



2018/19

PROGRAM CALENDAR

SPEND A DAY WITH US

ONE DAY CAN CHANGE YOUR LIFE

Test drive a career in **Interactive Media Arts, Culinary Arts, Carpentry and Woodworking, Environmental Technologies** or any one of our **40+ certificate and diploma programs**.

Our *Spend a Day* program runs from November to March for most programs, each academic year. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- » Participate in classroom activities
- » Experience college life
- » Explore our helpful services for students
- » Meet current college students and instructors
- » Enjoy free lunch (on us!) for you and your student host

Not ready to spend a day?

Contact our recruitment team at recruit@assiniboine.net or 204.725.8750 or 800.862.6307 ext 8750 to schedule a campus tour or appointment with a recruitment specialist and start exploring our programs and your career options.

Register today at assiniboine.net/spendaday

or call 204.725.8750 or 800.862.6307 ext 8750.



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ABOUT ASSINIBOINE

Assiniboine Community College first opened its doors more than 55 years ago in February 1961 as the Brandon Vocational Training Centre. Shops and classrooms were located in several buildings throughout the city. The centre was soon renamed the Manitoba Vocational Training Centre and in 1966 students moved into a new building at 1430 Victoria Avenue East. In December 1969, the centre became Assiniboine Community College when Manitoba's three technical vocational schools were made community colleges.

For staff and students alike, Assiniboine offers unparalleled learning environments and responds well to the demands and requirements of the Manitoba labour market. Instructors follow the philosophy of 'learn by doing', combining theory with hands-on learning inside classrooms, labs, kitchens, shops, fields and the sustainable greenhouse. Assiniboine is an accredited college with the Government of Manitoba.

With campuses in Brandon, Dauphin and Winnipeg, Assiniboine provides comprehensive education opportunities throughout Manitoba. The college also partners with many communities and organizations across the province to deliver customized and community-based education and training.

Whether you want to study full-time, part-time or by distance education, Assiniboine offers apprenticeship programs, certificates, diplomas, mature student high school, continuing studies and contract training. The college's educational delivery is offered through a variety of approaches, including face-to-face, distance and online, blended learning and integrated programs.

In September of 2007, Assiniboine began the first phase of its move to the former Brandon Mental Health Centre site on the north hill in Brandon, as Culinary Arts and Hotel and Restaurant Management programs moved into state-of-the-art facilities in the Manitoba Institute of Culinary Arts (MICA). The college continued its relocation in 2008, with the construction of the \$45 million Len Evans Centre for Trades and Technology. That facility opened to students and staff in September 2010. A sustainable greenhouse, which serves as a hub for applied education and research, opened in spring 2013.

In 2014, Assiniboine embarked on an exciting journey to develop a campus master plan. After many months of consultation, workshops and open houses with the community, the finished plan was presented to the college's Board of Governors in early 2015. It was unanimously adopted. The campus master plan sets the stage and direction for our college's future growth over the next several decades.

The plan conceptually outlines the physical structure of the future campus' built form, open space, and circulation network—all with the aim of providing opportunities to bring out the strengths and values that define our college as a place that provides an unparalleled student experience and engages students, staff, faculty and our community.

Visit assiniboine.net/NHCCampus for more information on the college's continued development at the North Hill campus and its master plan.

INSTITUTIONAL MISSION AND VISION

MISSION

Transforming lives and strengthening Manitoba through applied education and research.

VISION

Exceptional learning experiences.

OUR COMMITMENT TO INDIGENOUS PEOPLES

Assiniboine Community College recognizes the unique history of Indigenous peoples and is committed to having an active part in reconciliation. Assiniboine has an important role in helping to reduce the educational attainment and employment gaps that currently exist between Indigenous and non-Indigenous peoples. Increasing pathways and reducing barriers for Indigenous learners will contribute to the success and prosperity of individuals and families while also addressing labour market demand and Manitoba's economic growth. With the support of provincial and federal government, additional education opportunities extend beyond our campuses to training sites both on- and off-reserve.

Assiniboine Community College campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis nation. We welcome students who seek knowledge here.

See our full statement here: assiniboine.net/commitment

IMPORTANT NOTICE AND DISCLAIMER

The information in the college's 2018-19 program calendar, posted on the college's website, is considered the final and accurate authority on all academic matters. If there are differences between any published documents and the posted calendar, the posted calendar will be considered the authority.

The contents of this calendar reflect the intentions of the college at the time of posting, with respect to the matters it contains. The college expressly reserves the right to deviate from what appears in the calendar, including both content and scheduling, in whole or in part, and including, without limiting the generality of this disclaimer, the right to revise the content of, and to cancel, defer, reschedule or suspend, in whole or in part, the scheduling of particular periods of instruction, courses, or programs, and the academic program of the college, and to alter, accelerate or defer fees and charges, and to do any or all of the above either in order to serve what the college considers to be the best interests of the academic or student community or of the college itself, or because of any circumstance or occurrence, whether occurring by or through the willful act or negligence of the college, or otherwise and whether or not beyond the reasonable or other control of the college, and as a result of circumstances or occurrences including financial resources, natural catastrophe or disaster, the health, safety and well being of the employees or students of the college, labour disagreements or disputes, slow-downs, work-stoppages, and strikes. The college does not accept, and expressly disclaims, any or all responsibility or liability to any person, persons or group, for any loss, injury, damages or adverse effect, either direct or indirect, consequential or otherwise, arising out of any one or more of such deviations. The college disclaims liability to any person who may suffer loss as a result of reliance upon any information contained in this calendar.

Each and every of the subsequent provisions contained in this calendar, and the relationship, both legal and otherwise, between the college, and its students, is expressly subject to and governed by the above provisions.

The registrar's office will assist students with any questions or problems which might arise concerning the interpretation of academic regulations. It is, however, the responsibility of students to see that their academic programs meet the college's regulations in all respects.

IMPORTANT DATES 2018-19

JULY 2018						
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AUGUST 2018						
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SEPTEMBER 2018						
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OCTOBER 2018						
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NOVEMBER 2018						
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2018

July 1	Canada Day	October 8	Thanksgiving Day (Administrative offices are closed)
July 2	Administrative offices closed	October 12*	Final date to pay fall term fees without financial penalty
June-August	Registration period for new & returning students	October 26*	Last day of 3 credit courses that commenced September 4; last day to withdraw without academic penalty from 6 credit courses that commenced September 4 (50% of course)
July 27	Deadline for receipt of documented proof of program prerequisites	October 29*	First day of 3 credit courses ending December 21
August 6	Civic holiday (Administrative offices are closed)	November 1*	Last day to withdraw without financial penalty from courses that commenced October 29
August 27-29	New student orientation - See assiniboine.net/orientation for details	November 9*	Last day to receive refund for 3 credit courses that commenced October 29 (25% of course)
September 3	Labour Day (Administrative offices are closed)	November 11	Remembrance Day
September 4	Classes commence for fall term; new applications accepted for 2019-20 academic year Evening classes commence at Adult Collegiate	November 12	Administrative offices closed in lieu of Remembrance Day
September 5	Day classes commence at Adult Collegiate	November 23*	Last day to withdraw without academic penalty from 3 credit courses that commenced October 29 (50% of course)
September 7*	Last day to withdraw without financial penalty from courses that commenced September 4	December 21	Last day of fall term classes
September 14*	Last day to receive refund for 3 credit courses that commenced September 4 (25% of course)	December 24	Christmas break begins (Administrative offices close at noon)
September 28*	Last day to withdraw without academic penalty from 3 credit courses that commenced September 4 (50% of course); last day to receive refund for 6 credit courses that commenced September 4 (25% of course)	December 25	Christmas Day - college is closed (no access)
		December 26	Boxing Day

* This refers to the most common scheduling for 3 credit courses (1 hour per day, 5 days per week for 8 weeks) and 6 credit courses (1 hour per day, 5 days per week for 16 weeks). In many programs, course scheduling will vary.

JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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APRIL 2019						
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MAY 2019						
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JUNE 2019						
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2019

January 1	New Year's Day - college is closed (no access)	March 25 - 29	Spring break - Adult Collegiate
January 2	College reopens after Christmas break	April 2	Recommended deadline for applications for all programs beginning September 3, 2019
January 7	Classes commence for winter term	April 5*	Last day to withdraw without academic penalty from 3 credit courses that commenced March 11 (50% of course)
January 10*	Last day to withdraw without financial penalty from courses that commenced January 7	April 19	Good Friday (Administrative offices are closed)
January 18*	Last day to receive refund for 3 credit courses that commenced January 7 (25% of course)	April 22	Easter Monday (Administrative offices are closed)
February 1*	Last day to withdraw without academic penalty from 3 credit courses that commenced January 7 (50% of course); last day to receive refund for 6 credit courses that commenced January 7 (25% of course)	May 1	Deadline for international applications for 2019-20 programs
February 15*	Final date to pay winter term fees without financial penalty	May 3	Last day of winter term classes
February 18	Louis Riel Day (Administrative offices are closed)	May 6	Classes commence for spring term
TBD	Open House (Visit assiniboine.net/openhouse for date)	May 8	Grade submission deadline for classes that end May 3
March 1*	Last day of 3 credit courses that commenced January 7; last day to withdraw without academic penalty from 6 credit courses that commenced January 7 (50% of course)	May 20	Victoria Day (Administrative offices are closed)
March 4-8	Spring break	TBD	Graduation - Parkland campus (Visit assiniboine.net/registrar for date)
March 11*	First day of 3 credit courses ending May 3	TBD	Graduation - Victoria Ave. East and North Hill campuses (Visit assiniboine.net/registrar for date)
March 14*	Last day to withdraw without financial penalty from 3 credit courses that commenced March 11	June 14*	Final date to pay spring fees without financial penalty
March 22*	Last day to receive refund for 3 credit courses that commenced March 11	June 22	Graduation - Adult Collegiate (subject to change)
		June 28	Last day of spring term classes
		July 4	Grade submission deadline for classes that end June 29

* This refers to the most common scheduling for 3 credit courses (1 hour per day, 5 days per week for 8 weeks) and 6 credit courses (1 hour per day, 5 days per week for 16 weeks). In many programs, course scheduling will vary.

ADMISSION AND REGISTRATION INFORMATION

Also refer to Policy A17 - Application and Admission to College Programs at assiniboine.net/policies.

CHOOSE A PROGRAM

Explore the list of programs offered at Assiniboine at assiniboine.net/programs or noted in this program calendar. If you need help choosing a program, contact recruit@assiniboine.net or 204.725.8750 or toll free in Canada 800.862.6307 ext. 8750 and speak to one of our student recruitment specialists.

All prospective students are encouraged to visit the college and learn as much as possible about their program and career choice.

The *Spend a Day* program offers prospective students a chance to attend classes for a day with a current student to get a first-hand look at what it is like to be a college student and a realistic view of the program they are considering. Interested individuals or groups should sign up at assiniboine.net/spendaday or contact spendaday@assiniboine.net or 204.725.8750 or toll free in Canada 800.862.6307 ext. 6050 to make arrangements for a *Spend a Day* visit.

CHECK THE ADMISSION REQUIREMENTS

Also refer to assiniboine.net/admissionrequirements.

Each program has specific admission requirements noted on each program page, as well as an English language proficiency requirement.

Applications should be submitted as far in advance of the desired registration date as possible. However, processing of applications will not begin until a date 12 months in advance of the program start date. Applications are acknowledged within two to four weeks of receipt.

ENGLISH LANGUAGE PROFICIENCY

Also refer to assiniboine.net/elp.

English is the language of instruction and communication at Assiniboine. Each program sets its own English language proficiency requirements. Please check individual program requirements, as these may differ from the minimum language requirement for admission. All applicants must meet or exceed the level of English language skills as outlined in the program's admissions requirements.

Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If English is not the applicant's first/primary language and they are not from an English exempt country, they must provide supporting documentation to show that they meet one of the conditions below. Applicants will not be admitted until this requirement has been met.

Test and program options:

Below are a list of the tests and programs to demonstrate English language proficiency that are acceptable at Assiniboine:

Test Name: IELTS

Acceptable Score: 6.5 on AC, no subscore lower than 6.0
Info: assiniboine.net/ielts or ielts@assiniboine.net
204.725.8700 or toll free 800.862.6307 ext. 6122

Test Name: TOEFL

Acceptable Score: 79 IBT, no skill score lower than 18
Info: etscanada.ca/toefl/index.php

Test Name: CanTEST

Acceptable Score: 4.5 in reading and listening and 4.0 in writing and speaking
Info: infoelp@uwinnipeg.ca

Test Name: CAEL

Acceptable Score: 60
Info: info@heartlandenglish.com

Test Name: MELAB

Acceptable Score: 80
Info: Not available in Manitoba

Note: The Canadian Language Benchmark Placement Test (CLBPT), held at Westman Immigrant Services in Brandon or WELARC in Winnipeg, is not a test of English language proficiency for college admission. It is a test of English language only for placement in English classes. Applications with only a CLBPT result are incomplete.

Program Name: Assiniboine English as a Second Language classes (for permanent residents only)

Acceptable Score: Progress report with CLB 7-8 range, depending on college program choice
Info: assiniboine.net/esl or esl@assiniboine.net
204.725.8744 or toll free 866.726.1117

Program Name: Assiniboine English for Academic Purposes program (for international students only)

Acceptable Score: Equivalent to IELTS Academic 6.5 with no area less than 6.0
Info: assiniboine.net/International or international@assiniboine.net
204.725.8700 or toll free 800-862-6307 ext. 7019

Program Name: AEPUCE program (available in Winnipeg)

Acceptable Score: Completion with minimum 65%
Info: 204.945.6151 ext. 6303 (Red River College) or elc@umanitoba.ca (University of Manitoba) for more information.

Program Name: English School of Canada, UCTP (University/College Transfer Program)

Acceptable Score: 75% minimum
Info: esc_toronto.ca

Program Name: Heartland International English School, Advanced 2 (Level 5)

Acceptable Score: 75% minimum
Info: heartlandenglish.com

Program Name: ILSC Education Group University Pathway Program

Acceptable Score: B minimum
Info: ilsc.com

Program Name: William Academy English Foundation Course Level 3

Acceptable Score: 75% minimum
Info: williamacademy.ca

Waiver options:

In some instances, students may request a waiver of the English language requirement. An application for a waiver may be made to the registrar's office. Waivers may not be permitted if transcripts indicate modified programs. See *Policy A17 - Application and Admission to College Programs* for more information. Applicants must provide supporting documentation to show they meet one of the conditions below:

Three years of full-time education in English at a secondary (high school) or post-secondary (university or college) level in Canada;

OR

Graduation from a Manitoba high school with at least one Senior 4 Core English with a minimum grade of 70%;

OR

Graduation from a Canadian high school with at least one Grade 12 English with a minimum grade of 70%;

OR

Graduation from a Canadian curriculum high school outside of Canada with at least one Grade 12 English with a minimum grade of 70%;

OR

Successful completion of three years of full-time study from a country on the test-exempt list, including Grade 11 and 12 English (not ESL). Visit assiniboine.net/elp for a list of test exempt countries.

Assiniboine Community College reserves the right to request additional documentation, which may include the submission of a standardized test of English and/or an official comprehensive report from a recognized Canadian international credential evaluation service.

If you have any questions about English language proficiency, contact 204.725.8723 or toll free in Canada 800.862.6307 ext. 6639 and ask to speak to the student success advisor for the program you are applying to.

APPLY AND SUBMIT THE APPLICATION FEE

Also refer to *Policy A17 - Application and Admission to College Programs* at assiniboine.net/policies.

Application forms are available at the Victoria Avenue East and North Hill campuses in Brandon, the Parkland campus in Dauphin, the Russell Training Centre, the Winnipeg Training Centre, and the Adult Collegiate in Brandon or online at assiniboine.net/applynow.

Early application is recommended as most programs can accommodate only a limited number of students. Assiniboine begins processing applications 12 months in advance of the program start date. It is the applicant's responsibility to inform the college of any changes to the information on the application form. Assiniboine will direct correspondence to the current addresses on record. Please note, Assiniboine is working towards online services for students. Visit assiniboine.net/registrar for more up to date information.

- Applicants are responsible for the completeness and accuracy of their application
- Applicants must supply legal documentation when requesting a name change
- Any applicant submitting falsified or forged documents will be referred to the appropriate authorities, up to and including prosecution under the Criminal Code of Canada

Refer to the International Student section (page 8) if you are applying as an international student.

Applications are to be submitted to the registrar's office at the following address:

Assiniboine Community College
Victoria Avenue East campus
Registrar's Office
1430 Victoria Avenue East, Brandon MB R7A 2A9

Telephone: 204.725.8701
Toll free in Canada: 800.862.6307 ext. 6742
Office Hours: 8:00 a.m. - 4:30 p.m., Monday to Friday

A separate application form and \$95 non-refundable application fee (\$200 non-refundable for international applicants) are required with each program application and all high school and post-secondary transcripts (sponsorship letters will not be accepted as payment of the application fee). All documentation submitted becomes the property of the college.

Applications to certificate and diploma programs must include the completed application form, the non-refundable application fee, and:

If the applicant is in high school at the time of application:

- An official transcript of all high school marks achieved
- A list of courses currently enrolled in, authorized by the school
- Final high school marks, to be received by the college no later than July 15 (or the first business day after)

If the applicant is not in high school at the time of application:

- An official transcript of all high school marks achieved
- An official transcript from all post-secondary institutions attended

If the applicant is applying to a competitive entry program:

- An official transcript of all high school marks achieved
- An official transcript from all post-secondary institutions attended
- All documentation requested in the program admission requirements (see specific program admissions requirements on individual program pages and competitive entry programs information on the next page)

If the applicant is an international student:

- Refer to the international student section in this guide or visit assiniboine.net/international for more information.

MANITOBA-MINNESOTA CO-OPERATIVE AGREEMENT

In 1989, the Province of Manitoba and the State of Minnesota initiated the Manitoba-Minnesota Agreement on Educational Co-operation. The agreement provides that Manitoba and Minnesota residents are entitled to admission into post-secondary institutions notwithstanding residence requirements but based on prevailing practices and procedures of the individual institutions. In addition, the residency component of tuition fee assessment is waived for residents of one jurisdiction attending educational institutions in the other.

Also refer to assiniboine.net/fees for more information.

SASKATCHEWAN AND ONTARIO EQUIVALENTS

For a full listing of Saskatchewan and Ontario admission requirement equivalents, visit assiniboine.net/admission-requirements.

ADMISSIONS PROCESS

Also refer to Policy A17 - Application and Admission to College Programs at assiniboine.net/policies.

Assiniboine acknowledges receipt of all applications. Applicants to programs with competitive selection requirements will be sent further information regarding these requirements and/or dates of orientation sessions.

INCOMPLETE APPLICATIONS

Applicants will not be considered for acceptance, or wait listed, until the application has been fully completed, all documentation requested has been submitted and all requirements have been met.

ASSESSMENT OF SPECIAL CIRCUMSTANCES

If the applicant does not meet general admission requirements, he or she may apply for an assessment of special circumstances through the registrar. Applicants in this category include those with modified academic credits in their secondary studies or home study.

An assessment of special circumstances could include a review of all transcripts and documents, an interview, and/or testing. There would be an additional fee for testing.

An assessment of special circumstances may determine an applicant does not meet entrance requirements and therefore cannot be admitted. The application will not be considered. A student success advisor may advise whether upgrading or other training would prepare for future application.

Note: All applications with transcripts containing any high school courses with an M (modified), E (English as an additional language) or I (individualized) designation do not meet college eligibility for admission and may only proceed through an assessment of special circumstances.

Some students who are accepted as a result of an assessment may also be able to complete their Grade 12 after they are enrolled in college. This is possible because some college courses have been designated as dual credit courses (both high school and college credit).

For information on adult upgrading or college preparation programs available through Assiniboine, see page 63 of this calendar.

COMPETITIVE ENTRY PROGRAMS

Some programs may require applicants to meet additional requirements for the purposes of applicant selection. Refer to specific program admission requirements for more details regarding competitive entry requirements.

ACCEPTANCE/CONDITIONAL ACCEPTANCE

When program spaces become available, Assiniboine will issue acceptance/conditional acceptance letters to applicants who have met, or will meet, all admission requirements. Acceptance/conditional acceptance letters will confirm an applicant's admission, subject to payment of the required non-refundable tuition deposit. Payment of the non-refundable tuition deposit will hold the applicant's space in the program. Deadlines for payment of non-refundable tuition deposits are noted in acceptance letters. If the tuition deposit is not paid, the applicant will lose their seat. In this case, an applicant must re-apply. Sponsorship letters will not be accepted as payment of tuition deposits.

Applicants who have been accepted, paid their non-refundable tuition deposit and then choose not to register, will forfeit their entire tuition deposit.

Applicants who have been conditionally accepted have to submit their final official transcript by mid-July. (Saskatchewan applicants have until August 1). If the transcript is not received, the application will not be considered. If admission requirements are not met and the transcript submitted, the non-refundable tuition deposit is forfeited.

Tuition balance is due by the date specified on the Assiniboine website; visit assiniboine.net/registrar for more details.

WAIT LISTS

For wait listed programs, applicants are generally accepted on a first qualified basis on the date completed applications are received (other conditions may apply). When a sufficient number of applicants have been accepted so that a program has reached capacity, program wait lists will be established. Applicants will remain on a program wait list until the next available seat in the next program intake, unless the applicant informs the college that they wish to withdraw their application.

Accepted applicants must pay their non-refundable tuition deposit by the deadline specified on their letter of acceptance, otherwise that seat will be offered to another applicant from the wait list.

Applicants who are refused admission to the college, for whatever reason, may contact the registrar to request a review of the decision. Refer to Policy A01 - Academic and Disciplinary Appeals at assiniboine.net/policies for more information. Please note: this policy is under review.

STUDENTS WITH DISABILITIES

Also refer to Policy A3 - Academic Accommodations at assiniboine.net/policies.

Assiniboine is committed to supporting students with disabilities and medical conditions. Students are encouraged to meet with a student success advisor prior to applying to a program, to discuss program requirements and possible accommodations. Accommodations are available to students who have provided acceptable written documentation of their disability and accommodation recommendations. Some accommodations may necessitate funding from other agencies.

Some programs may require testing before an admission decision is made. If you may require accommodations, please contact a student success advisor well in advance of the assessment to make arrangements.

School-based student success advisors facilitate accommodations, liaise with faculty, provide academic, personal and emotional support, and assist students in obtaining funding and working with community agencies. Students are urged to contact their student success advisor well in advance of beginning their first term, as accommodations and funding applications may take several weeks or even months to arrange.

Each academic area has a student success advisor. To connect with the advisor for your program, visit assiniboine.net/students/student-services.

PART-TIME STUDENTS

A part-time student is one who is enrolled in less than 60% of a normal program of studies. Part-time options vary by program.

The following programs would be available part-time after consultation with the program chairperson:

- Accounting and Finance
- Business Administration
- Civil Technician
- Communications Engineering Technology
- Early Childhood Education
- Network Administration Technology

INTERNATIONAL STUDENTS

Assiniboine welcomes international students into designated programs. The list of programs open to international students is on our website at assiniboine.net/international.

ADMISSION REQUIREMENTS

The basic admission requirement for college eligibility is the equivalent of a Manitoba high school diploma. Additional admission requirements are set at the program level, such as specific subject requirements at a Grade 12 level. See each program's page for details. More information about country-specific requirements is available on our website, assiniboine.net/international.

English is the language of instruction and communication at Assiniboine. Each program sets its own English language proficiency requirements. Please check individual program requirements, as these may differ from the minimum language requirement for admission. All applicants must meet or exceed the level of English language skills as outlined in the program's admissions requirements.

Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If English is not the student's first/primary language and they are not from an English exempt country, they must provide supporting documentation to show they meet one of the acceptable conditions. Students will not be admitted until this requirement has been met.

APPLICATION PROCESS

The deadline for applications from applicants living outside Canada is May 1 for the fall term. The college must receive applications, application fees and all requested documents by this date.

Applications for admission will be evaluated once the college has received all of the following:

- Completed international application form
- An official transcript of all marks achieved at the high school/secondary level, translated into English
- An official transcript from all post-secondary institutions attended, translated into English
- Official proof of English language proficiency as per college requirements
- Copy of passport
- Copy of study permit (if already in Canada)
- Application fee (\$200 CDN funds)

Assiniboine Community College reserves the right to request additional documentation, which may include the submission of a standardized test of English and/or an official comprehensive report from a recognized Canadian international credential.

Once applications have been evaluated and records validated, applicants will be notified in writing whether or not they meet the admission requirements. If there is a seat available, the applicant will be accepted.

Applicants who are accepted will be sent an acceptance letter along with an official document with details of their program to use with the study permit application.

Admitted students must provide the following documentation to Assiniboine International prior to the start of their classes:

- a valid study permit, as determined by Assiniboine International
- a temporary resident visa (TRV) if required by the Government of Canada
- a co-op work permit, if work experience is a mandatory part of the program, before the first day of that work experience
- proof of medical insurance for the duration of your studies

FEES AND EXPENSES

International fees will vary by program and are different from those for domestic students. For more detailed information about fees, visit assiniboine.net/international-students.

Preferred payment methods include wire transfers, international bank drafts or money orders. Certified cheque, VISA or MasterCard may be accepted from some countries. Please email Assiniboine's finance department for further information at finance@assiniboine.net. The acceptance letter will specify the deadline for payment of tuition fees. When tuition fees are not received by the deadline specified, the application will not be considered.

No financial assistance is available for international students from within Assiniboine. Students are expected to be able to pay their full program costs (tuition, books and supplies) and maintain a reasonable standard of living while studying at the college. Evidence of sufficient funds for the stay in Canada is required when applying for a study permit from IRCC (Immigration, Refugees and Citizenship Canada).

International students may be eligible to register in the Students' Association Student Health & Dental Plan, which offers extended medical coverage for services not covered by public health insurance.

REGISTRATION

Also refer to Policy A20 - Registering, Adding and Dropping Courses at assiniboine.net/policies.

Acceptance/conditional acceptance into a program grants permission for an applicant to register at the college.

Approximately six to eight weeks prior to the program start date, accepted/conditionally accepted students are registered into their specific programs and sent a package of information. This package contains program information, book lists, and lists of needed supplies, as well as a schedule of fees and payment deadlines.

Students who do not pay their fees by the specified deadlines may lose their seat unless prior notification has been received by the registrar's office.

Visit assiniboine.net/students/student-finances to find out more about government student aid, Assiniboine scholarships, awards and bursaries, as well as other funding opportunities. Contact the associate registrar at 204.725.8700 ext 6020 or toll free in Canada 800.862.6307 ext. 6020 for guidance.

NEW STUDENT ORIENTATION

A mandatory program-specific orientation takes place during the week prior to programs starting. Information will be provided in your registration package. Visit assiniboine.net/orientation for more information.

STUDENT FILES WITH REGISTRATION RESTRICTIONS

Also refer to Policy A14 - Students with Registration Restrictions at assiniboine.net/policies.

In cases where a student's file has registration restrictions, the registrar's office cannot process any transactions for that student until the restriction has been removed. A student file may have a registration restriction for several reasons, including the following:

- Outstanding funds owed to the college
- Cheques submitted with non-sufficient funds
- Outstanding library material
- Academic suspension
- Disciplinary suspension

Policy A14 - Student Files with Registration Restrictions is under review. Please check assiniboine.net/policies for updated information.

Applicants may contact the registrar to request a review of a decision. Refer to Policy A01 - Academic and Disciplinary Appeals at assiniboine.net/policies for more information. Please note that this policy is under review.

RESIDENCY REQUIREMENT

The college residency requirement qualifies a student for graduation only when a full one-quarter of a college program has been completed during the normal course of studies in accordance with the academic standards that may apply. Therefore, prior learning credit, credit for previous education, or any combination of such credit, will be granted for a total of no more than three-quarters of a college program. Credit will be granted for no more than one-half of a college program through credit gained from prior learning assessment. Credit will be granted for no more than one-half of a college program through credit gained from previous education gained at institutions other than Assiniboine.

In cases where an articulation agreement is in place, students may be excused from the residency requirement upon approval of the registrar.

CREDITS FOR PREVIOUS EDUCATION

Also refer to Policy A07 - Credit for Previous Education at assiniboine.net/policies.

Assiniboine recognizes students may have taken courses at other accredited educational institutions that are the same, or similar to, courses offered at Assiniboine, and that credit should be granted for these courses. This also includes courses taken through Continuing Studies at Assiniboine. Information is provided in the package of information sent out to new students approximately six to eight weeks prior to their program start date.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Refer to Policy A06 - Prior Learning Assessment and Recognition at assiniboine.net/policies.

Prior learning assessment and recognition (PLAR) provides the opportunity for individuals to obtain credit for college level learning that has been gained outside a formal institutional setting. During the

process, an individual's prior learning gained from education, work, life experiences and personal study is assessed against the expected learning outcomes in college courses. If the learning demonstrated is equivalent to that normally acquired through a formal course in the chosen area of college study, then credit is granted. Going through the prior learning assessment process at Assiniboine can eliminate duplication of learning and can shorten the time and cost of gaining a college education.

There are many forms of assessment methods available for assessing a learner's prior knowledge and skills. Different areas of the college select the type of assessment tools they will use to assess prior learning.

Many courses and programs are available for PLAR. A full listing of Assiniboine's courses, with course descriptions, begins on page 69 of this calendar. Courses available for PLAR are identified with the symbol P.

CO-OPERATIVE EDUCATION

Also refer to Policy A12 - Co-operative Education at assiniboine.net/policies.

Some programs offered at Assiniboine involve co-operative work placements. These are periods of paid employment alternated with in-school study that provide students with the opportunity to apply the theory they have learned in the classroom to real life situations. Students also have the opportunity to develop and clarify their career plans, to work with people of all ages and abilities and, most importantly, the chance to earn a salary while studying.

Students will be charged tuition and fees, and Students' Association fees, during their co-operative education placement(s).

WORK PRACTICUM

Also refer to Policy A16 - Work Practicums at assiniboine.net/policies.

A work practicum is a formal placement of a college student with any individual, agency, organization, government department, business or company (referred to as the practicum partner) where the college does not require that the student receive remuneration from the practicum partner. The work practicum involves students in relevant work. The length of the work practicum may vary, but will normally be from one to 12 weeks in length.

Students will be charged tuition, fees and Students' Association fees during their work practicum placement(s).

ACADEMIC INFORMATION

ACADEMIC RESPONSIBILITIES

Also refer to Policy A08-1 - Assiniboine Policy on Academic Responsibilities at assiniboine.net/policies.

This policy establishes academic roles and responsibilities for student success. Assiniboine is committed to helping students achieve their educational goals and experience success through providing a learning-centred environment, in which learning is a co-operative venture between students and the institution.

Students have important academic responsibilities as well as the personal conduct responsibilities outlined in Policy A02 - Student Conduct, Behaviour and Discipline. Student academic responsibility occurs when students take an active role in their learning, make choices and take actions which lead toward achieving educational goals, and are accountable for their own academic success.

GRADING SYSTEM

Also refer to Policy A08-4 - Assiniboine Policy on Grades at assiniboine.net/policies.

The grading system applies to all courses offered for credit. The level of a student's achievement in each course of a program will be denoted by a letter grade as follows, except where noted:

Letter	Grade Point	Percentage	Description
A+	4.5	(90 - 100)	Exceptional
A	4.0	(80 - 89)	Excellent
B+	3.5	(76 - 79)	Very Good
B	3.0	(70 - 75)	Good
C+	2.5	(66 - 69)	Satisfactory
C	2.0	(60 - 65)	Adequate
D	1.0	(50 - 59)	Marginal
F	0.0	(0 - 49)	Failure

VW: Voluntary withdrawal

AW: Authorized withdrawal

(as per Policy A20 - Registering, Adding and Dropping Courses)

MW: Mandatory withdrawal

Student required to withdraw by college

INC: Incomplete

Student did not complete requirements for course by course end date

P: Pass

F: Failure

NP: No pass

AU: Course taken for audit

CR: Credit

Recorded for credits transferred from another recognized institution

CMP: Complete

For use in Continuing Studies only

NC: Not Complete

Student did not complete course. For use in Continuing Studies only.

*****:** Mark not yet recorded

The relationship between number and letter grades are consistent across the college. In cases where marking systems are dictated by provincial or federal agencies or organizations, those grading systems will apply subject to dean's approval, and will be published in course outlines.

GRADE POINT AVERAGE

Weighted grade point average (WGPA) is an average of grade points that takes into consideration the relative importance of each course grade in relation to other courses. The number of credits assigned to each course is the numerical value for importance/value of a course. The WGPA is calculated by the following method: (a) multiply grade point by credits for each course and divide this number by the total credits taken in the term; (b) add the values for each course as determined above.

Note: When a student receives more than one grade for a course in a term, all grades will be used to calculate the student's WGPA. Note: the WGPA is a calculation using all of a student's marks in a term.

Cumulative weighted grade point average (CWGPA) differs from WGPA in that it takes all courses taken to date into consideration, rather than courses in one term only. The CWGPA is calculated by the following method: (a) multiply grade point by credits for each course and divide this number by the total credits taken to date (rather than the term); (b) add the values for each course as determined above.

Note: When a student receives more than one grade for a course, the best grade achieved will be used to calculate the student's CWGPA.

Note: The CWGPA is a calculation using a student's marks for their entire academic record, using best grade(s) achieved only.

The following grades are not used in calculating grade point averages: VW, AW, MW, INC, P, NP, AU, CR, CMP, NC, ***.

ACADEMIC PROGRESS

Also refer to Policy A08-5 - Academic Standing and Progression at assiniboine.net/policies.

Official academic standing is assessed and recorded on student transcripts in academic standing statements at the end of each term. These indicate:

- student progression toward completion of program requirements; and
- student status and achievement in that program at a given period of time.

Assessment of academic standing applies to all registered Assiniboine students, with some exclusions:

- Part-time students: students taking less than 12 credits in a term;
- Academic level: students in continuing education programs or courses, and students in adult learning programs, as defined by academic level.

IN GOOD STANDING

A student must achieve a GPA of 2.0 or greater. No registration or progression restrictions.

ACADEMIC PROBATION

GPA of less than 2.0 but greater than 1.0. No immediate registration or progression restrictions for one term.

Students assessed in this category will be notified by the registrar's office that they are at risk of failure and will be placed on academic probation. Students are provided information about college resources and encouraged to voluntarily develop a learning success plan.

ACADEMIC RESTRICTION

GPA of less than 1.0; or, for a student already on academic probation, a GPA of less than 2.0. Registration and progression restrictions in effect. Students may receive permission to re-register with the completion of a learning success plan.

Students assessed in this category will be notified by the registrar's office that they have registration restrictions at the college, and require permission to continue. Permission may be gained with the completion of a learning success plan by applying to the program chairperson/director. Students with academic restrictions must achieve a GPA of 2.0 or greater in order to avoid academic suspension.

ACADEMIC SUSPENSION

Students on academic restriction who are unable to recover their GPA will be suspended. Admission and registration restrictions are in effect for eight calendar months from the date of notification. Note: an academic suspension standing can also be the result from violations of other academic policies.

Students with academic restrictions who are unable to recover their GPA with their learning success plan will be suspended from the college. Mandatory admission and registration restrictions are in effect for eight calendar months from the date of notification. During this suspension period, suspended students may be eligible to attend Continuing Studies and Adult Learning programs. Suspended students must formally reapply and meet the criteria for admission for reinstatement in a program. If readmitted, students will be placed on academic probation with the applicable terms.

Notes:

- Some programs may have a higher minimum GPA for progression purposes.
- Some programs may have other progression restrictions, such as successful completion of key courses. These restrictions will be published in the calendar.
- Unfinished courses or delayed completion of courses may have an effect on GPA calculations and official academic standing in a given term.
- Expulsion, unlike suspension, is deemed to be permanent. Expulsion is typically reserved for very serious cases which may also involve criminal prosecution. Criminal prosecution is reserved for criminal acts, such as fraud, forgery, theft and impersonation.

APPEALS

Also refer to Policy A01 - Academic and Disciplinary Appeals at assiniboine.net/policies.

A student has the right to appeal academic and disciplinary decisions and rulings that they believe are unfair, unreasonable or arbitrary. This includes disciplinary decisions and consequences, grades, academic suspension and other decisions that impact on a student's continuation in their program of studies.

This policy is under review, please check assiniboine.net/policies for updated information.

ADDING AND DROPPING COURSES

Also refer to Policy A20 - Registering, Adding and Dropping Courses at assiniboine.net/policies for more information.

Students may register for a course up to and including course start date. Students who wish to register in a course after the first day of that course must receive written permission from the dean, director or chairperson of the school offering the course.

Courses dropped before the course start date will be deleted from a student's record and will not appear on a student's transcript.

Up to and including the midway point of the course (e.g. for a course of eight weeks duration, the midway point occurs at close of business four weeks into the course), a student may drop a course without academic penalty. If a student elects to drop a course, a VW, indicating voluntary withdrawal, will be recorded on the student's transcript. Courses dropped after the midway point will be assigned a non-passing grade. Failure to attend class (or complete assignments in the case of distance-delivered courses) does not constitute an official drop. Students who do not complete and submit an official course drop form prior to the midway point of the course will be awarded a non-passing grade in each applicable course.

GRADUATION

Also refer to Policy A08-6 - Assiniboine Policy on Graduation at assiniboine.net/policies.

Assiniboine Community College shall confer approved credentials to qualifying students at convocation ceremonies following successful completion of all institutional and program requirements.

To fulfill program graduation requirements and earn an approved credential, students must meet each of the following:

- a. Successfully complete all program and course requirements of an approved program of study.
- b. Achieve a minimum grade of D per course as indicated in the calendar in compliance with academic policies. For courses where a minimum course grade higher than D is required to fulfill graduation requirements for a specific program, these requirements will be specified in the calendar.
- c. Achieve a minimum graduation grade point average (GGPA) of 2.00.
- d. Fulfill all program and institution regulations as indicated in the calendar and in compliance with academic policies.
- e. Successfully complete all program and course requirements within program time limits. The college requires program completion within five years. Exceptions may be granted in cases of extenuating circumstances.
- f. Be in good academic standing.
- g. Meet the academic residency requirement for their program. The normal requirement is that students complete at least 50% of program credits through Assiniboine Community College.

The process for graduation and details of graduation ceremonies will be published on the registrar's office website. Visit assiniboine.net/registrar. Communication with students and graduands will be through official college email.

LIEUTENANT GOVERNOR'S AWARD

The Lieutenant Governor's silver medal is the highest award a student can receive in college. Its purpose is to honour students who are recognized by college staff and other students as having achieved outstanding academic performance and contributed in significant ways to the college and the community.

Full selection criteria and nominations are available in the spring at assiniboine.net/graduation.

TRANSCRIPTS

The official college transcript provides a complete record of academic achievement. A transcript is considered a confidential document and will not be released outside the college without the authorization and consent of the student.

Transcripts or final grade reports are available for a fee as indicated in the financial information section of this calendar. If an error is noted on the final grade report or transcript, students should contact the registrar.

Visit assiniboine.net/transcripts for information on how to get an official transcript to submit to Assiniboine or to request an Assiniboine transcript.

ALL FEES AND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
Visit assiniboine.net/fees for updated information.

FINANCIAL INFORMATION

Visit assiniboine.net/finances to find out more about government student aid, Assiniboine scholarships, awards and bursaries, as well as other funding opportunities. Contact the associate registrar office at 204.725.8700 ext. 6020 or toll free in Canada 800.862.6307 ext. 6020 for guidance.

APPLICATION FEE

A separate application form and \$95 non-refundable fee (\$200 CDN non-refundable for international applicants) is required for each program (sponsorship letters will not be accepted as payment of application fees). All documentation submitted becomes the property of the college. If an application fee is paid by a cheque that is returned NSF (non-sufficient funds), the application will not be considered. The NSF charge plus another application fee must be paid before the application will be processed.

TUITION DEPOSIT

A non-refundable tuition deposit of \$400 for domestic students, \$800 for international students, is required from applicants accepted for full-time programs. Sponsorship letters will not be accepted as payment of non-refundable tuition deposits. Applicants will be notified of the date by which the tuition deposit must be paid. The tuition deposit will be credited against a student's tuition fee. If the program is cancelled by the college, the full tuition deposit will be refunded. Applicants who have been accepted and choose not to register, will forfeit the tuition deposit.

If the tuition deposit is paid by a cheque that is returned NSF, the application will not be considered, and the seat will be offered to the next eligible applicant.

CIRCUMSTANCES FOR REFUNDS

The tuition deposit and program/course fees may be refunded under certain circumstances to an applicant who has been conditionally accepted and pre-registered, but who does not meet the admission requirements to the satisfaction of the registrar. Documentation may be required. Visit assiniboine.net/registrar for more details.

PROGRAM/COURSE FEES

All regular certificate and diploma programs at Assiniboine are composed of courses. Course fees include tuition, fees, and Students' Association fees.

TUITION FEES

Courses are assigned credits, which are calculated as follows:

- 40 academic hours = three credits.
- 40 practicum/work experience/co-operative work placement hours = one credit.
- Tuition fees are calculated at \$37.20 per credit.

LABORATORY/MATERIALS FEES

Most courses have laboratory and materials fees. These fees vary and are dependent upon laboratory, shop and materials used in the delivery of the course.

1. Laboratory fees are dependent on laboratory usage.
2. Materials fees are dependent on materials usage.
3. Some courses may be assigned a special rate if they have very high laboratory or materials costs. Distance-delivered courses normally are assigned special rates.

STUDENT SERVICES FEES

A student services fee of \$1.00 per credit must be paid for regular certificate and diploma courses.

STUDENTS' ASSOCIATION FEES

A Students' Association fee must be paid for regular certificate, diploma and high school courses. Rates are determined by the Students' Association.

STUDENT HEALTH & DENTAL FEES

Students enrolled in 18 credits or more and beginning in the fall term, or enrolled in 15 credits or more and beginning in the winter term, will be enrolled automatically for the Students' Association Student Health & Dental program through the ACCSA office. The fee for this insurance is assessed and paid to Assiniboine with all other tuition and fees. The fee for individual coverage is \$240* for the period beginning from term assessed to the end of the following August. Students with current insurance coverage may opt out of these fees by contacting the ACCSA office.

Refer to accstudents.com for more information.

* Some restrictions may apply.

ASSESSMENT FEE

An assessment fee of \$1.50 per credit must be paid for regular certificate and diploma distance education courses.

EXPENSES RELATED TO PRACTICUMS OR CO-OPERATIVE WORK PLACEMENTS

Practicums and co-operative work placements are an integral part of certain programs and where expenses are involved they are the responsibility of the student. These costs are not covered by the tuition fee. Expenses will vary depending on where the individual student takes their field training. Tuition, fees, and Students' Association fees are assessed and payable while students are participating in practicums and co-operative work placements. Details are included on individual program pages.

