



**OFFICE ASSISTANT - THE PAS**  
**Accounting Stream**  
**2025 - 2026 Estimated Program Costs**

**Subtotals**

Inst	Dept	Course Number	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 2 - December 12, 2025</b>					
UC	ABS.1001	TP	3	Waskawimakanwa Mecimwaci Isihtwawina	20	1	99.51		
UC	ART.1310	TP	21	Communications	20	3	298.53		
UC	MGT.1012	TP	21	Basic Accounting 1	20	2	199.02		
UC	MGT.1604	TP	21	Keyboarding	20	1	99.51		
UC	MGT.1632	TP	21	MS Word	20	3	298.53		
UC	MGT.1674	TP	21	Powerpoint Presentation	20	1.5	149.27		
UC	MGT.1715	TP	21	Computer Concepts	20	1	99.51		
UC	MGT.1803	TP	21	Filing and Records Management	20	1	99.51		
				<i>Total Credit Hours</i>		13.5			
				Student Services Fee			211.28	<sup>1</sup>	
				Lab/Material Fee			140.81	<sup>2</sup>	
				Student Association Fee			48.00	<sup>3</sup>	
<b>Total Fall Compulsory Fees</b>								<b>1,743.48</b>	
<b>Winter / Term 30</b>				<b>January 5 - April 24, 2026</b>					
UC	ART.1342	TP	31	Professional Development	30	1.5	149.27		
UC	MGT.1022	TP	31	Basic Accounting 2	30	1	99.51		
UC	MGT.1120	TP	32	Computerized Accounting - Small Business	30	3	298.53		
UC	MGT.1804	TP	31	Business Correspondence and Document Formatting	30	3	298.53		
UC	MGT.1840	TP	31	Office Procedures	30	2	199.02		
UC	MGT.1849	TP	33	Spreadsheet and Database Management	30	3	298.53		
				<i>Total Credit Hours</i>		13.5			
				Student Services Fee			211.28	<sup>1</sup>	
				Lab/Material Fee			140.81	<sup>2</sup>	
				Student Association Fee			48.00	<sup>3</sup>	
<b>Total Winter Compulsory Fees</b>								<b>1,743.48</b>	
<b>Spring / Term 40</b>				<b>April 27 - May 15, 2026</b>					
UC	MGT.1981	TP	41	Work Practicum	40	1	99.51	<sup>4</sup>	
				<i>Total Credit Hours</i>		1			
				Student Services Fee			15.65	<sup>1</sup>	
				Lab/Material Fee			10.43	<sup>2</sup>	
				Student Association Fee			24.00	<sup>3</sup>	
<b>Total Spring Compulsory Fees</b>								<b>149.59</b>	
\$15.63 <sup>1</sup> Student Services Fee charged per credit hour \$10.43 <sup>2</sup> Lab/Material Fee charged per credit hour \$12.00 <sup>3</sup> Student Association Fee charged per month * Work experience or field trips may require additional travel and living expenses								<b>3,636.55</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:**

**2,530.00**

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)

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**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 \$ 6,166.55**