

**BAIE VERTE CAMPUS**

**PROGRAM INFORMATION 2021-2022**

Name of Program: BUSINESS ADMINISTRATION (Certificate)

Year: 1 of 1

Semester	Start Date	End Date	# of Weeks	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 7/21	Dec. 22/21	16	\$726	\$448	\$1200	\$425.52	0	\$1114	N/A
Winter	Jan. 4/22	Apr. 28/22	17	\$726	\$300	\$500	0	0		N/A
Intersession	May 9/22	June 23/22	7	\$343	\$100	\$300	0	0		N/A
	June 24/22	July 8/22	2	\$98						

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

Compulsory Fees include:

- Fall Tech Fee (\$300); Confirmation Fee (\$98); First Aid (\$125); Academic Audit (\$50)
- Winter Equipment/Materials Fee (\$300)
- Intersession Equipment/Materials Fee (\$100)

**SUPPLIES STUDENTS REQUIRED TO PURCHASE:**

- Computer

SCHEDULED HOLIDAYS FOR 2021-2022 ARE:

October 11, November 11 & 12, Christmas Break December 23- January 3, Winter Semester Break from February 4-7, Reading Break from March 7-11, April 15, May 23, June 27, July 1



## BAIE VERTE CAMPUS

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 does recommend 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 Business Administration (Certificate) program:

	<b>Model A</b>
	Minimum
<b>Processor</b>	Multi Core (i5)
<b>Operating System</b>	Windows 10 - Security Updates Applied
<b>Memory</b>	8 GB or more
<b>Hard Drive</b>	250 GB or more
<b>Optical Device</b>	DVD-RW (optional)
<b>Wireless LAN</b>	Wi-Fi wireless ac
<b>Network</b>	Gigabit Ethernet (optional)
<b>Collaboration</b>	Web cam Headphones Microphone
<b>Display</b>	
<b>Video Card</b>	
<b>Expansion Ports</b>	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
<b>Mac Users</b>	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 2021-2022

Name of Program: OFFICE ADMINISTRATIN (Certificate)

Year: 1 of 1

Semester	Start Date	End Date	# of Weeks	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 7/21	Dec. 22/21	16	\$726	\$398	\$1200	\$425.52	0	\$1114	N/A
Winter	Jan. 4/22	Apr. 28/22	17	\$726	\$250	\$400	0	0		N/A
Intersession	May 9/22	June 23/22	7	\$343	\$100	\$300	0	0		N/A

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

Compulsory Fees include:

Fall Tech Fee (\$250); Confirmation Fee (\$98); Academic Audit (\$50)  
Winter Equipment/Materials Fee (\$250)  
Intersession Equipment/Materials Fee (\$100)

**SUPPLIES STUDENTS REQUIRED TO PURCHASE:**

- Computer

SCHEDULED HOLIDAYS FOR 2021-2022 ARE:

October 11, November 11 & 12, Christmas Break December 23- January 3, Winter Semester Break from February 4-7,  
Reading Break from March 7-11, April 15, May 23, June 27, July 1



## BAIE VERTE CAMPUS

In Fall 2021, 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 does recommend 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.

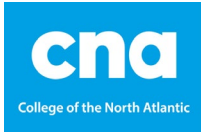
Below are the requirements for the Office Administration (Certificate) program:

	<b>Model A</b>
	Minimum
<b>Processor</b>	Multi Core (i5)
<b>Operating System</b>	Windows 10 - Security Updates Applied
<b>Memory</b>	8 GB or more
<b>Hard Drive</b>	250 GB or more
<b>Optical Device</b>	DVD-RW (optional)
<b>Wireless LAN</b>	Wi-Fi wireless ac
<b>Network</b>	Gigabit Ethernet (optional)
<b>Collaboration</b>	Web cam Headphones Microphone
<b>Display</b>	
<b>Video Card</b>	
<b>Expansion Ports</b>	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
<b>Mac Users</b>	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 2021-2022**

Name of Program: PERSONAL CARE ATTENDANT

Year: 1 of 1

Semester	Start Date	End Date	# of Weeks	Tuition Costs	Compulsory Fees	Book Costs	Health & Dental Fees	Supply Costs	Computer Cost	Paid Work Term
Fall	Sept. 7/21	Dec. 22/21	16	\$726	\$393	\$450	\$425.52	\$250	\$1114	N/A
Winter	Jan. 4/22	Apr. 28/22	17	\$726	\$210	\$400	0	0		N/A

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

Compulsory Fees include:

Fall                Equipment/Material Fee (\$210); Confirmation Fee (\$98); Mask Fit (\$35); Academic Audit (\$50)  
Winter             Equipment/Materials Fee (\$210)

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

- 2 Uniforms
- Shoes
- Lab coat
- Wrist or lapel watch

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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 does recommend 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 (Certificate) program:

	<b>Model A</b>
	Minimum
<b>Processor</b>	Multi Core (i5)
<b>Operating System</b>	Windows 10 - Security Updates Applied
<b>Memory</b>	8 GB or more
<b>Hard Drive</b>	250 GB or more
<b>Optical Device</b>	DVD-RW (optional)
<b>Wireless LAN</b>	Wi-Fi wireless ac
<b>Network</b>	Gigabit Ethernet (optional)
<b>Collaboration</b>	Web cam Headphones Microphone
<b>Display</b>	
<b>Video Card</b>	
<b>Expansion Ports</b>	External Display port, External Microphone/Line-In, Headphone/Line out, USB, HDMI
<b>Mac Users</b>	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