PAYMENT OF FEES

Program/course fees are payable prior to the start of each term or upon date specified in the registration information and the college website, visit assiniboine.net/registrar. There are significant consequences for non-payment. Students can login to their MyACC account to view term balances and make a payment.

Fees are also payable in cash, by cheque or money order (made payable to Assiniboine Community College), by VISA, MasterCard, debit card, or through online and telephone banking services. To take advantage of online and telephone banking services, students must register with their bank or financial institution using their student number as their account number.

Where a student registers after the class start date, all program/course fees are due and payable at the time of registration.

Refer to assiniboine.net/paymentoptions.

INTERNATIONAL STUDENTS

International tuition and fees will vary by program and are different from those of domestic students. Students who do not meet the criteria for domestic tuition and fees will be assessed at the international rate. For more detailed information about tuition and fees visit assiniboine.net/international-students.

SPONSORED STUDENTS

If sponsoring agencies are to be billed for students' costs, a letter of sponsorship must be supplied to the registrar on official stationery containing the following information:

- Sponsoring agency name
- Sponsoring agency address
- Fees the sponsoring agency is willing to cover, e.g. program/course fees, textbooks, parking, etc.
- Length of study the sponsoring agency is willing to cover

A sponsorship form is also available at assiniboine.net/paymentoptions. A person having the authority must sign the letter/form and that individual's official title must be indicated. Please note: application fees, non-refundable tuition deposits, and supplemental examination fees will not be billed to sponsoring agencies. These fees are the students' responsibility. Refunds for students who are sponsored will be sent directly to the sponsor, not the student.

CANADA AND MANITOBA STUDENT AID PROGRAM

Student aid documents are not available until one week prior to the start of class. Students requiring the loan for payment of their fall term fees may make arrangements to have fees deducted from their student loan, provided they have confirmation they will be receiving a loan prior to the fee payment deadline.

Students wishing to have fall term fees deducted from their loans should forward a copy of their Notification of Assistance from the student financial assistance program to the associate registrar office prior to the fee payment deadline as proof that they are receiving a loan. Please fax to 204.725.8740, Attention: Awards Office, or email awards@assiniboine.net or deliver in person to the associate registrar's office.

SCHOLARSHIPS, AWARDS AND BURSARIES

An increasing number of college students are using scholarships and bursaries to supplement their personal resources and reduce their dependence on loans, when financing their post-secondary education. Visit assiniboine.net/awards to review a listing of scholarships, awards and bursaries available to Assiniboine students. For any questions regarding scholarships, awards or bursaries, contact the associate registrar's office at 204.725.8700 ext. 6020 or toll free in Canada 800.862.6307 ext. 6020.

TUITION/T2202A TAX RECEIPTS

For income tax purposes, T2202As will be available no later than February 28 each year from MyACC. Students must print their T2202A forms from MyACC.

NON-SUFFICIENT FUNDS (NSF) CHEQUES

A penalty fee of \$25 will be assessed on all NSF cheques.

LATE FEES

Tuition, fees and Students' Association fees assessed for courses are due in full on the start date of the program term in which the courses will be taken. Students who, after 45 days from the start of each program term, have an outstanding balance for any tuition, fees or Students' Association fees will be assessed a late payment fee and will not be allowed to register in any additional classes or obtain any documents from the college until their account is paid in full. Students who have an outstanding balance for any tuition, fees or Students' Association fees after 75 days from the start of a program term will have their accounts sent to a collection agency.

OUTSTANDING DEBTS

Refunds may be reduced by outstanding debts, such as late fees, library fines, parking fees, etc. Transcripts, certificates and diplomas of graduating students who have outstanding accounts with the college will be withheld pending settlement of these accounts.

Documents will also be withheld from students if their sponsoring agency owes for outstanding fees.

MISCELLANEOUS FEES AND CHARGES

Fees will be applied in the following situations, visit assiniboine.net/registrar for details:

- Academic appeal
- Confirmation of enrolment
- Late fee per term
- Supplemental examination

Replacement fee for:

- Certificate or diploma
- Transcript
- T2202A
- Access card/ID card

PARKING

There are a limited number of electrical parking spaces available to students of Assiniboine. These spaces are available on a first-come, first-served basis.

replacement decals will be issued for lost or stolen decals. Parking rates are available from the registrar's office.

All student parking is scramble. A parking decal with effective dates can be purchased in the registrar's office for students who rent a parking space. This decal must be clearly displayed in the vehicle at all times. No

A limited amount of parking may be available on city streets near the college. However, students who park on private property near the college do so at their own risk.

REFUNDS

If students choose to drop a course, student accounts will be credited as shown in the tables below:

For regular day-time courses **eight weeks or longer** in duration:

FROM	TO	ACADEMIC (Grade on Transcript)	FINANCIAL (Refund)
Date of registration	Close of business on day 4 of course	WE (Withdrew Early) Grade does not appear on transcript	Full refund of all fees
Day 5 of course	25% of course	VW (Voluntary Withdrawal)	50% refund of tuition, student services and Students' Association fees No refund of laboratory, materials or assessment fees
26% of course	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

For day-time courses **less than eight weeks** in duration:

FROM	TO	ACADEMIC (Grade on Transcript)	FINANCIAL (Refund)
Date of registration	Close of business on day 2 of course	WE (Withdrew Early) Grade does not appear on transcript	Full refund of all fees
Day 3 of course	25% of course	VW (Voluntary Withdrawal)	50% refund of tuition, student services and Students' Association fees No refund of laboratory and materials fees
26% of course	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	End of course	Non-passing grade	No refund

For distance education courses, regardless of duration:

FROM	TO	ACADEMIC (Grade on Transcript)	FINANCIAL (Refund)
Date of registration	Day before first class	WE (Withdrew Early) Grade does not appear on transcript	Full refund less a \$25 administration fee
Day 1 of course	Day 10	VW (Voluntary Withdrawal)	80% refund of tuition fee and Students' Association fee No refund of laboratory, materials, Student Services or Assessment fees
Day 11	50% of course	VW (Voluntary Withdrawal)	No refund
51% of course	100% of course	Non-passing grade	No refund

Full credit of tuition, fees and Students' Association fees will be made if the student drops the course before course start date, or if the college cancels the course.

Requests to change from one section of a course to another will be treated the same as dropping one course and adding another, i.e. the above-noted tuition, fees and Students' Association fee credits will apply.

FEE SCHEDULE

Program fees for domestic and international students will be available on the college website. Visit assiniboine.net/fees for updated information.

ALL FEES AND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

STUDENT INFORMATION

ASSINIBOINE ALUMNI ASSOCIATION

MISSION

The Alumni Association is an organization that creates, enhances and preserves the fellowship of alumni through social, educational and cultural activities.

VISION

The Alumni Association is committed to being an efficient friend-raising organization that is highly visible and self-sustaining, and whose alumni recognize it as active and representative of, as well as responsive to, its membership.

MEMBERSHIP

Alumni include all persons who have graduated from Assiniboine with a diploma or certificate or completed level 4 of an apprenticeship program; who have been employed by the college or who have retired from the employ of the college; and any person having an interest in the goals and objectives of the association or having a strong affinity or support of the college.

PRIVILEGES

As a member of the Assiniboine Alumni Association, you will have access to many of the college's facilities and services, including:

- Alumni in ACction newsletters: The newsletter for alumni and friends of Assiniboine; serves to connect alumni with the college and each other by highlighting new developments at our campuses and showcasing the accomplishments of alumni.
- Job postings: Visit assiniboine.net/students/job-postings for job postings for Assiniboine students and alumni.
- Library: The library has many resources and publications for use for research or enjoyment purposes.
- Computers: Access to the college's computers allows you to keep your resume up-to-date, perform job-searches, and do anything education related. Check with the library if you wish to use this service.

For more information about the Alumni Association, contact:
Tel: 204.725.8700 or toll free in Canada 800.862.6307 ext 7124 or email alumni@assiniboine.net.

ARE YOU ALUMNI?

Visit assiniboine.net/stayconnected to update your contact information, so we can keep you updated on what's happening at the college and invite you to alumni events.

A MESSAGE FROM THE ASSINIBOINE STUDENTS' ASSOCIATION

Your Assiniboine Community College Students' Association exists to serve students. We're the voice of students at Assiniboine and work hard to ensure your Assiniboine experience is the best it can be!

We are run by a team of elected Executive Council members and professional staff who work together to bring services, events and support to the Assiniboine student body. Each spring, you'll cast a vote for the next school year's ACCSA Executive Council positions: President, Vice President of Finance and Vice President of Events & Marketing. Then, in September, we hold a General Council election to select 10 student representatives to bring forth student perspectives from throughout our college. These council members meet on a biweekly basis and work with

college representatives on important college initiatives that matter to you all while earning an honorarium and getting real, workplace experience.

The ACCSA is a great opportunity for you to get involved and make some key connections within your college community and the business community as well. Who could ask for a better, more flexible job than getting paid to represent your classmates on issues that matter to you!?

Visit accstudents.com, follow us on Facebook and Twitter, and find out how you can get involved.

Hours:

Monday to Friday: 8 a.m. - 4 p.m.

The ACCSA office is closed on national and provincial holidays and weekends.

Contact Information:

Telephone: 204.725.8710

Fax: 204.725.8740

Email: accsa@assiniboine.net

Web: accstudents.com

ACCSA UPASS

Under the ACCSA Universal Bus Pass (UPass) system, all Assiniboine students attending any Brandon campus can board any Brandon Transit regular route bus at any time. This service was negotiated by the ACCSA with the understanding that there was a need for such a service.

With the SMART Card scanner system on all Brandon Transit buses, all students wishing to access this service must acquire a microchip sticker with an embedded antenna. This sticker must be adhered to the student's valid Assiniboine Student Card and is available from the registrar's office (room 114) or the ACCSA office (room 413) at the Victoria Ave East campus or from the school office (room P215) in the Len Evans Centre at the North Hill campus.

For a complete schedule and transit routes, please visit brandontransit.ca.

STUDENT HEALTH AND DENTAL PLAN

Students have access to a student health and dental plan. This plan includes great coverage for drugs, practitioners, vision, dental, travel and more.

Here is a recap of what YOUR plan includes:

- 60 - 100% coverage on prescription drugs
- 100% coverage for paramedical practitioners
- 100% coverage for vision care needs
- 50% - 80% coverage for basic dental
- \$5,000 in accident coverage
- 365 days of travel coverage

Detailed plan information is available at studentvip.ca/ACCSA.

Contact Information

Should you have any questions about the plan, please contact:

ACCSA

Room 413, 1430 Victoria Ave. E.

Brandon, MB R7A 2A9

Phone: 204.725.8710

Email: accsa@assiniboine.net

Student VIP

Phone: 1.888.918.5056
Email: info@studentvip.ca

There is a live web chat feature available on the Student VIP website at studentvip.ca/ACCSA.

ACCESSIBILITY/DISABILITY SERVICES

Also refer to Policy A03 - Academic Accommodations at assiniboine.net/policies.

Assiniboine is committed to supporting and accommodating students who have special needs that require physical adaptations to the facilities, or special supports and/or accommodations in their academic program, to allow them fair and equal access to education.

Some accommodations and services we may be able to provide include:

- Exam accommodations
- Alternate format materials
- Other assistive technology may be available

Student success advisors work with students and with the college to ensure that students' individual needs are met in a proactive, respectful manner. It is important to call as early as possible, because some funding or accommodations need months to arrange.

If your program requires admissions testing, it is important to contact the student success advisor for your program before doing the testing.

Students applying for Manitoba student aid need to declare their disability on the application to be eligible for related Canada student grants.

For full information about accommodations and services for students with disabilities visit assiniboine.net/student/student-services or call 204.725.7500 or toll free in Canada 800.862.6307 ext. 6639 or email studentservices@assiniboine.net.

WHEELCHAIR ACCESSIBILITY

Assiniboine Community College is a wheelchair accessible facility, including automatic doors, washroom facilities and elevator.

ATHLETICS

Assiniboine has Cougar pride! Cougar men's and women's volleyball, soccer and futsal teams play in the Manitoba Colleges Athletic Conference against other post-secondary schools in the province. Our women's hockey team plays in the American Collegiate Hockey Association against schools in the Northern United States.

You must be a full-time student at Assiniboine to play for the Cougars. Assiniboine provides travel, meals, accommodations and clothing to our student athletes.

Tryout dates are held in September and are publicized within the college on posters and hallway monitors, by email and on the website. Information on Assiniboine sports, including schedules and team roster can be found at assiniboine.net/athletics.

For more information on athletics at Assiniboine, contact the Athletics Manager at 204.725.8700 ext 6340 or by email at varsity@assiniboine.net.

CAMPUS BOOKSTORE

Assiniboine's bookstore is located at the Victoria Avenue East campus and is open from 8 a.m. - 4 p.m., Monday to Friday with extended hours during September and January start-up.

The bookstore is here to support students throughout their academic career from orientation to graduation! They sell textbooks, Assiniboine exclusive clothing, gifts, grad rings, diploma frames, school supplies and candy. Students can even sell their textbooks back to the bookstore when they're finished.

Choices for textbooks:

1. Rent (save up to 80%)
2. EBooks (save up to 50%)
3. Used (save up to 75%)
4. New

Shop online at assiniboineshop.ca or call (204) 725-8721.

CHILD CARE AND DAYCARE

Finding reliable and quality day care for your children is a major challenge faced by parents attending college. It is necessary to have either a regular babysitter or daycare centre for your pre-schooler and a backup plan for days when the regular services may be unavailable. It may be necessary to have morning, noon or after school care for your school-aged child, and a backup plan for in-service days. To get the best available care for your children, make arrangements early.

Visit gov.mb.ca/childcare for information on finding child care in Manitoba.

Assiniboine has a daycare centre on campus in Brandon and in Dauphin. Full-time programs are available at both locations; part-time space may be available depending on availability.

Assiniboine Early Learning Centre

Assiniboine Community College
1430 Victoria Avenue East
Brandon, MB R7A 2A9
204.725.8713

- Licenced for 32 pre-school children ages 2 - 6 years
- Hours of operation are from 7:30 a.m. - 5:30 p.m.

Parkland Campus Kids Inc.

Assiniboine Community College - Parkland campus
520 Whitmore Avenue East
Dauphin, MB R7N 2V5
204.622.2222 ext. 6557

- Licensed for 12 infant and 28 pre-schooler children age 3 months to 6 years
- Hours of operation are from 8 a.m. - 5 p.m.

CJ-106 FM CAMPUS RADIO

CJ-106 FM is your campus community alternative radio station.

Assiniboine's campus-community radio station offers local listeners programming that is truly unique.

CJ-106 became a reality in May of 2003. The station was officially launched in early September of that year and has since become the community voice of Assiniboine.

Students and community volunteers broadcast from the college's modern studio facility, complete with production booth and interview studio. CJ-106 can be found at 106.5 on the FM dial, 24 hours a day, 7 days a week.

In addition to sports, call-in shows, documentaries, and local multi-cultural shows, alternative rock, heavy metal, punk, Christian, and world

music can all be found on the airwaves of CJ-106. It's a radio station that represents the diversity and excitement of Assiniboine and Brandon.

Visit our website: cj-106.assiniboine.net, follow us on Twitter @CJ106FM, or find us on Facebook: CJ106FM The Alternative Edge.

Join our Team. Volunteer or become a radio host.

Have you listened to Assiniboine Community College's radio station CJ-106.5 lately? Each week we present a variety of interesting and entertaining programming; running the gamut from heavy metal to world music, sports call-in shows to radio dramas—and we want more!

Anyone interested in becoming a radio station volunteer is encouraged to submit programming ideas and to sign up for training. With the exception of current students, payment of an annual membership of fifteen dollars is required.

Are you passionate about music, culture, literature, wine, cars or gardening? Do you want to share your knowledge with the people of Brandon and surrounding area? If so, CJ-106.5 is the perfect venue—you provide the material, and we'll provide the air time.

For more information or to discuss your role in community-based campus radio, call 204.725.8700 ext. 6036 or 800.862.6307 ext. 6036 or email sproulejm@assiniboine.net.

IT SERVICES

Contact IT Services if you have any questions or issues with your computer account or the computer equipment in your classroom.

Email ITServiceDesk@assiniboine.net or call 204.725.8700 ext 6765.

Hours: Monday - Friday 8 a.m. - 7 p.m. during term time.

FINANCIAL AID AND ASSISTANCE

Careful financial planning is essential to college success. The associate registrar - financial aid & awards, and enrolment services is available to help students with financial planning, identify sources of assistance and provide assistance with applying for funds. You do not need an acceptance letter from Assiniboine before you apply for funding; apply for both the college program and funding as early as possible. Need guidance? Contact the associate registrar office at 204.725.8700 ext. 6020 or email awards@assiniboine.net.

MANITOBA STUDENT AID PROGRAM

Government student aid is the main source of financial assistance for many students to finance their education. The Manitoba student aid website, manitobastudentaid.ca, provides information on both loans and non-repayable grants (available for low or middle income students and special groups). Students can also apply online on this site. Applications for the new academic year are available online by June of each year. This website lists detailed information about how aid is calculated, so students can assess their eligibility to receive a loan and the approximate amount of that loan.

Early application is very important. Although the website says, "results within two weeks," it can actually be eight weeks or longer before students receive their money. Students will receive notification from the Manitoba student aid program about required documentation and the date their monies will be available.

BANK LOANS

Many bank and credit unions have special products called "student lines of credit" that provides loans to students in full-time study. Information about these lines of credit is available on each financial institution's website. They are a good source of assistance for students who could not qualify for a government loan, who have sufficient collateral or a co-signor or who are in a short program where they will begin repaying fairly soon. The advantage of these loans is that, if students meet eligibility requirements, the application process is relatively quick and easy. The disadvantage is that interest must be paid on these loans while students are in school. Students should thoroughly explore both this option and the Manitoba student aid option before deciding on the best route for them.

OTHER SOURCES OF FUNDING

Sponsorship is also available from a number of different organizations, including: First Nations bands or tribal councils, Manitoba Métis Federation (MMF) local area management boards, Employment Manitoba, Workers' Compensation and insurance organizations, etc. For more information on these options, contact your local organization or financial aid. It is wise to apply for both government student aid and funding; if you receive funding you may also receive a smaller loan/grant to top up the funding.

SCHOLARSHIPS, AWARDS AND BURSARIES

An increasing number of college students are using scholarships and bursaries to supplement their other financing for college. Visit assiniboine.net/awards to review a listing of scholarships, awards and bursaries available to Assiniboine students.

All college applications will be reviewed for Assiniboine entrance scholarships based on academics. See the college website for details. For any questions regarding scholarships, awards or bursaries, contact the associate registrar office at 204.725.8700 or toll free in Canada 800.862.6307 ext 6020.

JOB POSTINGS

Part-time and summer jobs for students and full-time jobs for graduates are posted on the college website at assiniboine.net/students/job-postings on a regular basis. Also, visit this website for links to career planning and job search websites.

HOUSING

The search for a place to live should begin early. Housing can be difficult to find, particularly toward the end of the summer as college and university students return for the school year. Students who arrive in late August often face a limited choice and higher costs. Students with young families who do not find a place to live until late in the summer or early fall will often experience delays in enrolling their children in schools and daycare centres.

The Brandon University residence welcomes single students in modern residences located three kilometres from Assiniboine's Victoria Avenue East campus, with easy access to bus services. For details on the residence, visit brandonu.ca/residence, call 204.727.7394 or email residence@brandonu.ca.

Both the Dakota Ojibway Tribal Council Housing Authority Incorporated (204.729.3600 or email housing@dotc.mb.ca) and the Brandon Friendship Housing Authority (204.727.1407) have a limited amount of family housing available. Waiting lists for student housing are often long, so applications should be submitted early.

The college maintains a list of houses, apartments, room and board and light-housekeeping rooms available from private homeowners and real-estate companies. Contact 204.725.8723 or toll free in Canada 800.862.6307 ext. 6639, or email studentservices@assiniboine.net to

request a copy. Accommodations listed are not endorsed or supervised by Assiniboine, and students must make their own arrangements. Students are advised to inspect all accommodations before accepting them.

Also check classified sites such as the Brandon Sun newspaper, the Dauphin Herald newspaper or online ebrandon.ca or economicdevelopmentbrandon.com/rental-property.

IDENTIFICATION CARDS

Student identification cards are issued during and after registration. The card is required to borrow materials from the library and may be required for examinations and for other college privileges. Contact the registrar's office if a card is lost. A replacement fee will be charged (refer to financial information section).

INDIGENOUS AFFAIRS

Assiniboine is honoured to welcome students from many nations across the province and around the country.

Diversity contributes to the wealth of First Nations, Métis, and Inuit knowledge at Assiniboine, where we aim to ensure a sense of belonging while valuing and celebrating success.

We work hard to create a supportive environment that will make the educational experience fun and rewarding for Indigenous students. By way of special events, cultural activities and support, we assist Indigenous students in their academic and personal growth.

Our Indigenous services include traditional and mainstream counselling support, as well as providing resources and advice to faculty on Indigenous issues.

We also organize and support many activities throughout the year, including regular Elders' visits and ongoing cultural and social activities. We can also refer you to external Elders, Indigenous organizations, community events and other resources.

Feel welcome to use the Cultural Centre at our Victoria Avenue East campus as an informal place to relax and socialize with other students.

For more information on all the services on offer visit assiniboine.net/indigenous or call 204.725.8700 ext. 7181 or toll free 800.862.6307 ext. 7181.

LIBRARY SERVICES

The friendly Assiniboine library staff is here to help you. We can help you with your research, finding library materials, or evaluating online information.

FACILITIES AND COLLECTION

The central library is at the Victoria Ave. East campus. A satellite library, for the Trades, Culinary Arts and Horticulture Production programs, is located in The Learning Hub at the North Hill campus (located in the Len Evans Centre for Trades & Technology). All Assiniboine campuses and sites have full access to library materials. Search for materials on our webpage assiniboine.net/library, contact us, and we will get library materials to you as soon as possible.

The library has many resources to support students including online tools and research databases, books, eBooks, newspapers, magazines and videos. Students are welcome to borrow books, eBooks and magazines. All audiovisual material may be viewed in the library. Your student card acts as your library card.

LIBRARY COMPUTER CENTRES

Located within the libraries at both the Victoria Avenue East and North Hill campuses, and open during library hours, the computer centres offer access to computers outside of class. Help is available for computer questions any time the library is open.

Black and white printers are available at both library computer centres and a colour printer is available at the Victoria Ave. East computer centre. We can also show you how to scan documents and send them to email.

Victoria Ave East campus hours:

September to April
Monday to Thursday: 8 a.m. - 7:30 p.m.
Friday: 8 a.m. - 4:30 p.m.
Saturday: CLOSED
Sunday: 1 - 5 p.m.

The Learning Hub Library (North Hill campus) hours:

September to April
Monday & Thursday: 8:30 - 11 a.m.
May to August: Hours vary

For current hours, call 204.725.8727 or check the library webpage.

ON THE WEB

You can find all library information on the college's website at assiniboine.net/library.

Search the library catalogue or check out the comprehensive set of online resources, such as Library Guides: Online How-to Guides (assiniboine.libguides.com) for all your library and research needs.

CONTACT INFORMATION

Telephone: 204.725.8727
Toll free in Canada: 800.862.6307 ext. 6638
Fax: 204.725.8740

LOCATIONS AND MAPS

Campus locations are available on our website at assiniboine.net/locations. Campus maps are available on each campus page.

MYACC

As soon as students are registered at Assiniboine, they are sent a letter about their MyACC account, which can be accessed through the Internet from any computer.

MyACC accounts include personal information about a student's:

- Class schedule
- Financial account
- Progression in their program
- Grades and grade point average (current and past)
- Profile (name, address, etc.)

MyACC accounts can be used by a student to:

- Make online payments using VISA or MasterCard
- Request an official transcript
- Access T2202A information

STUDENT INTRANET

Registered students have access to the student intranet which provides student news, resources, events and services, as well as social media and contests.

STUDENT SUCCESS ADVISORS

Student success advisors are available at the Victoria Avenue East campus, the North Hill campus, the Adult Collegiate, the Parkland campus in Dauphin and at the Winnipeg Training Centre.

Their goal is to help students achieve success at Assiniboine by providing them with support, advice, information and assistance whenever needed. Each academic area has a student success advisor. To connect with the advisor for your program, visit assiniboine.net/students/student-services for details.

SERVICES FOR PROSPECTIVE STUDENTS

Assiniboine would like to help all applicants to make informed, well-thought-out decisions about their program choices. Prospective students are encouraged to attend the program information sessions held by the various programs to obtain information about the program, career options and college supports. Visit assiniboine.net/registrar for future dates.

The *Spend a Day* program offers prospective students a chance to attend classes for a day with a current student getting a first-hand look at what it is like to be a college student and a realistic view of the program they are considering. Interested individuals or groups should contact spendaday@assiniboine.net or 204.725.8700 or toll free in Canada 800.862.6307 ext. 6050 to make arrangements for a *Spend a Day* visit.

SERVICES FOR CURRENT STUDENTS

Personal and Academic Advising

Students attending college for the first time experience many changes in their lives. These changes present many challenges: making new friends, adapting to a new living and learning environment, managing financial concerns and meeting time management pressures. Student success advisors recognize that these difficulties are real, but not insurmountable. Student success advisors are available in a private office to listen, provide information, and assist in finding solutions to problems, or to refer to an appropriate agency or business service.

For many students, academic issues become a concern, whether it is the realization that the program is different than they expected, or problems with academic progress. Student success advisors can help students re-evaluate program choices and explore ways of helping students succeed academically. Recognizing these situations early in the college year, and dealing with them immediately, greatly increases chances of success.

Tutoring

While good study habits, effective learning strategies, and communication with instructors are the most important contributors to academic success, some students may need a little extra help in understanding some courses. The student success advisors match student peer tutors with students who require learning assistance in specific courses or with general study skills. Also, there may be a peer tutor available on a drop-in basis for your needs. We provide peer tutoring as a free service to our students. Becoming a peer tutor is also an excellent way for students to earn some money while reinforcing their own knowledge and understanding by teaching others.

THE LEARNING CURVE

Students may visit the Learning Curve for assistance with study skills, effective test-taking strategies, time management and other learning strategies. The learning strategist may help students find more productive ways of learning. Educational assistants are available to help students with specific programs, or to develop effective writing, math, computer and study skills. Assistive technology, like Read and Write, is also available to help students read and write more effectively.

THE TEST CENTRE

The Test Centre offers students and staff a quality and academically secure testing environment which enhances overall learning, achievement and student/customer satisfaction. This centralized testing facility improves the quality, security and academic integrity of assessment administration at the college.

The Test Centre provides invigilation services for both distance and on-campus students and external clients. Computers and qualified online testing administrators are available in a quiet, secure, camera-monitored testing environment.

We provide a professional and academically secure testing environment for:

- Our on-campus and distance education students
- Individuals requiring invigilation from other post-secondary institutions
- Typing tests
- On-site private industry exams
- Pearson VUE, Certiport and Castle Worldwide online testing providers

Test Centre hours vary by location. At the Brandon Victoria Avenue East campus they are typically Monday to Friday, 9 a.m. - 4 p.m., Thursdays until 8 p.m. and the third Saturday of the month.

For more information on all the services on offer visit assiniboine.net/students/test-centre, email testcentre@assiniboine.net or call 204.725.8700 ext.6700 or 800.862.6307 ext. 6700.

ACCOUNTING AND FINANCE

- Victoria Avenue East campus (September or January start)
- Parkland campus (many courses; September or January start)
- Distance delivery (flexible start)
- Eight-month advanced diploma
- Available part-time (after consultation with program chairperson)

Begin your successful career in the financial sector with a personalized Accounting and Finance program. Be prepared for a wide range of challenging careers. If you have a college diploma or university degree, take your training to the next level. Assiniboine's Accounting and Finance advanced diploma allows you to take courses to prepare you for a career in financial services.

GRADUATION REQUIREMENTS

To graduate with an advanced diploma in Accounting and Finance, students must successfully complete 60 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Up-to-date, well-equipped computer laboratories using industry specific software

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Agreements are in effect with the following:

- Aboriginal Financial Officers' Association of Canada (AFOA Canada)
- Canadian Institute of Bookkeeping
- Canadian Securities Institute (CSI)
- Society of Management Accountants (CMA)
- IFSE Institute

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment in a wide range of challenging careers in large and small businesses in all sectors of the business community, including public accounting firms, banks, trust companies, accounting and internal auditing departments in industrial firms, federal, provincial or municipal offices, school divisions, parochial schools, tribal councils, non-profit organizations and health care institutions, and in owner-managed businesses as business/office managers. Employment

opportunities also exist in the financial services industry as personal banking officers, lending officers (retail and agricultural), investment analysts, stockbrokers and customer service representatives.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Elective courses		
Choose 60 credits from the following:		
ABOR-0014	Aboriginal Fiscal Issues	3
ABOR-0015	Aboriginal History	3
ABOR-0012	Aboriginal Workplace Values	3
COMP-0556	Accounting Software	6
BUSN-XXXX	AgriFinance	6
BUSN-0084	Banking Systems Practices	3
BUSN-0160	Canadian Investment Funds	6
LAWG-0002	Commercial Transactions Law	3
COMM-0006	Communications	6
COMP-0006	Computer Systems	3
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0006	Economics 1	6
ECON-0007	Economics 2	6
BUSN-0018	Finance 1	3
BUSN-0017	Finance 2	3
BUSN-0016	Finance 3	3
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
BUSN-0135	Financial Planning (FP1)	12
COMP-0306	Financial Software	3
HRMG-0036	Human Resource Management	6
BUSN-0091	Investment Simulation	3
LAWG-0001	Legal Principles	3
BUSN-0027	Management	6
ACCT-0006	Management Accounting 1	6
ACCT-0008	Management Accounting 2	6
COMP-XXXX	Managing Info Tech	6
MKTG-0044	Marketing Principles	6
PSSY-0004	Organizational Behaviour	6
HRMG-0021	Payroll Administration	3
MKTG-0033	Personal Selling	6
COMM-0110	Presentation Skills & Graphics	3
COMM-0232	Research and Report Writing	3
COMP-0007	Spreadsheets 1	3
COMP-0008	Spreadsheets 2	3
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
ABOR-0013	Strategies and Accountability	3
BUSN-0109	Tax Preparation - Personal	3
BUSN-0108	Tax Theory - Corporate	3
BUSN-0110	Tax Theory - Personal	6

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email business@assiniboine.net.

- Victoria Avenue East campus (September start)
- Two-year diploma

You can succeed in one of Canada's largest industries with an in-depth education in the business and technology of agriculture. This career will let you work either outdoors or indoors in a rural or urban setting. Assiniboine's Agribusiness program develop students' skill in agronomy, sales and marketing, communications, customer service, research, finance, office management, livestock and computer applications. This program features tours, field labs and extensive networking with industry.

GRADUATION REQUIREMENTS

To graduate with an Agribusiness diploma, students must successfully complete 120 academic credits and 15 practical credits.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between year one and two
- Hands-on activities, tours and field laboratories
- Extensive networking with industry

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Agreements exist with the University of Crookston and the University of Manitoba for recognition of training received in this program.

Graduates are also eligible:

- For membership in Manitoba Institute of Agrologists as technical agrologists
- To elect to complete certifications required for Pesticide Applicators/Dispenser licensing in Manitoba
- To challenge the Prairie Provinces' Certified Crop Advisor exam

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Employment opportunities are varied and plentiful, in both urban and rural settings. Potential employers include grain companies, seed and crop input suppliers, banks and credit unions, livestock supply outlets, agricultural equipment dealers, government agencies, agronomists/consultants, and co-operatives.

Career opportunities include agriculture, agronomy, sales and service, finance, livestock, marketing, management, research, administration and precision agriculture.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
ACCT-0026	Accounting Principles	6
MATH-XXXX	Agribusiness Math	6
AGRC-0162	Agro-Ecology Field Lab	6
COOP-0025	Co-op Work Placement - AGRB	15
AGRC-XXXX	Crop Pest Management	6
AGRC-0219	Crop Production Systems	6
MKTG-0044	Marketing Principles	6
HLTH-XXXX	Occupational Health & Safety	6
PEDV-XXXX	Professional Development	6
AGRC-XXXX	Soil & Soil Fertility	6
COMP-XXXX	Technology in the Workplace	6
Year Two		
BUSN-XXXX	Agribusiness Management	6
BUSN-XXXX	Agribusiness Plan	6
MKTG-XXXX	Commodity Marketing	6
BUSN-XXXX	Customer Relations	6
ENVR-XXXX	Environmental Land Management	6
GEOS-XXXX	GIS Applications	6
AGRC-XXXX	Integrated Crop Management	6
AGRC-XXXX	Livestock Production	6
PEST-XXXX	Pesticides in Agriculture	6
COMP-XXXX	Precision Agriculture	6
Optional courses		
PEST-0030	Pesticide Agriculture Ground	2
PEST-0101	Pesticide Core	1
PEST-0013	Pesticide Livestock Products	2

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8712** or email ag.enviro@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

AGRICULTURAL EQUIPMENT TECHNICIAN

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Students apply to the Heavy Duty Equipment Technician program
- Two-year diploma - Heavy Duty Equipment Technician (optional exit after year one: Heavy Duty Equipment Technician certificate)

Tackle complex challenges in the highly technical heavy equipment service field. Gain practical skills with all kinds of engines, systems and safety regulations. This is a program with some heavy duty learning and excellent job prospects! Through hands-on learning with equipment such as back hoes, semis, tractors and excavators, the program provides basic theory and practical training in the operation, service, diagnosis and repair of heavy duty, agricultural, truck and transport equipment.

GRADUATION REQUIREMENTS

To graduate with a Heavy Duty Equipment Technician diploma, students must successfully complete 135 academic credits and 12 practical credits. Students may choose to exit after year one with a Heavy Duty Equipment Technician certificate if they successfully complete 66 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between years one and two
- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students who successfully complete the accredited diploma program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Levels 1 and 2 in-school technical training and 1180 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician, or Truck and Transport Mechanic apprenticeship program.

Students, who successfully complete the accredited certificate program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician, or Truck and Transport Mechanic apprenticeship program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment as technicians in the farm machinery, transport truck and construction equipment sectors.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
MECH-0121	Braking Systems and Tires	6
COMM-0045	Communications	3
COOP-0009	Co-op Work Placement - DIESEL	12
MECH-0055	Diesel Engines	15
ELEC-0001	Electrical Science	3
ELEC-0035	Electrical Systems & Batteries	9
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0122	Power Trains 1	15
WELD-0001	Welding 1	3
Year Two		
MECH-0123	Agricultural Equipment	6
MECH-0124	Electronic Systems Diagnostics	6
MECH-0125	Fuel Systems	3
MECH-0126	HD Equipment Systems	3
MECH-0127	HVAC Systems	3
MECH-0128	Hydraulic Systems	15
MECH-0129	Ignition Systems	3
BUSN-0154	Industry Encounter - HDET	3
SCIE-0082	Mechanical Science	3
MECH-0130	Power Trains 2	6
MECH-0131	Starting & Charging Systems	9
MECH-0132	Transport Truck Systems	6
WELD-0016	Welding 2	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8715 or email trades@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

APPLIED COUNSELLING SKILLS

- Part-time evening (September)
- Certificate

The Applied Counselling Skills certificate program is designed to develop proficiency in basic counselling skills as well as knowledge to aid others in their search for personal growth and healthy relationships.

This program will enable you to develop basic counselling skills in areas that include general counselling, cross-cultural communication, and family and youth issues. The program will train you as a para-professional, skilled helper and/or support worker in a counselling related field.

GRADUATION REQUIREMENTS

To graduate with an Applied Counselling Skills certificate, students must successfully complete 30 credits.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes skills in demand by employers
- Curriculum emphasizes an emergent and inclusive approach
- You can study at your own pace and continue to work while taking this program

ADMISSION REQUIREMENTS

A complete Manitoba grade 12 or equivalent

All applicants must provide Continuing Studies at Assiniboine with an application package containing: résumé, two personal letters of reference, current criminal records check, current child abuse registry check, and an application essay. This is a one-page hand written essay that will include: why you would like to take the Applied Counselling Skills program, what population/clientele you would be interested in working with, and where you see yourself five years from now.

To ensure success in the program, it is also required that applicants have prior experience (minimum of 70 hours) in a helping field, for example caring for children, the elderly, direct care for adults, etc. For more information on volunteer sites, please contact Continuing Studies at Assiniboine.

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PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

This program will train students as paraprofessionals in a counselling related field.

Opportunities for employment are expanding as society's need for self-growth and self-awareness of individuals and groups increases. Graduates may find a broad range of entry level employment opportunities in areas such as family services, health care-giving and other similar community service organizations.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
COMM-0132	Communications Skills	3
PSSY-0031	Counselling Skills Theory	3
LAWG-0024	Legal and Ethical Issues	3
PSSY-0045	Assessment & Intervention	3
PSSY-0033	Cultural Adapt Counselling	3
PSSY-0034	Family Counselling Skills	3
PSSY-0032	Counselling Children and Youth	3
PSSY-0053	Aboriginal Counselling	3
PRAC-0069	Group Facilitation	3
PRAC-0057	Counselling Practicum	3

FOR MORE INFORMATION

Contact **Continuing Studies at Assiniboine** at **204.725.8725, 800.862.6307** ext **6002** (toll free) or email continuingstudies@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

AUTOMOTIVE TECHNICIAN

- North Hill campus Len Evans Centre for Trades & Technology (September start)
- Nine-month certificate

Keep things running with the skills you need to work in the automotive service industry. Focus on the basics of shop skills, electrical systems, engines and power trains as you learn to repair and service cars and light duty trucks. The program offers a hands-on environment that requires a commitment to customer service and a dedicated individual who wishes to become part of the automotive service industry.

GRADUATION REQUIREMENTS

To graduate with an Automotive Technician certificate, students must successfully complete 66 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped automotive shop
- Industry-based practicum
- Great employment potential for graduates

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Automotive Service Technician Apprenticeship program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment opportunities in automobile dealerships, automobile sales and repair shops, automotive component parts and rebuilding shops, and other related businesses.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0013	Electrical/Electronic Systems	15
MECH-0054	Gas Engines	15
WRKP-0009	Orientation & Shop Skills	12
MECH-0056	Power Trains Automotive	15
PRAC-0164	Practicum - AUTO	3
WELD-0001	Welding 1	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

BUSINESS ADMINISTRATION

- Victoria Avenue East campus (September start)
- Parkland campus (September start; complete year two in Brandon only, except accounting and general specializations)
- Distance delivery (flexible start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma
(optional exit after year one: General Business certificate)

It's not business as usual. Big or small, in every industry, organizations need you to solve problems in management and administration. The Business Administration program is designed with the entrepreneurial spirit in mind. Learn how to negotiate, invest, sell, market and manage people in this economy. Then, connect the dots within a strategic approach. This program will prepare you to administer and manage all types and sizes of businesses. In the second year, students specialize in one of the following areas:

- Aboriginal Financial Management
- Accounting
- Financial Services
- General
- Human Resources
- Management
- Marketing

These different specializations allow you to focus your career path during your second year. There are 63 credits of required courses that are common to most specializations (typically scheduled in year one for on campus students). This allows you to identify your specialization as you complete your first year, or its equivalent via distance.

You may complete your first year of Business Administration by distance or on campus either in Brandon or Dauphin. See course descriptions for detail of delivery methods.

GRADUATION REQUIREMENTS

To graduate with a Business Administration diploma, students must successfully complete 135 credits. Students who exit after successfully completing year one plus COMP-0009 Database 1 and LAWG-0001 Legal Principles may obtain a General Business certificate (69 credits).

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement is available and encouraged in many specializations
- Emphasis on practical, applied learning
- Opportunities to interact with and learn from business community leaders
- Students work in teams to apply learning from all areas of the program in the capstone Business Project course

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Agreements are in effect with the following:

- Aboriginal Financial Officers' Association of Canada (AFOA Canada)
- Canadian Institute of Bookkeeping
- Canadian Securities Institute (CSI)
- CPHR (Chartered Professional in Human Resources) Manitoba
- IFSE Institute
- Society of Management Accountants (CMA)

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

YEAR ONE COURSES ALL SPECIALIZATIONS 2018-19

NUMBER	TITLE	CREDITS
Year One		
Common Required Courses (delivered in year one for on campus students):		
MATH-0040	Business Mathematics	3
BUSN-0121	Canadian Business	3
COMM-0006	Communications	6
COMP-0006	Computer Systems	3
ECON-0006	Economics 1	6
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
MATH-0001	Financial Mathematics	3
HRMG-0036	Human Resource Management	6
MKTG-0044	Marketing Principles	6
PSSY-0004	Organizational Behaviour	6
COMM-0110	Presentation Skills & Graphics	3
COMP-0007	Spreadsheets 1	3
COMP-0058	Word Processing	3

BUSINESS ADMINISTRATION

ABORIGINAL FINANCIAL MANAGEMENT SPECIALIZATION

CAREER OPPORTUNITIES

Graduates find excellent opportunities in accounting and financial management within an Indigenous context including accounting firms, banks, credit unions, Indigenous communities and organizations, government and non-profit organizations, and consulting firms.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
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Required courses include all year one courses as well as:

ABOR-0014	Aboriginal Fiscal Issues	3
ABOR-0015	Aboriginal History	3
ABOR-0012	Aboriginal Workplace Values	3
COMP-0556	Accounting Software	6
LAWG-0002	Commercial Transactions Law	3
ECON-0007	Economics 2	6
BUSN-0018	Finance 1	3
BUSN-0017	Finance 2	3
BUSN-0016	Finance 3	3
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
LAWG-0001	Legal Principles	3
ACCT-0006	Management Accounting 1	6
ACCT-0008	Management Accounting 2	6
COMM-0232	Research and Report Writing	3
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
ABOR-0013	Strategies and Accountability	3

ACCOUNTING SPECIALIZATION

CAREER OPPORTUNITIES

Graduates find excellent opportunities in public accounting firms, banks, trust companies, accounting and internal auditing departments in industrial firms, federal, provincial or municipal offices, school divisions, parochial schools, tribal councils, non-profit organizations and health care institutions, and in owner-managed businesses as business/office managers. Many graduates choose to continue their education.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
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Required courses include all year one courses as well as:

BUSN-0119	Business Project	12
LAWG-0002	Commercial Transactions Law	3
ECON-0007	Economics 2	6
BUSN-0018	Finance 1	3
BUSN-0017	Finance 2	3
BUSN-0016	Finance 3	3
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
LAWG-0001	Legal Principles	3
ACCT-0006	Management Accounting 1	6

ACCT-0008	Management Accounting 2	6
COMM-0232	Research and Report Writing	3

Elective courses

Choose 12 credits from the following list of electives:

ABOR-0012	Aboriginal Workplace Values	3
COMP-0556	Accounting Software	6
BUSN-XXXX	AgriFinance	6
COOP-0004	Co-op Work Placement - BUAD*	12
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-XXXX	Managing Info Tech	6
HRMG-0021	Payroll Administration	3
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
BUSN-0109	Tax Preparation - Personal	3
BUSN-0108	Tax Theory - Corporate	3
BUSN-0110	Tax Theory - Personal	6

- Students may include up to 12 practical credits, including Co-op Work Placement - BUAD or work experience as an elective between year one and year two courses.

