



OFFICE ASSISTANT - THE PAS
General Stream
2023 - 2024 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 5 - December 15, 2023					
UC	ABS.1001	TP	8	Waskawimakanwa Mecimwaci Isihtwawina	20	1	92.45		
UC	ART.1310	TP	21	Communications	20	3	277.35		
UC	MGT.1603	TP	21	Introduction to Keyboarding	20	1	92.45		
UC	MGT.1604	TP	21	Keyboarding	20	1	92.45		
UC	MGT.1632	TP	21	MS Word	20	3	277.35		
UC	MGT.1674	TP	21	MS Power Point & Publisher`	20	1.5	138.68		
UC	MGT.1715	TP	21	Computer Concepts	20	1	92.45		
UC	MGT.1803	TP	21	Filing and Records Management	20	1	92.45		
				<i>Total Credit Hours</i>		12.5			
				Student Services Fee			183.88 ¹		
				Lab/Material Fee			116.75 ²		
				Student Association Fee			48.00 ³		
Total Fall Compulsory Fees								1,504.26	
Winter / Term 30				January 3 - April 19, 2024					
UC	ART.1342	TP	31	Professional Development	30	1.5	138.68		
UC	MGT.1620	TP	31	Skillbuilding	30	1	92.45		
UC	MGT.1804	TP	31	Business Correspondence and Document Formatting	30	3	277.35		
UC	MGT.1840	TP	31	Office Procedures	30	2	184.90		
UC	MGT.1849	TP	32	Spreadsheet and Database Management	30	3	277.35		
				<i>Total Credit Hours</i>		10.5			
				Student Services Fee			154.46 ¹		
				Lab/Material Fee			98.07 ²		
				Student Association Fee			48.00 ³		
Total Winter Compulsory Fees								1,271.26	
Spring / Term 40				April 22 - May 10, 2024					
UC	MGT.1981	TP	41	Work Practicum	40	1	92.45 ⁴		
				<i>Total Credit Hours</i>		1			
				Student Services Fee			14.71 ¹		
				Lab/Material Fee			9.34 ²		
				Student Association Fee			12.00 ³		
Total Spring Compulsory Fees								128.50	
\$14.71 ¹ Student Services Fee charged per credit hour \$9.34 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								2,904.02	

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

*****Additional computer accessories needed include: web camera, external keyboard/mouse, full version MS Office 2019 or 365 (not student version), camera stand (iPads are not an approved substitute).*****

UCN Textbooks & Required Program Equipment: 1,100.00

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 \$ 4,054.02