



BAIE VERTE CAMPUS

PROGRAM INFORMATION 2020 – 2021

Name of Program: **PERSONAL CARE ATTENDANT**

Year: 1 of 1

Semester	Start Date	End Date	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 21/20	Dec. 22/20	\$686	\$379	\$326.64	\$401.64	\$250	\$1114	N/A
Winter	Jan. 4/20	Apr. 28/20	\$726	\$210	0	0	0		N/A
Intersession	May 3/20	May 14/20	\$98	\$28					N/A

NOTE: ALL COSTS AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

****A non-medical face mask will be required for on Campus courses****

Compulsory Fees include:

Fall Equipment/Materials Fee (\$196); Confirmation Fee (\$98); Mask Fit Test (\$35); Academic Audit (\$50)

Winter Equipment/Materials Fee (\$210)

Intersession Equipment/Materials Fee (\$98)

SUPPLIES STUDENTS REQUIRED TO PURCHASE: (Approximately \$250)

- 2 uniforms, shoes, lab coat, wrist or lapel watch

SCHEDULED HOLIDAYS FOR 2020-2021 ARE:

October 12, November 11, Christmas Break from December 23- Jan 1, Feb. 5-8,
Reading Break March 1-5, April 2, May 24, June 21, July 1

Bring Your Own Device Information

In Fall 2020, all CNA students will be expected to have their own computer for use in their program of studies. All programs do not have the same technology requirements so the College has identified four levels of computers based on the technology used throughout your entire program of studies. You can purchase any device as long as it meets the specific minimum hardware requirements for your program.

Technology and connectivity could come through a desktop, laptop or tablet but must meet the program technology requirements. For portability and productivity reasons, the College recommends purchasing laptop devices.

All students must have access to the internet to allow for a full educational experience. Students may access free Wi-Fi when working on Campus.

Below are the requirements for the Personal Care Attendant program:

	Model A
	Minimum
Processor	Multi Core (i5)
Operating System	Windows 10 - Security Updates Applied
Memory	8 GB or more
Hard Drive	250 GB or more
Optical Device	DVD-RW (optional)
Wireless LAN	Wi-Fi wireless ac
Network	Gigabit Ethernet (optional)
Collaboration	Web cam Headphones Microphone
Display	
Video Card	
Expansion Ports	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
Mac Users	Although a PC is recommended, if you choose to bring an Apple (Macintosh) computer, please ensure that you have Boot Camp installed as well as Windows 10 to enable your device to run in Windows mode.

Product costs may vary by brand and where purchased.
 Estimated cost for Model A Laptop requirement is \$900; Logitech Webcam-\$115,
 Headset-\$99



BAIE VERTE CAMPUS

PROGRAM INFORMATION 2020-2021

Name of Program: **OFFICE ADMINISTRATION - CERTIFICATE**

Year: 1 of 1

Semester	Start Date	End Date	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 8, 20	Dec. 22/20	\$726	\$448	\$1200	\$401.64	0	\$1114	N/A
Winter	Jan. 4/20	Apr. 28/20	\$726	\$300	\$400	0	0	0	N/A
Intersession	May 10/20 June 28/20	June 25/20 July 3/20	\$343 \$98	\$100	\$300	0	0	0	N/A

NOTE: ALL COSTS AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

****A non-medical face mask will be required for on Campus courses****

Compulsory Fees include:

- Fall Tech Fee (\$300); Confirmation Fee (\$98); Academic Audit (\$50);
- Winter Tech Fee (\$300)
- Intersession Tech Fee (\$100)

NOTE: *Programs with "blended" delivery may have additional fees for DL courses (\$50 per DL course)*

SCHEDULED HOLIDAYS FOR 2020-2021 ARE:
 October 12, November 11, Christmas Break from December 23- Jan 1, Feb. 5-8,
 Reading Break March 1-5, April 2, May 24, June 21, July 1

Bring Your Own Device Information

In Fall 2020, all CNA students will be expected to have their own computer for use in their program of studies. All programs do not have the same technology requirements so the College has identified four levels of computers based on the technology used throughout your entire program of studies. You can purchase any device as long as it meets the specific minimum hardware requirements for your program.

Technology and connectivity could come through a desktop, laptop or tablet but must meet the program technology requirements. For portability and productivity reasons, the College recommends purchasing laptop devices.

All students must have access to the internet to allow for a full educational experience. Students may access free Wi-Fi when working on Campus.