Students can complete the two-year diploma with the accounting specialization at the Parkland campus in Dauphin.

FINANCIAL SERVICES SPECIALIZATION

CAREER OPPORTUNITIES

Graduates find excellent opportunities in the financial services' industry as personal banking officers, lending officers (retail and agricultural), investment analysts, stockbrokers, and customer service representatives.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
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Required courses include all year one courses as well as:

BUSN-0084	Banking Systems Practices OR	3
BUSN-0108	Tax Theory - Corporate	3
BUSN-0160	Canadian Investment Funds	6
LAWG-0002	Commercial Transactions Law	3
COOP-0004	Co-op Work Placement - BUAD*	12
ECON-0007	Economics 2	6
BUSN-0018	Finance 1	3
BUSN-0017	Finance 2	3
BUSN-0016	Finance 3	3
BUSN-0135	Financial Planning (FP11)	12
COMP-0306	Financial Software	3
BUSN-0091	Investment Simulation	3
LAWG-0001	Legal Principles	3
MKTG-0030	Personal Selling	3
BUSN-0109	Tax Preparation - Personal	3
BUSN-0110	Tax Theory - Personal	6

- Co-op Work Placement - BUAD or work experience is taken between year one and year two courses.

GENERAL SPECIALIZATION

CAREER OPPORTUNITIES

A broad range of topics allow students to consider a variety of subject areas. This specialization appeals to students who do not wish to specialize in one particular area of business and wish to create their own study plan from the wide variety of options available.

Graduates may choose to continue their education or seek employment opportunities in a variety of public and private sector organizations as an administrator or supervisor. Graduates have the prerequisite to write the Canadian Financial Planner (CFP) exam.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
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Required courses include all year one courses as well as:

BUSN-0119	Business Project	12
LAWG-0001	Legal Principles	3
COMM-0232	Research and Report Writing	3

Elective courses

Choose 54 credits from the following list of electives:

ABOR-0012	Aboriginal Workplace Values	3
COMP-0556	Accounting Software	6
MKTG-0030	Advertising	6
BUSN-XXXX	AgriFinance	6
LAWG-0002	Commercial Transactions Law	3
COOP-0004	Co-op Work Placement - BUAD*	12
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0007	Economics 2	6
BUSN-0018	Finance 1	3
BUSN-0017	Finance 2	3
BUSN-0016	Finance 3	3
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
LAWG-0003	Government	3
HRMG-0003	Human Resource Legislation	3
MKTG-0032	International Business	6
BUSN-0027	Management	6
ACCT-0006	Management Accounting 1	6
ACCT-0008	Management Accounting 2	6
BUSN-0019	Management Skill Development	6
COMP-XXXX	Managing Info Tech	6
HRMG-0021	Payroll Administration	3
MKTG-0061	Social Media Marketing	3
COMP-0008	Spreadsheets 2	3
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
BUSN-0109	Tax Preparation - Personal	3
BUSN-0108	Tax Theory - Corporate	3
BUSN-0110	Tax Theory - Personal	6
HRMG-0034	Training and Development	6
WRKP-0020	Workplace Health and Safety	3

- Students may include up to 12 practical credits, including Co-op Work Placement - BUAD or work experience as an elective between year one and year two courses.

Students can complete the two-year diploma with the general specialization at the Parkland campus in Dauphin.

HUMAN RESOURCES SPECIALIZATION

CAREER OPPORTUNITIES

Graduates can anticipate applying their business management skills in areas relating to personnel administration: staffing, training and development, labour relations, compensation management and collective bargaining. Employment opportunities are available in industrial, commercial and government organizations.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
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Required courses include all year one courses as well as:

BUSN-0119	Business Project	12
HRMG-0005	Compensation	3
COMP-0009	Database 1	3
HRMG-0003	Human Resource Legislation	3
HRMG-0039	Labour Relations	6
LAWG-0001	Legal Principles	3
HRMG-0021	Payroll Administration	3
COMM-0232	Research and Report Writing	3
COMP-0008	Spreadsheets 2	3
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6
WRKP-0020	Workplace Health and Safety	3

Elective courses

Choose 18 credits from the following list of electives:

ABOR-0012	Aboriginal Workplace Values	3
BUSN-XXXX	AgriFinance	6
LAWG-0002	Commercial Transactions Law	3
COOP-0004	Co-op Work Placement - BUAD*	12
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0007	Economics 2	6
LAWG-0003	Government	3
BUSN-0027	Management	6
BUSN-0019	Management Skill Development	6
COMP-XXXX	Managing Info Tech	6
MKTG-0061	Social Media Marketing	3

- Students may include up to 12 practical credits, including Co-op Work Placement - BUAD or work experience as an elective between year one and year two courses.

BUSINESS ADMINISTRATION

MANAGEMENT SPECIALIZATION

CAREER OPPORTUNITIES

This area of study is for students who wish to start their own business or wish to obtain a management position within an organization. Students are exposed to all the functional areas of business and generally find employment as entrepreneurs, administrators, supervisors, or managers in production or operations.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
Required courses include all year one courses as well as:		
MKTG-0030	Advertising	6
BUSN-0119	Business Project	12
LAWG-0002	Commercial Transactions Law	3
LAWG-0003	Government	3
LAWG-0001	Legal Principles	3
BUSN-0027	Management	6
BUSN-0019	Management Skill Development	6
HRMG-0021	Payroll Administration	3
COMM-0232	Research and Report Writing	3
COMP-0008	Spreadsheets 2	3

Elective courses

Choose 24 credits from the following list of electives:

ABOR-0012	Aboriginal Workplace Values	3
BUSN-XXXX	AgriFinance	6
HRMG-0005	Compensation	3
COOP-0004	Co-op Work Placement - BUAD*	12
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0007	Economics 2	6
HRMG-0003	Human Resource Legislation	3
MKTG-0032	International Business	6
COMP-XXXX	Managing Info Tech	6
HRMG-0039	Labour Relations	6
MKTG-0033	Personal Selling	6
MKTG-0052	Retail Management	6
HRMG-0040	Staffing	6
WRKP-0020	Workplace Health and Safety	3

- Students may include up to 12 practical credits, including Co-op Work Placement - BUAD or work experience as an elective between year one and year two courses.

MARKETING SPECIALIZATION

CAREER OPPORTUNITIES

Employment opportunities exist in sales, advertising, promotion, publicity, sales management, marketing management, retail management, market analysis, market research and new venture development.

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
Required courses include all year one courses as well as:		
MKTG-0030	Advertising	6
MKTG-0035	Applied Marketing Research	6
BUSN-0119	Business Project	12
LAWG-0002	Commercial Transactions Law	3
PSSY-0005	Consumer Behaviour	3
MKTG-0032	International Business	6
LAWG-0001	Legal Principles	3
MKTG-0033	Personal Selling	6
COMM-0232	Research and Report Writing	3
MKTG-0052	Retail Management	6
MKTG-0061	Social Media Marketing	3

Elective courses

Choose 15 credits from the following list of electives:

ABOR-0012	Aboriginal Workplace Values	3
COOP-0004	Co-op Work Placement - BUAD*	12
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0007	Economics 2	6
BUSN-0027	Management	6
COMP-0008	Spreadsheets 2	3
MATH-0002	Statistics 1	6

- Students may include up to 12 practical credits, including Co-op Work Placement - BUAD or work experience as an elective between year one and year two courses

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email **business@assiniboine.net**.

CARPENTRY AND WOODWORKING

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Parkland campus (September start)
- Nine-month certificate

Build on your future. Start with an introduction to basic tools; before you know it, you will be reading blueprints, building stairs, framing walls and making your own cabinets with our nine-month Carpentry and Woodworking Certificate program. Our up-to-date shop provides capacity to put classroom skills to the test with hands-on building. You will finish complete woodworking projects, including contributing to the build of a complete house.

GRADUATION REQUIREMENTS

To graduate with a Carpentry and Woodworking certificate, students must successfully complete 76.5 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped woodworking shop
- Emphasis on practical, applied learning
- Industry-based practicum

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Carpenter apprenticeship program.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment opportunities in commercial and residential construction, materials merchandising, prefabrication centres, millwork and cabinet making facilities and in entrepreneurial ventures in building or woodworking fields.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
DRFT-0001	Blueprint Reading (CARPW)	3
CPWW-0013	Building Layout	1.5
CPWW-0004	Building Materials	1.5
SCIE-0007	Building Science	1.5
CPWW-0008	Cabinet Making	9
COMM-0260	Communications	1.5
CPWW-0012	Concrete Forming Technology	3
WRKP-0030	Construction Safety	3
MATH-0013	Construction Trades Geometry	1.5
CPWW-0009	Exterior Finishing	6
CPWW-0031	Hand Tools	9
CPWW-0010	Interior Finishing	3
PRAC-0031	Practicum - CARP	3
CPWW-0007	Roof Framing	6
CPWW-0003	Shop Layout	3
CPWW-0011	Stair Building	6
CPWW-0005	Wood Frame Construction	6
CPWW-0002	Woodworking Machines 1	3
CPWW-0006	Woodworking Machines 2	9

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8715 or email trades@assiniboine.net.

CIVIL TECHNICIAN

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- One-year certificate

Solve everyday problems and design the future. Develop your problem-solving skills and strengthen your career through drafting, surveying and computer-aided design skills. Build a solid foundation of basic civil engineering skills using Computer Assisted Drafting (CAD) and increase your knowledge of drafting fundamentals. Learn third angle project standards, 3D modelling and how to produce architectural drawings for a residential project. After graduation you can go directly into the workforce, transfer to engineering programs across Manitoba, or continue with a second year at Assiniboine.

GRADUATION REQUIREMENTS

To graduate with a Civil Technician certificate, students must successfully complete 76.5 academic credits and 12 practical credits. Graduates are eligible to continue with their studies at Assiniboine or Red River College.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Six options for second year diploma at Red River College, including:
 - Architectural/Engineering Technology
 - Building Design CAD Technology
 - Environmental Protection Technology
 - Geomatics Technology
 - Municipal Engineering Technology (available at Assiniboine)
 - Structural Engineering Technology

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Pre-Calculus or Applied Mathematics 40S or equivalent with a minimum mark of 65%

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

This program is the first year of six diploma programs offered by Red River College, as noted above. Most of these diploma programs are provincially accredited by the Certified Technicians and Technologists Association of Manitoba (CTTAM) and nationally accredited by the Canadian Council of Technicians and Technologists (CCTT).

Students interested in the continuation of the Civil Technician program with a specialization in Municipal Technology, contact the school office.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment with consulting engineering and architectural firms, construction and development companies, inspection and testing agencies, manufacturers, fabricators and material suppliers, as well as with various departments of municipal, provincial and federal government services.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
MATH-0093	Algebra (Civil)	6
COMP-0200	AutoCAD 1 (Civil)	6
COMP-0201	AutoCAD 2 (Civil)	6
SCIE-0085	Chemistry 1 (Civil)	3
SCIE-0086	Chemistry 2 (Civil)	4.5
COMM-0138	Communications (Civil)	3
ENGR-0004	Construction Materials/Safety	6
COOP-0014	Co-op Work Placement - CVLTC	12
DRFT-0011	Drafting Fundamentals (Civil)	9
ENVR-0020	Environment, Ethics and Society	3
WRKP-0035	General Safety Training	0
MATH-0041	Geometry (Civil)	6
MECH-0068	Mechanics (Civil)	6
COMM-0139	Report Writing (Civil)	3
ENGR-0003	Strength of Materials 1	3
ENGR-0001	Surveying 1	6
ENGR-0009	Surveying 2	6
HLTH-0047	WHMIS 1	0

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

COMMUNICATIONS ENGINEERING TECHNOLOGY

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma (optional exit after year one: Electronic Technician certificate)

Design, manufacture and install the most up-to-date communications systems that keep us linked together. Plug directly into a job with industry-driven and sponsored projects. The Information and Communications Technology (ICT) sector is a high-demand, fast-paced and challenging field; technologists working in this area are responsible for equipment and systems that impact all aspects of communication. Imagine a world without bank machines or Interac, TV or radio, telephone or smart phones, computer networks or the Internet. The increased demand for high-speed communications and mobile devices increases the need for skilled workers in this area. Be a part of this exciting industry and work with cutting-edge technology while receiving top-level wages.

GRADUATION REQUIREMENTS

To graduate with a Communications Engineering Technology diploma, students must successfully complete 153 academic credits and 12 practical credits. Students may choose to exit after year one with an Electronic Technician certificate if they successfully complete 81 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement at the end of year two
- Well-equipped, modern laboratories
- On campus student branch of the Institute of Electrical and Electronic Engineers (IEEE) — a network of college and university students and industry professionals
- Nationally accredited program that opens employment doors for graduates and job mobility

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Pre-calculus or Applied Mathematics 40S or equivalent

Applicants who have Mathematics 40G, Mathematics 301 or Consumer/Essential Mathematics 40S will be required to write a mathematics assessment test to assess their eligibility for admission.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

The Communications Engineering Technology program is nationally accredited by the Canadian Technology Accreditation Board (CTAB). CTAB provides national evaluation of applied science and engineering technology programs in Canada.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates are prepared for careers as engineering technologists in the communications industry in areas such as computer-aided design, electronic design and repair, computer programming, network design, communication systems installation or design, or project management.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
ELTE-0077	Cabling and Installation	3
ELTE-0087	Communication Circuits	3
COMP-0439	Computer Programming 1	3
COMP-0440	Computer Programming 2	3
ELTE-0052	Digital Circuits	6
ELTE-0053	Electric Circuits 1	6
ELTE-0054	Electric Circuits 2	6
ELTE-0073	Electronic Circuits 1	6
ELTE-0056	Electronic Circuits 2	6
ELTE-0058	Instruments and Measurements 1	3
ELTE-0088	Manufacturing Techniques	3
ELTE-0059	Micro-Controller Systems	6
COMP-0410	Network Fundamentals	6
COMP-0441	Network Routing	6
MATH-0063	Technical Math	3
COMM-0178	Technical Writing	3
Year Two		
ELTE-0061	Antennas & Transmission Lines	6
ELTE-0062	Broadband Systems	6
MATH-0061	Calculus	3
ELTE-0080	Communications Systems	6
ELTE-0063	Communications Theory	6
ELTE-0078	Embedded Systems	6
ELTE-0082	Emerging Technologies	6
ENVR-0020	Environment, Ethics & Society	3
ELTE-0065	Instruments and Measurements 2	3
BUSN-0128	Project Management	3
COMM-0270	Report Writing	3
ELTE-0084	Technical Project	9
ELTE-0089	Voice Communications	3
ELTE-0085	Wireless Data Systems	3
ELTE-0086	Wireless Systems	6

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8715 or email trades@assiniboine.net.

COMPREHENSIVE HEALTH CARE AIDE

- Victoria Avenue East campus (September and January start)
- Parkland campus (September start)
- Two rotating sites per year
- Distance delivery (flexible start)
- Challenge program
- Clustered learning sites
- Six-month certificate

Be in a position to help those who need it most. Learn practical skills to care for clients and to communicate in a clinical setting. Help clients be well and manage their health care environment. If you're caring, compassionate, sensitive and respectful to people of all ages and cultures, you'll enjoy becoming a health care aide. Typical tasks may include: dressing or assisting with hygienic needs, serving meals and providing meal assistance to clients, lifting and moving clients or assisting them to walk, and observing and reporting client conditions.

GRADUATION REQUIREMENTS

To graduate with a Comprehensive Health Care Aide certificate, students must successfully complete 27 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Strong clinical component in a wide variety of health care settings
- Program emphasizes employability skills desired by health care employers

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent.

This is a competitive entry program. Early application is strongly recommended. As part of the competitive entry program, all applicants must:

- Attend a compulsory orientation, to be scheduled several months prior to program start date
- Achieve satisfactory standing in an academic assessment test

CHCA applicants must be in good health. Up to date immunizations, proof of current certification in cardiopulmonary resuscitation - Health Care Provider (CPR - HCP), current Criminal Record Check, current Child Abuse Registry Check, current Adult Abuse Registry Check, and initial Nonviolent Crisis Intervention training (Unit 1 through 10) are required prior to the start of practicum rotations.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Child Abuse Registry and/or Adult Abuse Registry will be unable to complete the program if they require practicum experiences involving persons in care. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

CONNECTIONS

Graduates of this program are eligible to receive a block credit transfer equivalent to 15 academic credits toward Assiniboine's Practical Nursing Program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates will find employment in acute and extended care hospitals, personal care homes, private care facilities, mental health settings and home care.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
HLTH-0176	Daily Living Laboratory	3
HLTH-0175	Daily Living Theory	3
HLTH-0004	Gerontology	3
HLTH-0003	Growth and Development	3
HLTH-0005	Health Issues/Community Health	3
WRKP-0002	Health, Environment & Safety	3
COMM-0037	Human Relations/Communication	3
HLTH-0006	Mental Health	3
HLTH-0002	Nutrition	3
PRAC-0074	Practicum 1 - CHCA	3
PRAC-0040	Senior Practicum CHCA	3

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

CONSTRUCTION ELECTRICIAN

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Nine-month certificate

Plug in to a highly technical career as a Construction Electrician. Learn a wide range of skills from electrical safety and codes to more advanced skills in wiring and blueprint reading. The Construction Electrician program is an entry level program for individuals seeking to become electricians. Learn in a modern, well-equipped electrical shop and gain practical, hands-on experience.

GRADUATION REQUIREMENTS

To graduate with a Construction Electrician certificate, students must successfully complete 63 academic credits and 5 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped electrical shop
- Emphasis on practical, applied learning
- Industry-based practicum

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Construction, Industrial or Power Electrician apprenticeship program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment opportunities with electrical contractors, construction companies, maintenance departments of industrial companies, public utilities and wholesale suppliers.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
ELEC-0017	AC Machines	6
ELEC-0020	AC Theory Devices & Circuits	6
DRFT-0009	Blueprint Reading (ELECT)	3
ELEC-0014	Commercial Wiring	9
COMM-0045	Communications	3
ELEC-0021	DC Theory Devices & Circuits	6
ELEC-0019	Electrical Code 1	6
ELEC-0015	Electrical Code 2	6
PRAC-0076	Practicum 1 - ELEC	2
PRAC-0077	Practicum 2 - ELEC	3
ELEC-0018	Residential & Premise Wiring	12
ELEC-0016	Solid State Theory and Diodes	3
ELEC-0022	Three-phase Theory	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8715 or email trades@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

CULINARY ARTS

- North Hill campus Manitoba Institute of Culinary Arts (September start)
- Two-year diploma (option to exit after completion of year one with a Professional Cooking certificate)

Indulge your creativity and rise to the challenge with our Culinary Arts program. You'll take on the full menu of food preparation, including nutrition, presentation and international cuisine. If you enjoy getting creative in the kitchen, the Culinary Arts program will help you hone those skills to become an executive chef. Training provides students with expertise in institutional cooking, international cuisine and nutritional cooking. You'll also get the opportunity to gain practical experience in the well-known Grey Owl Restaurant and at popular events hosted by Assiniboine students. You will receive valuable experience in planning, preparing and serving food in a full-service, upscale restaurant.

GRADUATION REQUIREMENTS

To graduate with a Culinary Arts diploma, students must successfully complete 135 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Learn how to prepare and present food of all kinds—from basic to flamboyant
- Extensive, hands-on learning in the kitchen
- Major culinary events that include fine dining and specialty festivals
- Create culinary masterpieces

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

This is a competitive entry program. Early application is strongly recommended. To view the competitive entry requirements for this program, please visit the program page at assiniboine.net/culinary.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Graduates who register as an apprentice within two years of completing the program may be granted credit for both Level 1 and Level 2 cook in-school technical training.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates are employed as chefs in hotels, restaurants, resorts, institutional kitchens and catering companies. Graduates enjoy opportunities for advancement, as the food service industry tends to promote from within.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
HLTH-0030	1st Aid - Emergency	0
COOK-0004	Breakfast Cookery	3
COOK-0079	Cooking Fundamentals	6
COOK-0080	Cooking Principles	3
COOK-0081	Culinary Applications 1	6
COOK-0082	Culinary Skills	3
WRKP-0021	Fire Safety	0
COOK-0014	FoodSafe 1	0
COOK-0005	Garde Manger 1	6
HOSP-0028	Hospitality 1	3
COOK-0096	Level 1 Final Practical Cook	0
COOK-0098	Level 1 Final Theory Cook	0
COOK-0010	Meats and Poultry 1	6
COOK-0083	Menu Planning and Food Costing	6
COOK-0074	Patisserie 1	6
HOSP-0052	Smart Choices	0
COOK-0174	Stocks, Soups and Sauces 1	6
COOK-0087	Vegetables/Fruits/Starches 1	6
HLTH-0047	WHMIS 1	0
COMP-0020	Word Processing Skills	3
Year Two		
COMP-0198	Computer Applications	3
COOK-0063	Cuisine and Trends	6
COOK-0088	Culinary Applications 2	6
COOK-0061	Foodservice Management	6
COOK-0058	Garde Manger 2	6
PEDV-0145	Job Skills Development	3
COOK-0097	Level 2 Final Practical Cook	0
COOK-0099	Level 2 Final Theory Cook	0
COOK-0089	Meats and Poultry 2	6
COOK-0065	Nutritional Cooking	3
COOK-0067	Patisserie 2	6
COOK-0090	Patisserie 3	6
COOK-0091	Seafood Cookery	6
COOK-0112	Special Culinary Projects	9
COOK-0092	Stocks, Soups and Sauces 2	3
COOK-0093	Vegetables/Fruits/Starches 2	3

FOR MORE INFORMATION

Contact the **Manitoba Institute of Culinary Arts** at 204.725.8741 or email mica@assiniboine.net.

EARLY CHILDHOOD EDUCATION

- Victoria Avenue East campus (September start)
- Parkland campus (September start; every other year)
- Distance delivery (flexible start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma

Prepare for your rewarding career promoting the development of young children with our Early Childhood Education program. You'll guide children as they grow physically, cognitively, emotionally and socially. We focus on the importance of play and the growth and development of young children. We help you to develop the skills you need to offer young children appropriate intellectual stimulation, as well as opportunities for physical, emotional and social development. Theory is integrated with practical work at centres throughout the province.

GRADUATION REQUIREMENTS

To graduate with an Early Childhood Education diploma, students must successfully complete 136 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes employability skills in demand by employers
- Group work, role modeling and observation skills are emphasized in the classroom environment
- Strong practical component in a wide variety of early learning and care settings
- Curriculum emphasizes an emergent and inclusive approach

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent with a minimum mark of 60%
- Overall grade 12 average of 60%

This is a competitive entry program. Early application is strongly recommended. As part of the competitive entry program students must attend a compulsory orientation, to be scheduled several months prior to program start date.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ CHILD ABUSE REGISTRY CHECK

Applicants must secure a Criminal Record Check and a Child Abuse Registry Check, and provide proof of current certification in cardiopulmonary resuscitation (CPR) level C, prior to the start of the program. Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Child Abuse Registry will be unable to complete the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

CONNECTIONS

This program is provincially accredited by Child Care Education Program Approval Committee (CCEPAC). Graduates are eligible: for classification from Manitoba Early Learning and Child Care as an Early Childhood Educator Level 2 (ECE II).

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Positions are available in a variety of settings, including infant, pre-school and school age programs, nursery schools, Headstart, and other Child and Family resource facilities.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
* Curriculum course		
ECED-0044	Applied Practical Skills 1	5
ECED-0045	Applied Practical Skills 2	6
ECED-0006	Art*	3
PSSY-0029	Child Development 1	6
PSSY-0020	Child Development 2	6
ECED-0004	Curriculum Planning 1	3
COMP-0414	Documentation	3
PSSY-0019	Family Dynamics	3
ECED-0001	Guiding Children's Behaviour	6
ECED-0002	Health, Nutrition and Safety 1	3
COMM-0035	Interpersonal Communications	3
PEDV-0178	Leadership and Team Building	3
ECED-0005	Literature*	3
ECED-0049	Music and Movement	6
ECED-0031	Overview of Early Childhood	3
ECED-0020	Play	3
PEDV-0179	Professional Development	3
PSSY-0050	Self Understanding 1	3
PSSY-0021	Understanding Child Abuse	3
Year Two		
ECED-0046	Applied Practical Skills 3	7
ECED-0047	Applied Practical Skills 4	7
PSSY-0073	Building Partnerships	3
PSSY-0025	Children with Special Needs	6
ECED-0022	Critical Issues	3
ECED-0051	Curriculum Development	6
ECED-0019	Design the Children's Setting	3
ECED-0015	Health, Nutrition and Safety 2	3
ECED-0048	Language and Literacy	3
ECED-0052	Philosophy and Curriculum	3
PEDV-0009	Professionalism	3
ECED-0050	School Age Care	6
ECED-0010	Science*	3
ECED-0013	Teaching Strategies	6

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

EARLY CHILDHOOD PROGRAM MANAGEMENT

- Distance delivery (flexible start)
- Advanced diploma

Master the skills that encompass the director's roles and responsibilities as the leader, manager and administrator of an early childhood setting.

Our advanced diploma program is designed to help early childhood educators advance to leadership positions within the early learning and child care field. Early Childhood Program Management gives you the skills you need to take on the role and responsibility of a director. It is essential to be able to lead, manage and administer early learning and child care centres when you're looking to advance in your field.

GRADUATION REQUIREMENTS

To graduate with an Early Childhood Program Management advanced diploma, students must successfully complete 29 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes leadership skills in demand by employers
- Curriculum emphasizes an emergent and inclusive approach
- You can study at your own pace and continue to work while taking this program

ADMISSION REQUIREMENTS

- Two-year Early Childhood Education diploma program or holder of a current Early Childhood Education 2 (ECEII) classification from the Manitoba Child Care program plus one-year Early Learning Centre experience. Applicants are required to submit a letter verifying experience. Individuals who do not meet the entrance criteria will be assessed on an individual basis.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Criminal Record, Adult Abuse Registry, Child Abuse Registry Checks. Many agencies where students are placed for practicum experience require that students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Adult Abuse Registry or Child Abuse Registry may be unable to complete the program if they require practicum experiences involving persons in care.

CONNECTIONS

This program is provincially accredited by the Child Care Education Program Approval Committee (CCEPAC).

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

The Early Childhood Program Management advanced diploma is designed to help early childhood educators advance to leadership positions within the early childhood field as directors. Positions are available in a variety of early learning child care settings. This program helps students meet government standards for training at the ECE III level.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
ECED-0006	Early Childhood Administration	3
PSSY-0080	Family and Community Relations	3
ACCT-0032	Financial Management	6
HRMG-0033	Human Resource Function	3
ECED-0026	Integration Seminar	3
PSSY-0001	Organizational Behaviour 1	3
PSSY-0002	Organizational Behaviour 2	3
PRACT-0018	Practicum - ECMGT	2

Elective Courses

Students must complete one elective course.

PSSY-0012	Conflict Resolution	3
PEDV-0106	Leadership Skills	3
COMM-0204	Proposal Writing and Research	3
HRMG-0114	Volunteers and Fundraising	3

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

EDUCATION ASSISTANT

- Victoria Avenue East campus (January start)
- Distance delivery (flexible start)
- Four-month certificate

Help students be their best as an Education Assistant in the classroom. In the Education Assistant program you'll work with school age children from diverse backgrounds. Be part of an education team that helps children in a variety of settings such as classroom support, special education and speech. A great way to kick-start your career in the education field!

GRADUATION REQUIREMENTS

To graduate with an Education Assistant certificate, students must successfully complete 30 academic credits and 2 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Engage in self-directed learning via problem-based and experiential learning activities
- School visitation days and an industry-based practicum provide real life experiences in an education environment

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ CHILD ABUSE REGISTRY CHECK

Applicants must secure a Criminal Record Check and a Child Abuse Registry Check, and provide proof of current certification in cardiopulmonary resuscitation (CPR) level C, prior to the start of the program. Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Child Abuse Registry will be unable to complete the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

CONNECTIONS

Graduates may be eligible to receive advanced standing in several other programs, including Early Childhood Education at Assiniboine.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment as classroom assistants in primary, middle and senior years schools, direct aides for disabled students, social service agency youth workers, and private assistants for children requiring extra help.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
PSSY-0066	Child Development	3
PSSY-0067	Children's Special Needs	6
COMP-0353	Computer Skills	3
PSSY-0024	Cross-Cultural Education	3
ECED-0040	Guiding Children's Behaviour 1	3
COMM-0035	Interpersonal Communications	3
PSSY-0054	Learning Styles	3
COMM-0189	Observation & Report Writing	3
PRAC-0165	Practicum - EDAST	2
PEDV-0132	Professionalism	3

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

ENVIRONMENTAL TECHNOLOGIES

LAND AND WATER MANAGEMENT SPECIALIZATION

- Victoria Avenue East campus (September start)
- Two-year diploma

Protecting our valuable water and land resources from harmful impacts plays an ever-increasing role in this era of agricultural and industrial expansion. Climate changes and new regulations will continue to impact the demand on water and land resources. This exciting program brings together natural resources, technology and the environment in an agricultural context. If you're concerned about the environment and the quality of natural resources, prepare for a progressive and satisfying career in natural resource management.

GRADUATION REQUIREMENTS

To graduate with an Environmental Technologies - Land & Water Management Specialization diploma, students must successfully complete 120 academic credits and 15 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between year one and two
- Emphasis on field project-based learning
- Interesting and informative tours and networking with industry

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Pre-calculus or Applied Mathematics 40S or equivalent

Applicants who have Mathematics 40G, Mathematics 301 or Consumer/ Essential Mathematics 40S will be required to write a mathematics assessment test to assess their eligibility for admission.

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Your job can take you to a rural area or an urban centre. Graduates are in demand for exciting and challenging careers in industry, conservation districts, agricultural organizations and all levels of government and industry across the prairies and beyond. Willingness to relocate will increase your job opportunities. Opportunities in the area of research, management, consulting and administration of sustainable land use practices exist for qualified individuals with an understanding of water, land and environmental management issues.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year 1		
ENVR-XXXX	Aquatic Ecosystems	6
COOP-0021	Co-op Work Placement - LWMGT	15
SCIE-XXXX	Ecology	6
GEOS-XXXX	GIS Applications	6
COMP-XXXX	Natural Resource Technology	6
AGRC-XXXX	Natural Resources Field Lab	6
SCIE-XXXX	Plant Physiology and Taxonomy	6
PEDV-XXXX	Professional Development	6
MATH-0072	Statistics for Life Sciences	6
COMP-XXXX	Technology in the Workplace	6
AGRC-XXXX	Terrestrial Ecosystems	6
Year 2		
HLTH-0030	1st Aid - Emergency	0
ENVR-XXXX	Ecosystem Management	6
ENVR-XXXX	Environmental Chemistry	6
ENVR-XXXX	Environmental Field Methods	6
ENVR-XXXX	Environmental Legislation	6
ENVR-XXXX	Environmental Project Mgmt 1	6
ENVR-0019	Environmental Project Mgmt 2	6
ENVR-XXXX	Environmental Topics	6
ENVR-XXXX	Fisheries/Wildlife Management	6
ENVR-XXXX	Reclamation and Remediation	6
ENVR-XXXX	Soils and Water	6

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8712** or email ag.enviro@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

GEOGRAPHIC INFORMATION SYSTEMS

- Victoria Avenue East campus (September start)
- Distance delivery (September start)
- Eight-month advanced diploma

If you have a college diploma or university degree, and are looking to add a marketable skill set to your résumé, consider taking GIS at Assiniboine Community College. This program features leading edge geomatics technologies delivered on campus or distance delivery.

This advanced diploma program features leading-edge geomatics technologies. You will use Geographic Information Systems (GIS), remote sensing, and Global Positioning Systems (GPS) to detail variations in land, water, vegetation and nutrient conditions. You will learn to analyze these data, incorporate related information, and translate it into practical management decisions for a number of environmental sectors.

To graduate with a Geographic Information Systems advanced diploma, students must successfully complete 54 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

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PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Employers include:

- Land planning and resource management organizations
- Conservation districts
- Government organizations
- Agribusinesses
- Consulting practices

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
GEOS-XXXX	Advanced Spatial Analysis	6
GEOS-XXXX	Geomatics Applications	6
GEOS-XXXX	GPS Applications	6
GEOS-XXXX	GIS Fundamentals	6
GEOS-XXXX	GIS Database Management	6
GEOS-XXXX	GIS Project Management	6
GEOS-XXXX	GIS Server	6
GEOS-0016	Programming for GIS	6
GEOS-XXXX	Remote Sensing / Image Analysis	6

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8712** or email ag.enviro@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

HEAVY DUTY EQUIPMENT TECHNICIAN

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Two-year diploma (optional exit after year one: Heavy Duty Equipment Technician certificate)

Tackle complex challenges in the highly technical heavy equipment service field. Gain practical skills with all kinds of engines, systems and safety regulations. This is a program with some heavy duty learning and excellent job prospects. Through hands-on learning with equipment such as back hoes, semis, tractors and excavators, the program provides basic theory and practical training in the operation, service, diagnosis and repair of heavy duty, agricultural and transport equipment.

GRADUATION REQUIREMENTS

To graduate with a Heavy Duty Equipment Technician diploma, students must successfully complete 135 academic credits and 12 practical credits. Students may choose to exit after year one with a Heavy Duty Equipment Technician certificate if they successfully complete 66 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between years one and two
- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited diploma program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Levels 1 and 2 in-school technical training and 1180 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician or Truck and Transport Mechanic apprenticeship program.

Students, who successfully complete the accredited certificate program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician or Truck and Transport Mechanic apprenticeship program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment as technicians in the farm machinery, transport truck and construction equipment sectors.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
MECH-0121	Braking Systems and Tires	6
COMM-0045	Communications	3
COOP-0009	Co-op Work Placement - DIESEL	12
MECH-0055	Diesel Engines	15
ELEC-0001	Electrical Science	3
ELEC-0035	Electrical Systems & Batteries	9
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0122	Power Trains 1	15
WELD-0001	Welding 1	3
Year Two		
MECH-0123	Agricultural Equipment	6
MECH-0124	Electronic Systems Diagnostics	6
MECH-0125	Fuel Systems	3
MECH-0126	HD Equipment Systems	3
MECH-0127	HVAC Systems	3
MECH-0128	Hydraulic Systems	15
MECH-0129	Ignition Systems	3
BUSN-0154	Industry Encounter - HDET	3
SCIE-0082	Mechanical Science	3
MECH-0130	Power Trains 2	6
MECH-0131	Starting & Charging Systems	9
MECH-0132	Transport Truck Systems	6
WELD-0016	Welding 2	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

HORTICULTURAL PRODUCTION

- North Hill campus Manitoba Institute of Culinary Arts (September start)
- One-year certificate

Learn how to grow and produce food for the kitchen and major restaurants. Be part of a contemporary 'Field to Fork' suite of programs that impact the full cycle of food production. Study in Assiniboine's greenhouse at the North Hill campus which houses both a traditional and passive solar greenhouse, with many sustainable design features. This program focuses on three key sectors: fruits and vegetables, greenhouse production and nursery. Specific topic areas include courses related to food safety and security, food production and marketing, greenhouse operation, nursery, horticulture methods and integrated pest management.

Be part of research projects from the very start and help find ways to improve greenhouse management and food production—solutions to impact Manitoba communities. You will train in classroom, field and greenhouse environments while developing skills in production, problem-solving, sales and marketing.

GRADUATION REQUIREMENTS

To graduate with a Horticultural Production certificate, students must successfully complete 60 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Classroom training integrated with hands-on lab, greenhouse and field experience
- Co-operative work placement

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

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CONNECTIONS

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PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Horticulture is a rapidly growing industry offering rewarding careers in both rural and urban settings across Canada.

Positions open to graduates include: fruit grower, vegetable grower, nursery assistant, Integrated Pest Management (IPM) technician, plant propagator, garden centre worker, marketing and sales assistant and research assistant. Graduates may continue their studies at the diploma or degree level.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid - Emergency	0
BUSN-0158	Business Skills	6
AGRC-0283	Food Safety & Security	6
AGRC-0242	Greenhouse Operations & Mgmt	6
AGRC-0258	Growing Media	6
AGRC-0279	Horticultural Methods	6
SCIE-0074	Horticultural Science	6
AGRC-0285	Horticulture Industry	6
AGRC-0247	Horticulture IPM	6
AGRC-0286	Nursery/Ornamental Hort	6
PRAC-0264	Practicum - HRTPR	3
AGRC-0289	Vegetable & Fruit Production	6

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8712** or email ag.enviro@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

HOTEL AND RESTAURANT MANAGEMENT

- North Hill campus Manitoba Institute of Culinary Arts (September start)
- Distance delivery (many courses; flexible start)
- Two-year diploma (optional exit after year one: Hotel and Restaurant Management certificate)

Blend your skills with the experience you need to move up quickly in today's growing hospitality industry. Expand your horizons to welcome the world while staying focused on the local advantage. The food and beverage industry is a large and fast growing industry which offers jobs all over the world. Learn the industry by visiting world-class vineyards to study viticulture, meet celebrity chefs, and chat with top industry professionals. Study fine wines, beers and liquors of the world by researching, sampling and serving them. Participate in co-operative work placements in exciting locales, such as Niagara wine region and Banff.

GRADUATION REQUIREMENTS

To graduate with a Hotel and Restaurant Management diploma, students must successfully complete 135 credits comprised of either 123 academic credits and 12 practical credits or 117 academic credits and 18 practical credits. Students may choose to exit after year one with a Hotel and Restaurant Management certificate if they successfully complete 69 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between year one and two
- Opportunities to interact with and learn from leaders in the food and beverage industry
- Serve real customers at events that include fine dining and specialty festivals

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent
- Age restriction: Must be 18 years of age by program start date

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

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CONNECTIONS

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PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment in a wide range of challenging careers in all sectors of the food and beverage industry, including hotels, motels, lodges and resorts. Career choices include food and beverage service, convention services, front office, administration, hospitality marketing, housekeeping, reservations, restaurant, banquet and catering, human resources and new venture development.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
HLTH-0030	1st Aid - Emergency	0
HOSP-0029	Beer 1	3
MATH-0040	Business Mathematics	3
COMM-0006	Communications	6
COMP-0006	Computer Systems	3
HOSP-0032	Dining Room Service	6
HOSP-0001	Dining Room Skills 1	3
WRKP-0021	Fire Safety	0
HOSP-0005	Food and Beverage Control	6
HOSP-0027	Food Preparation	3
COOK-0014	FoodSafe 1	0
HOSP-0033	Front Desk Operations	3
COMP-0401	Hospitality Software	6
HRMG-0036	Human Resource Management	6
PSSY-0004	Organizational Behaviour	6
COMM-0110	Presentation Skills & Graphics	3
HOSP-0052	Smart Choices	0
HOSP-0030	Spirits 1	3
HOSP-0003	Tourism	3
HLTH-0047	WHMIS 1	0
HOSP-0031	Wine 1	3
COMP-0058	Word Processing	3
Year Two		
HOSP-0010	Conference Services Management	3
COOP-0005	Co-op Work Placement - HOTEL	12
HOSP-0026	Dining Room Management	6
ECON-0006	Economics 1	6
HOSP-0022	Facilities Management	3
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
LAWG-0001	Legal Principles	3
MKTG-0044	Marketing Principles	6
COMP-0007	Spreadsheets 1	3

Choose 12 credits from the following list of electives:

MKTG-0030	Advertising	6
BUSN-0121	Canadian Business	3
LAWG-0002	Commercial Transactions Law	3
COOP-0026	Co-op Work Placement - HOTEL	6
COMP-0009	Database 1	3
COMP-0010	Database 2	3
COMP-0014	Desktop Publishing	3
ECON-0007	Economics 2	6
MATH-0001	Financial Mathematics	3
LAWG-0003	Government	3
HRMG-0003	Human Resource Legislation	3
MKTG-0032	International Business	6
HRMG-0039	Labour Relations	6
BUSN-0027	Management	6
BUSN-0019	Management Skill Development	6
HRMG-0021	Payroll Administration	3
COMM-0232	Research and Report Writing	3
MKTG-0052	Retail Management	6
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6
HOSP-0024	Wine Production	3
WRKP-0020	Workplace Health and Safety	3

FOR MORE INFORMATION

Contact the **Manitoba Institute of Culinary Arts** at **204.725.8741** or email mica@assiniboine.net.

INDUSTRIAL METALS FABRICATION

MACHINING SPECIALIZATION/WELDING AND FABRICATION SPECIALIZATION

- North Hill campus Len Evans Centre for Trades and Technology
- Seven-month certificate (machining specialization; September start)
- Four-month certificate (welding and fabrication specialization; March start)
- 11-month certificate (both specializations; September start)

Learn the skills of metal fabrication to put together a challenging career in the manufacturing industry. This is a fascinating program focusing on machining and welding trades. You will learn safe handling of a wide variety of machinery, and you will get the chance to test your programming abilities and your hand-eye coordination. This program offers two specializations. The machining specialization includes courses on lathes, milling machines, drill presses, bandsaws and grinding machines. The welding and fabrication specialization includes courses on oxyacetylene, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding and plasma cutting. The metal fabrication component includes metal working and machine operation, as well as the use of shears, brakes, ironworkers and metal forming equipment.

GRADUATION REQUIREMENTS

To graduate with an Industrial Metals Fabrication - Machining Specialization certificate, students must successfully complete 51 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

To graduate with an Industrial Metals Fabrication - Welding and Fabrication Specialization certificate, students must successfully complete 36.75 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

To graduate with an Industrial Metals Fabrication certificate (both specializations), students must successfully complete 86.25 academic credits and three practical credits. Note that students need only complete one work practicum to graduate with both specializations.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped shops
- Emphasis on practical, applied learning
- Industry-based practicum

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent with a minimum mark of 60%

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Machinist apprenticeship program.

