

## Business Administration

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
COMP-0556	Accounting Software	6	6 mo		✓		✓									\$ 418.14
MKTG-0030	Advertising	6	6 mo			✓				✓				✓		\$ 356.34
BUSN-0166	Canadian Business & Society	6	6 mo			✓				✓				✓		\$ 356.34
COMM-0006	Communications	6	6 mo		✓		✓		✓		✓		✓		✓	\$ 356.34
ECON-0006	Economics 1	6	6 mo	✓		✓		✓		✓		✓		✓		\$ 356.34
ECON-0007	Economics 2	6	6 mo			✓				✓				✓		\$ 356.34
BUSN-0018	Finance 1	3	4 mo	✓			✓			✓			✓			\$ 178.17
BUSN-0017	Finance 2	3	4 mo			✓			✓			✓			✓	\$ 178.17
BUSN-0016	Finance 3	3	4 mo		✓			✓			✓			✓		\$ 178.17
ACCT-0003	Financial Accounting 1	6	6 mo	✓		✓		✓		✓		✓		✓		\$ 418.14
ACCT-0004	Financial Accounting 2	6	6 mo		✓		✓		✓		✓		✓		✓	\$ 418.14
ACCT-0005	Financial Accounting 3	6	6 mo			✓			✓			✓			✓	\$ 418.14
ACCT-0007	Financial Accounting 4	6	6 mo		✓			✓			✓			✓		\$ 418.14
HRMG-0003	Human Resource Legislation	3	4 mo			✓				✓				✓		\$ 178.17
HRMG-0036	Human Resource Management	6	6 mo		✓		✓		✓		✓		✓		✓	\$ 356.34
MKTG-0032	International Business	6	6 mo			✓				✓				✓		\$ 356.34
LAWG-0001	Legal Principles	3	4 mo			✓										\$ 178.17
BUSN-0027	Management	6	6 mo	✓												\$ 356.34
ACCT-0006	Management Accounting 1	6	6 mo	✓		✓		✓		✓		✓		✓		\$ 418.14
ACCT-0008	Management Accounting 2	6	6 mo		✓				✓				✓			\$ 418.14
BUSN-0019	Management Skill Development	6	6 mo		✓				✓				✓			\$ 356.34
COMM-0387	Marketing Communications	6	6 mo			✓				✓				✓		\$ 356.34
MKTG-0044	Marketing Principles	6	6 mo	✓		✓		✓		✓		✓		✓		\$ 356.34
MATH 0107	Math For Business	6	6 mo		✓		✓		✓		✓		✓		✓	\$ 356.34
BUSN-0168	Organizations and Management	6	6 mo			✓				✓				✓		\$ 356.34
HRMG-0021	Payroll Administration	3	4 mo	✓		✓		✓		✓						\$ 178.17
PEDV-0322	Personal Management	6	6 mo			✓				✓				✓		\$ 418.14

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Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
COMM-0232	Research & Report Writing	3	4 mo	✓				✓								\$ 178.17
COMM-0386	Research & Report Writing	6	6 mo			✓				✓				✓		\$ 356.34
COMP-0597	Software Applications	6	6 mo			✓				✓				✓		\$ 418.14
MATH-0002	Statistics 1	6	6 mo	✓		✓		✓		✓		✓		✓		\$ 356.34
MATH-0003	Statistics 2	6	6 mo		✓				✓				✓			\$ 356.34
BUSN -0171	Taxation 1	6	6 mo	✓				✓				✓				\$ 356.34
BUSN - 0178	Taxation 2	6	6mo			✓				✓				✓		\$ 356.34
BUSN-0108	Tax Theory - Corporate	3	4 mo				✓								\$ 178.17	
HRMG-0034	Training & Development	6	6 mo						✓						✓	\$ 356.34

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## Comprehensive Health Care Aide

