

Business, Accounting and Finance

Course Name	Course Title	Credits	Length	Topic Code	Mar	Apr	May	Jun	Fees
COMP-0556	Accounting Software	6	6 mo	BUDD		✓		✓	\$ 395.34
MKTG-0030	Advertising	6	6 mo	BUDD			✓		\$ 334.74
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
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
MATH 0107	Math For Business	6	6 mo	BUDD		✓		✓	\$ 334.74

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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-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 -0171	Taxation 1	6	6 mo	BUDD	✓		✓		\$ 334.74
BUSN - 0178	Taxation 2	6	6mo	BUDD		✓		✓	
BUSN-0108	Tax Preparation - Corporate	3	4 mo	ACFIN, BUDD				✓	\$ 167.37
BUSN-0110	Tax Theory - Personal	6	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: Feb 7, 2020

ACFIN = Accounting & Finance; BUDD = Business Administration

Courses start 1st of the month; deadline to register is 20th of the month prior. Example you must register by May 20 for a course that starts Jun 1.

Complete a registration form (www.assiniboine.net/distance) and email to registration@assiniboine.net or call 204.725.8701 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 about challenging courses via Prior Learning Assessment and Recognition (PLAR).

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

Current Academic Policies are located at www.assiniboine.net/policies

Comprehensive Health Care Aide

Course Name	Course Title	Credits	Length	Topic Code	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	\$ 143.07
PRAC-0040	Senior Practicum CHCA	3	120 hrs	CHCD	S	S	S	S	\$ 143.07

Last updated: Feb 7, 2020

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Complete a registration form (www.assiniboine.net/distance) and email to registration@assiniboine.net or call 204.725.8701 ext 4032

S: Please contact the school to arrange this course hhs@assiniboine.net or 725.8730

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Comprehensive Health Care Aide CHALLENGE

Course Name	Course Title	Credits	Length	Topic Code	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	S	S	S	S	\$ 132.75
PRAC-0055	Work Experience 2 - CHCA	3	3 mo	CHCL2	S	S	S	S	\$ 132.75

Last updated: Feb 7, 2020

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Complete a registration form (www.assiniboine.net/distance) and email to registration@assiniboine.net or call 204.725.8701 option #2

S: Please contact the school to arrange this course hhs@assiniboine.net or 725.8730

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

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

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

Current Academic Policies are located at www.assiniboine.net/policies

Early Childhood Education

Course Name	Course Title	Credits	Length	Topic Code					
ECED-0044	Applied Practical Skills 1	5	3 mo	ECDD					
ECED-0045	Applied Practical Skills 2	6	3 mo	ECDD					
ECED-0046	Applied Practical Skills 3	7	3 mo	ECDD					
ECED-0047	Applied Practical Skills 4	7	3 mo	ECDD					
ECED-0006	Art	3	4 mo	ECDD					
PSSY-0073	Building Partnerships	3	4 mo	ECDD					
PSSY-0029	Child Development 1	6	6 mo	ECDD					
PSSY-0020	Child Development 2	6	6 mo	ECDD					
PSSY-0025	Children with Special Needs	6	6 mo	ECDD					
ECED-0022	Critical Issues	3	4 mo	ECDD					
ECED-0004	Curriculum Planning 1	3	4 mo	ECDD					
ECED-0051	Curriculum Development	6	6mo	ecdd					
ECED-0019	Design the Children's Setting	3	4 mo	ECDD					
COMP-0414	Documentation	3	4 mo	ECDD					
PSSY-0019	Family Dynamics	3	4 mo	ECDD					
ECED-0001	Guiding Children's Behaviour	6	6 mo	ECDD					
ECED-0002	Health, Nutrition and Safety 1	3	4 mo	ECDD					
ECED-0015	Health, Nutrition and Safety 2	3	4 mo	ECDD					
COMM-0035	Interpersonal Communications	3	4 mo	ECDD					
ECED-0048	Language and Literacy	3	4 mo	ECDD					
PEDV-0178	Leadership and Team Building	3	4 mo	ECDD					
ECED-0005	Literature	3	4 mo	ECDD					
ECED-0049	Music & Movement	6	6 mo	ECDD					
ECED-0031	Overview of Early Childhood	3	4 mo	ECDD					
ECED-0052	Philosophy & Curriculum	3	4 mo	ECDD					
ECED-0020	Play	3	4 mo	ECDD					
PEDV-0179	Professional Development	3	4 mo	ECDD					
PEDV-0009	Professionalism	3	4 mo	ECDD					
ECED-0050	School Age Care	6	6 mo	ECDD					
ECED-0010	Science	3	4 mo	ECDD					
PSSY-0050	Self Understanding 1	3	4 mo	ECDD					
ECED-0013	Teaching Strategies	6	6 mo	ECDD					
PSSY-0021	Understanding Child Abuse	3	4 mo	ECDD					