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 800 hours in the Welder apprenticeship program.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates will find employment in industries such as equipment manufacturing, custom manufacturing and repair, farm machinery manufacturing, hydro, mining, automotive manufacturing and rebuilding, railways, and aerospace.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Machining specialization		
DRFT-0012	Blueprint Reading - INMF	3
COMP-0060	CAD/CAM Operations	6
COMP-0059	CNC Programming and Operation	9
METL-0001	Drilling Machines and Saws	3
METL-0002	Engine Lathe Operations	15
WRKP-0006	Machine Shop Practices	3
METL-0004	Metallurgy	1.5
METL-0003	Milling Machine Operations	9
Welding and fabrication specialization		
DRFT-0013	Blueprint Reading for Welders	2.25
WELD-0034	Hand and Power Tools	1.5
MATH-0101	Math for Welders	3
METL-0014	Metal Forming Machines	3
WRKP-0032	Orientation and Safety	4.5
WELD-0051	Oxyacetylene Principles - INMF	3
WELD-0050	Shielded Metal Arc Welding	10.5
WELD-0052	Wire Feed Processes	7.5
Both specializations		
COMM-0260	Communications	1.5
PRAC-0056	Practicum - INMF	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

INTERACTIVE MEDIA ARTS

- Victoria Avenue East campus (September start)
- Two-year diploma (optional exit after year one: Interactive Media Arts certificate)

INTERACTIVE - Let your talent and creativity thrive in an exciting multimedia career. Learn how to merge technologies as you create compelling stories for varying media outlets. The interactive specialization develops skills in writing, design, image editing and code for interactive applications for web, mobile, animation and basic game development firms. Assiniboine's Interactive Media Arts two-year diploma program gives you a chance to indulge your creativity and excel in a fun, fast-paced career. Our experienced instructors push you to develop your skills in multimedia, learn new and better ways to create impactful messages, images and designs that broaden minds. You'll find an invigorating and challenging program that hones your craft across a wide range of digital environments.

MEDIA - Let your talent and imagination thrive in an exciting television or radio career. Learn how to communicate compelling stories within any audiovisual production role. The media specialization teaches you to write, announce, shoot, record, edit and produce items for broadcast, cable, and audio/visual departments. Assiniboine's Interactive Media Arts two-year diploma program gives you a chance to indulge your creativity and excel in a fun, fast-paced career. Our experienced instructors push you to develop your skills in multimedia, learn new and better ways to create impactful messages through audio or visual productions. You'll find an invigorating and challenging program that hones your craft for the television or radio environments.

GRADUATION REQUIREMENTS

To graduate with an Interactive Media Arts diploma, students must successfully complete 147 academic credits and 8 practical credits. Students may choose to exit after year one with an Interactive Media Arts certificate if they successfully complete 78 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Well-equipped modern computer labs (Mac and PC environments), audio and video labs
- Emphasis on hands-on, practical work in labs and Assiniboine's own radio station as well as live TV and radio production
- Community involvement at local events and interaction with industry professionals

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent with a minimum mark of 65% OR
- A minimum Accuplacer test score for combined Reading Comprehension and Sentence Skills of 140

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

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CONNECTIONS

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken

at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

INTERACTIVE SPECIALIZATION

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates of the interactive specialization find exciting and challenging entry level opportunities as web designers, interface designers, flash animators, rich media authors and content producers. Prospective employers include design firms, advertising agencies, media production houses and large corporations that do their own web development internally. Freelance contracts or home-based businesses offer additional options. Graduates may apply their skills in the areas of web-based business applications, Internet-delivered training and online news and entertainment programming.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
MEDP-0056	Digital Audio *	6
COMP-0464	Digital Design *	6
COMP-0465	Digital Imaging and Graphics 1	6
MEDP-0057	Digital Video *	6
COMM-0295	Interactive Media Writing	3
COMM-0299	Media Writing 1 *	3
COMP-0467	Networkworld *	6
MEDP-0058	Production Laboratory *	3
COMP-0468	Project Management 1	3
COMP-0469	Rich Media	6
COMP-0470	Rich Media Laboratory	3
ARTS-0014	Visual Communication *	6
ARTS-0015	Visual Design 1	6
COMP-0471	Web Design 1	6
COMP-0472	Web Design 2	6
COMM-0136	Writing Skills *	3
Year Two (Designer major and Developer major)		
COMP-0482	3D Animation	6
COMP-0483	3D Authoring	3
COMP-0484	Capstone Project (Designer) OR	9
COMP-0485	Capstone Project (Developer)	9
COMP-0486	Content Management	3
COMP-0487	Digital Imaging and Graphics 2	3
BUSN-0146	Industry Encounter	3
BUSN-0145	Interactive Business Practices	3
COMP-0488	Internet Scripting	6
PRAC-0227	Practicum - INTR	8
ARTS-0016	Visual Design 2	6
ARTS-0017	Visual Design 3	3
COMP-0489	Web Application Development 1	3
COMP-0490	Web Application Development 2	6
COMP-0491	Web Application Development 3	6
COMP-0492	Web Authoring 1	3
COMP-0493	Web Authoring 2	6

* These courses are common to both specializations.

INTERACTIVE MEDIA ARTS

MEDIA SPECIALIZATION

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees

CAREER OPPORTUNITIES

Graduates of the media specialization are qualified for numerous positions in the technical fields of audio, video and multimedia productions, as well as media communications. Prospective employers include audio, video and multimedia production houses, corporate and educational video production houses, recording studios, music and public address audio services, cable and community TV, radio and TV stations. Opportunities also exist as independent (freelance) audio and video producers.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
MEDP-0054	Audio Production 1	6
MEDP-0055	Audio Production Laboratory 1	3
MEDP-0056	Digital Audio *	6
COMP-0464	Digital Design *	6
MEDP-0057	Digital Video *	6
COMM-0296	Journalism 1	3
COMM-0297	Journalism Laboratory 1	3
COMM-0298	Media and Human Communication	3
COMM-0299	Media Writing 1 *	3
COMM-0300	Media Writing 2	3
COMP-0466	Multimedia 1	6
COMP-0467	Network *	6
MEDP-0058	Production Laboratory *	3
MEDP-0059	Radio Production 1	1.5
MEDP-0060	Radio Production Laboratory 1	3
MEDP-0061	Video Production 1	4.5
MEDP-0062	Video Production Laboratory 1	3
ARTS-0014	Visual Communication *	6
COMM-0136	Writing Skills *	3

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year Two (Multimedia Producer major)		
MEDP-0063	Audio Production 2	6
MEDP-0064	Audio Production 3	6
MEDP-0065	Audio Production Laboratory 2	4.5
MEDP-0066	Capstone Project (MMP)	9
MEDP-0068	Directing and Producing	3
BUSN-0146	Industry Encounter	3
BUSN-0145	Interactive Business Practices	3
COMP-0494	Multimedia 2	6
COMP-0495	Multimedia 3	3
MEDP-0069	Non-Linear Post Production	3
PRAC-0228	Practicum - MDIA	8
MEDP-0073	Production Techniques 1 (MMP)	3
MEDP-0074	Production Techniques 2 (MMP)	6
BUSN-0143	Professional Practices 1	1.5
BUSN-0144	Professional Practices 2	1.5
MEDP-0079	Video Production 2	6
MEDP-0080	Video Production Laboratory 2	4.5
Year Two (Writer/Producer major)		
MEDP-0067	Capstone Project (WPR)	9
BUSN-0146	Industry Encounter	3
BUSN-0145	Interactive Business Practices	3
COMM-0305	Journalism 2	6
COMM-0307	Journalism 3	3
COMM-0306	Journalism Laboratory 2	6
COMP-0494	Multimedia 2	6
COMP-0495	Multimedia 3	3
PRAC-0228	Practicum - MDIA	8
MEDP-0070	Pre-Production 1	3
MEDP-0071	Pre-Production 2	3
MEDP-0072	Pre-Production 3	6
MEDP-0075	Production Techniques 1 (WPR)	3
MEDP-0076	Production Techniques 2 (WPR)	6
MEDP-0077	Radio Production 2	3
MEDP-0078	Radio Production Laboratory 2	6

* These courses are common to both specializations.

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8718** or email tech@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

LEGAL ADMINISTRATION

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
LAWG-0090	Criminal Law	6
LAWG-0083	Family Law	6
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
PRAC-0266	Practicum - OFAD *	6
LAWG-0091	Private Law	6
LAWG-0069	Real Estate & Trust Accounting	6

RELATED PROGRAMS

Medical Administration (page 48)
Office Management (page 50)
Office Skills (page 51)

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email **business@assiniboine.net**.

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma

Prepare for a stimulating career in law, justice or real estate with this two-year diploma. Understand Canadian legal processes in public and private law, gain higher administrative training, and acquire experience transcribing for police departments and court rooms. Learn how to chair meetings, become proficient in PClaw software and craft a professional portfolio. Explore an abundance of career opportunities through site visits and a final work placement.

GRADUATION REQUIREMENTS

To graduate with a Legal Administration diploma, student must successfully complete 114 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped computer laboratories with the latest software
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences in the work world

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit **assiniboine.net/registrar** for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See **assiniboine.net/elp** for more information.

CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit **assiniboine.net/registrar** or the program page.

PROGRAM FEES

Program fees can be found on the college website at **assiniboine.net/fees**.

CAREER OPPORTUNITIES

Graduates find employment in a variety of careers in professional services, legal offices, municipal offices, land titles, judicial systems and mortgage companies.

MEDICAL ADMINISTRATION

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma

Enter into the diverse and expansive healthcare industry and become an indispensable member of any team. Combine administrative training with an understanding of the Canadian healthcare system and the technical knowledge that is fundamental to all medical workplaces. Become comfortable with medical office procedures and develop a solid understanding of transcription, pharmacology and diagnostic imagery. Explore an abundance of career opportunities through site visits and a final work placement.

GRADUATION REQUIREMENTS

To graduate with a Medical Administration diploma, students must successfully complete 114 academic and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped computer laboratories with the latest software
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences in the work world

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment in a wide variety of health care settings including hospitals, private practice, medical clinics, veterinary clinics and laboratories.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
OFAD-0007	Medical Simulation	6
HLTH-0113	Medical Terminology 1	6
HLTH-0157	Medical Terminology 2	6
COMP-565	Medical Transcription	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
PRAC-0266	Practicum - OFAD *	6

RELATED PROGRAMS

Legal Administration (page 47)
Office Management (page 50)
Office Skills (page 51)

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email business@assiniboine.net.

NETWORK ADMINISTRATION TECHNOLOGY

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma (optional exit after year one: Network Administration Technician certificate)

Learn to troubleshoot and support computer networks and servers in Assiniboine's up-to-date computer labs. Study computer operating systems, programming and the architectures of computer hardware, networking systems and routing. This program prepares you for a career as a computer network administrator with training on current network technology. Learn in cutting-edge electronic and computer lab facilities where you'll experience industry-related problems and learn to analyze, troubleshoot, repair, install and provide technical support for computer systems and networks. After finishing this program you will be able to manage network routers, install and upgrade hardware and software, and develop internet applications.

Graduates may choose to write industry standard certifications such as A+, Linux+, Network+, MCTS, MCITP, CCNA and CCENT.

GRADUATION REQUIREMENTS

To graduate with a Network Administration Technology diploma, students must successfully complete 144 academic credits and 8 practical credits. Students may choose to exit after year one with a Network Administration Technician certificate if they successfully complete 72 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- A solid balance between theory and practice
- Students work at individual workstations
- Industry certification exams can be written in the college's test centre

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S with a minimum mark of 60%

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Assiniboine has an on-campus Pearson VUE and Prometric Authorized Testing Centre. Students in this program may choose to write exams to acquire the following certifications:

- CompTIA A+
- CompTIA Linux+
- CompTIA Network+
- Microsoft® Certified Technology Specialist (MCTS)
- Microsoft® Certified IT Professional (MCITP)
- CISCO® Certified Networking Associate (CCNA)
- CISCO® Certified Entry Networking Technician (CCENT)

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment in the areas of installing, troubleshooting and supporting data, wireless and voice networks, installing and upgrading computer hardware, installing and supporting computer software and Internet development including web server support. Excellent opportunities exist for diploma graduates with industry certification.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
COMP-0408	Computer Servicing 1	6
COMP-0409	Computer Servicing 2	6
COMM-0018	Customer Support	3
COMP-XXXX	Network Routing 1	6
COMP-0266	Network Routing 2	6
COMP-0370	Networks 1	6
COMP-0371	Networks 2	6
COMP-0372	Networks 3	6
COMP-0373	Networks 4	6
COMP-0174	Operating Systems 1	6
COMP-0391	Technology Essentials 1	6
COMP-0522	Technology Essentials 2	6
COMM-0136	Writing Skills	3
Year Two		
COMP-0407	Emerging Technologies	6
COMP-0267	Network Routing 3	6
COMP-0268	Network Routing 4	6
COMP-0505	Network Security	6
COMP-0374	Networks 5	6
COMP-0375	Networks 6	6
COMP-0376	Networks 7	6
COMP-0506	Networks 8	6
COMP-0507	Networks 9	6
COMP-0390	Operating Systems 2	6
PRAC-0075	Practicum - CMPST	8
COMP-XXXX	Technology Essentials 3	6
COMP-0377	Wireless Networking	6

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8718 or email tech@assiniboine.net.

OFFICE MANAGEMENT

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Two-year diploma

Take charge of your future, and prepare for an exciting and challenging career as an office professional. Excel at all matters related to software, bookkeeping, human resources and communications. Achieve a well-rounded skillset that makes you adaptable to change and ready to conquer everyday challenges in the workplace. Develop your leadership skills to keep your team focused and productive, and receive advanced training in office procedures.

GRADUATION REQUIREMENTS

To graduate with an Office Management diploma, students must successfully complete 114 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped computer laboratories with the latest software
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences in the work world

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment in such positions as business manager, office manager or executive assistant.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0024	Office Communications 2	6
OFAD-0023	Office Management 1	6
OFAD-0024	Office Procedures 2	6
PRAC-0266	Practicum - OFAD *	6
COMP-0566	Software Applications 2	6
COMP-0567	Software Capstone	6

Elective courses:

ACCT-0004	Financial Accounting 2	6
COMP-XXXX	Managing Info Tech	6
MKTG-0044	Marketing Principles	6

- Students may opt to take the practicum between year one and two.

RELATED PROGRAMS

Legal Administration (page 47)
Medical Administration (page 48)
Office Skills (page 51)

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email business@assiniboine.net.

- Victoria Avenue East campus (September start)
- Available part-time (after consultation with program chairperson)
- Eight-month certificate

This program is an entry level Office Skills certificate.

Office environments in today's world are part of highly automated, complex organizations that require administrative personnel who are skilled professionals that can meet all of the demands of their positions. This program prepares you for the constant change in business by emphasizing relevant courses in accounting, mathematics and communications. Graduate with the confidence and skills needed to be versatile and responsive.

GRADUATION REQUIREMENTS

To graduate with an Office Skills certificate, students must successfully complete 60 academic credits.

The minimum passing grade for each course is indicated on the course outline.

Graduates of the Office Skills certificate are eligible to enter directly into year two of the Legal Administration, Medical Administration or Office Management diplomas. A new application form is required; no application fee is required.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped computer laboratories with the latest software
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences in the work world

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment as front-line workers in any organization; administrative assistant, customer service representative, or word processing specialist.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Required Courses for the certificate and year one of the diploma programs		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1 D	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour D	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1 D	6
COMP-0046	Word Processing 2 D	6

RELATED PROGRAMS

Legal Administration (page 47)
 Medical Administration (page 48)
 Office Management (page 50)

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8724** or email business@assiniboine.net.

PIPING TRADES

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Nine-month certificate

Develop skills with plumbing, gas, steam and pipe fitting in the Piping Trades program. Work on a variety of equipment to learn the function, installation and troubleshooting procedures for the controls of various manufacturers. Emphasis is on the design and installation of piping systems used for human safety and comfort and the protection of property. Special emphasis is on the role of plumbing in public health and wastewater management concerns, a rapidly growing field that deals with environmental issues. Students work on new equipment, trainer boards, calibration tools and safety equipment.

GRADUATION REQUIREMENTS

To graduate with a Piping Trades certificate, students must successfully complete 69 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped shops
- Emphasis on practical, applied learning
- Industry-based practicum

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Plumber apprenticeship program.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment opportunities with plumbing and heating contractors, industrial piping contractors, public utilities, wholesale suppliers, fire sprinkler installers, and water and wastewater treatment facilities.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
DRFT-0010	Blueprint Reading (PIPET)	3
COMM-0045	Communications	3
PIPE-0014	Heating Principles Practical	7.5
PIPE-0005	Heating Principles Theory	3
PIPE-0004	Plumbing Systems Practical	12
PIPE-0003	Plumbing Systems Theory	9
PRAC-0037	Practicum - PIPE	3
WELD-0040	Related Welding	1.5
SCIE-0008	Science	3
PIPE-0002	Tools and Materials Practical	15
PIPE-0001	Tools and Materials Theory	12

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

- Victoria Avenue East campus (September start)
- Eight-month certificate

Challenge yourself both physically and mentally in this Police Studies program. Craft the skills you need to become a professional officer on the front lines of the justice system. This is an intense, eight-month preparation program for those who wish to pursue an exciting career in law enforcement. It is designed to provide police candidates with exposure to the many varied aspects of modern policing, including the study of police powers and procedures, community policing, criminology, conflict management, interviewing, investigating, and youth in trouble with the law.

GRADUATION REQUIREMENTS

To graduate with a Police Studies certificate, students must successfully complete 66 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Problem-based learning
- Strong fitness and lifestyle component

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent with a minimum mark of 70%

This is a competitive entry program. Early application is strongly recommended (i.e. prior to April 1 of the year in which students wish to begin the program). Applications received after this date will be accepted based on available seats. As part of the competitive entry program, all applicants must:

- Achieve satisfactory standing in an academic assessment test
- Take part in a pre-entry interview, administered to determine general suitability of the applicant. Applicants will be ranked by the interview panel based on objective criteria. The highest ranking applicants will be accepted.

Applicants who are successful in the selection process must provide the following documentation:

- Current Criminal Record Check
- Current Child Abuse Registry Check
- Current Adult Abuse Registry Check
- Emergency first aid certificate, including certification in cardiopulmonary resuscitation (CPR), level C
- Valid driver's license abstract
- Hearing test
- Vision test
- Medical release

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

In some instances, applicants with a criminal record will not be admitted to the program. Applicants listed on the Child Abuse Registry and/or Adult Abuse Registry will not be admitted to the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

CONNECTIONS

The Police Studies program is recognized as recruit training by Manitoba Justice.

Graduates are eligible to receive a block transfer of 18-credit hours towards a Bachelor of Arts at Brandon University.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates may find employment with municipal, regional, provincial or Indigenous police services in Manitoba, or with other police services across Canada. Note: police departments have minimum hiring standards regarding sight, hearing and physical ability. Applicants are encouraged to explore these standards prior to entering this program. Other opportunities exist with Canada Border Services Agency, Sheriff's department, corrections, security firms, risk management and loss prevention.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
COMM-0350	Communication Essentials	3
COMP-0403	Communications Systems	3
LAWG-0073	Community Based Policing	6
COMP-0353	Computer Skills	3
LAWG-0074	Criminal Code	6
LAWG-0075	Criminal Justice System	3
COMM-0230	Cross-Cultural Communication	3
PEDV-0156	Drill	6
LAWG-0076	Investigational Techniques	6
LAWG-0077	Major Crimes Investigations	3
LAWG-0078	Managing the Police Function	6
HLTH-0188	Physical Training	6
LAWG-0089	Police Report Writing	3
LAWG-0079	Practical Training	6
LAWG-0080	Provincial Statutes	3

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at 204.725.8730 or email hhs@assiniboine.net.

POWER ENGINEERING

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Eight-month certificate

Keep industry running smoothly with the essential skills for a challenging career in Power Engineering. If you want a career and not just a job, then this is the program for you. The skills of a power engineer are in high demand and graduates of this program are sought after by many employers in the industry. The program deals with the operation and maintenance of stationary engines and related mechanical equipment such as steam engines, air compressors, boilers and turbines.

This program prepares you for entry-level work as a 4th Class Power Engineer.

GRADUATION REQUIREMENTS

To graduate with a Power Engineering certificate, students must successfully complete 60 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Industry-based practicum

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Graduates may write the Standardized Power Engineering Examinations. Candidates who pass these examinations receive a Standardized Certificate, which makes them eligible to work as Power Engineers in all Canadian provinces and territories except Quebec.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment opportunities in hospitals, government agencies, school divisions, regional health authorities, and numerous other plants and building complexes.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
DRFT-0005	Blueprint Reading (PE)	3
ENGR-0030	Boilers and Materials	6
ENGR-XXXX	Combustion and Maintenance 1	3
ENGR-XXXX	Combustion and Maintenance 2	3
COMM-0045	Communications	3
ELEC-0025	Electrical (PE)	6
SCIE-0036	Engineering Chemistry	3
ENGR-0018	Engines (PE)	3
ENGR-0031	Heating Boilers and Systems	3
ENGR-XXXX	Instrumentation and Controls 1	3
ENGR-XXXX	Instrumentation and Controls 2	3
MATH-0050	Mathematics (PE)	3
MECH-0083	Mechanics (PE)	3
PRAC-0193	Practicum - POWER	6
ENGR-0019	Refrigeration (PE)	6
WRKP-0016	Safety and Environment	6
ENGR-XXXX	Thermal and HVAC Studies 1	3
ENGR-XXXX	Thermal and HVAC Studies 2	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at **204.725.8715** or email trades@assiniboine.net.

- Victoria Avenue East campus (September and January start)
- Parkland campus (September)
- Winnipeg Training Centre (September and January start)
- Also delivered in two rural Manitoba locations (September 2018, September 2019 and January 2020 starts)
- Please check assiniboine.net/nursing for announcements regarding upcoming locations
- Two-year diploma

Make a difference in the lives of others. Nursing is a challenging and rewarding career for compassionate and caring individuals. Becoming a nurse takes critical thinking, effective interpersonal and problem-solving skills, flexibility, and a strong background in mathematics and science. Develop the skills needed to deliver nursing care in a variety of healthcare settings. Clinical nursing skills are taught in a laboratory setting and applied in acute and extended-care health facilities, personal care homes, various community agencies and private homes. Be part of the interdisciplinary team that encompasses the physical, mental, emotional and spiritual needs of individuals, families and communities. You can make a difference in the healthcare profession as a Licensed Practical Nurse.

GRADUATION REQUIREMENTS

To graduate with a Practical Nursing diploma, students must successfully complete 84 academic credits and 22 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Strong clinical component in acute and extended-care health facilities, personal care homes, community agencies and private homes

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent with a minimum mark of 60%
- Pre-calculus, Applied or Consumer/Essential Mathematics 40S or equivalent with a minimum mark of 60%
- A science (Biology, Chemistry or Physics) at the 40S level or equivalent with a minimum mark of 60%

A first year undergraduate course in English, mathematics or science with a minimum grade C would also be accepted.

And:

- 15-hour MATH-0014 Math for Nurses course with a minimum mark of 95%

If you don't meet these admission requirements, your application will be cancelled. For more information about the application process, visit assiniboine.net/nursing and click on admission requirements.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

Once a seat becomes available, applicants who meet the above admission requirements will be accepted into the program. The following additional requirements must be met by the date specified in the correspondence

from Assiniboine, but no later than July 15 for September intake and November 15 for January intake. Applicants who do not complete these conditions will not have their application considered.

- Up-to-date and completed immunizations
- Evidence of current certification in cardiopulmonary resuscitation - Health Care Provider level (CPR-HCP)
- Evidence of a current Criminal Record Check, current Child Abuse Registry Check and current Adult Abuse Registry Check

Please note:

- Applicants must have good mental and physical health.
- Applicants are expected to be competent with the Windows operating system, word processing and the Internet.
- This is a high demand program. The number of qualified applicants often exceeds the number of available seats.
- Applications received after the program is filled will be held for the next available intake.
- Applications are accepted from Canadian citizens and permanent residents only. As a high demand program, Practical Nursing does not currently accept international students.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Child Abuse Registry and/or Adult Abuse Registry will be unable to complete the program if they require practicum experiences involving persons in care. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

Registry Check must be current. Documents obtained prior to program acceptance will not be acceptable. Please note that the process for completing these documents may take 4-6 weeks.

CONNECTIONS

This program is provincially accredited by the College of Licensed Practical Nurses of Manitoba (CLPNM). Once graduates have passed the licensure exam, they are eligible for membership with the CLPNM.

Licensed Practical Nurses have postgraduate educational opportunities in the following: dialysis, operating room, oncology, palliative care, foot care, management, ICU and northern nursing.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

Note: The Manitoba credential is recognized across Canada.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

PRACTICAL NURSING

CAREER OPPORTUNITIES

Many employment opportunities exist for Licensed Practical Nurses (LPNs). Graduate LPNs will obtain employment in hospitals, personal care homes, medical clinics, private agencies and the community. As well, with some advanced preparation, entrepreneurial LPNs are establishing their own businesses.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
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Note: September intake students take terms one, two and three in year one; terms four and five in year two. January intake students take terms one and two in year one; terms three, four and five in year two.

Term One

SCIE-0005	Anatomy & Physiology 1	6
HLTH-0183	Canadian Nursing Principles	3
COMM-0038	Interpersonal Communications	3
PRAC-0218	Practicum 1 - NURSD	1
PSSY-0026	Psychology	3
PSSY-0079	Sociology	3

Term Two

SCIE-0006	Anatomy & Physiology 2	6
HLTH-0012	Gerontological Nursing	3
HLTH-0007	Human Growth and Development	3
HLTH-0010	Nursing Arts and Assessment 1	6
HLTH-0236	Nutrition	3
PRAC-0219	Practicum 2 - NURSD	1

Term Three

SCIE-0073	Medical Microbiology	3
HLTH-0015	Nursing Arts and Assessment 2	6
HLTH-0184	Pharmacology 1	3
HLTH-0011	Physical Health Assessment	3
PRAC-0220	Practicum 3 - NURSD	3

Term Four

HLTH-0133	Health Restoration & Reorg 1	6
HLTH-0134	Health Restoration & Reorg 2	3
HLTH-0186	Nursing Arts and Assessment 3	9
HLTH-0185	Pharmacology 2	3
PRAC-0221	Practicum 4 - NURSD	8

Term Five

HLTH-0019	Community Nursing	3
HLTH-0182	Mental Health	3
PEDV-0011	Professional Leadership	3
PRAC-0222	Senior Practicum Acute Care	6
PRAC-0049	Senior Practicum Long Term	3

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

PRAIRIE HORTICULTURE

- Distance delivery (flexible start)
- Certificate

Learn about horticulture with Canadian Prairie conditions in mind. Select either one course to broaden your knowledge, or earn your full certificate. This joint certificate is the first distance education horticulture program specifically designed for the prairie provinces. A unique partnership between Assiniboine Community College, the University of Saskatchewan and Olds College, this program offers four specializations including Fruit and Vegetable Production, Greenhouse Crop Production, Landscaping and Arboriculture, and Nursery Crop Production—come join other students from across the three prairie provinces in this exciting learning opportunity.

GRADUATION REQUIREMENTS

To graduate with a Prairie Horticulture certificate, students must complete a minimum of 360 hours or 36 credits comprising of a minimum of 9 courses to be awarded a certificate. Courses can be selected from one of the four specializations and will be transferred to the 'home' institution chosen by the student at the time of enrolment.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes leadership skills in demand by employers
- Best in industry instruction from three premier institutions in Western Canada
- Home-study program designed with Canada's prairie conditions in mind
- Emphasis on practical, applied learning

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Assiniboine Community College has partnered with two western Canadian educational institutions, the University of Saskatchewan and Olds College, to develop and deliver this program.

CAREER OPPORTUNITIES

This program provides skills and training for owners, managers or employees of horticulture businesses, as well as anyone with an interest in horticulture. Assiniboine Community College has partnered with two western Canadian educational institutions to develop and deliver this program, making it a recognized and widely accepted credential for employment in the field of horticulture.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
AGRC-0017	Applied Botany	6
AGRC-0029	Arboriculture	3
AGRC-0033	Field Production/Floral Crops	3
AGRC-0069	Floral Design*	3
AGRC-0022	Fruit Production*	3
AGRC-0024	Greenhouse Crop Production	6
AGRC-0025	Greenhouse Environments	3
AGRC-0028	Herbaceous Landscape Plants*	3
BUSN-0124	Horticulture Business Mgmt*	3
MKTG-0049	Horticulture Marketing*	3
HRMG-0018	Human Resource Management*	3
AGRC-0026	Indoor Landscaping*	6
AGRC-0019	Integrated Plant Management	6
AGRC-0031	Landscape Construction	3
AGRC-0030	Landscape Design*	6
AGRC-0070	Medicinal and Aromatic Plants*	3
AGRC-0071	Nursery Crop Production*	3
AGRC-0072	Post-Harvest Handling of Crops	3
AGRC-0023	Propagation*	6
AGRC-0020	Safe Work/Pesticides*	3
AGRC-0018	Soils for Horticulture	6
AGRC-0032	Turfgrass Management*	6
AGRC-0021	Vegetable Production*	3
AGRC-0027	Woody Landscape Plants	3

FOR MORE INFORMATION

Contact **Continuing Studies at Assiniboine** at **204.725.8725, 800.862.6307** ext **6002** (toll free) or email continuingstudies@assiniboine.net.

SOCIAL SERVICE WORKER

- Victoria Avenue East campus (September start)
- Two-year diploma

Make a meaningful difference in the lives of others while you promote social well-being and long-lasting change. Your skills will help people and communities address social issues. This two-year diploma program has an Indigenous focus and prepares students to work as practical, frontline service providers in a variety of social service settings. You will have the opportunity to participate in field placement and explore roles in community, health, education, and institutional environments.

GRADUATION REQUIREMENTS

To graduate with a Social Service Worker diploma, students must successfully complete 123 academic credits and 12 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Emphasis on applied learning
- Engagement with Indigenous culture

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- English 40G/40S or equivalent with a minimum mark of 60%
- Overall grade 12 average of 60%

This is a competitive entry program. Early application is strongly recommended. To view competitive entry requirements for the program, please visit the program page assiniboine.net/ssw.

Please note: Applicants must have good mental and physical health

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Current Criminal Record, Adult Abuse Registry and Child Abuse Registry checks are required. Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Adult Abuse Registry or Child Abuse Registry may be unable to complete the program if they require practicum experiences involving persons in care.

CONNECTIONS

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply

credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates may find employment in a wide variety of community programs such as a case worker with social services, the regional health authority, provincial corrections, probation services, or community-based assistance programs. Community-based programs may include: drop-in centres, crisis centres, food banks, homeless shelters, group homes, and mental health settings.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
ABOR-0019	Aboriginal Studies	6
PRAC-0240	Applied/Field Practice 1	4
LAWG-0070	Canadian Governments	3
COMM-0337	College Writing	6
PSSY-0086	Community Development	3
COMP-0353	Computer Skills	3
PSSY-0087	Contemporary Issues	6
PSSY-0070	Counselling and Interviewing	3
PSSY-0011	Cross-Cultural Awareness	3
COMM-0032	Group Processes and Dynamics	3
HRMG-0013	Negotiation Theory & Practice	3
PSSY-0090	Organizational Behaviour	6
COMM-0110	Presentation Skills & Graphics	3
COMM-0338	Professional Communications	6
LAWG-0084	Self Government	3
PSSY-0091	Social Service Foundations	3
PSSY-0071	Sociology	3
Year Two		
PRAC-0241	Applied/Field Practice 2	8
PSSY-0012	Conflict Resolution	3
PSSY-0014	Counselling	6
PSSY-0015	Family Systems	3
ECON-0010	Health, Recreation & Housing	3
HLTH-0007	Human Growth & Development	3
LAWG-0006	Justice System	3
HLTH-0182	Mental Health	3
PEDV-0279	Professional Practice	6
BUSN-0156	Project Planning & Evaluation	6
COMM-0204	Proposal Writing and Research	3
PSSY-0026	Psychology	3
PSSY-0092	Social Welfare in Canada	3
PSSY-0088	Social Welfare Policy	6
PSSY-0093	Understanding Addictions	3
PSSY-0089	Violence & Reconciliation	6

FOR MORE INFORMATION

Contact the **School of Health & Human Services** at **204.725.8730** or email hhs@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

SUSTAINABLE FOOD SYSTEMS

- North Hill campus Manitoba Institute of Culinary Arts (September start)
- One-year advanced diploma

Innovate new ways to grow, harvest and manage our food supply. Help research different greenhouse models and find out how to improve food security in cold climates. Explore both industry-standard and leading-edge approaches to food production in the greenhouse and field through learning activities in fruit, vegetable and agronomic crop production, greenhouse operations, plant breeding, pest-management, plant propagation, and nutrient management. You will also have the opportunity to work closely with our faculty on projects aimed at addressing real-world food related problems.

GRADUATION REQUIREMENTS

To graduate with a Sustainable Food Systems advanced diploma, students must successfully complete 63 academic credits and 3 practical credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Classroom training integrated with hands-on lab, greenhouse and field experience
- Co-operative work placement

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates can access exciting work opportunities in food security or innovation in food production at the local, national or international level. Potential employers include the private sector, government departments, First Nations or non-governmental organizations.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid - Emergency	0
AGRC-0282	Business of Food Production	6
BUSN-0159	Career & Business Planning	6
AGRC-0219	Crop Production Systems	6
AGRC-0278	Food Production Methods	6
AGRC-0284	Food Security & Sustainability	6
AGRC-0274	Food Systems Applied Research	6
AGRC-0276	Growing Media Applications	6
AGRC-0094	Integrated Pest Management	6
PRAC-0263	Practicum - STFDS	3
AGRC-0287	Sustainable Greenhouse Mgmnt	6
AGRC-0288	The Food Industry	6

FOR MORE INFORMATION

Contact the School of **Business, Agriculture & Environment** at **204.725.8712** or email ag.enviro@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

TRUCK AND TRANSPORT MECHANIC

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Students apply to Heavy Duty Equipment Technician program
- Two-year diploma - Heavy Duty Equipment Technician (optional exit after year one: Heavy Duty Equipment Technician certificate)

Tackle complex challenges in the highly technical equipment service field. Gain practical skills with all kinds of engines, systems and safety regulations. This is a program with some heavy duty learning and excellent job prospects. Through hands-on learning with equipment such as back hoes, semis, tractors and excavators, the program provides basic theory and practical training in the operation, service, diagnosis and repair of heavy duty, agricultural, truck and transport equipment.

GRADUATION REQUIREMENTS

To graduate with a Heavy Duty Equipment Technician diploma, students must successfully complete 135 academic credits and 12 practical credits. Students may choose to exit after year one with a Heavy Duty Equipment Technician certificate if they successfully complete 66 academic credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Co-operative work placement between years one and two
- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses

ADMISSION REQUIREMENTS

A complete Manitoba Grade 12 or equivalent including:

- Consumer/Essential Mathematics 40S or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited diploma program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Levels 1 and 2 in-school technical training and 1180 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician or Truck and Transport Mechanic apprenticeship program.

Students, who successfully complete the accredited certificate program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 900 hours in the Heavy Duty Equipment Technician, Agricultural Equipment Technician or Truck and Transport Mechanic apprenticeship program.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up to date information on agreements, visit assiniboine.net/registrar or the program page.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates find employment as technicians in the farm machinery, transport truck, and construction equipment sectors.

COURSES 2018 - 19

NUMBER	TITLE	CREDITS
Year One		
MECH-0121	Braking Systems and Tires	6
COMM-0045	Communications	3
COOP-0009	Co-op Work Placement - DIESEL	12
MECH-0055	Diesel Engines	15
ELEC-0001	Electrical Science	3
ELEC-0035	Electrical Systems & Batteries	9
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0122	Power Trains 1	15
WELD-0001	Welding 1	3
Year Two		
MECH-0123	Agricultural Equipment	6
MECH-0124	Electronic Systems Diagnostics	6
MECH-0125	Fuel Systems	3
MECH-0126	HD Equipment Systems	3
MECH-0127	HVAC Systems	3
MECH-0128	Hydraulic Systems	15
MECH-0129	Ignition Systems	3
BUSN-0154	Industry Encounter - HDET	3
SCIE-0082	Mechanical Science	3
MECH-0130	Power Trains 2	6
MECH-0131	Starting & Charging Systems	9
MECH-0132	Transport Truck Systems	6
WELD-0016	Welding 2	3

FOR MORE INFORMATION

Contact the **School of Trades & Technology** at 204.725.8715 or email trades@assiniboine.net.

As a part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2018-19 or 2019-20. Refer to assiniboine.net/programs for the latest information about this program.

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Four-month certificate
- Certificate
- This program is offered through Continuing Studies

Looking for rewarding work in a high demand field? Acquire the necessary skills for welding safely with our red seal welding instructors. Come in with no welding experience and leave the program with practical welding skills as well as safety knowledge, creativity and interpersonal skills that make you a great welder. Learn the ins and outs of the welding industry in this four-month certificate.

GRADUATION REQUIREMENTS

To graduate with a Welder certificate, students must successfully complete 42 academic credits and 3 practical credits.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes skills in demand by employers
- Best in industry instruction from red seal instructors
- Emphasis on practical, applied learning

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent

If you don't meet these admission requirements, please visit assiniboine.net/registrar for more information.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CONNECTIONS

Students, who successfully complete the accredited program with an accumulative average of 70% or better in the trade subjects and level for which the program was accredited, gain employment and register as an apprentice within two years of graduating, will receive credit for Level 1 in-school technical training and 800 hours in the Welder apprenticeship program.

PROGRAM FEES

Program fees can be found on the college website at assiniboine.net/fees.

CAREER OPPORTUNITIES

Graduates can find employment in a variety of settings from manufacturing, construction and transportation.

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NUMBER	TITLE	CREDITS
DRFT-0013	Blueprint Reading for Welders	2.25
COMM-0260	Communications	1.5
WELD-0054	Gas Tungsten Arc Welding	3
WELD-0034	Hand and Power Tools	1.5
MATH-0101	Math for Welders	3
METL-0016	Metallurgy for Welding	1.5
METL-0015	Metal Forming Machines	4.5
WRKP-0032	Orientation and Safety	4.5
WELD-0053	Oxyacetylene Principles-WLDR	2.25
WELD-0031	Shielded Metal Arc Welding	9
WELD-0041	Wire Feed Processes	9
PRAC-0242	Practicum - WELD	3

FOR MORE INFORMATION

Contact **Continuing Studies at Assiniboine** at **204.725.8725, 800.862.6307** ext **6002** (toll free) or email continuingstudies@assiniboine.net.

ADULT LEARNING

MATURE STUDENT HIGH SCHOOL (MSHS)

- Adult Collegiate, Brandon campus: day classes (September, November, January, April start)
- Evening classes (September and January start)
- Parkland campus (September or January start)

Assiniboine's Adult Learning program is designed for individuals who want to achieve a high school diploma, improve their skills, increase their marks in a course(s), and/or obtain pre-requisites to enter college or university. Students can take individual courses or work towards their Mature Student High School diploma.

GRADUATION REQUIREMENTS

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. To graduate with a regular high school diploma, students must complete 30 credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- Credits earned from previously attended institutions may be applied towards graduation requirements. An official transcript is required in order to transfer credits.
- All programs have a personalized education plan based on a student's skills and future goals.
- Courses can be started at any of the intake dates.
- Courses are offered in both the day and evening.
- Dual credits can be taken in high school and count for college credit as well.
- Prior learning assessment and recognition (PLAR) is available.
- Free one-on-one tutoring.

ADMISSION REQUIREMENTS

- You must be 19 years of age or over at the time of enrollment or reach the age of 19 before the completion of the course in which you are enrolled.
- To enroll you must be out of high school six months or more.
- Upgrading is available at anytime to anyone who has obtained a high school diploma.
- Each student's academic level is assessed to ensure they get the courses that are right for them.

Applicants are not eligible for the MSHS diploma program if they have already obtained a high school diploma or equivalent.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

PROGRAM FEES

At the Adult Collegiate in Brandon, fees charged per one credit course are \$10.50 materials fees plus \$25.70 for Students' Association fees (\$36.20 total). In Parkland, the charges per one credit course are \$10.50 materials fees and \$23.90 for Students' Association fees (\$34.40 total).

CAREER OPPORTUNITIES

More opportunities for career advancement are available to people who have received a Grade 12 credential. Obtaining pre-requisites to post-secondary school opens new windows of opportunity for training and employment in new careers.

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. Courses marked with an asterisk (*) can be used for dual credit provided the student attains the required percentage determined by the college. It is a way for students to see if that program is for them and to reduce the amount of credits required when they are accepted into a post-secondary school.

ADULT LEARNING

MATURE STUDENT HIGH SCHOOL (MSHS)

COURSES 2018 - 19

NUMBER	TITLE	HIGH SCHOOL CREDITS	LOCATION
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Required: 8 credits to graduate. Compulsory to have four 40 level (or Grade 12) level courses (English 40S and Math 40S being mandatory) and four other high school credits.

Course listing with locations of where each course is offered:

ABOR-D019	Aboriginal Studies 42C*	1	D
MATH-0083	Applied & Pre-Calc. Math 20S	1	B
MATH-0059	Applied Mathematics 30S	1	B
MATH-0060	Applied Mathematics 40S	1	B
COMP-0481	Automated Office 40S	1	B
SCIE-0009	Biology 30S	1	B
SCIE-0004	Biology 40S	1	B,D
SCIE-0024	Chemistry 30S	1	B
SCIE-0025	Chemistry 40S	1	B
PSSY-D066	Child Development 42C*	0.5	B
PRAC-0162	Community Service 1 41G	1	B
PRAC-0163	Community Service 2 41G	0.5	B
SCIE-0087	Current Topics in Sciences 30S	1	B
PSSY-0100	Current Topics in FNMI Studies	1	D
COMM-0016	English 30S (Comprehensive)	1	B,D
COMM-0159	English 30S (Transactional)	1	B
COMM-0017	English 40S (Comprehensive)	1	B,D
COMM-0128	English 40S (Transactional)	1	B
COMM 0264	English Language Arts 20F	1	B,D
MATH-0077	Essential Math 20S	1	B,D
MATH-0080	Essential Math 30S	1	B,D
MATH-0082	Essential Math 40S	1	B,D
PSSY-D019	Family Dynamics 42C*	0.5	B
AGRC-D240	Food Safety and Security 42C*	0.5	B
LAWG-0088	History of Canada 30F	1	B
COMM-D037	Human Relations/Comm. 42C*	0.5	B
COMM-D035	Interpersonal Communication 42C*	0.5	B
COMP-0411	Keyboarding	0.5	B
LAW-0040	Law 40S	1	B,D
PEDV-0288	Life/Work Transitions 40S	1	B,D
HLTH-0226	Physical Education 40F	1	B
SCIE-0076	Physical Geography 30S	1	B
SCIE-0011	Physics 30S	1	B
SCIE-0003	Physics 40S	1	B
MATH-0023	Pre-Calculus Math 30S	1	B
MATH-0024	Pre-Calculus Math 40S	1	B
COMM-D308	Presentation Skill/Graphic 32C	0.5	B,D
PSSY-0078	Psychology 40S	1	B,D
COMM-0365	Reading is Thinking 20S	1	B
PEDV-0230	Visions and Ventures 30S	1	B
AGRC-D132	Water Resource Management 42C*	1	B
COMP-D501	Word Processing 32C*	0.5	D

B= Brandon (Rosser Avenue)

D=Dauphin (Parkland campus)

* College level courses

Course offerings subject to change.