Below are the requirements for the Office Administration (Certificate) program:

	Model A
	Minimum
Processor	Multi Core (i5)
Operating System	Windows 10 - Security Updates Applied
Memory	8 GB or more
Hard Drive	250 GB or more
Optical Device	DVD-RW (optional)
Wireless LAN	Wi-Fi wireless ac
Network	Gigabit Ethernet (optional)
Collaboration	Web cam Headphones Microphone
Display	
Video Card	
Expansion Ports	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
Mac Users	Although a PC is recommended, if you choose to bring an Apple (MacIntosh) computer, please ensure that you have Boot Camp installed as well as Windows 10 to enable your device to run in Windows mode.

Product costs may vary by brand and where purchased.
Estimated cost for Model A Laptop requirement is \$900; Logitech Webcam-\$115,
Headset-\$99

Note to all School of Business students:

The availability of a second monitor is highly recommended when studying computerized accounting/bookkeeping.



BAIE VERTE CAMPUS

PROGRAM INFORMATION 2020-2021

Name of Program: **BUSINESS ADMINISTRATION - CERTIFICATE**

Year: 1 of 1

Semester	Start Date	End Date	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 8/20	Dec. 22/20	\$726	\$448	\$875	\$401.64	0	\$1114	N/A
Winter	Jan. 4/20	Apr. 28/20	\$726	\$300	\$510	0	0	0	N/A
Intersession	May 10/20	June 25/20	\$343	\$100	\$235	0	0	0	N/A

NOTE: ALL COSTS AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

****A non-medical face mask will be required for on Campus courses****

Compulsory Fees include:

Fall Tech Fee (\$300); Confirmation Fee (\$98); Academic Audit (\$50);

Winter Tech Fee (\$300)

Intersession Tech Fee (\$100)

NOTE: *Programs with "blended" delivery may have additional fees for DL courses (\$50 per DL course)*

SCHEDULED HOLIDAYS FOR 2020-2021 ARE:

October 12, November 11, Christmas Break from December 23- Jan 1, Feb. 5-8,
Reading Break March 1-5, April 2, May 24, June 21, July 1

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Technology and connectivity could come through a desktop, laptop or tablet but must meet the program technology requirements. For portability and productivity reasons, the College recommends purchasing laptop devices.

All students must have access to the internet to allow for a full educational experience. Students may access free Wi-Fi when working on Campus.

Below are the requirements for the Office Administration (Certificate) program:

	Model A
	Minimum
Processor	Multi Core (i5)
Operating System	Windows 10 - Security Updates Applied
Memory	8 GB or more
Hard Drive	250 GB or more
Optical Device	DVD-RW (optional)
Wireless LAN	Wi-Fi wireless ac
Network	Gigabit Ethernet (optional)
Collaboration	Web cam Headphones Microphone
Display	
Video Card	
Expansion Ports	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
Mac Users	Although a PC is recommended, if you choose to bring an Apple (Macintosh) computer, please ensure that you have Boot Camp installed as well as Windows 10 to enable your device to run in Windows mode.

Product costs may vary by brand and where purchased.
Estimated cost for Model A Laptop requirement is \$900; Logitech Webcam-\$115,
Headset-\$99

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BAIE VERTE CAMPUS

PROGRAM INFORMATION 2020-2021

Name of Program: **OFFICE ADMINISTRATION - EXECUTIVE**

Year: 1 of 1

Semester	Start Date	End Date	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 8/20	Dec. 22/20	\$726	\$428	\$550	\$401.64	0	\$1114	N/A
Winter	Jan. 4/20	Apr. 28/20	\$726	\$350	\$780	0	0	0	N/A
Intersession	May 10/20	June 18/20	\$294	0	0	0	0	0	N/A

NOTE: ALL COSTS AND DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

****A non-medical face mask will be required for on Campus courses****

Compulsory Fees include:

Fall Tech Fee (\$300); Confirmation Fee (\$98); IAFF Fee (\$30)

Winter Tech Fee (\$350)

NOTE: *Programs with "blended" delivery may have additional fees for DL courses (\$50 per DL course)*

SCHEDULED HOLIDAYS FOR 2020-2021 ARE:

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Below are the requirements for the Office Administration (Certificate) program:

	Model A
	Minimum
Processor	Multi Core (i5)
Operating System	Windows 10 - Security Updates Applied
Memory	8 GB or more
Hard Drive	250 GB or more
Optical Device	DVD-RW (optional)
Wireless LAN	Wi-Fi wireless ac
Network	Gigabit Ethernet (optional)
Collaboration	Web cam Headphones Microphone
Display	
Video Card	
Expansion Ports	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
Mac Users	Although a PC is recommended, if you choose to bring an Apple (Macintosh) computer, please ensure that you have Boot Camp installed as well as Windows 10 to enable your device to run in Windows mode.

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