



**OFFICE ASSISTANT - THE PAS
2019 - 2020 Estimated Program Costs**

Subtotals

Institution	Dept	Course Number	Section	Course Title	Term	Cr Hrs.	Total Cost/ Course
Tuition Cost/Course reflects the 10% Manitoba Government student discount							
Fall / Term 20				September 3 - December 13, 2019			
UC	ABS	1001	TP 3	Waskawimakanwa Mecimwaci Isihtwawina	20	1	74.61
UC	ART	1322	TP 21	Essentials of Communications	20	3	223.83
UC	MGT	1012	TP 21	Basic Accounting 1	20	2	149.22
UC	MGT	1603	TP 21	Introduction to Keyboarding	20	1	74.61
UC	MGT	1604	TP 21	Keyboarding	20	1	74.61
UC	MGT	1632	TP 21	MS Word	20	3	223.83
UC	MGT	1715	TP 21	Computer Concepts	20	1	74.61
UC	MGT	1803	TP 21	Filing and Records Management	20	1	74.61
UC	MGT	1840	TP 21	Office Procedures	20	2	149.22
						<i>Total Credit Hours</i>	15
							192.75 ¹
							122.25 ²
							48.00 ³
Total Fall Compulsory Fees							1,482.15
Winter / Term 30				January 6 - April 24, 2020			
UC	ART	1342	TP 31	Professional Development	30	1.5	111.92
UC	MGT	1022	TP 31	Basic Accounting 2	30	1	74.61
UC	MGT	1120	TP 31	Computerized Accounting - Small Business	30	3	223.83
UC	MGT	1620	TP 31	Skillbuilding	30	1	74.61
UC	MGT	1674	TP 31	MS Power Point & Publisher	30	1.5	111.92
UC	MGT	1804	TP 31	Business Correspondence and Document Formatting	30	3	223.83
UC	MGT	1849	TP 31	Spreadsheet and Database Management	30	3	223.83
						<i>Total Credit Hours</i>	14
							179.90 ¹
							114.10 ²
							48.00 ³
Total Winter Compulsory Fees							1,386.55
Spring / Term 40				April 27 - May 15, 2020			
UC	MGT	1981	TP 41	Work Practicum	40	1	74.61 ⁴
						<i>Total Credit Hours</i>	1
							12.85 ¹
							8.15 ²
							12.00 ³
Total Spring Compulsory Fees							107.61
							2,976.31
\$12.85 ¹ Student Services Fee charged per credit hour \$8.15 ² Lab/Material Fee charged per credit hour \$12.00 ³ Student Association Fee charged per month ⁴ Work experience or field trips may require additional travel and living expenses							

UCN Textbooks & Required Program Equipment:	2,380.00
Textbooks may be purchased from the UCN Bookstore or independently. Booklists are available from the UCN Bookstore. Some of these items are available for purchase at the UCN Bookstore.	
Locker Fees: Lockers are available for rent (optional) at The Pas & Thompson campuses for a yearly fee (plus GST)	44.35
Residence Fees: Students staying in Residence will have additional costs, but not exclusive to, Residence Application Fee, Residence Life Fees, Residence Weekly rates and parking fees.	
Total Estimated Cost \$5,400.66	