FOR MORE INFORMATION

Contact the **Adult Collegiate, Brandon** at 204.725.8735 or email adultcollegiate@assiniboine.net.

Contact the **Parkland campus, Dauphin** at 204.622.2222 or email parklandinfo@assiniboine.net.

ADULT LEARNING

MSHS - INTEGRATED EDUCATION ASSISTANT

- Adult Collegiate, Brandon: (September start)
- High school diploma and college certificate (9 months)

The Integrated Education Assistant program allows a student to integrate the completion of their high school diploma with an Education Assistant certificate to be ready for work as classroom assistants in primary, middle and senior years schools, aides for disabled students, social service agency youth workers, and private assistants for children requiring extra help.

GRADUATION REQUIREMENTS

To graduate with an Education Assistant certificate, students must successfully complete 30 academic credits and two practical credits.

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Some of these credits will be dual credits earned in the Education Assistant program. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. Students are also able to graduate with a regular high school diploma, which requires the students to complete 30 credits.

Credits earned from previously attended institutions may be applied towards graduation requirements. An official transcript is required to transfer credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- All MSHS programs have a personalized education plan based on a student's skills and future goals.
- MSHS courses are offered in both the day and evening.
- Free one-on-one tutoring.
- The program emphasizes employability skills desired by employers.
- Industry-based practicum provides real life experiences in an education environment.

ADMISSION REQUIREMENTS

- Meet the admission requirements for the Mature Student High School diploma program found under Adult Learning - Mature Student High School (MSHS) in this calendar
- To be accepted into the Integrated Education Assistant program applicants must be enrolled in the MSHS diploma program
- Prior to starting the Education Assistant program provide proof of current certification in cardiopulmonary resuscitation (CPR) Level C, a current Criminal Record Check and a Child Abuse Registry Check

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ CHILD ABUSE REGISTRY CHECK

Many agencies where students are placed for practicum experience require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed on the Child Abuse Registry will be unable to complete the program. Please contact the school of Health and Human Services prior to applying if you fall into any of the above categories.

PROGRAM FEES

In Brandon, the Adult Collegiate fees charged per one credit course is \$10.50 materials fees plus \$25.70 for Students' Association fees (\$36.20 total).

Education Assistant program fees can be found on the college website at assiniboine.net/fees.

CONNECTIONS

Graduates of this program are eligible to receive advanced standing in several other programs, including Early Childhood Education at Assiniboine.

CAREER OPPORTUNITIES

Graduates find employment as classroom assistants in primary, middle and senior years schools, direct aides for disabled students, social service agency youth workers and private assistants for children requiring extra help.

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. Courses marked with an asterisk (*) can be used for dual credit provided the student attains the required percentage determined by the college. The use of dual credits in this program allows the completion of the high school diploma as well as the Education Assistant certificate.

COURSES 2018 - 19

NUMBER	TITLE	HIGH SCHOOL CREDITS	COLLEGE CREDITS
PSSY-D066	Child Development 42C*	0.5	3
PSSY-D067	Children's Special Needs 42C*	1	6
COMP-D353	Computer Skills 32C*	0.5	3
PSSY-D024	Cross-Cultural Education 42C*	0.5	3
ECED-D040	Guiding Child Behaviour 1 42C*	0.5	3
COMM-D035	Interpersonal Communication 42C*	0.5	3
PSSY-D054	Learning Styles 42C*	0.5	3
COMM-D189	Observation/Report Writing 42C*	0.5	3
PRAC-0165	Practicum - EDAST*		2
PEDV-D132	Professionalism 42C*	0.5	3

Required: 8 credits to graduate. Compulsory to have four 40 level (or Grade 12) level courses (English 40S and Math 40S being mandatory) and four other high school credits. Please refer to the MSHS program for Mature Student High School course choices.

(32 College Credits)
* college level course

FOR MORE INFORMATION

Contact the **Adult Collegiate, Brandon** at **204.725.8735** or email adultcollegiate@assiniboine.net.

MSHS - INTEGRATED COMPREHENSIVE HEALTH CARE AIDE

- Adult Collegiate, Brandon: (September start)
- High school diploma and college certificate (10.5 months)

The Integrated Comprehensive Health Care Aide (CHCA) program allows a student to integrate the completion of their high school diploma with a Comprehensive Health Care Aide certificate to be ready for work in the ever-expanding field of health care.

GRADUATION REQUIREMENTS

To graduate with a Comprehensive Health Care Aide certificate, students must successfully complete 27 academic credits and 6 practical credits.

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Some of these credits will be the dual credits obtained through the CHCA certificate. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. Students are also able to graduate with a regular high school diploma, which requires the students to complete 30 credits.

Credits earned from previously attended institutions may be applied towards graduation requirements. An official transcript is required to transfer credits.

The minimum passing grade for each course is indicated on the course outline.

UNIQUE LEARNING EXPERIENCES

- All MSHS programs have a personalized education plan based on a student's skills and future goals.
- MSHS courses are offered in both the day and evening.
- Free one-on-one tutoring.
- Program emphasizes employability skills desired by employers.
- Strong clinical component in a wide variety of healthcare settings.

ADMISSION REQUIREMENTS

- Meet the admission requirements for the Mature Student High School diploma program found under Adult Learning - Mature Student High School (MSHS) in this calendar.
- Attend a compulsory orientation for the CHCA program to be scheduled several months prior to program start date.
- Achieve satisfactory standing on an academic assessment test administered by the CHCA program.

CHCA applicants must be in good health and provide proof of up-to-date immunizations, current certification in cardiopulmonary resuscitation - Health Care Provider (CPR-HCP), current Criminal Record Check, current Child Abuse Registry Check, current Adult Abuse Registry Check and initial Nonviolent Crisis Intervention training (Unit 1 through 10).

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experiences require students disclose convictions for any offences. In some instances, applicants with a criminal record may be unable to complete the program. Applicants listed in the Child Abuse Registry and/or Adult Abuse Registry will be unable to complete the program if they require practicum experiences involving persons in care. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

PROGRAM FEES

At the Adult Collegiate in Brandon, fees charged per one credit course are \$10.50 materials fees plus \$25.70 for Students' Association Fees (\$36.20 total).

Comprehensive Health Care Aide program fees can be found on the college website at assiniboine.net/fees.

CONNECTIONS

Graduates of this program are eligible to receive a block credit transfer equivalent to 15 academic credits towards Assiniboine's Practical Nursing program.

CAREER OPPORTUNITIES

Graduates find employment in acute and extended care hospitals, personal care homes, private care facilities, mental health settings and home care.

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. Courses marked with an asterisk (*) can be used for dual credit provided the student attains the required percentage determined by the college. The use of dual credits in this program allows the completion of the high school diploma as well as the Comprehensive Health Care Aide certificate.

COURSES 2018 - 19

NUMBER	TITLE	HIGH SCHOOL CREDITS	COLLEGE CREDITS
HLTH-D176	Daily Living Laboratory 42C*	0.5	3
HLTH-D175	Daily Living Theory 42C*	0.5	3
HLTH-D004	Gerontology 42C*	0.5	3
HLTH-D003	Growth and Development 42C*	0.5	3
HLTH-D005	Health Issues/Comm. Health 42C*	0.5	3
WRKP-D002	Health/Environment/Safety 42C*	0.5	3
COMM-D037	Human Relations/Comm. 42C*	0.5	3
HLTH-D006	Mental Health 42C*	0.5	3
HLTH-D002	Nutrition 42C*	0.5	3
PRAC-0074	Practicum 1 - CHCA		3
PRAC-0040	Senior Practicum CHCA		3

(33 college credits)

* college level course

FOR MORE INFORMATION

Contact the **Adult Collegiate, Brandon** at **204.725.8735** or email adultcollegiate@assiniboine.net.

APPRENTICESHIP TRAINING

WHAT IS APPRENTICESHIP TRAINING?

In Manitoba you can train for a career as a certified journey person in over 55 designated trades through apprenticeship, which is a combination of on-the-job practical training and in-school technical training.

THE APPRENTICESHIP APPLICATION/ AGREEMENT PROCESS

An individual must find employment with, or be working for, an employer who will provide quality, on-the-job training. The employee and employer formalize the relationship through an apprenticeship, administered by Apprenticeship Manitoba. During each level or year of apprenticeship training, which varies from two to five years depending on the trade, about 80 per cent of an apprentice's time is spent learning on the job while earning a wage. The remaining 20 per cent, usually taken in a block of time away from work, is technical, classroom-based training.

WHO PAYS FOR TECHNICAL TRAINING?

The Apprenticeship Branch is responsible for arranging the technical training delivered by Assiniboine and other colleges and for funding more than 90 per cent of the technical training costs. Apprentices must pay the remainder of the tuition fees for each level and are responsible for the cost of their textbooks. Living costs for training delivered in blocks of time away from work may be covered through the Employment Insurance system or by the Apprenticeship Branch for non-eligible persons. Apprentices with dependants, and/or those attending classes away from home, may also qualify for additional training allowances.

ACADEMIC REQUIREMENTS

For the majority of trades, it is required applicants have a high school diploma or equivalent academic standing. Because apprenticeship trades involve technical components, it is important to have high school credits in English, math and science. Those with mature student status, over 19 years of age, regardless of completed grade level, may be required to participate in an assessment process. Graduates from a college pre-employment program, Senior Years Apprenticeship Option, or an accredited high school vocational program may qualify for time and/or level credits in an apprenticeship program.

WHAT IS CERTIFICATION?

At each level of technical training, an apprentice must maintain a cumulative average of 70% or better in trades subjects to advance to the next level. As many of the trades have interprovincial or Red Seal status in the final level, a final examination result of 70% or better qualifies an apprentice for a Certificate of Qualification and a Red Seal Interprovincial Certificate of Qualification. Journey persons with these credentials can move to and work in other jurisdictions in Canada without taking further testing or examinations.

COLLEGE CREDENTIAL

Apprentices who successfully complete the final level of their apprenticeship program also receive an Assiniboine certificate or diploma.

APPRENTICESHIP TRAINING OFFERED AT ASSINIBOINE

Assiniboine is the training facility for the following designated apprenticeship trades:

TRADE	LEVELS (YRS)	# WEEKS/YR TECH TRAINING	LEVELS OFFERED
Agricultural Equipment Technician	4	8-8-6-4	All levels
Automotive Service Technician	4	8-8-6-6	All levels
Carpenter	4	8-8-9-8	All levels
Construction Electrician	4	10-10-10-10	All levels
Gasfitter "B"	2	10-10	Level 2
Industrial Electrician	4	10-10-10-10	Levels 1 & 2
Heavy Duty Equipment Technician	4	8-8-6-4	All levels
Power Electrician	4	10-10-10-10	Levels 1 & 2
Machinist	4	9-8-8-4	Levels 1 & 2
Plumber	5	10-9-8-8-10	All levels
Pork Production Technician	2	190 hrs & 180 hrs	All levels
Welder	3	8-8-8	All levels

CONTACT INFORMATION

For further information on apprenticeship training, visit manitoba.ca/tradecareers or contact Apprenticeship Manitoba at one of the following:

Winnipeg

100-111 Lombard Avenue
Winnipeg MB R3B 0T4

204.945.0575 or toll free 866.332.5077

apprenticeship@gov.mb.ca

Brandon

127-340 Ninth Street
Brandon MB R7A 6C2

204.726.6365

DISTANCE EDUCATION

WHAT IS DISTANCE EDUCATION?

Distance education is the various forms of study which take place when an instructor and student(s) are separated by physical distance and a learning medium is used to bridge the instructional gap. Learning by distance can involve a paper-based delivery, a blending of face-to-face and online delivery, or a completely online delivery.

Distance education increases access and flexibility for students. You can continue to work, parent and participate in community activities while working towards a college credential. You decide when and where you want to study. Telephone conferencing and internet resources provide additional contact and support. This means that no matter where you are in the world, you can study at Assiniboine.

You must successfully complete and meet all program requirements within five years. We recognize that when you take a program by distance, you may need additional time to complete the program. In this case, you may request an extension to the five-year period. The chairperson or dean of your program, in consultation with the registrar, must approve all extensions to program completion times.

To learn more about our distance education program visit our website at assiniboine.net/distance.

PROGRAMS OFFERED BY DISTANCE EDUCATION

The following are available by distance:

Advanced Diplomas

Accounting and Finance
Early Childhood Program Management
Geographic Information Systems

Diplomas

Business Administration
Early Childhood Education

Certificates

- Comprehensive Health Care Aide
- Comprehensive Health Care Aide Challenge
- Education Assistant
- General Business
- Nursing Foot Care
- Practical Nursing Refresher
- Prairie Horticulture

CONTINUING STUDIES

Assiniboine is very active in meeting community needs for life-long learning by offering a wide range of evening and part-time studies at the Brandon and Parkland campuses, and in many communities in the catchment area.

The college uses training facilities in Winnipeg and Russell, and works with community partners throughout Manitoba to deliver continuing studies programs and courses. The college also uses ITV delivery to rural locations to provide training to students who might otherwise not have the opportunity.

Assiniboine regularly offers several programs leading to a credential through Continuing Studies. These programs are specifically designed in co-operation with business and industry to meet the ongoing demands of the existing and potential workforce.

These programs include:

- American Sign Language
- Integrated Pest Management
- Master Gardener
- Palliative Care
- Photography
- Prairie Horticulture
- TESOL Certificate
- Applied Counselling Skills
- Education Assistant
- Waste Water Management
- Individual Fitness Leader
- Human Resource Management
- Languages
- Management Skills
- Nursing Foot Care
- Pesticide Applicator/Dispenser
- Practical Nursing Bridging
- Taxidermy
- Heavy Equipment Operator
- Master Gardener

As well, many courses are delivered to enhance the employability skills of the workforce:

Academic Upgrading: Math for Nurses

Continuing Studies for Licensed Practical Nurses: Physical Health Assessment, Health Prevention & Promotion, Intravenous & Medications, Ethics in Nursing

Lightening the Load for Practical Nursing Applicants: Anatomy & Physiology 1, Anatomy & Physiology 2, Nutrition, Psychology, Sociology, Medical Microbiology

Hospitality and Tourism: FoodSafe 1, Hands on Cooking courses, and Demonstration Cooking courses

Health Care: CPR, First Aid, Dietary Aid

Languages: French, Spanish, English as a Second Language, and others as demanded

Personal and Self Development: AgExpert, Conflict Management, Communications, Meditation, Coaching, Motivating & Inspiring Teams, Administrative Professionals Day conference, Management & Leadership Symposium

Trade and Skills Improvement: Trades Qualifications, Civil Technician (Municipal Engineering), Applied Building Construction

Bridging from a Practical Nursing Certificate to Diploma: Medical Microbiology, Nutrition and Sociology

In addition, a variety of general interest courses are offered in the areas of crafts, gourmet cooking, music and healthy lifestyles. Courses have included demonstration cooking courses, holiday baking, Microsoft Office workshops, webpage design, QuickBooks, online marketing, elegant meals on a budget, stained glass workshop, night photography, tantalizing Thai and basic computer skills.

Visit assiniboine.net/programs/cs to view latest program and course offerings or request customized training. You can follow Continuing Studies on Twitter @ACC_CS or Facebook at [facebook.com/ACCContinuingStudies](https://www.facebook.com/ACCContinuingStudies).

CORPORATE OFFERINGS

Assiniboine works in partnership with community groups, Indigenous communities, businesses, individual coordinating groups, private agencies and federal and provincial government departments to develop and deliver quality training programs to meet identified training needs to the labour market and the self-employed.

Various contract courses and programs are delivered throughout Manitoba including many First Nations communities such as God's Lake Narrows, Canupawakpa, Peguis, Long Plain, and Ebb and Flow.

The following is a sample of Assiniboine's contract training programs:

- Administrative Assistant
- Applied Building Construction

- Civil Technician
- Comprehensive Health Care Aide
- Early Childhood Education
- Early Childhood Education - Bridging
- Early Childhood Education - Workplace
- English as an Additional Language
- International Educated Nurses - Practical Nursing
- Integrated Police Studies
- Mature Student High School
- Practical Nursing
- Welder
- STRIVE

Find out more at assiniboine.net/about-acc/contract-training.

CORPORATE TRAINING

Customized training courses are delivered to businesses and agencies with experienced facilitators who are experts in their field and cater to the industry and companies' needs for training. This training is delivered to clients' specifications how, when and where they want it.

Find out more at assiniboine.net/about-acc/contract-training, Phone 204.725.8725 or email customizedtraining@assiniboine.net.

ASSINIBOINE INTERNATIONAL

International students have come from over 60 countries to attend Assiniboine Community College. Assiniboine has many support services to ensure international students have a great student experience while they are here. From the comprehensive orientation, to expert student success advisors and helpful, knowledgeable instructors, Assiniboine works to support student success. Assiniboine has a variety of programs

available to international students. Assiniboine International is here to help more international students come to Brandon.

Find out more at assiniboine.net/international, phone 204.725.8700 ext 6160 or email international@assiniboine.net.

COURSE DESCRIPTIONS

1ST AID - EMERGENCY

HLTH-0030 | 0 credit

This course includes first aid and cardiopulmonary resuscitation (CPR) guidelines 2005 and meets Occupational Health and Safety regulations, the minimum standard regulations for basic first aid. Simple first aid and CPR techniques are taught in an interactive environment, for individuals who want an overview of first aid and CPR for the workplace or home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for adults, CPR, and other topics such as choking, airway and breathing emergencies, and prevention of disease transmission. Required CPR level (B, C or HCP) is included in this course. Participants who meet the required standard receive a nationally recognized certification that is valid for three years. Textbook included in cost of tuition.

3D ANIMATION

COMP-0482 | 6 credits

Prerequisites: COMP-0465 Digital Imaging and Graphics 1, COMP-0469 Rich Media

This course introduces students to the fundamentals of 3D imaging and animation. Basic modeling, rendering and animation techniques are taught in a hands-on environment. Students are expected to apply knowledge gained in prerequisite courses, especially design and storytelling concepts.

3D AUTHORIZING

COMP-0483 | 3 credits

Prerequisites: COMP-0482 3D Animation, COMP-0492 Web Authoring 1

Corequisite: COMP-0493 Web Authoring 2

The production techniques of 3D animation, motion graphics, and video special effects expand creative opportunities for interactive designers and enhance the delivery of rich media content. This course explores solutions for delivering rich media, animation, and video through the web. This course focuses on rich media authoring and delivery methods and techniques.

A

ABORIGINAL COUNSELLING

PSSY-0053 | 3 credits

This course provides students with an introductory level of understanding of the world view, perspectives of First Nations traditional healing ceremonies, and an awareness of the history and impact of oppression. Students examine the effect of accepted Western counselling practices and philosophy on First Nations people - its success and failure. This course is for Applied Counselling Skills students only.

ABORIGINAL FISCAL ISSUES

ABOR-0014 | 3 credits | D

This course examines some of the human resource and financial issues a financial officer may face when working in an Aboriginal context. It offers participants the opportunity to acquire the essential skills and knowledge needed to fulfill one of the roles of a financial officer and that of a human resource manager.

ABORIGINAL HISTORY

ABOR-0015 | 3 credits | D

In order to make sense of current issues and developments in Aboriginal communities, learners need an understanding of the history of these communities and their relationships with the state. This course gives the learner the opportunity to expand their knowledge of the history of relations between Aboriginal and non-Aboriginal societies, their institutions and the unique context of these histories and current realities and initiatives, considering Aboriginal culture. While it is impossible to consider the diverse Aboriginal cultures and histories within Canada, this course provides an overview of the commonalities with regard to shared histories and common core aspects of Aboriginal cultures.

ABORIGINAL STUDIES

ABOR-0019 | 6 credits | P

This course provides students with an historical review of Aboriginal culture, pre and post-colonial contacts. Students will examine the impact of government policies, treaties, and acts. Students will also explore the significance of traditional customs, ceremonies, demographics, urbanization, the reserve system, education, employment, and other topics relevant in today's society.

ABORIGINAL WORKPLACE VALUES

ABOR-0012 | 3 credits | D

The CAFM course Values & Ethics in the Aboriginal Workplace was written primarily for participants who are managers and staff working in finance and administration in First Nations and Aboriginal organizations. It is intended to take the students through the theory and philosophy of ethics and values (without being too academic), through an analysis of what makes an ethical organization, through a comparative analysis of Codes and Ethics from various organizations, and finally how to think about developing a Code of Ethics that reflects the ideals and purpose of a particular organization.

AC MACHINES

ELEC-0017 | 6 credits

Prerequisite: ELEC-0022 Three-phase Theory

This course introduces design and theory of operation of transformers and AC motors. Students perform transformer calculations involving power, voltage, current, turns ratio and fault current. Single phase and three phase devices and single phase and three phase connections of transformers and motors are examined.

AC THEORY DEVICES & CIRCUITS

ELEC-0020 | 6 credits

Prerequisite: ELEC-0021 DC Theory Devices & Circuits

This course builds on the knowledge of DC circuits to incorporate alternating current generation and utilization. Students perform circuit calculations involving resistive, inductive, and capacitive circuits and power factor correction. Common residential and commercial light devices are examined.

ACCOUNTING PRINCIPLES

ACCT-0026 | 6 credits | P

This course provides students with both a working knowledge and a management perspective of the accounting cycle, financial statements, financial statement analysis, cash management, inventory control, management of capital assets, reporting and analyzing liabilities and shareholders' equity to improve financial performance.

ACCOUNTING SOFTWARE

COMP-0556 | 6 credits

Prerequisite: ACCT-0003 Financial Accounting 1

Using their knowledge of manual accounting and the accounting cycle, students will perform various functions in multiple accounting software packages. They will create accounts in the general and subsidiary ledgers and enter purchase and sales transactions for both services and merchandise. Basic payroll transactions and account reconciliations will be covered. Students will also be able to generate financial reports.

ADVANCED SPATIAL ANALYSIS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

ADVERTISING

MKTG-0030 | 6 credits | D

Prerequisite: MKTG-0044 Marketing Principles

In this course, students study the various forms of advertising and sales promotion, relating them to promotional campaigns and to an overall marketing plan.

AGRIBUSINESS MANAGEMENT

BUSN-XXXX | 6 credits

This course is being developed for 2018-19.

AGRIBUSINESS MATH

MATH-XXXX | 6 credits

This course is being developed for 2018-19.

AGRIBUSINESS PLAN

BUSN-XXXX | 6 credits

This course is being developed for 2018-19.

AGRICULTURAL EQUIPMENT

MECH-0123 | 6 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET

This course provides students with a working knowledge of a variety of farm machines and their systems. Practical training focuses on the service, diagnosis and repair of harvesting, haying, tillage, seeding and spraying equipment.

AGRIFINANCE

BUSN-XXXX | 6 credits

Students will gain an overview of the Canadian Agriculture and Agri-Food system. In addition, students will learn to apply credit management skills to evaluate financial risk facing agribusinesses. Students will also learn how producers use various risk management tools to manage exposure to market, legal, and other risks. Canada's leading agricultural accounting software will be illustrated.

AGRO-ECOLOGY FIELD LABORATORY

AGRC-0162 | 6 credits

Based on field and laboratory exercises and tours, this course introduces students to key features of the prairie agro-ecological landscape. Various aspects are discussed including soils, water, native vegetation, the Dominion land survey, map reading, and crop and livestock production. The concepts of integrated watershed management and the use of mapping and GPS technology are introduced.

ALGEBRA (CIVIL)

MATH-0093 | 6 credits

This course teaches the algebra skills required to be able to solve problems in other courses within the Civil Technician program. Topics include linear equations, factoring, exponents, radicals, determinants, quadratic equations, and logarithms.

ANATOMY & PHYSIOLOGY 1

SCIE-0005 | 6 credits | D

Learners need to comprehend normal body structure and function in order to provide safe and competent care to the client. The structure of the human body and the physiology of the various systems are examined and discussed. Pathologies are explored.

ANATOMY & PHYSIOLOGY 2

SCIE-0006 | 6 credits | D

Prerequisite: SCIE-0005 Anatomy & Physiology 1

This is a continuation of Anatomy and Physiology 1, where various systems are discussed concurrently with the study of structure.

ANTENNAS & TRANSMISSION LINES

ELTE-0061 | 6 credits | P

Prerequisite: ELTE-0063 Communications Theory, MATH-0061 Calculus, ELTE-0065 Instruments and Measurements 2, ELTE-0077 Cabling and Installation
In this course students study a variety of devices and transmission media used to guide, transmit and receive electromagnetic radiation. A variety of antenna designs and their properties are studied along with their characteristics including gain, directional gain, 3dB beam width and bandwidth, polar and rectangular radiation plots. The properties of various wired transmission media are studied and their effects on the signals they carry, including loss, pulse spreading, crosstalk and Electromagnetic Interface (EMI). As well, the characteristics of Radio Frequency (RF) and microwave links are examined and link equations developed. Laboratory activities include antenna radiation pattern plots, forward and reflected power and Voltage Standing Wave Ratio (VSWR) measurements, and communications link performance evaluation using a spectrum analyzer. Students also construct a Time Domain Reflectometer using a pulse generator and an oscilloscope and use it to locate and determine fault types along a transmission line. The course also includes fundamentals of network cabling.

APPLIED & PRE-CALC. MATH 20S

MATH-0083 | 1 high school credit

This course is a continuation of concepts that have been studied in Grade 9 mathematics and introduces new topics. It is the foundation for both applied and pre-calculus mathematics courses at the Grade 11 and grade 12 levels. There are four main areas covered in the course: numbers; patterns and relations; shape and space; statistics and probability. Problem solving, communication, reasoning and mental math are some the themes explored in each module.

APPLIED BOTANY

AGRC-0017 | 6 credits | D

Basic plant anatomy at the cellular level and whole organ level is covered as well as the processes of photosynthesis and respiration. Thorough coverage is given to plant classification and naming, with botanical grammar being stressed. Plant hormones, pollination, fruit set and ripening are discussed. Basic propagation is addressed and comprehensive coverage is given to climatic factors of importance to prairie horticulture. The course concludes with a discussion of diseases of significance to prairie horticulture.

APPLIED MARKETING RESEARCH

MKTG-0035 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

This course provides students with the skills to conduct market research and recognize its importance to market oriented firms. Students learn how to design and develop questionnaires and the correct methodology to design a marketing project. They complete an actual marketing research project.

APPLIED MATHEMATICS 30S

MATH-0059 | 1 high school credit

This course addresses the changing mathematical requirements in today's world by focusing on problem solving, technology and technical communication. Students acquire the knowledge necessary to develop independent learning skills.

APPLIED MATHEMATICS 40S

MATH-0060 | 1 high school credit

Prerequisite: MATH-0059 Applied Mathematics 30S or MATH-0023 Pre-Calculus Math 30S

This course is a continuation of Applied Math 30S. Students enhance their problem solving skills with the increased use of technology in the classroom. The curriculum focuses on students becoming responsible independent learners. Application of mathematical concepts to everyday situations is an important component of this course.

APPLIED PRACTICAL SKILLS 1

ECED-0044 | 5 credits | D, P

Prerequisites: PSSY-0029 Child Development 1, ECED-0004 Curriculum Planning 1, ECED-0031 Overview of Early Childhood Education, ECED-0006 Art
Corequisites: ECED-0001 Guiding Children's Behavior, PSSY-0020 Child Development 2, ECED-0049 Music & Movement

This course integrates theory with practice in an early childhood setting. Students do a two-week block placement implementing creative activities based on observation of children's interests. Students practice and refine guiding skills and activity implementation skills.

APPLIED PRACTICAL SKILLS 2

ECED-0045 | 6 credits | D, P

Prerequisites: ECED-0044 Applied Practical Skills 1, ECED-0049 Music and Movement, ECED-0005 Literature
Corequisites: ECED-0001 Guiding Children's Behavior, PSSY-0020 Child Development 2

This course integrates theory with practice in an early childhood setting. Students do a three-week block placement implementing creative activities based on observation of children's interests. Students practice and refine transition and guiding group skills.

APPLIED PRACTICAL SKILLS 3

ECED-0046 | 7 credits | D, P

Prerequisites: ECED-0045 Applied Practical Skills 2, ECED-0006 Art, ECED-0049 Music & Movement E CED-0005 Literature, PSSY-0020 Child Development 2
Corequisites: ECED-0010 Science, ECED-0013 Teaching Strategies, ECED-0020 Play

This course integrates theory with practice in an early childhood setting. Students do a four-week block placement applying their personal teaching strategies and playroom management along with implementing creative activities based on observation of children's interests. Students practice and refine communication skills with parents and mentors.

APPLIED PRACTICAL SKILLS 4

ECED-0047 | 7 credits | D, P

Prerequisites: ECED-0046 Applied Practical Skills 3, ECED-0019 Design the Children's Setting, ECED-0051 Curriculum Development, ECED-0048 Language and Literacy

This course integrates theory with practice in an early childhood setting. Students do a four-week block placement applying their skills in guiding children through an emergent project. Students design and develop a learning centre related to the emergent project and compile project documentation for parents and early childhood education centre staff.

APPLIED/FIELD PRACTICE 1

PRAC-0240 | 4 credits | P

Prerequisites: COMM-0338 Professional Communications, PSSY-0090 Organizational Behaviour, PSSY-0091 Social Service Foundations, PSSY-0070 Counselling & Interviewing, PSSY-0071 Sociology and minimum 2.0 CPGA

This four week practicum will allow students to observe and place meaning to classroom lessons as they apply in the community context. Students will be required to reflect on their observations and make journal entries as to how theoretical knowledge is applied in a real world setting.

APPLIED/FIELD PRACTICE 2

PRAC-0241 | 8 credits | P

Prerequisites: PSSY-0089 Human Behaviour, PSSY-0088 Social Welfare Policy, PSSY-0014 Counselling, HLTH-0182 Mental Health, PEDV-0279 Professional Practice, PSSY-0026 Psychology and a minimum 2.0 CPGA.

This eight-week practicum is designed to give students an opportunity to apply classroom learning. Students are required to design and/or implement and monitor project activities in professional settings.

AQUATIC ECOSYSTEMS

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ARBORICULTURE

AGRC-0029 | 3 credits | D

This course outlines basic terminology used in arboriculture, the principles of installation, care and maintenance of trees and shrubs in the landscape. It also provides "how to" information in these areas. Finally, the effect of the environment on growth and development of woody plants is addressed. Note: It is recommended that students complete AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course. It is also recommended to have prior or concurrent knowledge in AGRC-0027 Woody Landscape Plants and AGRC-0020 Safe Work/Pesticides.

ART

ECED-0006 | 3 credits | D, P

Prerequisite: ECED-0004 Curriculum Planning 1 (Curriculum course) This course focuses on the importance of creative self-expression for the young child. Emphasis is on art experiences that are appropriate to the developmental levels of children focusing on the process rather than the product.

ASSESSMENT & INTERVENTION

PSSY-0045 | 3 credits

Learn to assist clients in their development of new perspectives and to assist them in planning and sustaining action plans that work. Acquire practical skills to work with clients in one-to-one and group settings. This course is for Applied Counselling Skills students only.

AUDIO PRODUCTION 1

MEDP-0054 | 6 credits

Prerequisite: MEDP-0056 Digital Audio
Corequisite: MEDP-0055 Audio Production Laboratory 1
This course is a continuation of the study of the fundamentals of audio production, building on the basics introduced in Digital Audio. Studies include microphone basics, studio and location microphone application, audio production consoles and signal flow, analog and digital recording technology, basic signal processing, and monitor systems.

AUDIO PRODUCTION 2

MEDP-0063 | 6 credits

Prerequisite: MEDP-0054 Audio Production 1
Corequisite: MEDP-0065 Audio Production Laboratory 2
This course continues the study of audio production techniques. Areas covered include multi-track recording and mixing, advanced digital audio production techniques, digital hard disk recording/non-linear editing, digital audio control surfaces, advanced signal processing, sampling, and mastering audio for disc. Also included is a survey of current audio production software.

AUDIO PRODUCTION 3

MEDP-0064 | 6 credits

Prerequisite: MEDP-0063 Audio Production 2
Corequisite: MEDP-0066 Capstone Project (MMP)
This course provides students with the opportunity to apply practical skills learned in the prerequisite courses, including an integration of all audio production skills with emphasis on the digital audio workstation production environment. It consists of a combination of project work and/or independent practical work in the area(s) of chosen concentration within the audio production field. Application of current industry acceptable audio production standards is essential to all work created in this course.

AUDIO PRODUCTION LABORATORY 1

MEDP-0055 | 3 credits

Prerequisites: MEDP-0056 Digital Audio, MEDP-0058 Production Laboratory
Corequisites: MEDP-0054 Audio Production 1, COMM-0300 Media Writing

This laboratory provides students with the opportunity to apply intermediate level audio production skills including stereo production techniques, basic multi-track production techniques, the application of signal processing, digital audio editing, putting into practice the theory learned in Audio Production 1. Students will also apply these skills to producing content for broadcast on CJJJ-FM campus community radio.

AUDIO PRODUCTION LABORATORY 2

MEDP-0065 | 4.5 credits

Prerequisite: MEDP-0055 Audio Production Laboratory 1
Corequisite: MEDP-0063 Audio Production 2

This laboratory provides students with the opportunity to apply advanced audio production skills based on the theory learned in Audio Production 2, with an emphasis on digital multi-track production techniques, including the digital console, signal processing rack and patch bay, and the various digital audio workstations.

AUTOCAD 1 (CIVIL)

COMP-0200 | 6 credits | P

Students develop a basic understanding of personal computers, applications and technical drawing standards as they apply to the civil/architectural and mechanical disciplines. In addition they develop a comprehensive understanding of generic CAD concepts and procedures and 2D drawing and editing techniques.

AUTOCAD 2 (CIVIL)

COMP-0201 | 6 credits | P

Prerequisite: COMP-0200 AutoCAD 1 (Civil)

Students use their 2D drawing and editing skills to build their advanced CAD skills. These new skills include third angle projection standards, 3D modeling commands, controlling the display of their drawing including viewport, view point and paper space plotting. Students also learn the visualization tools of hidden line removal, rendering and the basic concepts of attributes.

AUTOMATED OFFICE 40S

COMP-0481 | 1 high school credit

This course provides a variety of office skills in order to prepare a student career in the modern world of business by covering the concepts, skills and knowledge mastered in the business curriculum. Students develop competency using the computer in an electronic office environment. Students experience electronic applications such as electronic communications, computerized information management, desktop publishing, reprographics, and machine transcription.

B

BANKING SYSTEMS PRACTICES

BUSN-0084 | 3 credits

This introductory course focuses on the function and structure of the Canadian financial services industry. Students will explore various aspects of the industry including: managing personal finances, consumer credit, personal financial planning, insurance and investments. These topics will serve as a foundation for students wishing to pursue a specialization in financial services.

BEER 1

HOSP-0029 | 3 credits

Corequisite: HOSP-0052 Smart Choices

This course includes the theoretical knowledge of beer production and fundamentals of sensory analysis. Students learn to examine and discuss beer styles of various regions and countries and their relationship to food. They participate in a practical beer tasting event as part of their final project. This course also reviews the rules and practices of responsible alcohol service.

BIOLOGY 30S

SCIE-0009 | 1 high school credit

This course is an in-depth study of the human body. It presents an opportunity to understand what you are made of, how you are put together and how your body works. A large number of diseases that afflict humans are diseases of choice. This course provides information that can be used to make choices that lead to a healthy life.

BIOLOGY 40S

SCIE-0004 | 1 high school credit

This course examines how cells store and use information to control patterns of inheritance. Diseases resulting from altered cell information are explored. This course also looks at the variety of life forms that have evolved with particular emphasis on the plant and animal kingdoms. Chemical reactions carried out by cells and ecology are also studied. This course is recommended or required for entry into such fields as dental assisting, nursing, health information technology, medical laboratory technology, animal health technology, natural resource management and early childhood education.

BLUEPRINT READING - INMF

DRFT-0012 | 3 credits

In this course, students learn to interpret symbols and conventions as they relate to both isometric and orthographic projection blueprints in the machine shop environment.

BLUEPRINT READING (CARPW)

DRFT-0001 | 3 credits

This course provides the fundamental skills necessary for students to become familiar with architectural blueprints.

BLUEPRINT READING (ELECT)

DRFT-0009 | 3 credits

This course provides the fundamental skills necessary for students to become familiar with residential and commercial blueprints and the electrical trade.

BLUEPRINT READING (PE)

DRFT-0005 | 3 credits

This course provides the fundamental skills required to read and interpret blueprints and drawings. The knowledge gained in this course will prepare the student to better communicate ideas and proposed equipment changes for real situations in industry. This course includes lettering, description of lines and weights, orthographic and isometric views, sectional views, and freehand sketching.

BLUEPRINT READING (PIPET)

DRFT-0010 | 3 credits

Prerequisite: PIPE-0003 Plumbing Systems Theory

This course provides the fundamental skills necessary for students to become familiar with architectural blueprints. Students are introduced to the tools, terminology and common practices used in the piping trades. Emphasis is placed on interpretation of floor plans and converting to an isometric single line drawing.

BLUEPRINT READING FOR WELDERS

DRFT-0013 | 2.25 credits

In this course, students learn to recognize all the different parts of a blueprint related to welding. Student learn about welding symbols and the interpretation of them. Students complete sketching in isometric and oblique views.

BOILERS AND MATERIALS

ENGR-0030 | 6 credits

This course introduces the student to various types of boiler designs including where they are used, their history, construction, and applications in both commercial and industrial settings. The student will also learn about the mechanical properties of ferrous and non-ferrous materials including piping, piping components and valves. Welding of these materials will also be discussed.

BRAKING SYSTEMS AND TIRES

MECH-0121 | 6 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET

Mobile heavy equipment relies on traction to start, move, turn and stop safely and efficiently. On much of this equipment, tires are the only contact with the road or earth. In this course students learn about tire and wheel construction and the recommended practices to service, diagnose and repair tires, wheels and wheel ends safely. Reliable braking systems are essential to the safe operation of heavy mobile equipment. In this course students learn the fundamentals of operation as well as how to service, diagnose and repair heavy duty braking systems including mechanical, hydraulic, air and electric systems as well as various brake booster systems.

BREAKFAST COOKERY

COOK-0004 | 3 credits

This course includes basic preparation, cooking and serving of egg dishes and breakfast items for an a la carte menu as well as for a buffet. This course also includes related dairy products.

BROADBAND SYSTEMS

ELTE-0062 | 6 credits | P

Prerequisite: COMP-0410 Network Fundamentals

This course provides students with a strong background in the operation, design and testing of a variety of broadband communication systems. Studies include systems used for satellite communications, terrestrial microwave transmission and broadband cable systems. Students also compare technologies used for fixed and nomadic broadband wireless access systems.

BUILDING LAYOUT

CPWW-0013 | 1.5 credits

Students work with tools and levelling instruments, and learn the procedures to locate a building site, stake out, establish levels, plan for excavation and landscaping, and begin forming.

BUILDING MATERIALS

CPWW-0004 | 1.5 credits

Properties and structure of wood are studied in this course, followed by orientation in the types, standard sizes and characteristics of the basic materials of construction.

BUILDING PARTNERSHIPS

PSSY-0073 | 3 credits | D, P

Students develop strategies and skills to build partnerships with parents and community agencies.

BUILDING SCIENCE

SCIE-0007 | 1.5 credits

This course begins by focusing on the concepts of understanding the house as a system. Students then study thermal insulation requirements, types and applications, including energy-efficient construction techniques.

BUSINESS MATHEMATICS

MATH-0040 | 3 credits | D, P

This course reviews the basics of arithmetic, graphing and algebra to develop skills for solving practical problems encountered in business. It provides a base for economics and marketing. Course topics include whole numbers, fractions, decimals, problem solving, per cents, discounts, markups and markdowns.

BUSINESS OF FOOD PRODUCTION

AGRC-0282 | 6 credits

This course covers classification systems, crop production practices and processes, post-harvest handling and marketing of food crops. Students examine and apply the concepts of sustainable production programming and integrated food crop management practices for a successful food production business. The student will also learn advanced techniques and innovations in fruit and vegetable production through highlights of new research, traditional approaches, and in-class activities and other assignments. Students will be responsible for completing an independent project that demonstrate problem-solving abilities and innovation in food production.

BUSINESS PROJECT

BUSN-0119 | 12 credits | D

Prerequisites: ACCT-0004 Financial Accounting 2, MKTG-0044 Marketing Principles, PSSY-0004 Organizational Behaviour, HRMG-0007 Managing the HR Function or HRMG-0036 Human Resource Management
This is a capstone course that requires students to integrate material from a variety of subject areas: accounting, marketing, operations, human resources, etc., by developing a business plan. It also expands and enhances students' employability skills.

BUSINESS SKILLS

BUSN-0158 | 6 credits

The horticulture industry requires individuals who possess essential business skills and practices to manage horticultural operations and processes. In this course students learn and evaluate the essential skills required for successful operations at a horticultural workplace and commitment necessary to successfully operate and encounter challenges of a horticultural business. Students will learn about personal and interpersonal skills, decision-making processes, and be able to demonstrate their capacity to develop and execute business strategies.

C

CABINET MAKING

CPWW-0008 | 9 credits

Prerequisite: CPWW-0006 Woodworking Machines 2
In this extension of the machine woodworking program, students study and apply the cabinetmaker's craft.

CABLING AND INSTALLATION

ELTE-0077 | 3 credits

Technicians working in communications require the skills needed for installing and terminating various media used to interconnect equipment. Technicians also need to understand the basics of the planning and physical installation of the equipment. Even in the wireless systems, cabling is an important and dynamic subsystem. This course provides students with the necessary background, knowledge and skills required to design, install, terminate, test and update communication wiring. Training includes information on codes, standards, and regulations as well as electrical protection. Students learn the importance of planning equipment layout and providing and maintaining environmental control and power back-up systems.

CAD/CAM OPERATIONS

COMP-0060 | 6 credits

Prerequisites: METL-0001 Drilling Machines and Saws, METL-0002 Engine Lathe Operations, WRKP-0006 Machine Shop Practices, METL-0004 Metallurgy, METL-0003 Milling Machine Operations, DRFT-0012 Blueprint Reading - INMF

In this course, students learn the basics of computer aided design (CAD) and computer aided manufacturing (CAM). They complete a variety of projects using CAD/CAM procedures in conjunction with the CNC lathe and milling machine. The course includes an introduction to AutoCAD.