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
HLTH-0175	Daily Living Theory	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
HLTH-0004	Gerontology	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
HLTH-0003	Growth and Development	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
HLTH-0005	Health Issues/Community Health	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
WRKP-0002	Health, Environment & Safety	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
COMM-0037	Human Relations/Communication	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 178.17
HLTH-0006	Mental Health	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
HLTH-0002	Nutrition	3	4 mo		✓		✓		✓		✓		✓		✓	\$ 209.07
PRAC-0074	Practicum 1 - CHCA	3	120 hrs	S	S	S	S	S	S	S	S	S	S	S	S	\$ 153.42
PRAC-0040	Senior Practicum CHCA	3	120 hrs	S	S	S	S	S	S	S	S	S	S	S	S	\$ 153.42

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## Comprehensive Health Care Aide CHALLENGE

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0176	Daily Living Laboratory	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0175	Daily Living Theory	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0004	Gerontology	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0003	Growth and Development	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0005	Health Issues/Community Health	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
WRKP-0002	Health, Environment & Safety	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
COMM-0037	Human Relations/Communication	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0006	Mental Health	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
HLTH-0002	Nutrition	3	4 mo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	\$ 143.10
PRAC-0054	Work Experience 1 - CHCA	3	3 mo	S	S	S	S	S	S	S	S	S	S	S	S	\$ 143.10
PRAC-0055	Work Experience 2 - CHCA	3	3 mo	S	S	S	S	S	S	S	S	S	S	S	S	\$ 143.10

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

## Early Childhood Education

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
ECED-0044	Applied Practical Skills 1	5	3 mo	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 296.95
ECED-0045	Applied Practical Skills 2	6	3 mo	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 356.34
ECED-0046	Applied Practical Skills 3	7	3 mo	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 415.73
ECED-0047	Applied Practical Skills 4	7	3 mo	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 415.73
ECED-0006	Art	3	4 mo													\$ 178.17
PSSY-0073	Building Partnerships	3	4 mo													\$ 178.17
PSSY-0029	Child Development 1	6	6 mo	✓												\$ 356.34
PSSY-0020	Child Development 2	6	6 mo													\$ 356.34
PSSY-0025	Children with Special Needs	6	6 mo		✓											\$ 356.34
ECED-0022	Critical Issues	3	4 mo		✓											\$ 178.17
ECED-0004	Curriculum Planning 1	3	4 mo													\$ 178.17
ECED-0051	Curriculum Development	6	6mo		✓											\$ 356.34
ECED-0019	Design the Children's Setting	3	4 mo		✓											\$ 178.17
COMP-0414	Documentation	3	4 mo		✓											\$ 209.07
PSSY-0019	Family Dynamics	3	4 mo													\$ 178.17
ECED-0001	Guiding Children's Behaviour	6	6 mo		✓											\$ 356.34
ECED-0002	Health, Nutrition and Safety 1	3	4 mo													\$ 178.17
ECED-0015	Health, Nutrition and Safety 2	3	4 mo													\$ 178.17
COMM-0035	Interpersonal Communications	3	4 mo													\$ 178.17
ECED-0048	Language and Literacy	3	4 mo		✓											\$ 178.17
PEDV-0178	Leadership and Team Building	3	4 mo		✓											\$ 209.07
ECED-0005	Literature	3	4 mo		✓											\$ 178.17
ECED-0049	Music & Movement	6	6 mo		✓											\$ 356.34
ECED-0031	Overview of Early Childhood	3	4 mo													\$ 178.17
ECED-0052	Philosophy & Curriculum	3	4 mo													\$ 178.17
ECED-0020	Play	3	4 mo		✓											\$ 178.17
PEDV-0179	Professional Development	3	4 mo													\$ 209.07
PEDV-0009	Professionalism	3	4 mo													\$ 209.07
ECED-0050	School Age Care	6	6 mo		✓											\$ 356.34
ECED-0010	Science	3	4 mo		✓											\$ 178.17
PSSY-0050	Self Understanding 1	3	4 mo													\$ 178.17
ECED-0013	Teaching Strategies	6	6 mo		✓											\$ 356.34
PSSY-0021	Understanding Child Abuse	3	4 mo													\$ 178.17

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## Early Childhood Program Management

