



OFFICE ASSISTANT - THE PAS
Medical
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.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 | ¹ | |
| | | | | | | | 130.40 | ² | |
| | | | | | | | 48.00 | ³ | |
| Total Fall Compulsory Fees | | | | | | | | 1,577.76 | |
| Winter / Term 30 | | | | January 6 - April 24, 2020 | | | | | |
| 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 | 32 | Spreadsheet and Database Management | 30 | 3 | 223.83 | | |
| UC | MGT.1015 | TP | 31 | Medical Transcription | 30 | 3 | 223.83 | | |
| | | | | | | <i>Total Credit Hours</i> | 13 | | |
| | | | | | | | 167.05 | ¹ | |
| | | | | | | | 105.95 | ² | |
| | | | | | | | 48.00 | ³ | |
| Total Winter Compulsory Fees | | | | | | | | 1,290.94 | |
| 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