CALCULUS

MATH-0061 | 3 credits | P

Prerequisite: MATH-0063 Technical Math

Students in this course are introduced to the concepts of limits and continuity and the principles and rules of differentiation and integrations as applied to various families of functions. It emphasizes the applications of integrations and differentiations in electronics through examining their geometrical interpretation. The course also covers matrix theory and application in solving systems of linear equations.

CANADIAN BUSINESS

BUSN-0121 | 3 credits | D

This course provides an introduction to the functional areas of business with an emphasis on the Canadian environment. Current concepts and practices are reviewed. It shows how the functional areas are co-ordinated and integrated to ensure the goals and strategies of a business are realized.

CANADIAN GOVERNMENTS

LAWG-0070 | 3 credits | P

This course examines the current institutions and the politics of federal, provincial, municipal and Aboriginal band governments in Canada. Students learn about the primary components of government structure, the political process and the interrelationship between the different levels of government. Manitoba politics receive special reference.

CANADIAN INVESTMENT FUNDS

BUSN-0160 | 6 credits

Prerequisite: BUSN-0006 Economics 1

The Canadian Investment Funds Course (CIFIC) is an industry recognized mutual fund licensing course offered through the IFSE Institute. Upon successful completion of this course, students will possess the necessary credential in order to function as a Mutual Fund Representative. The topics covered in this course include regulatory environment, registrant responsibilities, suitability, economic factors and financial markets, types of mutual funds, portfolio management, taxation, retirement, and making recommendations.

CANADIAN NURSING PRINCIPLES

HLTH-0183 | 3 credits

The purpose of this course is to introduce students to the discipline of practical nursing. Course concepts include foundations of nursing within the wellness model.

CAPSTONE PROJECT (DESIGNER)

COMP-0484 | 9 credits

Prerequisites: COMP-0487 Digital Imaging and Graphics 2, BUSN-0145 Interactive Business Practices
Corequisites: COMP-0483 3D Authoring, COMP-0491 Web Application Development 3, COMP-0493 Web Authoring 2

This course enables students to envision, design and produce a client-driven project integrating skills, knowledge and judgments learned in the designer major.

CAPSTONE PROJECT (DEVELOPER)

COMP-0485 | 9 credits

Prerequisites: COMP-0487 Digital Imaging and Graphics 2, BUSN-0145 Interactive Business Practices
Corequisites: COMP-0483 3D Authoring, COMP-0491 Web Application Development 3, COMP-0493 Web Authoring 2

This course enables students to envision, design and produce a client-driven project integrating skills, knowledge and judgments learned in the developer major.

CAPSTONE PROJECT (MMP)

MEDP-0066 | 9 credits

Prerequisites: MEDP-0063 Audio Production 2, MEDP-0065 Audio Production Laboratory 2, MEDP-0068 Directing and Producing, MEDP-0069 Non-Linear Post Production, COMP-0494 Multimedia 2, MEDP-0073 Production Techniques 1, BUSN-0143 Professional Practices 1, MEDP-0079 Video Production 2, MEDP-0080 Video Production Laboratory 2
Corequisites: MEDP-0064 Audio Production 3, BUSN-0146 Industry Encounter, BUSN-0145 Interactive Business Practices, COMP-0495 Multimedia 3, MEDP-0074 Production Techniques 2, BUSN-0144 Professional Practices 2

This course enables students to envision, design and produce industry relevant projects integrating skills, knowledge and judgments learned in the Multimedia Producer major of the IMA Media Specialization.

CAPSTONE PROJECT (WPR)

MEDP-0067 | 9 credits

Prerequisites: COMM-0305 Journalism 2, COMM-0306 Journalism Laboratory 2, MEDP-0075 Production Techniques 1 (WPR), MEDP-0077 Radio Production 2, MEDP-0078 Radio Production Laboratory 2

This course enables students to envision, design and produce a client-driven project integrating skills, knowledge and judgments learned in the writer/producer major.

CAREER AND BUSINESS PLANNING

BUSN-0159 | 6 credits

This course provides students with a practical approach to preparing and presenting a comprehensive business and a career plan. Students will be introduced to the preparation of business and marketing plans, as well as elements of e-commerce and project management. Both traditional business models and social enterprise will be emphasized throughout. The principal goal of this course is to have students prove their capability to develop and implement organizational strategies in simulated business situations.

CHEMISTRY 1 (CIVIL)

SCIE-0085 | 3 credits

This course is an enhanced review of high school chemistry with theoretical and practical emphasis on chemical compounds and reactions. Other topics covered are nuclear radiation, energy and gases.

CHEMISTRY 2 (CIVIL)

SCIE-0086 | 4.5 credits

Prerequisite: SCIE-0085 Chemistry 1 (Civil)
This course is a continuation of Chemistry 1 (Civil). It covers the properties of solutions, acids and bases, and includes an introduction to organic chemistry and biochemistry.

CHEMISTRY 30S

SCIE-0024 | 1 high school credit

This course consists of six units including an introduction (periodic table, chemical formulas, compounds and naming), physical properties and changes, chemical reactions, solubility, acids and bases, and organic chemistry. Chemical relationships are examined theoretically and through laboratory simulations and experiments.

CHEMISTRY 40S

SCIE-0025 | 1 high school credit

Prerequisite: SCIE-0024 Chemistry 30S
This course consists of six units including the nature of chemistry, kinetics, chemical equilibrium, acid-base equilibria, solubility equilibria and oxidation-reduction. These units extend students' understanding gained in Chemistry 30S. Chemical relationships are examined theoretically and through laboratory simulations and experiments.

CHILD DEVELOPMENT

PSSY-0066 | 3 credits | D, P

This course involves the study of the development of the school age child, through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children from kindergarten to grade 12. Information is provided on child development theorists.

CHILD DEVELOPMENT 1

PSSY-0029 | 6 credits | D, P

Corequisite: COMP-0414 Documentation

This course involves the study of developmental stages from birth to toddlerhood that are essential for the early childhood educator to provide children with a nurturing and stimulating environment. The principles, processes and theories of development, birth and the newborn baby are discussed. The development of the physical, social, emotional, cognitive and language domains and milestones reached through infancy and toddlerhood are the focus of this course.

CHILD DEVELOPMENT 2

PSSY-0020 | 6 credits | D, P

Prerequisites: PSSY-0029 Child Development 1, COMP-0414 Documentation

This course involves the study of the development of the preschool child through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children ages two to five.

CHILD DEVELOPMENT 42C

PSSY-D066 | 0.5 high school credit | P

This course involves the study of the development of the school age child through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children from kindergarten to grade 12. Information is provided on child development theorists.

CHILDREN WITH SPECIAL NEEDS

PSSY-0025 | 6 credits | D, P

Prerequisites: PSSY-0020 Child Development 2, ECED-0013 Teaching Strategies, ECED-0050 School Age Care, ECED-0001 Guiding Children's Behavior
This course provides an overview of the inclusion of children with extra support needs in early childhood settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of young children are explored. The focus is on early childhood practices and procedures necessary for including children with diverse abilities in early childhood settings.

CHILDREN'S SPECIAL NEEDS

PSSY-0067 | 6 credits | D, P

This course provides an overview of the inclusion of children with extra support needs in school settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of school-age children are explored. The focus is on practices and procedures necessary for including children with diverse abilities in school settings.

CHILDREN'S SPECIAL NEEDS 42C

PSSY-D067 | 1 high school credit

This course provides an overview of the inclusion of children with extra support needs in school settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of school-age children are explored. The focus is on practices and procedures necessary for including children with diverse abilities in school settings.

CNC PROGRAMMING AND OPERATION

COMP-0059 | 9 credits

Prerequisites: METL-0001 Drilling Machines and Saws, METL-0002 Engine Lathe Operations, WRKP-0006 Machine Shop Practices, METL-0004 Metallurgy, METL-0003 Milling Machine Operations, DRFT-0012 Blueprint Reading - INMF

This course introduces the fundamentals of computer numerically controlled (CNC) machining. Students complete a variety of projects using industry standard G and M codes to program both CNC lathe and milling machine operations.

COLLEGE WRITING

COMM-0337 | 6 credits | D, P

The ability to gather and interpret information, then create clear, concise, and coherent written material is essential for professional communications. This course focuses on the fundamental building blocks of writing: grammar, punctuation, spelling, and word usage.

COMBUSTION AND MAINTENANCE 1

ENGR-XXXX | 3 credits

This course introduces students to different types of fuels used to fire boilers and how these fuels are utilized. Students will learn the different applications and techniques used to achieve proper combustion.

COMBUSTION AND MAINTENANCE 2

ENGR-XXXX | 3 credits

Prerequisites: ENGR-XXXX Combustion and Maintenance 1

This course builds on Combustion and Maintenance 1 by introducing students to different maintenance procedures used in both commercial and industrial settings. The different types of powerhouse industrial plans are also introduced.

COMMERCIAL TRANSACTIONS LAW

LAWG-0002 | 3 credits | D

Knowledge of legal rules affecting your commercial activity will help you to avoid unnecessary legal, and consequently, financial liabilities while taking advantage of legal opportunities. This course covers the legal rules regarding some common commercial transactions. Topics include agency, business entities (partnerships and corporations), sale of goods, mortgages, loan securities and bankruptcy.

COMMERCIAL WIRING

ELEC-0014 | 9 credits

Prerequisite: ELEC-0018 Residential & Premise Wiring

In this course students receive hands-on training that covers the installation of a variety of wiring methods including electrical metallic tubing, PVC conduit, ridged steel conduit, flexible metal conduit, liquid tight metal conduit, and armored cable (AC-90 and TECK-90). Motor control circuits include two- and three-wire circuits, motor starters, braking methods, programmable logic controllers and variable speed drives.

COMMODITY MARKETING

MKTG-XXXX | 6 credits

This course is being developed for 2018-19.

COMMUNICATION CIRCUITS

ELTE-0087 | 3 credits

Prerequisite: ELTE-0054 Electronic Circuits 2

This course introduces Radio Frequency (RF) Communication systems and theory. Students learn the electromagnetic and frequency spectrum, elements of a communications channel, basic building blocks of an RF System, modulation and demodulation techniques, absolute and relative decibel (dB) measurements and readings and develop a basic RF Communications lexicon. Through lab activities students assemble, test, trouble shoot and align an Amplitude Modulated (AM) and Frequency Modulated (FM) Broadcast receiver.

COMMUNICATION ESSENTIALS

COMM-0350 | 3 credits

The ability of writers to gather and interpret information, then create and present written content in a clear, concise and coherent manner is essential to the credibility and accessibility of any professional presentation. This course focuses on the fundamental building blocks of writing: grammar, punctuation, spelling, and word usage.

COMMUNICATION SKILLS

COMM-0132 | 3 credits

In this course, students acquire knowledge of basic micro-counselling skills. They study topics such as body language, communication in a group setting, non-verbal communication and factors that assist or hinder effective listening. Students acquire advanced skills in empathy and probing which lead to helping clients make decisions to become efficient problem solvers. Explore techniques in screening, interviewing, helping clients tell their stories and become familiar with report writing. This course is for Applied Counselling Skills students only.

COMMUNICATIONS

COMM-0006 | 6 credits | D, P

This course develops students' basic communication skills and provides them with strategies needed to communicate effectively: orally and through written media. Course topics include the process of communication, communicating across cultures, characteristics of effective messages, and composing effective written messages.

COMMUNICATIONS

COMM-0045 | 3 credits

This course includes instruction in techniques to improve both written and oral communication with prospective employers, co-workers and clients. Effective strategies for customer service are emphasized. It also serves to familiarize students with the regulations related to the workplace. As well, students receive an introduction to the use of computer software and hands-on experience with Windows operating system, Internet and email.

COMMUNICATIONS

COMM-0260 | 1.5 credits

This course includes instruction in techniques to improve both written and oral communication with prospective employers, co-workers and clients. Effective strategies for customer service are emphasized. It also serves to familiarize students with the regulations related to the workplace. As well, students receive an introduction to the use of computer software and hands-on experience with Windows operating system, Internet and email.

COMMUNICATIONS (CIVIL)

COMM-0138 | 3 credits

This course introduces students to effective writing techniques that enable them to complete various business documents such as letters and memoranda. Students produce a variety of informal technical reports such as mechanism, incident, progress, field trip and progress reports.

COMMUNICATIONS SYSTEMS

COMP-0403 | 3 credits

Prerequisite: COMP-0353 Computer Skills

It is crucial that police officers be proficient in the use of modern technologies to assist them in the performance of their duties. These technologies include the police radio system, ground positioning systems, the Canadian Police Information Centre (CPIC), and the Police Reporting and Operational System (PROS). Students learn how to utilize this technology and how to apply this knowledge to policing.

COMMUNICATIONS SYSTEMS

ELTE-0080 | 6 credits

Prerequisites: ELTE-0063 Communications Theory, ELTE-0065 Instruments and Measurements 2, MATH-0061 Calculus, SCIE-0072 Physics, MATH-0063 Technical Math, COMP-0410 Network Fundamentals

This course examines the key components of telecommunication infrastructure. Students study voice, data and video distribution systems as they gain knowledge in the architecture, carrier systems, hardware and signalling used for both analog and digital communication systems in copper telephone systems (PSTN). The function and operation of various fibre optic equipment and topologies is also examined. Students become familiar with network management systems used to monitor network devices. Protocols that are studied include Simple Network Management Protocol (SNMP).

COMMUNICATIONS THEORY

ELTE-0063 | 6 credits | P

Prerequisites: ELTE-0087 Communication Circuits, MATH-0061 Calculus

This course introduces digital and analog communication theory. Through simulations, laboratory work and case studies students learn the characterization of signals and spectra, modulation and demodulation techniques, AM and FM systems, base band pulse and digital signalling, band pass signalling principles and circuits, spectral analysis, and performance of communication systems corrupted by noise. Fundamental building blocks of receivers, transmitters and related circuits are studied including Automatic Gain Control (AGC) circuits, mixers, phase lock loops, frequency synthesizers, balanced modulators and demodulators, limiters and squelch circuits.

COMMUNITY BASED POLICING

LAWG-0073 | 6 credits

A police service and its officers must have a strong understanding of how they may best serve the communities in which they work. Students examine and apply community based problem solving models that utilize proactive approaches to reduce crime and promote community policing.

COMMUNITY DEVELOPMENT

PSSY-0086 | 3 credits | P

Students examine the concepts, values, and strategies of community development to achieve social change. By conducting a community assessment, students learn how to balance mind, body and spirit from an Aboriginal perspective in order to identify health and human services, and community recreation needs.

COMMUNITY NURSING

HLTH-0019 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

In this course learners explore the multiple dimensions of health, health behaviours and environmental and social factors that affect health and/or health behaviour. Alternative health behaviours and therapies are explored.

COMMUNITY SERVICE 1 41G

PRAC-0162 | 1 high school credit

This course provides students with the opportunity to volunteer with non-profit and community service organizations. Students gain interpersonal communication skills, civic knowledge, an increased sense of self-awareness and increased self-esteem while making a valuable contribution to their community. Students are expected to communicate regularly with their student advisor throughout their volunteer experience. Students are not eligible to gain credit for volunteer experience gained prior to course registration. Evaluation involves the student, the community service organization and the advisor.

COMMUNITY SERVICE 2 41G

PRAC-0163 | 0.5 high school credit

This course provides students with the opportunity to volunteer with non-profit and community service organizations. Students gain interpersonal communication skills, civic knowledge, an increased sense of self-awareness and increased self-esteem while making a valuable contribution to their community. Students are expected to communicate regularly with their student advisor throughout their volunteer experience. Students are not eligible to gain credit for volunteer experience gained prior to course registration. Evaluation involves the student, the community service organization and the advisor.

COMPENSATION

HRMG-0005 | 3 credits

Prerequisite: HRMG-0007 Managing the HR Function or HRMG-0036 Human Resource Management

This course familiarizes students with the elements of a compensation program including its theoretical foundations. Activities are introduced to build skills in developing an organization's compensation philosophy and goals, reviewing incentive programs, choosing an appropriate job evaluation system, conducting salary surveys and developing an organization's salary structure. This course examines the basic concepts and principles of effective wage and salary administration systems.

COMPUTER AIDED DESIGN TOOLS

COMP-0364 | 3 credits | P

This course covers the elements of drafting using the industry standard AutoCAD software. Students create block diagrams and draft electronic schematics using several different software packages to create the artwork for Printed Circuit Board (PCB) layouts. Students also create orthographic and isometric electro-mechanical drawings of component enclosures such as racks, panels and chassis that are to scale. Students use this training to prepare and plot schematic drawings for the final project.

COMPUTER APPLICATIONS

COMP-0198 | 3 credits

Prerequisite: COMP-0020 Word Processing Skills OR COMP-0058 Word Processing

Students gain practical skills in utilizing software to assist in food service management. Specifically, students learn how to use computerized programs to create prep, line and plating specifications, manage inventory and track food costs, and link the management of these components to the overall financial health of the food service operation. Students also hone their online portfolio to showcase their employability skills.

COMPUTER PROGRAMMING 1

COMP-0439 | 3 credits

This course introduces students to computer programming. Students are expected to demonstrate proper techniques in program design and the applications of the various program control structures and data structures. This course is designed to support the Micro-Controller Systems course.

COMPUTER PROGRAMMING 2

COMP-0440 | 3 credits

Prerequisite: ELTE-0052 Digital Circuits

This course builds on the programming concepts and skills developed in Computer Programming 1 to enhance students' problem solving and program design abilities. Students are introduced to languages that are used to develop applications for wireless devices and Embedded Systems.

COMPUTER SERVICING 1

COMP-0408 | 6 credits

In this course, students combine theory and practical work to build the skills necessary to service modern computer hardware and software. Areas of study include basic networking concepts, computer assembly and repair, troubleshooting hardware and peripherals, and the installation of components and programs.

COMPUTER SERVICING 2

COMP-0409 | 6 credits

Prerequisite: COMP-0408 Computer Servicing 1

This course continuing and expands upon the topics covered in Computer Servicing 1 by putting all skills learned into a practical context. Students practice investigating and executing troubleshooting methods, application support, bench testing and repairing real computer problems. Students investigate advanced methods for diagnosing computer problems, detecting and removing virus/malware and configuring the workstation computer environment for faster and efficient operation.

COMPUTER SKILLS

COMP-0353 | 3 credits | D, P

In this course students learn file management, email and Internet concepts. They use a popular word processing package to prepare professional documents.

COMPUTER SKILLS 32C

COMP-D353 | 0.5 high school credit | P

In this course students learn file management, email and Internet concepts. They use a popular word processing package to prepare professional documents.

COMPUTER SYSTEMS

COMP-0006 | 3 credits | D, P

In this course, students gain skills in using technology to complete a variety of tasks. Students use technology to communicate, research, organize and manage their work while considering various issues associated with the use of technology for such tasks.

CONCRETE FORMING TECHNOLOGY

CPWW-0012 | 3 credits

In this course, students study the characteristics of quality concrete, its mixture, transport, placement, finishing and curing. Other course material includes forming for footings, walls, columns, beams, slabs and stairs.

CONFERENCE SERVICES MANAGEMENT

HOSP-0010 | 3 credits

This course provides students with the strategies necessary to stage a successful conference. Topics include conference co-ordination, choosing meeting dates and locations, choosing a facility, banquets, program design and pre and post-event tours.

CONFLICT RESOLUTION

PSSY-0012 | 3 credits | P

In this course students learn techniques on how to resolve conflicts before they escalate to a crisis situation. They learn how to analyze a variety of confrontational situations and learn personal triggers and reactions to conflicts. Through situation role-playing and other techniques, students learn defusing skills.

CONSTRUCTION MATERIALS/SAFETY

ENGR-0004 | 6 credits

Prerequisite: DRFT-0011 Drafting Fundamentals (Civil)

This course builds on the introduction to wood frame construction block presented in Drafting Fundamentals (Civil). Students study wood frame construction materials and systems. Application of these principles is achieved by the production of architectural working drawings (elevations, sections and details) for a residential project, structural details, and mechanical and electrical system layouts. Stair design and framing member selection using Canada Mortgage and Housing (CMHC) span tables is also presented.

CONSTRUCTION SAFETY

WRKP-0030 | 3 credits

Along with instruction in erection and use of staging and ladders, students become familiar with ropes, rigging and hand signals, as well as construction site health and safety hazards and appropriate personal protection devices.

CONSTRUCTION TRADES GEOMETRY

MATH-0013 | 1.5 credits

This course provides students with a review of the basic geometry skills required for working in the construction trades.

CONSUMER BEHAVIOUR

PSSY-0005 | 3 credits

Prerequisite: MKTG-0044 Marketing Principles

This course analyzes the behaviours that consumers display in searching for, purchasing, using and evaluating products, services and ideas that they expect will satisfy their needs. The course examines the decision-making process involved in the relocation of resources to consumption items.

CONTEMPORARY ISSUES

PSSY-0087 | 6 credits | P

This course examines the current issues affecting our environment and community health. Relevant research in areas such as poverty, abuse, addictions, and parenting are reviewed.

CONTENT MANAGEMENT

COMP-0486 | 3 credits

Prerequisites: COMP-0488 Internet Scripting, ARTS-0016 Visual Design 2, COMP-0489 Web Application Development 1

Corequisites: COMP-0490 Web Application Development 2, ARTS-0017 Visual Design 3

This course teaches students how to use website management tools to increase efficiency and productivity in website creation, editing and maintenance. Students explore the application in depth learning features related to HTML (HyperText Markup Language) editing, JavaScript, CSS (Cascading Style Sheets), page layout, global design tools, extensions, graphics and Microsoft Office integration.

COOKING FUNDAMENTALS

COOK-0079 | 6 credits

This course provides an overview of the cooking profession and the food service industry. It includes information on sanitation, safety, Workplace Hazardous Materials Information System (WHMIS), first aid and safe food handling.

COOKING PRINCIPLES

COOK-0080 | 3 credits

This course provides information and practical experience on how to follow a recipe, use seasonings and flavours, as well as perform mise en place. The importance of basic nutrition is highlighted.

CO-OP WORK PLACEMENT - AGRB

COOP-0025 | 15 credits

Prerequisites: AGRC-0100 Plant Science, AGRC-0092 Soil Fertility and Fertilizers, AGRC-0005 Weed Management, plus cumulative weighted grade point average (CWGPA) of 2.0 or greater.

This requires a minimum of 600 hours of full-time, paid, related work experience. The work placement is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work placement plus assignments based on the student's work experience.

CO-OP WORK PLACEMENT - BUAD

COOP-0004 | 12 credits

Prerequisites: ACCT-0004 Financial Accounting 2, COMM-0006 Communications, ECON-0006 Economics 1, HRMG-0036 Human Resource Management, MKTG-0044 Marketing Principles, PSSY-0004 Organizational Behavior, Cumulative weighted grade point average (CWGPA) of 2.0 or greater. This course requires a minimum of 480 hours of full-time, paid, program relevant work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for approval by the designated faculty member. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - CVLTC

COOP-0014 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater. This requires a minimum of 480 hours of full-time, paid, related work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - DIESEL

COOP-0009 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater. This requires a minimum of 480 hours of full-time, paid, related work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - HOTEL

COOP-0005 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater. This course requires a minimum of 480 hours of full-time, paid, program relevant work experience. The work placement is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit written reports on the work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - HOTEL

COOP-0026 | 6 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater. This requires a minimum of 240 hours of full-time, paid, program relevant work experience. The work placement is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for approval by the designated faculty member. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - LWMGT

COOP-0021 | 15 credits

Prerequisites: AGRC-0088 Soils, AGRC-0132 Water Resource Management, SCIE-0037 Ecology, plus cumulative weighted grade point average (CWGPA) of 2.0 or greater. This requires a minimum of 600 hours of full-time, paid, related work experience. The work placement is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work placement plus assignments based on the student's work experience.

CO-OP WORK PLACEMENT - WTETC

COOP-0023 | 12 credits

Prerequisites: ELTE-0084 Technical Project, ELTE-0085 Wireless Data Systems, ELTE-0079 Manufacturing Techniques plus Cumulative Weighted grade point average (CWGPA) of 2.0 or greater. This course requires a minimum of 480 hours of full-time, paid, program relevant work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to write a written report on the work experience for approval by the designated faculty member. Work experience acquired prior to registration in the program is not eligible for this credit.

COUNSELLING

PSSY-0014 | 6 credits | P

Prerequisite: PSSY-0070. Students build on the skills learned in Counselling and Interviewing. Practical experience is gained through role-playing, videos and observation.

COUNSELLING AND INTERVIEWING

PSSY-0070 | 3 credits | P

This course provides an introduction to basic counselling skills of attending, listening and empathy. Students learn to apply a functional model to counselling situations and integrate the basic skills. The course involves classroom and videotaped role-plays, observation and interactive learning.

COUNSELLING CHILDREN AND YOUTH

PSSY-0032 | 3 credits

Familiarize yourself with child counselling and its process with this overview of the biological, sexual and cognitive transitions of children and adolescents. Study communication, maintenance and enhancement of self-esteem, identity acquisition, sexuality and independence. Explore current techniques, strategies and skills for counselling children and youth. This course is for Applied Counselling Skills students only.

COUNSELLING PRACTICUM

PRAC-0057 | 3 credits

Personal résumé to be presented at the first class. A current and favourable Adult Criminal Record Check and Child Abuse Registry Check must be presented to the Centre of Continuing Studies prior to registration for practicum. Students with a criminal record may not be able to complete this practicum. The practicum integrates theory and practice in the work environment by providing first-hand experience in counselling. Placements may include social services, schools, corrections, youth groups or other similar settings. The 120-hour practicum includes 20 hours of classroom time. This course is for Applied Counselling Skills students only.

COUNSELLING SKILLS THEORY

PSSY-0031 | 3 credits

Study a variety of counselling theories with an emphasis on translating theory into practice. Participate in ongoing practical counselling exercises to accompany the theoretical portion of this course. Discussion, demonstration and practice are part of this course. This course is for Applied Counselling Skills students only.

CRIMINAL CODE

LAWG-0074 | 6 credits

Corequisite: **LAWG-0076** Investigational Techniques
A complete understanding of criminal law is basic to law enforcement. This course forms the cornerstone of a student's ability to enter the policing profession. Students become knowledgeable in all criminal laws ranging from common assault to murder.

CRIMINAL JUSTICE SYSTEM

LAWG-0075 | 3 credits

As part of the Criminal Justice System it is imperative that officers understand how court procedures and decisions impact them in the performance of their duties. These procedures begin with compelling an accused to court and extend to trial procedures and outcomes. Students employ the Criminal Code of Canada, the Charter of Rights and Freedoms, and case law to obtain a full understanding of these procedures.

CRIMINAL LAW

LAWG-0090 | 6 credits

This course is being developed for 2018-19.

CRITICAL ISSUES

ECED-0022 | 3 credits | D, P

Prerequisite: **COMP-0414** Documentation

This course introduces students to the basic techniques involved in research and critical analysis of various current issues relevant to the field of early childhood education. Through selected readings and videos, students begin to explore how broad social issues, social policy and various early childhood philosophies affect the way we care about children and families.

CROP PRODUCTION SYSTEMS

AGRC-0219 | 6 credits

Prerequisite: **AGRC-0100** Plant Science or **AGRC-0278** Food Production Methods

This course covers the production of cereal grains, oilseeds, legumes, forages and special crops. Topics include the history and development of crop production and plant breeding. Students focus on the anatomy of cultivated plants and the key production practices unique to each crop.

CROSS-CULTURAL AWARENESS

PSSY-0011 | 3 credits | P

In this course students explore the significance of anti-bias curriculum. They gain an awareness of a variety of cultures and learn ways to deal effectively in a multi-cultural society.

CROSS-CULTURAL COMMUNICATION

COMM-0230 | 3 credits

Prerequisite: **COMM-0203** Business Communications

Police officers must be skilled in communicating with people of diverse backgrounds. This course requires students to explore and analyze the influences that shape the communities they serve. Specific attention is paid to Aboriginal culture and its interaction with the Canadian justice system. Through research, writing and presentations, students explore the cultural and social issues that influence the delivery of service-oriented policing.

CROSS-CULTURAL EDUCATION

PSSY-0024 | 3 credits | D, P

This course explores cultural and ethnic diversity in a broad way and illustrates how this impacts on the lives and attitudes of growing children. Multi-cultural, anti-bias and global education philosophies are explored, enabling students to develop a program that is inclusive and both respects and celebrates diversity.

CROSS-CULTURAL EDUCATION 42C

PSSY-D024 | 0.5 high school credit | D, P

This course explores cultural and ethnic diversity in a broad way and illustrates how this impacts on the lives and attitudes of growing children. Multi-cultural, anti-bias and global education philosophies are explored, enabling students to develop a program that is inclusive and both respects and celebrates diversity.

CUISINE AND TRENDS

COOK-0063 | 6 credits

In this course students explore the flavours and recipes of international cuisine, as well as trends in cooking.

CULINARY APPLICATIONS 1

COOK-0081 | 6 credits

This course includes student participation in special projects and functions with closely supervised guided learning. Projects are chosen to match the abilities of year one students. The learner rotates through several stations to develop the skills, techniques, knowledge and critical thinking experience necessary to succeed in industry.

CULINARY APPLICATIONS 2

COOK-0088 | 6 credits

Prerequisite: **COOK-0081** Culinary Applications 1

This course includes special projects and functions that allow the student to transfer what they have learned to practical application and to exercise critical thinking. The learner rotates through several stations as a chef de partie to develop skills, techniques and knowledge in the area of food service management and cost control.

CULINARY SKILLS

COOK-0082 | 3 credits

The learner is introduced to the most commonly used equipment, tools and utensils in food service kitchens with a focus on safe techniques and procedures for handling, use and storage. Knife skills are emphasized and the basic concepts and specific operations of mise en place are discussed.

CULTURAL ADAPT/ COUNSELLING

PSSY-0033 | 3 credits

Explore the field of counselling across cultures. Use a three-stage developmental process that includes awareness, knowledge and skills to develop proficiency in cross-cultural counselling. Participate in role-playing, simulation exercises and group exercises to learn the appropriate methods to respond to cultures other than one's own. This course is for Applied Counselling Skills students only.

CURRENT TOPICS IN FNMI STUDIES 40S

PSSY-0100 | 1 high school credit

This course examines Indigenous realities within contemporary and historic Canadian and global settings. The course is inclusive of the traditional values and world views of First Nations, Metis, and Inuit peoples and will provide both Indigenous and non-Indigenous students with knowledge of Indigenous cultures and traditions.

CURRENT TOPICS IN SCIENCES 30S

SCIE-0087 | 1 credit

The landscape of science is dynamic and in constant change and the challenge of science educators is to build enduring foundations that will assist students in understanding how science connects to their lives. The course seeks to address current issues, topics, themes, points of view and innovations through an integration of the relevant science disciplines in a way that is natural, engaging and accessible for students.

CURRICULUM DEVELOPMENT

ECED-0051 | 6 credits

Prerequisites: ECED-0004 Curriculum Planning 1,
PSSY-0022 Child Development 2

This course explores modern day approaches that can be considered in the development of curriculum. The course guides students through the emergent and project approach to curriculum planning. Students analyse factors that affect curriculum including scheduling and the creation of an anti-bias environment.

CURRICULUM PLANNING 1

ECED-0004 | 3 credits | D, P

Early childhood educators require knowledge and ability to plan and provide activities that meet the child's development skill levels, needs and interests. They require skill in assessing activities and evaluating its potential. In this course, students become familiar with activity planning strategies and the planning form used throughout the diploma program curriculum.

CUSTOMER RELATIONS

BUSN-XXXX | 6 credits

This course is being developed for 2018-19.

CUSTOMER SUPPORT

COMM-0018 | 3 credits | P

This course investigates the elements of customer support. Students learn how to react and respond to different challenges of customer service and have an opportunity to learn from each experience. Students engage heavily in emotional intelligence exercises, learn about and practice presentation skills, with practical application to the Network Administration Technology field.

D

DAILY LIVING LABORATORY

HLTH-0176 | 3 credits | D, P

Corequisite: HLTH-0175 Daily Living Theory

This course focuses on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the laboratory component where personal skills are taught and practiced.

DAILY LIVING LABORATORY 42C

HLTH-D176 | 0.5 high school credit

Corequisite: HLTH-D175 Daily Living Theory 42C

This course focuses on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the laboratory component where personal skills are taught and practiced.

DAILY LIVING THEORY

HLTH-0175 | 3 credits | D, P

Corequisite: HLTH-0176 Daily Living Laboratory

This course focuses on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the theory portion of the course.

DAILY LIVING THEORY 42C

HLTH-D175 | 0.5 high school credit

Corequisite: HLTH-D176 Daily Living Laboratory 42C

This course focuses on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the theory portion of the course.

DATABASE 1

COMP-0009 | 3 credits | D, P

This course introduces the fundamental concepts of database management. Students learn how to operate database application software, how to design and create databases, how to add and modify data and extract information using queries and reports.

DATABASE 2

COMP-0010 | 3 credits | D

Prerequisite: COMP-0009 Database 1

This course expands on the database management procedures previously introduced and provides the skills to develop simple database applications. It is recommended that Database 1 and 2 be taken consecutively and that a minimum grade of C be attained in Database 1 before taking Database 2.

DC THEORY DEVICES & CIRCUITS

ELEC-0021 | 6 credits

This course introduces basic electrical concepts devices and DC circuit analysis. Students perform circuit calculations involving two- and three-wire circuits and learn the correct use of meters in the electrical trade.

DESIGN THE CHILDREN'S SETTING

ECED-0019 | 3 credits | D, P

Prerequisites: ECED-0006 Art, ECED-0005 Literature,
ECED-0010 Science, ECED-0049 Music & Movement
PSSY-0020 Child Development 2, ECED-0020 Play

This course is about establishing and maintaining high quality environments for children and the adults who work with them. Students discover the inter-relationships of people, space, equipment, time and goals in determining the quality of an environment for children. Ways of adapting and modifying the elements of environment are explored.

DESKTOP PUBLISHING

COMP-0014 | 3 credits | D, P

Prerequisite: COMP-0129 Word Processing 1 OR
COMP-0058 Word Processing

In this course students learn basic design and page layout techniques for effective desktop publishing using current desktop publishing software.

DIESEL ENGINES

MECH-0055 | 15 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
The diesel engine is the major power source for transportation, farming, construction, mining, stationary equipment and many additional applications. This course acquaints students with the function, design, operation, diagnosis, service, and repair of internal combustion engines and their components. Shop activities include identification of various diesel engine types, selecting repair options, completing part orders and performing basic engine service. Safe work practices, cleanliness, proper tool selection and referral to service manuals are emphasized. Following manufacturer recommended procedures, students learn to disassemble and reassemble various operational multi-cylinder diesel engines. Hands-on activities include inspecting and measuring all components for wear and reusability and demonstrating proper reconditioning procedures for serviceable components.

DIGITAL AUDIO

MEDP-0056 | 6 credits

Corequisite: MEDP-0058 Production Laboratory
This combined theory and laboratory course introduces students to essential audio theory while orienting them to the equipment and software used to create audio content for interactive media applications. The focus is on operational procedures, basic production techniques, and maintaining technical quality throughout the production process. Students identify and describe elements of sound theory and the functions of basic equipment used in audio production studios and radio booths, and rehearse the role of the radio broadcast communicator. Students demonstrate best practices in the use of microphones, mixing consoles, recording media, and audio monitor systems.

DIGITAL CIRCUITS

ELTE-0052 | 6 credits | P

This course provides students with a thorough background in digital devices and systems. Students examine different numbering systems and Boolean concepts used in digital logic circuits. Logic gate circuits are discussed and their truth tables and Boolean output equations generated. Combinational logic circuits are analyzed and simplified using Boolean identities, theorems and Karnaugh mapping techniques. Flip-flops are explored and their applications to counters, registers and memory devices, encoders, decoders, multiplexers and de-multiplexers. The electrical characteristics and specifications of various integrated circuit logic families are also studied. Finally, students select and use programmable logic devices to implement solutions to digital logic problems.

DIGITAL DESIGN

COMP-0464 | 6 credits

This course prepares students for the challenges of imagining, creating and editing typographic, photographic, graphic and motion graphic elements for Interactive Media. Students use image and motion editing applications to create, manipulate, compose and optimize graphics for interactive and media. Students demonstrate knowledge of techniques and standards in design, photography, digital colour, typography and motion design, using the correct terms and explaining key concepts.

DIGITAL IMAGING AND GRAPHICS 1

COMP-0465 | 6 credits

Prerequisite: COMP-0464 Digital Design
This course builds upon the skills and techniques learned in Digital Design. Students learn more advanced features of Adobe Illustrator, InDesign and other image-editing applications in the context of publishing for the web and interactive media.

DIGITAL IMAGING AND GRAPHICS 2

COMP-0487 | 3 credits

Prerequisite: COMP-0465 Digital Imaging and Graphics 1
This course builds upon the skills and techniques learned in the prerequisite course. Students learn to develop more complex elements and imagery using image-editing applications to produce eye-catching graphics for interactive media.

DIGITAL SIGNAL PROCESSING

ELTE-0081 | 3 credits

Prerequisite: MATH-0061 Calculus
Students learn the principles of Analog to Digital (A/D) and Digital to Analog (D/A) conversions as well as design using digital signal processors. In this course, students study the principles of data sampling and data acquisition. The course also covers discrete-time signals and systems, Finite Impulse Response (FIR) and Infinite Impulse Response (IIR) digital filtering, frequency and time analysis of discrete systems, correlations and multi-rate systems.

DIGITAL VIDEO

MEDP-0057 | 6 credits

This course prepares students for the challenges of pre-producing, set up, staging, lighting, composing, shooting, and editing for Interactive Media. Focus is on the professional details necessary to successful video capture, sequencing and presentation for rich media. Students recall and use video production terminology to communicate effectively as members of a production team. Students demonstrate best practices in the use of camera, lighting and video monitor systems and evaluate video productions and production values according to industry standards. Students identify and describe the underlying technical theory and the functions of basic equipment used in video production facilities/studios. Students master finished video productions for a variety of web delivery methods.

DINING ROOM MANAGEMENT

HOSP-0026 | 6 credits

Prerequisite: HOSP-0032 Dining Room Service
HOSP-0052 Smart Choices, COOK-0014 FoodSafe 1, HLTH-0047 WHMIS
This course allows students to practice and demonstrate their management functions, skills and roles in a simulated work setting, i.e. the Grey Owl restaurant. Drawing on previous courses and Grey Owl experience, students assist in developing operating procedures, training first year students in these procedures, preparing shift schedules, monitoring performance and demonstrating correct practices, tracking sales and inventory, and monitoring budgets. Students in this course work under the direction of an instructor at all times.

DINING ROOM SERVICE

HOSP-0032 | 6 credits

Prerequisites: HOSP-0001 Dining Room Skills 1, HOSP-0052 Smart Choices, COOK-0014 FoodSafe 1
Corequisite: HOSP-0033 Front Desk Operations
Students focus on the practical application of dining room and operation by operating the on-campus Grey Owl Restaurant at the Manitoba Institute of Culinary Arts. Student complete a pre-determined number of shifts/hours in the Grey Owl Restaurant where they perform various roles that allow them experience the positions required for a successful dining room operation. Fine dining experience is gained in table-side service, bartending, food and beverage service, and guest services.

DINING ROOM SKILLS 1

HOSP-0001 | 3 credits | P

Prerequisite: HOSP-0052 Smart Choices, COOK-0014 FoodSafe 1
This course explores the fundamentals of food service, sanitation and safety procedures, responsibility to the public, table setting, side work, meeting, greeting and serving the guest. Students acquire skills for North American and Continental table service. In addition, this course addresses the management of the dining room and develops food and beverage skills through practical applications.

DIRECTING AND PRODUCING

MEDP-0068 | 3 credits

This course examines the roles of the producer and director in detail, and presents strategies to approach a variety of projects from basic commercials to dramatic features. Planning, budgeting, script breakdown, working with talent and working with production crews are some of the topics covered.

DOCUMENTATION

COMP-0414 | 3 credits | D, P

Students are introduced to documentation strategies used in early childhood settings and create documents using the computer and other technology.

DRAFTING FUNDAMENTALS (CIVIL)

DRFT-0011 | 9 credits | P

Students are provided the skills to use standard board drafting equipment and are introduced to basic drafting standards and conventions (architectural and engineering). These include basic lettering form, drawing layout, line-work techniques, dimensioning, sectioning, symbols, abbreviations, pictorial drawings or orthographic drawings. The drawings produced use metric and imperial units. Instruction is provided in the form of lectures, demonstrations, video presentations and practical drawing assignments. The course also introduces students to basic wood frame construction materials and systems. Students apply drafting standards and conventions in the production of working drawings for a residential project.

DRILL

PEDV-0156 | 6 credits

Police officers are often placed into combative and stressful situations that require an exceptional level of self-discipline, team work and professionalism. A high level of discipline is maintained during this class. Drill aims to develop esprit de corps through precision team work in tactical-related exercises. Students develop a sense of pride in self through professional deportment. They learn how to care for and maintain their kit and be properly attired at all times while in uniform.

DRILLING MACHINES AND SAWS

METL-0001 | 3 credits

Corequisites: METL-0004 Metallurgy,

WRKP-0006 Machine Shop Practices

In this course, students learn the various operations that can be performed on drilling machines and metal cutting saws.

E

EARLY CHILDHOOD ADMINISTRATION

ECED-0026 | 3 credits | D, P

Prerequisites: PSSY-0004 Organizational Behaviour,

HRMG-0007 Managing the HR Function

This course is the critical element of the certificate program. Managing effectively is fundamental to the success and quality of the early childhood setting. This course describes and analyzes the systems, relationships, roles and skills necessary to effectively manage an early childhood setting.

ECOLOGY

SCIE-XXXX | 6 credits

This course is being developed for 2018-19.

ECONOMICS 1

ECON-0006 | 6 credits | D, P

This introductory course in economics acquaints students with some of the basic principles of economics, including economic activity, the theory of prices and output under various degrees of competition, and application of these theories. Income distribution and resource allocation are also included.

ECONOMICS 2

ECON-0007 | 6 credits | D, P

Prerequisite: ECON-0006 Economics 1

This course examines national income and product, money and banking, public finance, international trade and exchange rates, and growth.

ECOSYSTEM MANAGEMENT

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ELECTRIC CIRCUITS 1

ELTE-0053 | 6 credits | P

This course introduces principles used in the analysis of direct current (DC) resistive circuits. Introductory topics cover charge, current, voltage, resistance, energy and power. Series, parallel and series-parallel circuits are analyzed using Ohm's Law, power law and Kirchhoff's voltage and current laws. Advanced methods of analysis are used for more complex networks that include mesh (loop), nodal, superposition, Thevenin's and Norton's theorem. Theory is supported with laboratory activities that include both real and computer simulations of DC circuits.

