admission & Registration indicating who your facilitator is and their contact information.
- Course materials and instructions on how to order course materials from the ACC Bookstore website will also be listed on the welcome letter. **Course materials are not included in the tuition.**

Course Materials

Course materials are ordered through the ACC Bookstore website or in-person at the Victoria Avenue East campus (Room 400, 9 am to 4 pm, Monday to Friday).

On-line at www.assiniboineshop.ca

- Click on Books > Textbooks & Course Materials
- Select Program > All
- Select your Term > Choose term
- Select your Department > This is the first four letters of the course number (Eg. ECED)
- Select your Course > This is the four digits of the course number (Eg. 0004, 0002 or 0031)
- Select your Section > This information is listed on your registration statement. If you don't know your section number, choose any option from the drop down list that ends with ECD
- In-person at the Victoria Avenue East campus (Room 400, 9 am to 4 pm, Monday to Friday)
Connect by phone at 800.862.6307 ext 6788 if you are having difficulties with your order

Additional information:

- You will have a maximum of **FOUR** months to complete the course work from your start date.
- Once you have your course materials, you are working through the distance manual for your readings, assignments and instructions.
- You can start your studies anytime during your four month time period as completing the course by distance is self-directed. The expectation is students manage their own time with their studies and complete all course work by the end date. Submitting assignments in a timely manner is recommended to allow time for feedback from your instructor.
- Your instructor will contact you within one week after your course start date. If you are not contacted by the instructor initiate contact and introduce yourself then proceed to ask your question(s).
- If you are unable to reach your instructor or have general questions about the program, please contact the School of Health & Human Services at 1.800.862.6307 ext 6699 or 725.8700 ext 6699 or haddowk@assiniboine.net.