Order	Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Dec	Fees
1	HRMG-0033	Human Resource Function	3	4 mo		✓											\$ 178.17
2	PSSY-0001	Organizational Behavior 1	3	4 mo		✓											\$ 178.17
3	PSSY-0002	Organizational Behavior 2	3	4 mo		✓											\$ 178.17
4	PSSY-0080	Family and Community Relations	3	4 mo													\$ 178.17
5	ACCT-0032	Financial Management	6	6 mo	✓												\$ 418.14
6	ECED-0026	Early Childhood Administration	3	4 mo				✓									\$ 178.17

### ELECTIVES (Choose 1)

7	PSSY-0012	Conflict Resolution	3	4 mo													\$ 178.17
<b>OR</b>																	
7	PEDV-0106	Leadership Skills	3	4 mo		✓											\$ 209.07

### TAKEN LAST & AT THE SAME TIME

8	ECED-0025	Integration Seminar	3	4 mo	S	S	S	S	S	S	S	S	S	S	S	S	\$ 178.17
9	PRAC-0018	Practicum - ECMGT	2	3 mo	S	S	S	S	S	S	S	S	S	S	S	S	\$ 102.28

S: Please contact the school to arrange this course at [hhs@assiniboine.net](mailto:hhs@assiniboine.net) or 204.725.8730

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Online registration and payment is available for this program. Please refer to the email you received when you were accepted into this program for instructions on how to register and pay online.

## Education Assistant

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
PSSY-0066	Child Development	3	4 mo		✓											\$178.17
PSSY-0067	Children's Special Needs	6	6 mo													\$356.34
COMP-0353	Computer Skills	3	4 mo													\$209.07
PSSY-0024	Cross-Cultural Education	3	4 mo													\$178.17
ECED-0040	Guiding Children's Behavior 1	3	4 mo													\$178.17
COMM-0035	Interpersonal Communications	3	4 mo		✓											\$178.17
PSSY-0054	Learning Styles	3	4 mo													\$178.17
COMM-0189	Observation and Report Writing	3	4 mo													\$178.17
PRAC-0165	Practicum - EDAST	2	3 mo	S	S	S	S	S	S	S	S	S	S	S	S	\$102.28
PEDV-0132	Professionalism	3	4 mo													\$209.07

S: Please contact the school to arrange this course at [hhs@assiniboine.net](mailto:hhs@assiniboine.net) or 204.725.8730

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## Nursing Foot Care

Course Name	Course Title	Credits	Length	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fees
HLTH-0218	Nursing Foot Care Intro	1.5	3 mo		✓		✓		✓		✓		✓		✓	\$ 339.00
HLTH-0219	Foot Assessment & Intervention	3	3 mo	✓		✓		✓		✓		✓		✓		\$ 469.00
HLTH-0228	High Risk Foot Theory	1.5	3 mo		✓		✓		✓		✓		✓		✓	\$ 289.00
HLTH-0229	High Risk Foot Clinical	1.5	16 hrs	✓		✓		✓		✓		✓		✓		\$ 439.00
HLTH-0230	Diabetic Foot Theory	1.5	3 mo		✓		✓		✓		✓		✓		✓	\$ 289.00
HLTH-0231	Diabetic Foot Clinical	1.5	16 hrs	✓		✓		✓		✓		✓		✓		\$ 439.00
HLTH-0232	Nursing Foot Care - Small Business	1.5	20 hrs		✓		✓		✓		✓		✓		✓	\$ 409.00

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## Key things to know about distance education courses:

- To register for a distance course, complete a [registration form](#) found on our website ([www.assiniboine.net/distance](http://www.assiniboine.net/distance)) and email it to [registration@assiniboine.net](mailto:registration@assiniboine.net) or call 204.725.8700 ext 4032

## Academic policies related to registration, adding and dropping distance education courses:

- Refer to Policy A20 for information on Registration, Adding and Dropping 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 prior to you start date.**
  - 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.
- Refer to Policy A06 for information about challenging courses via Prior Learning Assessment and Recognition (PLAR).
- Refer to Policy A10 for information regarding maintaining active student status.

## Financial policies related to registration, adding and dropping distance education courses:

- Refer to Policy A20 for information on Registration, Adding and Dropping 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.

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

Current academic policies are located at <http://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.*