ELECTRIC CIRCUITS 2

ELTE-0054 | 6 credits | P

Prerequisite: ELTE-0053 Electric Circuits 1

This course introduces the behaviour of electrical circuits and networks when driven by a single-phase alternating current (AC) sine-wave source. Topics covered include sine-wave peak, average and effective values, power and power factor, resistance, capacitance and inductance as elements in single-phase AC circuits, phasor diagrams, impedance, admittance, voltage, current and power diagrams, analysis of AC circuits with complex algebra, resonance and resonant circuits, high and low-pass filters, and the application of circuit laws and theorems to single phase AC circuits. Theory is supported with laboratory activities that include both real and computer simulations of AC circuits.

ELECTRICAL (PE)

ELEC-0025 | 6 credits

This is an introductory course to help students become conversant with electrical terms and applied electrical principles, concepts and relationships that are fundamental to many technical applications. The course covers current and voltage relationships, terminology associated with alternating current (AC), direct current (DC) and magnetism. Electrical symbols and the various types of diagrams associated with the production, distribution and operation of electrical components and systems are studied. The course is conceptual while working toward problem solving and applications in industry.

ELECTRICAL CODE 1

ELEC-0019 | 6 credits

This course covers the Canadian Electrical Code with an emphasis on applying the code to residential construction.

ELECTRICAL CODE 2

ELEC-0015 | 6 credits

Prerequisite: ELEC-0019 Electrical Code 1

Students learn the Canadian Electrical Code with an emphasis on applying the code to commercial and industrial construction.

ELECTRICAL SCIENCE

ELEC-0001 | 3 credits

This course helps students to develop an understanding of basic electrical science. Students learn about various electrical laws including Ohm's law and are able to follow basic circuit diagrams and understand schematics used in the mechanical trade.

ELECTRICAL SYSTEMS & BATTERIES

ELEC-0035 | 9 credits

Prerequisites: WRKP-0036 Orientation/Shop Skills-HDET, ELEC-0001 Electrical Science

Electrical and electronic systems are used to operate and control many of the functions found on modern truck, heavy-duty and farm equipment. Technicians require a thorough understanding of the basics of electrical circuits, the principles of operation of system components and of the inter-relationships between these components. In this course students develop the skills and knowledge to service, diagnose and repair electrical systems and components, including wiring harnesses, switches, relays, solenoids, circuit breakers, fuses, lighting systems and batteries. Emphasis is on accurate and efficient troubleshooting to isolate faulty components and failure analysis to avoid recurring failures.

ELECTRICAL/ELECTRONIC SYSTEMS

ELEC-0013 | 15 credits

Prerequisites: WRKP-0009 Orientation and Shop Skills, ELEC-0001 Electrical Science

Electrical and electronic systems are used to operate and control many of the functions found on modern automobiles, heavy duty and farm equipment. Technicians require a thorough understanding of the basics of electrical circuits, the principles of operation of system components and of the inter-relationships between these components. In this course students develop the skills and knowledge to service, diagnose and repair electrical systems and components, including wiring harnesses, switches, relays, solenoids, circuit breakers, fuses, lighting systems and batteries. Students learn to service, diagnose and repair electrical systems and components including cranking, charging and ignition systems, instrument and gauge circuits, and starting aid circuits. Emphasis is on accurate and efficient troubleshooting to isolate faulty components and failure analysis to avoid recurring failures.

ELECTRONIC CIRCUITS 1

ELTE-0073 | 6 credits | P

Prerequisite: ELTE-0053 Electric Circuits 1

This course introduces students to the fundamentals of semiconductor theory, devices and solid-state circuits. Students are able to analyze, design and build simple diode rectifier circuits, zener diode circuits and bipolar and field effect transistor-biasing networks.

ELECTRONIC CIRCUITS 2

ELTE-0056 | 6 credits | P

Prerequisite: ELTE-0073 Electronic Circuits 1

This course introduces the amplifier as an ideal and non-ideal gain block. Using a feedback model, the various characteristics of an amplifier are studied. Integrated circuit operational amplifiers (Op-amps) are used as a practical gain block to verify the feedback theory. Additional topics cover inverting and non-inverting configurations, coupling methods, frequency response and bandwidth including Bode plots. The Op-amps are then used to design and implement various amplifier, active filters and oscillator circuits.

ELECTRONIC SYSTEMS DIAGNOSTICS

MECH-0124 | 6 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
Electrical and electronic systems are used to operate and control many of the functions found on modern truck, heavy duty and farm equipment engines. Technicians require a thorough understanding of the basics of diesel fuel delivery systems, the principles of operation of system components and of the inter-relationships between these components. Emphasis is on gaining basic information and practical experience on the operation, troubleshooting, and tune-up procedures on several different current models of diesel engines. The course includes an opportunity to analyze fuel system components, system operational characteristics and use basic electronic engine performance diagnostic equipment.

EMBEDDED SYSTEMS

ELTE-0078 | 6 credits

Prerequisite: ELTE-0059 Micro-Controller Systems, COMP-0439 Computer Programming 1

Through the use of project based learning, students develop embedded systems using microcontrollers. This course builds on the skills acquired in the Micro-Controller Systems and Programming courses and teaches students how to apply C language to create embedded microcontroller designs. Students learn to interface a microcontroller with real-world I/O devices such as sensors and displays. These embedded systems will also support interrupts and ability to communicate through various media such as serial, TCP/IP and wireless.

EMERGING TECHNOLOGIES

COMP-0407 | 6 credits

Prerequisites: COMP-0268 Network Routing 4

This course examines emerging technologies in the computer enterprise networking and support areas that are not covered in other core courses in the Computer Systems Technology program. Students explore technologies such as vendor-specific routing and firewall solutions, enterprise storage, and non-mainstream computer architecture and operating systems. Learning takes place largely through hands-on experimentation with these emerging hardware and software technologies.

EMERGING TECHNOLOGIES

ELTE-0082 | 6 credits

Prerequisites: ELTE-0086 Wireless Systems, ELTE-0085 Wireless Data Systems

This course examines emerging technologies in communications not covered in other core courses of the Communications Engineering Technology program. These studies may include new techniques, protocols, software, hardware or design methodologies that have recently been adopted by industry. These solutions may be proprietary or based on new standards that are either in development or recently finalized. This course changes yearly based on industry trends and ensures that graduates of the program remain current.

ENGINE LATHE OPERATIONS

METL-0002 | 15 credits

Prerequisites: METL-0001 Drilling Machines and Saws, DRFT-0012 Blueprint Reading - INMF, METL-0004 Metallurgy, WRKP-0006 Machine Shop Practices
Corequisite: METL-0003 Milling Machine Operations

This course introduces the principles and safety precautions required to perform operations such as straight turning, facing, drilling, internal and external threading and taper turning. It also covers lubrication, maintenance and alignment.

ENGINEERING CHEMISTRY

SCIE-0036 | 3 credits

This is an introductory course in water chemistry as it relates to boilers and cooling water systems. Students learn the different methods of treating water both internally and externally of these systems. Students also learn laboratory techniques for water testing.

ENGINES (PE)

ENGR-0018 | 3 credits

This course provides an introduction to steam engines, steam turbines, internal combustion engines and lubrication.

ENGLISH 30S (COMPREHENSIVE)

COMM-0016 | 1 high school credit

In this course students learn to think critically and independently while developing their skills in reading, writing, listening, speaking, viewing and representing. They learn to communicate clearly both orally and in writing, to consider the needs of their audience, and to select a form of communication to suit their purpose. Approximately equal time is devoted to pragmatic texts (articles, instructions, documentaries) and aesthetic texts (poems, plays, fiction).

ENGLISH 30S (TRANSACTIONAL)

COMM-0159 | 1 high school credit

In this course, students are challenged to acquire a range of skills, strategies and attitudes that help them function more effectively in various settings, from the classroom to the global community. Emphasis is on language that informs, directs, persuades, plans, analyzes, argues and explains.

ENGLISH 40S (COMPREHENSIVE)

COMM-0017 | 1 high school credit

Prerequisite: COMM-0016 English 30S (Comprehensive)

This course reinforces and builds on the knowledge, skills and strategies, and attitudes previously acquired in Senior 3 English. Students become increasingly independent in using language to communicate effectively to an audience, express themselves clearly, and select appropriate forms for their purposes. They learn to manage data and information efficiently through research projects and to work collaboratively in small groups. Approximately equal time is devoted to pragmatic and aesthetic texts.

ENGLISH 40S (TRANSACTIONAL)

COMM-0128 | 1 high school credit

Prerequisite: COMM-0159 English 30S (Transactional)

In this course, emphasis is on learning activities where language is being used primarily to convey information to persuade the consumer, to argue a case, or to accomplish some other specific task for a specific audience.

ENGLISH LANGUAGE ARTS 20F

COMM-0264 | 1 high school credit

This course focuses on the development of communications skills through writing, reading, speaking, representing, viewing, and listening. Class activities are designed to improve oral and written communication skills, promote critical thinking and foster an appreciation for literature in many forms (such as poetry, short prose, novels, media, and plays). A variety of literature and writing styles (both fiction and non-fiction) are used in the delivery of the course.

ENVIRONMENT, ETHICS & SOCIETY

ENVR-0020 | 3 credits | P

Prerequisite: COMM-0178 Technical Writing

This course provides students with an insight into the importance of sustainable development in the electronics industry. The impact of electronics in society is studied and the profession is promoted through the understanding and practice of professional ethics. This program is based on material covered on the Certified Technicians and Technologists (CTTAM) ethics exam that is a requirement for technologists seeking certification.

ENVIRONMENTAL CHEMISTRY

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ENVIRONMENTAL FIELD METHODS

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ENVIRONMENTAL LAND MANAGEMENT

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ENVIRONMENTAL LEGISLATION

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ENVIRONMENTAL PROJECT MGMT 1

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ENVIRONMENTAL PROJECT MGMT 2

ENVR-0019 | 6 credits | P

Prerequisites: AGRC-0088 Soils, SCIE-0037 Ecology, ENVR-0030 Environmental Project Mgmt 1, AGRC-0132 Water Resource Management

In this course students put theory into practice by completing a capstone Environmental Project. On behalf of an external partner, students fully develop a proposal that includes work breakdown schedules, budgets, external funding applications and deliverable projects.

ENVIRONMENTAL TOPICS

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

ESSENTIAL MATH 20S

MATH-0077 | 1 high school credit

This course approaches mathematics through practical problems and applications emphasizing important interrelated processes, including communication, connections, estimation and mental mathematics, problem solving, reasoning and visualization. Students solve practical, real life problems using both the calculator and computer applications.

ESSENTIAL MATH 30S

MATH-0080 | 1 high school credit | P

This course emphasizes consumer applications, problem-solving, decision-making and spatial sense. Grade 11 Essential Math builds on the knowledge and skills of Grade 10 Essential Math and provides a foundation for the topics studies in Grade 12 Essential Math.

ESSENTIAL MATH 40S

MATH-0082 | 1 high school credit | P

This course emphasizes consumer applications, problem-solving, decision-making and spatial sense. Students are expected to work both individually and in small groups on mathematical concepts and skills encountered in everyday life in a technological society.

EXTERIOR FINISHING

CPWW-0009 | 6 credits

Students participate in the application of various types of exterior wall cladding, cornice trim and roof coverings. The course also includes door and window selection, construction and installation.

FACILITIES MANAGEMENT

HOSP-0022 | 3 credits

This course addresses the importance of facilities management to the overall operation of hotels and restaurants along with the basic understanding of technical knowledge and skills required to provide effective guest services through plant management in a hospitality services establishment.

FAMILY COUNSELLING SKILLS

PSSY-0034 | 3 credits

Examine the characteristics of both functional and dysfunctional families. Study family violence, learned behaviour, the dynamics of relationships and effective parenting. Learn to create and use genogram mapping. Explore strategies to provide counselling for issues dealing with violence, and the environmental and biological needs in marriage. This course is for Applied Counselling Skills students only.

FAMILY DYNAMICS

PSSY-0019 | 3 credits | D, P

Early childhood educators must understand the significance of positive family relationships. This course provides an opportunity to reach this understanding.

FAMILY DYNAMICS 42C

PSSY-D019 | 0.5 high school credit

Early childhood educators must understand the significance of positive family relationships. This course provides an opportunity to reach this understanding.

FAMILY LAW

LAWG-0083 | 6 credits

Students are introduced to the area of law dealing with marriage, separation, divorce, adoption, and family violence. In addition to theoretical knowledge, students prepare and process documents relating to these areas.

FAMILY SYSTEMS

PSSY-0015 | 3 credits | P

This course examines the dynamics of various family situations, the evolution of the family unit and how these factors affect the development of the child into adulthood.

FIELD PRODUCTION/ FLORAL CROPS

AGRC-0033 | 3 credits | D

This course provides students with information on establishing a production field for floral crops. Students gain sufficient information to make practical decisions about what to grow, as well as the culture, management and harvest of selected floral crops.

FINANCE 1

BUSN-0018 | 3 credits | D

Prerequisites: ACCT-0004 Financial Accounting 2, MATH-0001 Financial Mathematics

This course introduces students to the topics of financial analysis and planning and working capital management, including short-term financing.

FINANCE 2

BUSN-0017 | 3 credits | D

Prerequisites: ACCT-0004 Financial Accounting 2, MATH-0001 Financial Mathematics

This course will introduce the students to the capital budgeting process. Topics include the time value of money, valuation and rates of return, the cost of capital, the capital budgeting decision, and risk and capital budgeting.

FINANCE 3

BUSN-0016 | 3 credits | D

Prerequisites: ACCT-0004 Financial Accounting 2, MATH-0001 Financial Mathematics

This course introduces students to the topics of the stock, bond, and money markets in Canada, the role of underwriters, financing by debt, equity, and leasing, dividend policy, derivative securities, mergers, and international financial management.

FINANCIAL ACCOUNTING 1

ACCT-0003 | 6 credits | D, P

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to the accounting cycle and current assets.

FINANCIAL ACCOUNTING 2

ACCT-0004 | 6 credits | D, P

Prerequisite: ACCT-0003 Financial Accounting 1

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to current and long-term liabilities, partnerships and corporations.

FINANCIAL ACCOUNTING 3

ACCT-0005 | 6 credits | D

Prerequisites: ACCT-0004 Financial Accounting 2, MATH-0001 Financial Mathematics

This intermediate course in accounting provides coverage of financial accounting topics such as the accounting cycle, financial statement presentations, asset and revenue recognition, inventory concepts, as well as inventory and capital asset principles.

FINANCIAL ACCOUNTING 4

ACCT-0007 | 6 credits | D

Prerequisite: ACCT-0005 Financial Accounting 3

This intermediate course in accounting provides comprehensive coverage of financial accounting topics on the liabilities and equity side of the financial statements, such as: current and contingent liabilities, long term debt, leasing, corporate shares, complex financial instruments, retained earnings, earning per share and income taxes.

FINANCIAL MANAGEMENT

ACCT-0032 | 6 credits | D

Students are introduced to the accounting and administrative concepts essential for a director of an early learning and child care centre. Students learn to prepare budgets, keep accurate records and manage the day-to-day financial requirements of the early learning centre. Students become familiar with the provincial reporting system and grant applications.

FINANCIAL MATHEMATICS

MATH-0001 | 3 credits | D, P

This course addresses the fundamental concepts used in financial analyses, including the topics of simple interest, compound interest, simple annuities and compound annuities. The course teaches concepts with the use of pre-programmed financial calculators.

FINANCIAL PLANNING (FPII)

BUSN-0135 | 12 credits | D

Prerequisite: BUSN-0160 Canadian Investments Funds

This course is offered through the Canadian Securities Institute and serves to develop advanced knowledge of key financial strategies. The course outlines the process of applying key financial planning concepts in order to develop and recommend an appropriate plan for clients. Students must register directly, and pay, csi.ca in order to get CSI credit.

FINANCIAL SOFTWARE

COMP-0306 | 3 credits

Students use current financial planning software to support the financial plans created for clients. Students will use the software to outline and deliver financial plans which cover such topics as inflation, historical returns, comprehensive and periodic retirement goals, major purchase goals, education goals, insurance goals, capital growth, RRSP's, payouts from RRIF's and LRIF's and loan and mortgage calculations.

FIRE SAFETY

WRKP-0021 | 0 credit

This awareness seminar is provided by the City of Brandon Fire Department. Participants learn to identify various fire types and understand their individual characteristics. Fire hazard identification and fire safety procedures are demonstrated in relation to food service operations. Participants learn the functions of a fire extinguisher, coupled with a practical learning exercise demonstrating proper handling and extinguishing techniques.

FISHERIES/ WILDLIFE MANAGEMENT

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

FLORAL DESIGN

AGRC-0069 | 3 credits | D

The course covers the theory and practice of floral design. Topics covered include floral crop origins and distribution, basic botany, nomenclature and terminology, care and handling of fresh cut flowers/foilage. The course provides basic understanding of the tools, supplies, and mechanics used in floral design. Floral design styles, elements and principles are discussed.

FOOD AND BEVERAGE CONTROL

HOSP-0005 | 6 credits

This course includes the basic skills required to effectively control production costs of a typical food and beverage establishment. Topics include: cost-effective purchasing, storage, production and service; volumes, profits and pricing; performance expectations and budget development.

FOOD PREPARATION

HOSP-0027 | 3 credits

This course is an introduction to basic cooking. It focuses on sanitation, safe and efficient use of equipment and measurement procedures. The course includes a practical component that involves preparation of stocks, popular soups, sauces, meat dishes, vegetables and salads according to standardized recipes.

FOOD PRODUCTION METHODS

AGRC-0278 | 6 credits

This course provides hands-on experience in practical methods and techniques used in food production systems. The course focuses on advanced food production practices including techniques used in crop improvement and plant propagation of horticultural crops. Students learn about and perform practices in evaluation of morphological processes of seed and plant growth development, application and management of fertilizers, and greenhouse food production management programs. Students are responsible for completing an independent project that demonstrates problem-solving ability and innovation.

FOOD SAFETY AND SECURITY

AGRC-0283 | 6 credits

Students will learn about food safety and food security by focusing on quality control and on safe and sustainable production practices. Students will explore social, ecological, and economic principles of sustainability within the context of food production systems. They will critically analyse the relationships among specific components of industrial agricultural systems, including soil, water, climate change, plant genetic resources, resource management and genetically modified foods. Students will evaluate traditional and contemporary food systems and their implications for food security and sustainability.

FOOD SAFETY AND SECURITY 42C

AGRC-D240 | 1 high school credit

Students will learn about food safety and food security by focusing on quality control and on safe and sustainable production practices. Students will explore social, ecological, and economic principles of sustainability within the context of food production systems. They will critically analyse the relationships among specific components of industrial agricultural systems, including soil, water, climate change, plant genetic resources, resource management and genetically modified foods. Students will evaluate traditional and contemporary food systems and their implications for food security and sustainability.

FOOD SECURITY & SUSTAINABILITY

AGRC-0284 | 6 credits

This course introduces students to topics related to safety and security of the food supply, including food safety legislation, safe food handling practices, food labeling, traceability and processes to improve food safety. Students will examine social, ecological, and economic principles of sustainability with regards to food production systems by critically analyzing topics like climate change, plant genetic resources, soil, water, air quality, genetically modified foods, traditional and contemporary food production, consumerism, and food consumption patterns. Students will evaluate the implications of industrial and alternative agricultural systems on food safety, security and sustainability.

FOOD SYSTEMS APPLIED RESEARCH

AGRC-0274 | 6 credits

Students will be introduced to project management principles and to the skills needed and issues involved in the conception, design, and implementation of innovation projects related to sustainable food systems. This course will culminate in a student-led and industry/community-responsive project. Each student or group will be assigned an appropriate project relevant to the food industry in Canada. The project outcome will be presented as an individual written report.

FOODSAFE 1

COOK-0014 | 0 credit

This seminar, delivered by Manitoba Health, is a must for owners, managers, supervisors, chefs, cooks, and other personnel responsible for purchasing, handling, preparing, and serving food. FoodSafe is a nationally-recognized seminar that addresses the relationship between microbiology and food-borne illness, safe food handling, personal hygiene habits, effective cleaning and sanitizing of equipment and utensils, and measures to ensure a clean, safe food service operation. Participants who pass the examination receive a nationally-recognized certificate which is valid for five years.

FOODSERVICE MANAGEMENT

COOK-0061 | 6 credits

Students learn the concepts of effective foodservice employee management. Topics include hiring practices, orientation and training, supervision, performance evaluation, discipline and dismissal and multicultural management.

FRONT DESK OPERATIONS

HOSP-0033 | 3 credits

This course provides an overview of hotel service from a front desk perspective. Students focus on the skills and service that meet the needs and expectations of hotel guests. Topics include guest reception, front office accounting, reservations systems, room management/control, checkout, city ledger, and night audit function.

FRUIT PRODUCTION

AGRC-0022 | 3 credits | D

Course topics include role of prairie climate in large-scale fruit production, plant breeding and cold hardiness, flowering and fruit development, fruit growth, thinning and maturity indices, harvesting techniques, and concepts of post harvest storage are briefly discussed. In addition, site selection, orchard establishment, planting, frost protection are addressed. Pruning and grafting are also covered. Fruit crops include apples, plums, pears, strawberries, raspberries, currants and Saskatoon berries. Note: It is strongly recommended students complete AGRC-0017 Applied Botany prior to registering for this course.

FUEL SYSTEMS

MECH-0125 | 3 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
A variety of gasoline and diesel fuel delivery systems are used to operate and control many of the functions found on modern truck, heavy duty and farm equipment engines. Technicians require a thorough understanding of the basics of gasoline and diesel fuel delivery systems, the principles of operation of system components and of the inter-relationships between these components. Emphasis is on basic gasoline and diesel engine operating principles, fuel system preventive maintenance, and the theory and operation of common types of mechanical diesel fuel injection pumps and injectors. This course includes the opportunity for the students to perform manufacturer specific tune up procedures, troubleshooting diagnostics, injection pump timing procedures, and replacement and testing of injectors on mechanical diesel fuel injection systems.

G

GARDE MANGER 1

COOK-0005 | 6 credits

This course includes the basics and practical skills of cold food preparation. Topics include salads, dressings and sandwiches, as well as plate presentation and garnishes.

GARDE MANGER 2

COOK-0058 | 6 credits

Prerequisite: COOK-0005 Garde Manger 1

Students learn to plan, design, prepare, and present advanced level platters, buffets, displays, sculptures and showpieces. This course prepares the student for the 'Special Culinary Projects' course.

GAS ENGINES

MECH-0054 | 15 credits

Prerequisites: WRKP-0009 Orientation and Shop Skills, ELEC-0001 Electrical Science

This course acquaints students with the systems and components that make up a gasoline or diesel internal combustion engine. Students learn to maintain, troubleshoot and repair engine support systems. They disassemble a complete engine, clean, inspect, measure all components for wear, recondition heads and reassemble the engine.

GAS TUNGSTEN ARC WELDING

WELD-0054 | 3 credits

WELD-0031 Shielded Metal Arc Welding, WRKP-0032 Orientation and Safety, WELD-0053 Oxyacetylene Principles

This course provides students with the knowledge and understanding of the gas tungsten arc welding (GTAW) process. This is a hands-on course in which the students learn to weld butt joints, lap joints and tee joints in various positions, using steel, stainless and aluminum filler metals. Students learn how to safely set up machines, determine amperages and voltages and the use of the correct gases. The theory portion gives students the understanding of power sources, gases, tungsten's and how they relate to different metals. This course is offered through Continuing Studies.

GENERAL SAFETY TRAINING

WRKP-0035 | 0 credit

This course covers basic general safety content to provide students with core information necessary for them to protect themselves in the workplace. Although some examples used in the training may consider Manitoba legislation, this course has been developed using generic information that is not province-specific.

GEOMATICS APPLICATIONS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GEOMETRY (CIVIL)

MATH-0041 | 6 credits

This is a pre-calculus mathematics course with emphasis on trigonometry and geometry. A Hewlett-Packard 48G or 48GX graphic calculator is required throughout this course.

GERONTOLOGICAL NURSING

HLTH-0012 | 3 credits

This course introduces the learner to health, well-being and aging. It examines the age-related changes in all body systems in order to assist the learner in assessing and understanding the status of the gerontological client. Gerontological nursing in diverse settings is explored along with the legal and ethical considerations for nursing practice.

GERONTOLOGY

HLTH-0004 | 3 credits | D, P

This course enables the learner to explore their own attitudes towards old age and the aging process. It includes topics such as changes in normal aging, promoting wellness and independence, death and dying and palliative care.

GERONTOLOGY 42C

HLTH-D004 | 0.5 high school credit

This course enables the learner to explore their own attitudes towards old age and the aging process. It includes topics such as changes in normal aging, promoting wellness and independence, death and dying and palliative care.

GIS APPLICATIONS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GIS DATABASE MANAGEMENT

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GIS FUNDAMENTALS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GIS PROJECT MANAGEMENT

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GIS SERVER

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GOVERNMENT

LAWG-0003 | 3 credits | D

Canada has three levels of government - federal, provincial and municipal. This course examines the functions and responsibilities of each level of government and other elected bodies. Examples of topics covered include the structure of government, the electoral process, roles within government, decision-making processes, legislative instruments, budgeting policies and procedures, the relationship between government and business, and current issues facing governments.

GPS APPLICATIONS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

GREENHOUSE CROP PRODUCTION

AGRC-0024 | 6 credits | D

This course covers cultural and management aspects of greenhouse crop production. Topics include an overview of the prairie greenhouse industry, production economics, and chemical and biological pest control. The production of bedding plants, potted and flowering plants as well as greenhouse vegetables is addressed.

GREENHOUSE ENVIRONMENTS

AGRC-0025 | 3 credits | D

This course reviews the fundamentals of greenhouse construction and maintenance. It outlines the basic types of greenhouse structures currently on the market and economic issues are addressed. It further provides information on specialized features of greenhouse design and construction as well as environmental controls.

GREENHOUSE OPERATIONS & MGMT.

AGRC-0242 | 6 credits

This course examines the sustainable production, handling and marketing of greenhouse-grown vegetables, herbs and floricultural crops in seasonal and year-round greenhouse operations. Topics include environment control systems, planning and planting schedule, media control and plant management, water systems, composting, water nutrient capture, cleaning and sanitation.

GROUP FACILITATION

PSSY-0069 | 3 credits

Courses are required to meet the counselling needs of individuals in various settings.

In this course, students study the theory and practical applications of group facilitation techniques, and acquire the skills to facilitate group interaction that promotes self-understanding and behavioural changes for individuals in the group. This course is for Applied Counselling Skills students only.

GROUP PROCESSES AND DYNAMICS

COMM-0032 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

This course presents an overview of the nature of groups, group problem solving and communication climates in a group setting.

GROWING MEDIA

AGRC-0258 | 6 credits

This course will introduce students to the nature and properties of various growing media including soil, soilless, hydroponic, compost mix and other media substrates. Students will learn about soil water relationships and physical, chemical and biological properties of soil that influence plant growth. Students will perform various soil tests to examine the effect of growing media properties such as pH, electrical conductivity, salinity, and movement and retention of water.

GROWING MEDIA APPLICATIONS

AGRC-0276 | 6 credits

Students will examine the components and properties of various growing media including soils, soilless, hydroponic, compost mix and other media substrates. Topics like soil-water relationships, plant nutrition, soil bio-physico-chemical properties will be studied by performing various soil sampling and testing methods. Students will be introduced to state-of-the-art innovations in soil and other media management as they relate to sustainable plant production. Students will be responsible for completing an independent project that demonstrates problem-solving ability and innovation in growing media applications.

GROWTH AND DEVELOPMENT

HLTH-0003 | 3 credits | D, P

This course provides a general overview of growth and development from infancy to late adulthood. Students examine normal physical, cognitive, social and emotional development through the stages of life.

GROWTH AND DEVELOPMENT 42C

HLTH-D003 | 0.5 high school credit

This course provides a general overview of growth and development from infancy to late adulthood. Students examine normal physical, cognitive, social and emotional development through the stages of life.

GUIDING CHILD BEHAVIOUR 1 42C

ECED-D040 | 0.5 high school credit

Prerequisite: COMM-D189 Observation/Report Writing 42C

This course introduces the basic concepts of guidance and strategies educational assistants use to provide children with a nurturing and respectful learning environment in which to grow.

GUIDING CHILDREN'S BEHAVIOUR

ECED-0001 | 6 credits | D, P

Prerequisites: COMP-0414 Documentation, PSSY-0029 Child Development 1

This course introduces the basic concepts of guidance and strategies early childhood educators employ to provide children with a nurturing and respectful environment in which to grow.

GUIDING CHILDREN'S BEHAVIOUR 1

ECED-0040 | 3 credits | D, P

Prerequisite: COMM-0189 Observation & Report Writing
This course introduces the basic concepts of guidance and strategies educational assistants use to provide children with a nurturing and respectful learning environment in which to grow.

H

HAND AND POWER TOOLS

WELD-0034 | 1.5 credits

Prerequisite: WRKP-0032 Orientation and Safety
This course provides students with the knowledge to select the proper hand and power tool for the job. Safety for the hand and power tools used in the welding industry is highlighted in this course. This course consists of both theory and hands-on experience in the classroom and the shop, using a variety of hand and power tools that are common in the welding trade.

HAND TOOLS

CPWW-0031 | 9 credits

Corequisite: CPWW-0003 Shop Layout
This course, along with Woodworking Machines, is a prerequisite to all program elements. It teaches students how to select, care for and use the tools of the trade, and provides instruction in basic procedures.

HD EQUIPMENT SYSTEMS

MECH-0126 | 3 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
Heavy earth-moving and agricultural equipment is supported and controlled by large scale wheel and track-type suspension systems. In this course students learn the fundamentals of operation of wheel and track-type undercarriages as well as the ground engaging tools used on these machines. Practical training focuses on the service, diagnosis and repair of these systems and their components.

HEALTH ISSUES/COMM. HEALTH 42C

HLTH-D005 | 0.5 high school credit

This course focuses on the basic structure and functions of the body systems. It involves topics that address problems affecting the following systems: respiratory, circulatory, neurological, musculoskeletal and endocrine. Cancer and problems associated with this disease are discussed. Community health is discussed with a focus on agencies providing community health care, organization of work in community settings and assisting with elimination in the home care environment. This course provides for a campus laboratory component.

HEALTH ISSUES/ COMMUNITY HEALTH

HLTH-0005 | 3 credits | D, P

This course focuses on the basic structure and functions of the body systems. It involves topics that address problems affecting the following systems: respiratory, circulatory, neurological, musculoskeletal and endocrine. Cancer and problems associated with this disease are discussed. Community health is discussed with a focus on agencies providing community health care, organization of work in community settings and assisting with elimination in the home care environment. This course provides for a campus laboratory component.

HEALTH RESTORATION & REORG 1

HLTH-0133 | 6 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD
This course provides the learner with the knowledge and skills to care for clients and families in the acute and chronic phase of an illness in a variety of health care settings.

HEALTH RESTORATION & REORG 2

HLTH-0134 | 3 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD
This course focuses on conditions and considerations that may arise in the acute care of paediatric and maternal/newborn populations. It follows the child and family from neonate through normal growth and development.

HEALTH, ENVIRONMENT & SAFETY

WRKP-0002 | 3 credits | D, P

This course introduces the learner to health care and its diverse environments. It includes topics such as the role of the health care aide, the health team, ethics and legal issues, organization for work and safety in the workplace. Topics such as infection control, providing a clean environment, communicable diseases, accident prevention, Workplace Hazardous Materials Information System (WHMIS) and fire safety are also discussed.

HEALTH, NUTRITION AND SAFETY 1

ECED-0002 | 3 credits | D, P

This course introduces students to the basic principles and practices of good health promotion, occupational health and illness prevention and management.

HEALTH, NUTRITION AND SAFETY 2

ECED-0015 | 3 credits | D, P

This course introduces students to the basic principles and practices of good nutrition of children from birth to age 12, safety promotion within the early childhood setting and explores how the integrated health curriculum supports the overall development of children.

HEALTH, RECREATION & HOUSING

ECON-0010 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course, students will examine the issues of health, recreation, and housing and the impact of these factors on both the individual and the community.

HEALTH/ENVIRONMENT/ SAFETY 42C

WRKP-D002 | 0.5 high school credit

This course introduces the learner to health care and its diverse environments. It includes topics such as the role of the health care aide, the health team, ethics and legal issues, organization of work and safety in the workplace. Topics such as infection control, providing a clean environment, communicable diseases, accident prevention, Workplace Hazardous Materials Information System (WHMIS), and fire safety are also discussed.

HEATING BOILERS AND SYSTEMS

ENGR-0031 | 3 credits

This course introduces students to the various types of heating plants in use today including the different types of boilers, fittings, and various heating related equipment.

HEATING PRINCIPLES PRACTICAL

PIPE-0014 | 7.5 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical, PIPE-0003 Plumbing Systems Theory

Corequisite: PIPE-0005 Heating Principles Theory

This course introduces students to the practical application and installation of hydronic and hot air heating systems complete with electrical control systems, fuel piping, venting and ventilation.

HEATING PRINCIPLES THEORY

PIPE-0005 | 3 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical, PIPE-0003 Plumbing Systems Theory

Corequisite: PIPE-0014 Heating Principles Practical

This course provides an introduction to different types of residential heating systems and the codes that govern the installation of gas and oil burning appliances.

HERBACEOUS LANDSCAPE PLANTS

AGRC-0028 | 3 credits | D

This course covers the classification, characteristics and cultural requirements of herbaceous plants such as perennials, biennials, annual flowers, vines and bulbs. Included are appendices for approximately 40 annuals and 50 perennials that are suited to prairie conditions. The course provides information on correct botanical nomenclature, cultivars, varieties and common names, physical requirements and utilization for each plant discussed, bed preparation, design considerations, use of colour, maintenance and means of propagation.

HISTORY OF CANADA 30F

LAWG-0088 | 1 high school credit

The curriculum supports citizenship as a core concept and engages students in historical inquiry. Guided by essential questions, students focus on the history of Canada from pre-contact times to the present. Through this process students think historically and acquire enduring understandings related to the following five themes in Canadian history: First Nations, Métis, and Inuit peoples; French-English duality; identity, diversity, and citizenship; governance and economics; Canada and the world.

HORTICULTURAL INDUSTRY

AGRC-0285 | 6 credits

This course enables students to explore and gain experience in industry-specific skills while visiting horticultural related industries/businesses throughout this course. In this course students will learn procedures and operations, practices and processes, and explore ways of enhancing sustainability in food production systems. Students will also examine issues related to the horticultural industry, learn about safe and healthy working practices, industry standards and codes, and explore career opportunities. The knowledge and skills acquired in this course will prepare students for skilled work placement in the horticulture industry.

HORTICULTURAL IPM

AGRC-0247 | 6 credits

Principles of integrated pest management (IPM) are introduced and include identifying, monitoring, forecasting and managing environmental and pest conditions that impact horticulture crops including weeds, viruses, bacteria, phytoplasmas, fungi, algae, protozoa, nematodes, arthropods and rodents. Students learn to diagnose problems, provide solutions and predict how the manipulation of growing conditions impact other factors. Topics include basic chemistry, legislation and regulations, labelling, toxicity, handling practices, environmental protection, application equipment, emergency response and public relations.

HORTICULTURAL METHODS

AGRC-0279 | 6 credits

This course provides hands-on practical experience in methods and techniques used in horticultural crop production systems. Students learn about field tillage and land preparation methods and practices, experimental methods and techniques used for crop evaluation, crop improvement, and plant propagation methods. Students also learn about propagated plant growth and agronomic requirements, plant development and plant stress management.

HORTICULTURAL SCIENCE

SCIE-0074 | 6 credits

This foundation course deals with details of morphology, physiology and taxonomy of plants. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. Students will develop good knowledge on the basic botany of plant species and plant identification techniques. Also, students will be able to describe the functions of the various plant parts in relation to food production, reproduction, aesthetic value, environmental impact, and how they are manipulated by biotic and abiotic factors.

HORTICULTURE BUSINESS MGMT.

BUSN-0124 | 3 credits | D

This course is an introduction to management for those interested in operating a small business within the horticulture industry.

HORTICULTURE MARKETING

MKTG-0049 | 3 credits | D

This course is an introduction to marketing basics for those interested in marketing within the horticulture industry.

HOSPITALITY 1

HOSP-0028 | 3 credits

This course provides the learner with the theoretical knowledge and practical skills related to basic hospitality operations. It focuses on introducing learners to fundamentals related to service operations in the dining room including table service, bartending, and dining room management. Knowledge is also gained in beverage service as it relates to beer, wine and spirits. A large component of the course is completed in a practical setting allowing the learner to gain a hands-on approach to their learning. This course reviews the rules and practices the responsible alcohol service.

HOSPITALITY SOFTWARE

COMP-0401 | 6 credits

This course focuses on using software to manage various hotel and restaurant functions. Through practical exercises, students learn to use software to track and control inventory, manage food costs and analyze their food service operation. Students also gain practice using industry-specific software to complete various operations related to point-of-sale and front desk including reservations, guest check-in and check-out, managing guest folios and order handling and settlement.

HUMAN GROWTH AND DEVELOPMENT

HLTH-0007 | 3 credits

Learners study the normal growth and development across the lifespan and take into account the physical, cognitive, social, spiritual and emotional factors.

HUMAN RELATIONS AND DIVERSITY

HRMG-0042 | 6 credits

This course is being developed for 2018-19.

HUMAN RELATIONS/ COMM. 42C

COMM-D037 | 0.5 high school credit

This course provides a general overview of the basic communication process. It includes effective communication techniques and provides for communication practice sessions. The course also focuses on values and goals clarification and includes such topics as social and emotional needs of clients, stress, families and their members and caring for culturally diverse client groups.

HUMAN RELATIONS/ COMMUNICATION

COMM-0037 | 3 credits | P

This course provides a general overview of the basic communication process. It includes effective and ineffective communication techniques and provides for communication practice sessions. The course also focuses on values and goals clarification and includes such topics as social and emotional needs of clients, stress, families and their members and caring for culturally diverse client groups.

HUMAN RESOURCE FUNCTION

HRMG-0033 | 3 credits | D, P

The work of organizations is done through people. This course introduces the topic of leading and managing people in organizations. Topics include the strategic importance of the human resource function, recruitment and selection, orientation and training, performance appraisal, job motivation and relevant legislation.

HUMAN RESOURCE LEGISLATION

HRMG-0003 | 3 credits | D

Employees and employers alike benefit from knowing the laws that affect their working relationship. This course covers the laws affecting employer/employee and union/management relationships. Topics include: hiring, firing, vacations, wages, compensation and time for holidays, hours of work, overtime, harassment and the Human Rights Code, Employment Standards Code, Labour Relations Act and other labour/management legislation.

HUMAN RESOURCE MANAGEMENT

HRMG-0018 | 3 credits | D

This course strengthens students' abilities as owners, managers and supervisors of an agricultural workplace, to effectively deal with increasing workforce management expectations.

HUMAN RESOURCE MANAGEMENT

HRMG-0036 | 6 credits | D

This participative course provides an overview of the field of human resource management from the perspective of both the employer and the employee. Students will learn the skills and strategies needed to compete effectively in the job market as well as gain an understanding of the roles and responsibilities of the human resource function within an organization.

HUMAN RESOURCES PROCESSES

HRMG-0043 | 6 credits

This course is being developed for 2018-19.

HVAC SYSTEMS

MECH-0127 | 3 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
This course introduces students to the concepts of compression refrigeration used in mobile heating, ventilation and air conditioning systems to cool and dry cabin air, operator comfort and environmental considerations when servicing HVAC systems found in mobile equipment and heavy trucks. Students complete training for MOPIA certification as a component of the course.

HYDRAULIC DIAGNOSTICS

MECH-0112 | 3 credits

Prerequisite: Agricultural Equipment Technician Apprenticeship Level 4

This course allows students to perform hydraulic and hydrostatic operation, diagnostics, adjustments and component repair on a variety of different models of John Deere equipment. This hands-on experience is used to enhance previously learned skills obtained in other courses.

HYDRAULIC SYSTEMS

MECH-0128 | 15 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
Hydraulically actuated functions and hydrostatic drives are the primary means of power transmission on modern heavy-duty equipment. In this course students learn the principles of operation of various mobile hydraulic systems and the techniques used to safely keep them running smoothly. Practical training focuses on the service, diagnosis and repair of mobile hydraulic systems and components.

IGNITION SYSTEMS

MECH-0129 | 3 credits

Prerequisite: ELEC-0035 Electrical Systems & Batteries
Spark ignition engines require reliable ignition systems that respond to a variety of engine needs. In this course students learn how these needs are met by various technologies. Practical activities focus on the service, diagnosis and repair of ignition systems including wiring harnesses, spark plugs, ignition coils, high tension leads, distributors, breaker-type and electronic ignition components. Emphasis is on accurate and efficient troubleshooting to isolate faulty components and failure analysis to avoid repeated failures.

INDOOR LANDSCAPING

AGRC-0026 | 6 credits | D

This course covers both the theory and practice of indoor landscaping. Topics include an overview of the indoor landscaping industry, basic design concepts, people-plant relationships and the function of plants in the indoor environment. Plant culture, maintenance and integrated pest management are discussed. The course concludes with a section on indoor landscaping as a business; preparation of cost estimates, budgeting, advertising, etc. Students should be able to create, install and maintain a commercial indoor landscape on completion of this course. Note: It is strongly recommended students have completed AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

INDUSTRY ENCOUNTER

BUSN-0146 | 3 credits

Corequisite: MEDP-0066 Capstone Project (MMP) or MEDP-0067 Capstone Project (WPR)

This course includes visits by and to industry professionals and is offered as workshops, presentations, demonstrations, tours, existing conferences, student-run conferences, conventions, special competitions, Speed Mentoring and/or small projects initiated by students with professionals. This course is assessed by the quality of preparatory work, engagement, and the documented reporting on the events attended by each student.

INDUSTRY ENCOUNTER - HDET

BUSN-0154 | 3 credits

This course involves students spending time in an industry setting where multiple departments are involved in the successful operation of the business. This unique experience is used to enhance knowledge of how service, parts and sales departments within a dealership are interconnected.

INSTRUMENTATION AND CONTROLS 1

ENGR-XXXX | 3 credits

In this course, students will be able to understand the principles involved for measuring and controlling variables found in power plants. These variables include level, temperature, pressure, flow and composition. The student will become familiar with how these process variables are measured and where the information is used.

INSTRUMENTATION AND CONTROLS 2

ENGR-XXXX | 3 credits

Prerequisite: ENGR-XXXX Instrumentation and Controls 1

This course builds on Instrumentation and Controls 1 by providing the student with the fundamental concepts of electric and electronic control circuits. Students will also learn how to test and maintain instruments using the proper procedures.

