



**OFFICE ASSISTANT - THOMPSON**  
**General Stream**  
**2024 - 2025 Estimated Program Costs**

**Subtotals**

| Institution  | Dept     | Course Number | Section | Course Title                                  | Term | Cr Hrs.                   | Total Cost/<br>Course |                 |  |
|--|----------|---------------|---------|---|------|---------------------------|-----------------------|-----------------|--|
| <b>Tuition Cost/Course reflects the 10% Manitoba Government student discount</b>   |          |               |         |   |      |                           |                       |                 |  |
| <b>Fall / Term 20</b>  |          |               |         | <b>September 3 - December 13, 2024</b>        |      |                           |                       |                 |  |
| UC   | ABS.1001 | TH            | 3       | Waskawimakanwa Mecimwaci Isihtwawina          | 20   | 1                         | 95.87                 |                 |  |
| UC   | ART.1310 | TH            | 21      | Communications                                | 20   | 3                         | 287.61                |                 |  |
| UC   | MGT.1604 | TH            | 21      | Keyboarding                                   | 20   | 1                         | 95.87                 |                 |  |
| UC   | MGT.1632 | TH            | 21      | MS Word                                       | 20   | 3                         | 287.61                |                 |  |
| UC   | MGT.1674 | TH            | 21      | MS Power Point & Publisher                    | 20   | 1.5                       | 143.81                |                 |  |
| UC   | MGT.1715 | TH            | 21      | Computer Concepts                             | 20   | 1                         | 95.87                 |                 |  |
| UC   | MGT.1803 | TH            | 21      | Filing and Records Management                 | 20   | 1                         | 95.87                 |                 |  |
|  |          |               |         |   |      | <i>Total Credit Hours</i> | 11.5                  |                 |  |
|  |          |               |         |   |      |                           | 173.88                | <sup>1</sup>    |  |
|  |          |               |         |   |      |                           | 110.40                | <sup>2</sup>    |  |
|  |          |               |         |   |      |                           | 48.00                 | <sup>3</sup>    |  |
| <b>Total Fall Compulsory Fees</b>  |          |               |         |   |      |                           |                       | <b>1,434.79</b> |  |
| <b>Winter / Term 30</b>  |          |               |         | <b>January 6 - April 25, 2025</b>             |      |                           |                       |                 |  |
| UC   | ART.1342 | TH            | 31      | Professional Development                      | 30   | 1.5                       | 143.81                |                 |  |
| UC   | MGT.1804 | TH            | 31      | Business Correspondence & Document Formatting | 30   | 3                         | 287.61                |                 |  |
| UC   | MGT.1840 | TH            | 31      | Office Procedures                             | 30   | 2                         | 191.74                |                 |  |
| UC   | MGT.1849 | TH            | 33      | Spreadsheet and Database Management           | 30   | 3                         | 287.61                |                 |  |
|  |          |               |         |   |      | <i>Total Credit Hours</i> | 9.5                   |                 |  |
|  |          |               |         |   |      |                           | 143.64                | <sup>1</sup>    |  |
|  |          |               |         |   |      |                           | 91.20                 | <sup>2</sup>    |  |
|  |          |               |         |   |      |                           | 48.00                 | <sup>3</sup>    |  |
| <b>Total Winter Compulsory Fees</b>  |          |               |         |   |      |                           |                       | <b>1,193.61</b> |  |
| <b>Spring / Term 40</b>  |          |               |         | <b>April 28 - May 16, 2025</b>                |      |                           |                       |                 |  |
| UC   | MGT.1981 | TH            | 41      | Work Practicum                                | 40   | 1                         | 95.87                 | <sup>4</sup>    |  |
|  |          |               |         |   |      | <i>Total Credit Hours</i> | 1                     |                 |  |
|  |          |               |         |   |      |                           | 15.12                 | <sup>1</sup>    |  |
|  |          |               |         |   |      |                           | 9.60                  | <sup>2</sup>    |  |
|  |          |               |         |   |      |                           | 12.00                 | <sup>3</sup>    |  |
| <b>Total Spring Compulsory Fees</b>  |          |               |         |   |      |                           |                       | <b>132.59</b>   |  |
| <sup>1</sup> \$15.12 Student Services Fee charged per credit hour<br><sup>2</sup> \$9.60 Lab/Material Fee charged per credit hour<br><sup>3</sup> \$12.00 Student Association Fee charged per month<br><sup>4</sup> * Work experience or field trips may require additional travel and living expenses |          |               |         |   |      |                           |                       | <b>2,760.99</b> |  |

**Laptop/Computer is a requirement: Please see the Student Connectivity Document**

**\*\*\*Additional computer accessories needed include: web camera, external keyboard/mouse, camera stand (iPads and Chrome books are not approved substitutes).\*\*\***

**UCN Textbooks & Required Program Equipment:** **2,100.00**  
 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.

**Books and supplies may be shipped to the student if requested. The cost of shipping is dependent on the weight and destination and is the sole responsibility of the student and/or sponsor.**

**Locker Fees:** Lockers are available for rent (optional) at The Pas & Thompson campuses for a yearly fee (plus GST) **50.00**  
**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 \$ 4,910.99**