



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

**Subtotals**

Institution	Dept	Course Number	Section	Section	Course Title	Term	Cr Hrs.	Total Cost/ Course		
<b>Tuition Cost/Course reflects the 10% Manitoba Government student discount</b>										
<b>Fall / Term 20</b>					<b>September 3 - December 13, 2019</b>					
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	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		
UC	NUR	0100	TP	21	Medical Terminology	20	3	223.83		
							<i>Total Credit Hours</i>	16		
								205.60	<sup>1</sup>	
								130.40	<sup>2</sup>	
								48.00	<sup>3</sup>	
<b>Total Fall Compulsory Fees</b>									<b>1,577.76</b>	
<b>Winter / Term 30</b>					<b>January 6 - April 24, 2020</b>					
UC	ART	1342	TP	31	Professional Development	30	1.5	111.92		
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		
UC	MGT	xxxx	TP	31	Medical Transcription	30	3	223.83		
							<i>Total Credit Hours</i>	13		
								167.05	<sup>1</sup>	
								105.95	<sup>2</sup>	
								48.00	<sup>3</sup>	
<b>Total Winter Compulsory Fees</b>									<b>1,290.94</b>	
<b>Spring / Term 40</b>					<b>April 27 - May 15, 2020</b>					
UC	MGT	1981	TP	41	Work Practicum	40	1	74.61	<sup>4</sup>	
							<i>Total Credit Hours</i>	1		
								12.85	<sup>1</sup>	
								8.15	<sup>2</sup>	
								12.00	<sup>3</sup>	
<b>Total Spring Compulsory Fees</b>									<b>107.61</b>	
									<b>2,976.31</b>	
\$12.85 <sup>1</sup> Student Services Fee charged per credit hour \$8.15 <sup>2</sup> Lab/Material Fee charged per credit hour \$12.00 <sup>3</sup> Student Association Fee charged per month <sup>4</sup> 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**