Last updated: Feb 7, 2020

Note:

This program is under review as a part of the college's multiyear plan and commitment to improving the student experience. Program changes may occur for 2020-21. Course registration is "**currently closed**" for this program. An announcement will be made in late Spring about course registration. Please check www.assiniboine.net/ece for updates closer to that time.

Early Childhood Program Management

Order	Course Name	Course Title	Credits	Length	Topic Code					
1	HRMG-0033	Human Resource Function	3	4 mo	ECMGT					
2	PSSY-0001	Organizational Behavior 1	3	4 mo	ECMGT					
3	PSSY-0002	Organizational Behavior 2	3	4 mo	ECMGT					
4	PSSY-0080	Family and Community Relations	3	4 mo	ECMGT					
5	ACCT-0032	Financial Management	6	6 mo	ECMGT					
6	ECED-0026	Early Childhood Administration	3	4 mo	ECMGT					

ELECTIVES (Choose 1)

7	PSSY-0012	Conflict Resolution	3	4 mo	ECMGT					
OR										
7	PEDV-0106	Leadership Skills	3	4 mo	ECMGT					

TAKEN LAST & AT THE SAME TIME

8	ECED-0025	Integration Seminar	3	4 mo	ECMGT	S	S	S	S	
9	PRAC-0018	Practicum - ECMGT	2	3 mo	ECMGT	S	S	S	S	

Last updated: Feb 07/2020

Note:

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Please check www.assinboine.net/ecpm for updates closer to that time.

Education Assistant

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

Last updated: Feb 10,2020

EDAD = Education Assistant ; ECDD = Early Childhood Education

NOTE:

This program is under review as a part of the college's multiyear plan and commitment to improving the student experience.

Program changes may occur for 2020-2021. Course registration is "currently closed" for this program. An announcement will be made in late spring about course registration.

Please check www.assiniboine.net/ea for updates closer to that time.

GIS Advanced

Course Name	Course Title	Credits	Length	Topic Code	Start Date	Fees
GEOS 0016 08GDD	Programming for GIS	3	16 wks	GISAD	January 6,2020	\$ 449.94
GEOS 0025 05GDD	Remote Sensing / Imaging Analysis	3	16 wks	GISAD	January 6,2020	\$ 449.94
GEOS 0017 04GDD	Advanced Spacial Analysis	3	16 wks	GISAD	March 9,2020	\$ 449.94

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

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

Last updated: Feb 7, 2020

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Complete a registration form and email to registration@assiniboine.net or call 204.725.8701 option #2

S: Please contact the school to arrange this course hhs@assiniboine.net or 725.8730

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

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

[Current Academic Policies are located at www.assiniboine.net/policies](http://www.assiniboine.net/policies)

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.

Nursing Footcare

Course Name	Course Title	Credits	Length	Topic Code	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

Last updated: Feb 7, 2020

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

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

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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.

Current academic policies are located at www.assiniboine.net/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.