INSTRUMENTS AND MEASUREMENTS 1

ELTE-0058 | 3 credits | P

This course provides students with a comprehensive introduction to the electronics laboratory environment. Topics include electrical safety, Workplace Hazardous Materials Information System (WHMIS), and the proper operation and application of key electrical test equipment such as power supplies, digital multi-meters, function generators and analog and digital oscilloscopes. Students learn various measurement techniques and understand how instrument precision and accuracy influences their readings.

INSTRUMENTS AND MEASUREMENTS 2

ELTE-0065 | 3 credits | P

Prerequisite: ELTE-0058 Instruments and Measurements 1

A key skill for any technologist is having the ability to properly measure signals and interference to detect and resolve issues with communication devices and systems. This course introduces students to specialized frequency domain test equipment used for the measurement and analysis of complex communications. Students will become proficient with several methods of testing communications equipment and devices using digital storage oscilloscopes (DSOs), radio frequency signal sources and communications analyzers.

INTEGRATED CROP MANAGEMENT

AGRC-XXXX | 6 credits

This course is being developed for 2018-19.

INTEGRATED PEST MANAGEMENT

AGRC-0094 | 6 credits

Principles of Integrated Pest Management (IPM) are introduced and include identifying, monitoring, forecasting and managing environmental and pest conditions that impact horticulture crops including weeds, viruses, bacteria, phytoplasmas, fungi, algae, protozoa, nematodes, arthropods and rodents. Students learn to diagnose problems, provide solutions and predict how the manipulation of growing conditions can impact other factors of production. Topics include basic chemistry, legislation and regulations, labeling, toxicity, handling practices, environmental protection, application equipment, emergency response and public relations. Students are responsible for completing an independent project that demonstrates problem-solving ability and innovation in the IPM field.

INTEGRATED PLANT MANAGEMENT

AGRC-0019 | 6 credits | D

This course outlines the basics of identifying, monitoring, predicting, and managing the environment and pest problems affecting horticulture crop growth. Upon completion of this course, students should be able to diagnose problems, provide solutions, and predict how the manipulation of growing conditions will impact other factors. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

INTEGRATION SEMINAR

ECED-0025 | 3 credits | D, P

Prerequisites: Two years experience in an early childhood setting.

Corequisite: PRAC-0018 Practicum - ECMGT

Using various group process strategies and problem-solving techniques, students prepare for practicum and are assisted to integrate the theory they have learned with their own experiences in an early childhood setting. Effectiveness of various administrative policies and practices are evaluated.

INTERACTIVE BUSINESS PRACTICES

BUSN-0145 | 3 credits

Prerequisite: COMM-0136 Writing Skills

Whether self-employed or working for a large corporation, business understanding is crucial to success in interactive media. This course provides students with the tools to effectively communicate in a business environment. Focusing on business foundations, business models, basic contract terms, freelance practices, time-tracking, scheduling and billing applications, networked employment and crowd-sourcing, ethical behaviour and emotional intelligence, students discover the challenges and rewards of working in an ever-changing industry.

INTERACTIVE MEDIA WRITING

COMM-0295 | 3 credits

Prerequisite: COMM-0299 Media Writing

Dazzling visual effects and lush audio tracks certainly enhance web sites, but people visit websites for information. Most often, that information comes in the form of text. That text must be presented clearly, directly and succinctly, and be easy to access. But written copy must also be engaging and entertaining in order to hold the interest of users. This course teaches students to interview for information, to write effective leads, to present written material accurately, conversationally and colourfully, and craft interesting and well-shaped stories.

INTERIOR FINISHING

CPWW-0010 | 3 credits

In this course, students learn to select and apply interior finishes for walls, ceilings and floors. Students hang an interior door in one of several modes, install trim and study decorative details.

INTERNATIONAL BUSINESS

MKTG-0032 | 6 credits | D

Prerequisite: MKTG-0044 Marketing Principles

This course provides the skills required to evaluate, plan and develop international business opportunities, analyze various government programs, understand the importance of culture and customs, economic development, political environment, legal issues, currency considerations, pricing strategies etc., as they relate to the development of an international marketing plan.

INTERNET SCRIPTING

COMP-0488 | 6 credits

Prerequisite: COMP-0472 Web Design 2

This course focuses on client side scripting using state of the art methods. Students learn how to customize the delivery of web content and customize each user's interaction within a web site.

INTERPERSONAL COMMUNICATION 42C

COMM-D035 | 0.5 high school credit

This course provides students with a general introduction to the theory and principles of interpersonal communication. Students develop and practice skills to improve communication effectiveness.

INTERPERSONAL COMMUNICATIONS

COMM-0035 | 3 credits | D, P

This course provides students with a general introduction to the theory and principles of interpersonal communication. Students develop and practice skills to improve communication effectiveness.

INTERPERSONAL COMMUNICATIONS

COMM-0038 | 3 credits

In this course learners explore effective interpersonal communication through self-examination, communication process and the opportunity to practice by a variety of exercises.

INVESTIGATIONAL TECHNIQUES

LAWG-0076 | 6 credits

Corequisite: LAWG-0074 Criminal Code

The ability to investigate a crime is basic to the police profession. This course provides students with the understanding of how to conduct an investigation. Students learn the principles of investigational procedures, investigational interviewing, informants, intelligence, and how to prepare for court.

INVESTMENT SIMULATION

BUSN-0091 | 3 credits

This course uses a real time investment simulator (Investopedia.com) model to teach the principles of investing in the financial markets. The course uses a case study to provide the student experience in portfolio management through the creation of a diversified portfolio. The main objective in selecting and managing the portfolio is to maximize wealth while minimizing volatility. Students use a wide range of investment strategies and invest in a variety of investment instruments including ETFs, stocks, mutual funds, bonds, preferred shares and derivatives. The course culminates with the student presenting the portfolio to the instructor in an interactive fashion.

J

JOB SKILLS DEVELOPMENT

PEDV-0145 | 3 credits | D, P

In this course students learn how to promote themselves more effectively to get the job they want. Students develop the skills and strategies needed to successfully market their skills so they can compete effectively in the job market. Emphasis is placed on understanding the job search process, preparing a résumé and cover letter that will sell the student, interview skills and business etiquette.

JOURNALISM 1

COMM-0296 | 3 credits

Corequisite: COMM-0297 Journalism Laboratory 1.

This course introduces students to the elements of news-writing and decision-making relative to news gathering procedures, and examines the basic approaches and techniques essential to the development of journalistic skills. Since students must be able to communicate effectively in written form, this course introduces the various writing styles and techniques used in the electronic and print media. Students create news copy in a deadline-oriented environment, and hone their proofreading and editing skills.

JOURNALISM 2

COMM-0305 | 6 credits

Prerequisite: COMM-0296 Journalism 1

Corequisite: COMM-0306 Journalism Laboratory 2

This course examines the researching, sourcing and balancing needed to create local news stories for broadcast on CJJJ-FM radio and Westman Newline. Students are introduced to the concept of story meetings, and rehearse for and eventually produce and anchor the live newscasts broadcast to the community via Westman Communications Group's Access Channel 12. Once the news show begins for the season, this course functions as a preparation period for that production. Students and their instructor work together to create program line-up and content, to bridge stories and to edit broadcast news copy. Students will improve their critical thinking skills in assessing and interpreting information.

JOURNALISM 3

COMM-0307 | 3 credits

Prerequisite: COMM-0305 Journalism 2

This course advances skills, concepts and judgments needed in the researching, sourcing and balancing needed to create local news stories for broadcast in video and audio. Students take a more active role in story meetings than in Journalism 2. They will continue to rehearse for and produce and anchor live newscasts broadcast to the community via Westman Communications Group's Access Channel 12. This course functions as a preparation period for news production. Students and their instructor work together to create an engaging program line-up and content, to bridge stories in a meaningful way and to quickly and skillfully edit broadcast news copy. Students will improve their critical thinking skills in assessing and interpreting information.

JOURNALISM LABORATORY 1

COMM-0297 | 3 credits

Corequisite: COMM-0296 Journalism 1

This lab gives students many guided experiences in new-writing and decision-making relative to news gathering procedures, and provides challenges to help develop basic approaches and techniques essential to the development of journalistic skills. Students create news copy in a deadline-orientated environment, and hone their proofreading and editing skills. Since students must be able to communicate effectively in written form, this lab enables students to practice writing in the various styles and techniques used in the electronic and print media.

JOURNALISM LABORATORY 2

COMM-0306 | 6 credits

Prerequisite: COMM-0297 Journalism Laboratory 1

Corequisite: COMM-0305 Journalism 2

Students continue to create more concise stories and packages, with an emphasis on refining storytelling skills. More cohesive presentation, including the editing and bridging of on-air copy, is stressed. Over the course of this laboratory, responsibility for production of the show gradually shifts to the students, with the instructors acting in advisory capacities only. Problem-solving skills, management abilities and on-the-spot decision-making in high-pressure, on-air situations are stressed.

JUSTICE SYSTEM

LAWG-0006 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1.

In this course, students learn the history and implications of the Aboriginal Justice Inquiry and current alternative sentencing.

K

KEYBOARDING 25S

COMP-0411 | 0.5 high school credit

Keyboarding is a life skill. Computer technology holds a front and centre position in most jobs today. Entering information into the computer with a keyboard is the most popular way of "talking to the computer". While employers value this skill, keyboarding also facilitates the use of computers in our personal lives to support learning and the use of home computers.

L

LABOUR RELATIONS

HRMG-0039 | 6 credits

Prerequisite: HRMG-0036 Human Resource Management

This course develops the knowledge and skills for human resources students to work in a unionized environment. Topics include the development of labour relations in Canada, the current environment for labour relations, the Manitoba Labour Relations Act, the Canada Labour Code, union organization and certification, and unfair labour practices. In addition, this course covers collective agreement negotiation and administration, distinguishing between conciliation, mediation, and arbitration in collective bargaining, interpreting and writing contract language, dealing with an impasse, and discussing the legislation as it applies to a strike, lockout, and work stoppage.

LANDSCAPE CONSTRUCTION

AGRC-0031 | 3 credits | D

This course introduces students to the theory and application of landscape construction. Topics include interlocking paving stones, water features, retaining walls, low voltage lighting, wooden decks, and fences. Safety procedures are emphasized.

LANDSCAPE DESIGN

AGRC-0030 | 6 credits | D

This course provides the skills necessary to produce a simple residential landscape design for a client. Course topics include principles of design, identifying client needs, producing a series of preliminary site plans and design programs, using drafting equipment, producing a basic 2D landscape design.

LANGUAGE AND LITERACY

ECED-0048 | 3 credits | D, P

Prerequisites: PSSY-0020 Child Development 2

Early childhood educators require knowledge and understanding of how to promote literate behaviours in early childhood programs. This course incorporates theory with related activities appropriate for literacy and language development required in the early childhood setting.

LAW 40S

LAWG-0040 | 1 high school credit

This course provides students with an introduction to the legal system as well as the principles, practices and consequences of law with regard to torts, contracts, crimes, property rights, family and inheritance. It also provides an Aboriginal view of law in Manitoba.

LEADERSHIP AND TEAM BUILDING

PEDV-0178 | 3 credits | D, P

This course introduces students to the principles, issues and skills involved in developing effective leadership and group communication abilities. It emphasizes leadership skills, group process and problem solving.

LEADERSHIP SKILLS

PEDV-0106 | 3 credits | D, P

This course is a foundation for further development of students' knowledge and skills in leadership. Students learn the skills necessary for practicing competent, ethical leadership. Through assigned class work and activities, students are provided opportunities for the practice of leadership skills.

LEARNING STYLES

PSSY-0054 | 3 credits | D, P

This course assists students in understanding learning styles and the effects learning styles have on the individuals' ability to learn. It also explores learning disabilities.

LEARNING STYLES 42C

PSSY-D054 | 0.5 high school credit | P

This course assists students in understanding learning styles and the effects learning styles have on the individuals' ability to learn. It also explores learning disabilities.

LEGAL AND ETHICAL ISSUES

LAWG-0024 | 3 credits

In this course students acquire knowledge of the various laws, procedures and legal issues involved in social, educational, and cultural agencies and they develop an awareness of the moral and legal responsibilities of the counsellor. This course is for Applied Counselling Skills students only.

LEGAL ISSUES

LAWG-0072 | 6 credits

Businesses benefit from hiring office support staff with a basic knowledge and understanding of legal issues that arise in everyday business situations. This course provides legal education that encourages compliance with legal rules in a business setting, reducing the occurrence and cost of violations, and recognition of the legal rights and privileges of employers, employees and consumers. This course provides an overview of the Canadian legal system, forms of business organizations, contract law, tort law, insurance law, bankruptcy, human resource legislation and privacy law.

LEGAL PRINCIPLES

LAWG-0001 | 3 credits | D

Knowledge of laws affecting your commercial activity can help you avoid unnecessary legal, and, consequently, financial liabilities. The fundamental principles underlying relevant Canadian law are covered in this course. Topics include the legal system, torts (intentional and unintentional), contract creation, contract validity, contract breach, contract remedies and other relevant topics.

LEVEL 1 FINAL PRACTICAL COOK

COOK-0096 | 0 credit

This is the practical exam for Level 1 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 1 FINAL THEORY COOK

COOK-0098 | 0 credit

This is the theory exam for Level 1 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 2 FINAL PRACTICAL COOK

COOK-0097 | 0 credit

This the practical exam for Level 2 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 2 FINAL THEORY COOK

COOK-0099 | 0 credit

This is the theory exam for Level 2 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LIFE/WORK TRANSITIONS 40S

PEDV-0288 | 1 high school credit

The career development curriculum has been designed to connect school learning with workplace and other labor market realities. This course will provide a smoother transition between high school graduation and post-secondary educational programming. The Grade 12 emphasis is on the transition from high school to post-secondary training and preparation for employment through community experiences and transition planning. The broad range of experiences may vary from community visitor presentations or volunteerism to community placements.

LITERATURE

ECED-0005 | 3 credits | D, P

Prerequisite: ECED-0004 Curriculum Planning 1 (Curriculum course) Early childhood educators require knowledge and understanding of literature for young children and how such experiences contribute to the child's development. This course incorporates theory with related activities appropriate for the literature curriculum in early childhood settings.

LIVESTOCK PRODUCTION

AGRC-XXXX | 6 credits

This course is being developed for 2018-19.

M

MACHINE SHOP PRACTICES

WRKP-0006 | 3 credits

Corequisites: METL-0001 Drilling Machines and Saws, METL-0004 Metallurgy

This course provides instruction in machine shop safety, precision measurement and the use of hand tools.

MAJOR CRIMES INVESTIGATIONS

LAWG-0077 | 3 credits

Prerequisites: LAWG-0076 Investigational Techniques, LAWG-0074 Criminal Code

A junior officer may become involved in a major investigation. These investigations are often complex and time consuming; therefore it is imperative all team members understand how such an investigation functions. Students examine the method of a major investigation and gain an insight as to how the process can be applied to any type of major investigation. Students analyze forensic identification officers, reporting systems, emergency response teams, and riot troops among other investigational techniques.

MANAGEMENT

BUSN-0027 | 6 credits | D

Prerequisite: PSSY-0004 Organizational Behaviour

This course introduces students to the field of management. It examines the four managerial functions of planning, organizing, leading and controlling.

MANAGEMENT ACCOUNTING 1

ACCT-0006 | 6 credits | D

Prerequisite: ACCT-0004 Financial Accounting 2

This course introduces students to the areas of cost concepts and behaviours, job-order and process costing, activity-based costing and variable costing.

MANAGEMENT ACCOUNTING 2

ACCT-0008 | 6 credits | D

Prerequisite: ACCT-0006 Management Accounting 1

This course introduces students to the areas of planning and control, budgeting, standard costs and overhead analysis, relevant costs, management control and evaluation, and financial statement analysis.

MANAGEMENT SKILL DEVELOPMENT

BUSN-0019 | 6 credits | D

This course is a skills-based management course, designed to improve management competencies in the areas of self-assessment, supportive communication, conflict management, decision-making, stress management, influencing others, goal setting, and teamwork. Emphasis in the class is on the demonstration and practical application of the skill in team settings.

MANAGING INFO TECH

COMP-XXXX | 6 credits

Students will develop an understanding of computer-based information systems to assist in making informed decisions about the applications of information technology (IT). Topics include: management and IT decision-making; technical topics including database management systems, data warehousing and systems development life cycle; security, control frameworks and auditing; and key emerging trends in IT.

MANAGING THE POLICE FUNCTION

LAWG-0078 | 6 credits

Prerequisites: LAWG-0074 Criminal Code, LAWG-0075 Criminal Justice System

Corequisite: LAWG-0079 Practical Training

Many duties of a police officer are non-criminal in nature; however because they involve direct contact with the general public or involve a threat to personal and public safety, they require very specialized skills. Police officers must understand these situations and know how to deal with them. This course examines many of these situations and exposes students to procedures.

MANUFACTURING TECHNIQUES

ELTE-0088 | 3 credits

Prerequisite: ELTE-0073 Electronic Circuits 1

Students use the electrical and drafting concepts acquired in previous courses to generate printed circuit board (PCB) layouts using Computer Aided Design software. Basic single and double-sided through the hole and Surface Mount Technology PCB are designed. Students will also learn to generate the required files and documents required to have the board manufactured. In-house manufacturing is then done on our Rapid Prototype CNC machine. This course provides training as well as proper soldering, desoldering and techniques based on current industry standards and best practices.

MARKETING PRINCIPLES

MKTG-0044 | 6 credits | P

This course provides students with an understanding of the basic marketing skills that are required by employers for success in today's competitive marketplace. Students gain a basic understanding of the role of marketing in society and business, types of markets, the marketing environment, the elements of the marketing mix and the development of marketing strategies and plans.

MATH FOR NURSES

MATH-0014 | 0 credit

This 15-hour course prepares individuals with the basic mathematical skills required for the pharmacology courses in the Practical Nursing diploma program. Topics include fractions, decimals, ratios and metric conversion; students learn how to apply these core math skills to specific nursing situations. This course is one of the requirements for admission into the Practical Nursing diploma program; a passing mark of 95% must be achieved.

MATH FOR WELDERS

MATH-0101 | 3 credits

Part of being a good welder is having good math skills. Students learn basic math skills including fractions and decimals, percentages and ratios, the imperial and metric systems, and geometric formulas. This course presents math skills the way welders use them.

MATHEMATICS (PE)

MATH-0050 | 3 credits

This is a skill development course in arithmetic, applied geometry and lower level algebra. Emphasis is on hand-held calculator skills and realistic applications.

MEATS AND POULTRY 1

COOK-0010 | 6 credits

In this course students learn meat and poultry varieties, grading and inspection, cooking methods, seasoning and marinating techniques, testing for doneness and quality of finished products and presentation with accompaniments.

MEATS AND POULTRY 2

COOK-0089 | 6 credits

Prerequisite: COOK-0010 Meats and Poultry 1

This course expands on the skills and techniques previously developed and it introduces advanced techniques and procedures. Topics include understanding cuts of meat, classifications and wild meats.

MECHANICAL SCIENCE

SCIE-0082 | 3 credits

This course introduces students to the basic concepts of trade science. Students learn about simple machines, the effects of heat on solids and gases, and engine operating theory, as well as solving problems involving force, distance, inertia, torque and work.

MECHANICS (CIVIL)

MECH-0068 | 6 credits

This course deals with the basic concepts of statics as applied to the analysis of frames and the determination of centroids of geometric bodies.

MECHANICS (PE)

MECH-0083 | 3 credits

This is an introductory course on the study of statics and dynamics. This includes friction, types of motion, work, power, energy and some power mechanical transmission.

MEDIA AND HUMAN COMMUNICATION

COMM-0298 | 3 credits

Today's world requires students integrate and interact with all members of human society. Through lectures, in-depth class discussions and group work, this course examines the importance and complexity of intercultural communication, and the media's role in global society, with a particular focus on ethnocentrism and non-verbal communication.

MEDIA WRITING 1

COMM-0299 | 3 credits

Prerequisite: COMM-0136 Writing Skills

This course prepares students for the challenges of writing for interactive media by helping them to create, critique, edit, and convey messages in response to communication problems. The focus is on writing that communicates using common grammar and usage. Students are presented with many fine examples of concise, powerful writing. They explore various methods for targeting text to an audience by applying motivational appeals to basic demographic preferences. This course examines the effects of mediated information and entertainment on people and economies, and attitudes toward the value and mutability of creative works. Also examined and discussed is the creator's responsibility to the audience. Students improve their presentation skills with regular practice. Students improve their ability to find, evaluate and cite appropriate information resources. This course guides students through the intricacies of basic written communication, word usage, storytelling and presentation techniques needed to contribute in creative workplaces.

MEDIA WRITING 2

COMM-0300 | 3 credits

Prerequisite: COMM-0299 Media Writing 1

Storytelling. That's what good media writing is all about. Student writers explore formats beyond the traditional news approaches, including descriptive, opinion and feature writing. A good portion of the course is spent on researching and creating scripts for radio documentaries and corporate videos.

MEDICAL MICROBIOLOGY

SCIE-0073 | 3 credits

This course focuses on the types of microbes and their interactions with humans. Emphasis is given to the physiology of microorganisms, body responses to disease and the effects of microbes on organ systems. Labs consist of hands on experience with microscopes, animations and videos of microbiology lab techniques and results, sample collections and virtual lab experiences.

MEDICAL SIMULATION

OFAD-0007 | 6 credits

Prerequisites: HLTH-0157 Medical Terminology 2

In this course, students develop essential office skills for employment in a medical office setting. Topics of study include roles and responsibilities of the medical office administrator, Canada's health care system, legal/health and safety matters, general medical office procedures, file preparation and organization, medical tests, and pharmacology.

MEDICAL TERMINOLOGY 1

HLTH-0113 | 6 credits | P

The language of medicine is a specialized vocabulary used by health care practitioners. In this course students learn prefixes, suffixes, and root words to enable them to develop a medical vocabulary. The emphasis is placed on learning medical language as it relates to specific body systems, pathologies, and diagnostic testing so that the student can function effectively in medical environments. Spelling is emphasized.

MEDICAL TERMINOLOGY 2

HLTH-0157 | 6 credits | P

Prerequisite: HLTH-0113 Medical Terminology 1

The language of medicine is a specialized vocabulary used by health care practitioners. In this course, students learn prefixes, suffixes, and root words to enable them to develop a medical vocabulary. The emphasis is placed on learning medical language as it relates to specific body systems, pathologies, and diagnostic testing so that the student can function effectively in medical environments. Spelling is emphasized.

MEDICAL TRANSCRIPTION

COMP-0565 | 6 credits

This course is being developed for 2018-19.

MEDICINAL AND AROMATIC PLANTS

AGRC-0070 | 3 credits | D

This is an introductory course to the production, processing and marketing of medicinal and aromatic plants on the prairies. It provides students with useful information and skills that could be applied in establishing or conducting an herb production, processing, or marketing enterprise.

MENTAL HEALTH

HLTH-0006 | 3 credits | D, P

This course focuses on the general issues affecting mental health and mental illness. It includes topics such as personality and behaviour, anxiety, eating disorders, personality disorders, schizophrenia, mood disorders, abusive behaviours, psychogeriatrics, activities and therapies, and non-violent crisis intervention.

MENTAL HEALTH

HLTH-0182 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

This course focuses on the concepts of mental health and illness for all ages in today's society.

MENTAL HEALTH 42C

HLTH-D006 | 0.5 high school credit

This course focuses on the general issues affecting mental health and mental illness. It includes topics such as personality and behaviour, anxiety, eating disorders, personality disorders, schizophrenia, mood disorders, abusive behaviours, psychogeriatrics, activities and therapies, and non-violent crisis intervention.

MENU PLANNING AND FOOD COSTING

COOK-0083 | 6 credits

This course examines three major areas of cost control: food, beverage and labour costs. Students learn to coordinate activities to prepare for banquets and dining room service. The use of computer software for ordering, inventory and cost control is included.

METAL FORMING MACHINES

METL-0014 | 3 credits

Prerequisite: WELD-0050 Shielded Metal Arc Welding
The course deals with the safety precautions and principles of operating machines such as hydraulic shears, hydraulic brakes, ironworkers and power band saws. Students will learn the skills required for layout, saw, shear, punch, bend, drill, shape, form, fit and assemble metal components.

METAL FORMING MACHINES

METL-0015 | 4.5 credits

Prerequisite: WELD-0031 Shielded Metal Arc Welding
The course deals with the safety precautions and principles of operating machines such as hydraulic shears, hydraulic brakes, ironworkers and power band saws. Students learn the skills and theory required to interpret drawings, layout, saw, shear, punch, bend, drill, shape, form, fit and assemble metal components. This course is offered through Continuing Studies.

METALLURGY

METL-0004 | 1.5 credits

Corequisites: METL-0001 Drilling Machines and Saws, WRKP-0006 Machine Shop Practices

This course covers basic properties of metals including manufacturing, heat treating, hardness testing, non-ferrous metals and alloys.

METALLURGY FOR WELDING

METL-0016 | 1.5 credits

In this course students examine the basic metallurgical properties of steel and the changes that take place during cutting and welding operations. This course also covers basic properties of metals including manufacturing, heat treating, hardness testing, non-ferrous metals and alloys. This course is offered through Continuing Studies.

MICRO-CONTROLLER SYSTEMS

ELTE-0059 | 6 credits | P

Prerequisite: ELTE-0052 Digital Circuits, ELTE-0073 Electronic Circuits 1, COMP-0439 Computer Programming 1

This course gives students an overview of architecture, instruction set and input/output (I/O) capabilities of a micro-controller based system. Flowcharting and assembly language programming are discussed along with the support hardware and memory mapping required for the micro-controller to operate. Simple I/O routines are written to control various devices such as motors, Light Emitting Diodes (LEDs), speakers, and Analog to Digital (A/D) converters. I/O interfacing using interrupts, counters and timing operations are presented. Students finish by using the 'C' programming language to program their I/O operations.

MILLING MACHINE OPERATIONS

METL-0003 | 9 credits

Prerequisites: METL-0001 Drilling Machines and Saws, DRFT-0012 Blueprint Reading - INMF, METL-0004 Metallurgy, WRKP-0006 Machine Shop Practices
Corequisite: METL-0002 Engine Lathe Operations
This course introduces the principles and safety precautions required to perform operations such as vertical and horizontal milling using a variety of cutting tool materials.

MULTIMEDIA 1

COMP-0466 | 6 credits

This course introduces students to the theory and practice of interactive electronic media creation. Topics include the planning and organizing of interactive projects, content creation for interactive projects and the preparation of interactive assets for multiplatform delivery. Hands-on individual and group project work is emphasized throughout.

MULTIMEDIA 2

COMP-0494 | 6 credits

Prerequisite: COMP-0466 Multimedia 1

This course builds on the knowledge and skills acquired in the prerequisite course, concentrating on interactive authoring. Adobe After Effects and other multimedia applications are explored in detail in creative projects. The course culminates in the creation of an online portfolio.

MULTIMEDIA 3

COMP-0495 | 3 credits

Prerequisite: COMP-0494 Multimedia 2

This course builds on the knowledge and skills acquired in the prerequisite course, concentrating skill development within a specialty of interactive authoring. Students conceive, plan, prepare develop a special project as part of the capstone project.

MUSIC AND MOVEMENT

ECED-0049 | 6 credits

Prerequisites: ECED-0004 Curriculum Planning 1

Corequisite: PSSY-0020 Child Development 2

This course explores modern day approaches to music and movement with the early learning and child care environment both indoors and outdoors. The course guides students through the concepts and strategies to incorporate music and movement in the daily approach to curriculum planning. Students prepare and implement music and movement curriculum to support an anti-bias environment.

N

NATURAL RESOURCES FIELD LAB

AGRC-XXXX | 6 credits

This course is being developed for 2018-19.

NATURAL RESOURCES TECHNOLOGY

COMP-XXXX | 6 credits

This course is being developed for 2018-19.

NEGOTIATION THEORY & PRACTICE

HRMG-0013 | 3 credits | P

This course examines fundamental principles to successful negotiations. Topics include positional and principled negotiation and four prime principles of negotiation. Students have the opportunity of developing and role-playing a negotiation case study in this course.

NETWORK FUNDAMENTALS

COMP-0410 | 6 credits

This course follows the Cisco Networking Academy (CCNA) 1 curriculum. Students will be introduced to basic networking concepts and principles. Students will learn the Open System Interconnection (OSI) model and other industry standards, network technologies, basic network design and cabling techniques. Students will also be introduced to Cisco Router operation and configuration.

NETWORK ROUTING

COMP-0441 | 6 credits

Prerequisite: COMP-0410 Network Fundamentals

Students learn Cisco router configurations, Access Lists, routed and routing protocols and are introduced to switches. This course follows the Cisco Networking Academy (CCNA) 2 curriculum.

NETWORK ROUTING 1

COMP-XXXX | 6 credits

This course follows the Cisco Networking Academy (CCNA) Routing and Switching - Introduction to Networks curriculum. Students will be introduced to basic networking concepts and principles. Students will learn the Open System Interconnection (OSI) model and other industry standards, network technologies, basic network design and cabling techniques. Students will also be introduced to Cisco Router operation and configuration.

NETWORK ROUTING 2

COMP-0266 | 6 credits

Prerequisite: COMP-0443 Network Routing 1

Students learn Cisco router configurations, Access Lists, routed and routing protocols and introduction to switches. This follows the Cisco Networking Academy (CCNA) 2 curriculum.

NETWORK ROUTING 3

COMP-0267 | 6 credits

Prerequisite: COMP-0266 Network Routing 2

This course leads students into advanced router configurations, Open Shortest Path First (OSPF) and Enhanced Interior Gateway Routing Protocol (EIGPR) routing protocols, Spanning Tree Protocol, Virtual Local Area Network (VLAN) and advanced VLAN switches and programming. Students also learn supernetting and Classless Inter Domain Routing (CIDR). This follows the Cisco Networking Academy (CCNA) 3 curriculum.

NETWORK ROUTING 4

COMP-0268 | 6 credits

Prerequisite: COMP-0267 Network Routing 3

Students learn Network Address Translation (NAT) and Port Address Translation (PAT) as well as Point to Point Protocol (PPP) routing solutions. Integrated Services Digital Network (ISDN), Frame Relay and Wide Area Network (WAN) theory are also covered in depth. This follows the Cisco Networking Academy (CCNA) 4 curriculum.

NETWORK SECURITY

COMP-0505 | 6 credits

Prerequisite: COMP-0390 Operating Systems 2

Corequisites: COMP-0507 Networks 9,

COMP-0377 Wireless Networking

In Network Security, a networking professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. This course emphasizes state-of-the-art security technologies, competent installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices.

NETWORKS 1

COMP-0370 | 6 credits | P

In this course students learn to install and manage a desktop network operating system. Topics include the application of file system security, desktop management, network connectivity and network printing. Students construct and administer peer to peer networks in a networking laboratory.

NETWORKS 2

COMP-0371 | 6 credits | P

Prerequisite: COMP-0370 Networks 1

In this course students learn to install and manage a server-based network operating system. Topics include configuration of server hardware, administering network security, web services, terminal services and optimization of a network server. Students build and administer a server-based network in a networking laboratory.

NETWORKS 3

COMP-0372 | 6 credits | P

Prerequisite: COMP-0371 Networks 2

In this course students learn to configure various physical and logical topologies for an Active Directory based network. Topics include multiple authentication policies, DNS (Domain Name Services), subnetting, site objects, and complex domain configurations. Students will install and configure networking services in a networking laboratory.

NETWORKS 4

COMP-0373 | 6 credits

Prerequisite: COMP-0372 Networks 3

In this course students learn to configure a network infrastructure to support an Active Directory based network. Topics include the OSI (Open Systems Interconnect) model, name resolution, DHCP (Dynamic Host Configuration Protocol), routing, NAT (Network Address Translation), IPSec (Internet Protocol Security), and VPN (Virtual Private Networking).

NETWORKS 5

COMP-0374 | 6 credits

Prerequisite: COMP-0373 Networks 4

In this course students learn to plan, implement and maintain a network infrastructure. Topics include NAP (Network Access Protection), firewall configuration, WSUS (Windows Server Update Services), virtualization, RDS (Remote Desktop Services), IIS (Internet Information Services), and PKI (Public Key Infrastructure). Students will configure and experiment with these topics in a networking laboratory.

NETWORKS 6

COMP-0375 | 6 credits

Prerequisite: COMP-0374 Networks 5

In this course students learn to design a network infrastructure and directory services topology to meet the needs of a business. Design topics include the design of physical and logical network topologies, name resolution strategies, and secure connection of private and public networks. Students are also introduced to cloud computing topics, using Microsoft Azure cloud services. Cloud computing topics include virtual machines, virtual networks, gateways, hybrid networks, web sites, traffic manager, storage accounts, Azure AD, and Content Distribution Networks.

NETWORKS 7

COMP-0376 | 6 credits

Prerequisite: COMP-0375 Networks 6

In this course, students learn to set up, manage, maintain, and support a messaging system for an existing network. Topics include: supporting email client software and administration of the underlying infrastructure to deliver messages to the appropriate recipient or destination network. Students practice and enhance the skills needed for message delivery in a networking laboratory.

NETWORKS 8

COMP-0506 | 6 credits

Prerequisite: COMP-0375 Networks 6

This course examines the use and configuration of an edge device firewall to provide secure connectivity between a Local Area Network and the Internet. Students configure a firewall so that network users can safely use the Internet without worrying about malware and other threats. Students learn to configure the firewall to provide multiple protection capabilities including URL filtering, antimalware inspection, intrusion prevention, and HTTP/HTTPS inspection.

NETWORKS 9

COMP-0507 | 6 credits

Prerequisite: COMP-0506 Networks 8

This course examines the use of Microsoft's System Center Suite to deploy and manage client and server operating systems and applications to networked computers. Students learn to comprehensively assess, deploy, and update servers and client computers across physical and virtual networked environments.

NETWORL D

COMP-0467 | 6 credits

This course prepares students for the challenges of network structures and effects in Interactive Media. Students use best practices in operating on the internet, respecting copyright, Fair Use, file management and naming conventions. Students improve their working knowledge in PC and MAC operating systems, maintenance and basic troubleshooting for daily operations. They apply basic principles of web page modification to construct a basic web page framework and post assignments to the web. Students creatively format web documents using graphics, text, links, standard tables, basic SEO and basic CSS.

NON-LINEAR POST PRODUCTION

MEDP-0069 | 3 credits

Corequisites: MEDP-0063 Audio Production 2, MEDP-0065 Audio Production Laboratory 2, MEDP-0079 Video Production 2, MEDP-0080 Video Production Laboratory 2

Students learn professional quality video editing tools to create more sophisticated and complex productions. They expand their use of techniques. Particular attention is paid to keying, effects, and compositing. In addition to video editing tools, students are introduced to motion graphics editing to gain an appreciation and understanding of third party compositing programs, and are oriented to an alternative video editing tool and its supporting applications to gain familiarity with two of the most successful editing platforms in use in television, film and video production today. The course is delivered through lectures and demonstrations with a variety of tutorials and projects to develop advanced skills in the area of non-linear editing.

NURSERY CROP PRODUCTION

AGRC-0071 | 3 credits | D

This course covers the principles and practices of the production of trees, shrubs, and perennial plants. Production in fields and containers is addressed in the commercial business environment. The historical evolution of the prairie industry is discussed as it relates to current crop management practices. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany, AGRC-0018 Soils for Horticulture, AGRC-0020 Safe Work/Pesticides, AGRC-0019 Integrated Plant Management and AGRC-0027 Woody Landscape Plants prior to registering for this course.

NURSERY/ORNAMENTAL HORT

AGRC-0286 | 6 credits

This course will enable students to learn about general production methods and management techniques for field and container grown nursery and ornamental crops including annuals, trees, shrubs and perennial plants. The course will also focus on the production practices of selected potted and cut flower crops grown in greenhouses. Students will perform various propagation techniques including seeding, micropropagation, cuttings, grafting, division, layering, and propagation through specialized plant parts. The course will also provide information on principles of landscape design using different plant materials.

NURSING ARTS AND ASSESSMENT 1

HLTH-0010 | 6 credits

Prerequisite: PRAC-0218 Practicum 1 - NURSD

This course has a laboratory component that focuses the learner on developing basic knowledge and nursing skills required to assist the clients in the promotion of independence, activity, comfort and personal care. Learners develop skills and medical terminology related to nursing practice.

NURSING ARTS AND ASSESSMENT 2

HLTH-0015 | 6 credits

Prerequisite: PRAC-0219 Practicum 2 - NURSD

Learners build on the knowledge and skills acquired in term one, and develop clinical nursing skills required in caring for clients with assessment, planning, implementing and evaluating strategies that promote the client's health.

NURSING ARTS AND ASSESSMENT 3

HLTH-0186 | 9 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

Learners enhance their knowledge and skills acquired in the previous terms, and focus on the development of clinical nursing skills to care for clients of all ages.

NUTRITION

HLTH-0002 | 3 credits | D, P

This course focuses on the basic principles of promoting and maintaining a client's health and wellness related to diet. It includes topics such as menu planning, special therapeutic diets, mealtime, food handling and storage. This course includes a campus laboratory component.

NUTRITION

HLTH-0236 | 3 credits

This course explores the relationship between food and its use by the human body for energy, structure, and optimal health. Students study the body's normal nutritional needs and recommended daily dietary allowances for calories, protein, fats, carbohydrates, vitamins and minerals. Learners engage in course theory to consider important concepts related to medical conditions and to evaluate nutrition throughout the lifespan and in the prevention of diseases.

NUTRITION 42C

HLTH-D002 | 0.5 high school credit

This course focuses on the basic principles of promoting and maintaining a client's health and wellness related to diet. It includes topics such as menu planning, special therapeutic diets, mealtime, food handling and storage. This course includes a campus laboratory component.

NUTRITIONAL COOKING

COOK-0065 | 3 credits

This course focuses on the most common nutritional requests: reduced fat, reduced salt, reduced sugar, reduced calories, more complex carbohydrates and protein from sources other than red meat. Dietary guidelines, good allergies and institutional cooking are also included.



OBSERVATION & REPORT WRITING

COMM-0189 | 3 credits | D, P

Educators need to know that accurate written observation is required in order to understand and report the behaviour of children. This course provides an opportunity for students to become skilled in writing observations, research papers, reports, summaries and analyses. Appropriate documentation for the workplace is covered in this course.

OBSERVATION/REPORT WRITING 42C

COMM-D189 | 0.5 high school credit

Educators need to know that accurate written observation is required in order to understand and report the behaviour of children. This course provides an opportunity for students to become skilled in writing observations, research papers, reports, summaries and analyses. Appropriate documentation for the workplace is covered in this course.

OCCUPATIONAL HEALTH & SAFETY

HLTH-XXXX | 6 credits

This course is being developed for 2018-19.

OFFICE COMMUNICATIONS 1

COMM-0372 | 6 credits

This course teaches the principles of English-language grammar and style for use in an office setting. Course topics include effective written communication, correspondence formats, critical thinking and transcription.

OFFICE COMMUNICATIONS 2

COMM-0373 | 6 credits

This course is being developed for 2018-19.

OFFICE MANAGEMENT 1

OFAD-0023 | 6 credits

This course is being developed for 2018-19.

OFFICE MATHEMATICS

MATH-0104 | 6 credits

This course provides a working knowledge of basic arithmetic and mathematics. This course reviews the basics of arithmetic, graphing and algebra to develop skills for solving practical problems encountered in business. Course topics include manipulation of whole numbers, fractions, decimals, percentages, exponents, basic algebra, ratios, proportions, graphing and graphical solutions.

OFFICE PROCEDURES 1

OFAD-0022 | 6 credits

This course provides an overview of general office procedures. Topics include office reception procedures, work and time management procedures, filing, meetings and meeting minutes, handling telephone calls, processing mail and appointment scheduling.

OFFICE PROCEDURES 2

OFAD-0024 | 6 credits

This course is being developed for 2018-19.

OPERATING SYSTEMS 1

COMP-0174 | 6 credits | P

This course examines the implementation of different operation systems such as Unix/Linux and their command sets. Topics include: planning, installation, administration, process and storage management, security, troubleshooting, network functioning and performance evaluation.

OPERATING SYSTEMS 2

COMP-0390 | 6 credits

Prerequisites: COMP-0174 Operating Systems 1, COMP-0443 Network Routing 1, COMP-0372 Networks 3

Building on the skills learned in Operating Systems 1, students continue on to more advanced operating system topics. This course focuses on the practical application of the hands-on skills from Operating Systems 1, as well as the seamless integration of alternative operating systems into Microsoft-based networking environments.

ORGANIZATIONAL BEHAVIOUR

PSSY-0004 | 6 credits | D, P

This course develops students' knowledge of behaviour science theory and concepts useful in organizations. Topics include: perception, values and attitudes, foundations of group behaviour, teamwork, leadership, organizational culture and organizational change.

ORGANIZATIONAL BEHAVIOUR

PSSY-0090 | 6 credits | P

Students study behaviour science theory and concepts useful in organizations. Topics include perception and learning, stress management, applied performance practices, team dynamics, decision-making, power and influence, as well as organizational structure, design, culture and change.

ORGANIZATIONAL BEHAVIOUR 1

PSSY-0001 | 3 credits | D, P

Students study behaviour science theory and concepts useful in organizations. Topics include perception and learning, stress management, applied performance practices and team dynamics.

ORGANIZATIONAL BEHAVIOUR 2

PSSY-0002 | 3 credits | D, P

Prerequisite: PSSY-0001 Organizational Behaviour
Building on Organizational Behaviour 1, students focus on decision-making, power and influence in the workplace, as well as organizational structure, design, culture and change.

ORIENTATION AND SAFETY

WRKP-0032 | 4.5 credits

Corequisite: WELD-0051 Oxyacetylene Principles

This course focuses on shop safety, equipment safety and welding safety. Students learn about apprenticeship and how it relates to the welding trade. Students gain knowledge in climbing, rigging and hoisting.

ORIENTATION AND SHOP SKILLS

WRKP-0009 | 12 credits

This course prepares students for progression into other program areas by building a solid foundation of shop skills. Students become familiar with college facilities, resources and extracurricular activities. Major course topics include: shop safety procedures, the correct use and maintenance of hand tools, power tools and shop equipment. Demonstrations of precision measuring, fastener identification and tightening procedures are required. Students also learn basic automobile maintenance. Safe work practices, proper tool selection and referral to service manuals are emphasized.

ORIENTATION/SHOP SKILLS-HDET

WRKP-0036 | 12 credits

This course prepares students for progression into other program areas by building a solid foundation of shop skills. Students become familiar with college facilities, resources and extracurricular activities. Major course topics include: shop safety procedures, the correct use and maintenance of hand tools, power tools and shop equipment. Demonstrations of precision measuring, fastener identification and tightening procedures are required. Students also learn metal fabrication, basic machinery maintenance, and safe machinery operation. Safe work practices, proper tool selection and referral to service manuals are emphasized.

OVERVIEW OF EARLY CHILDHOOD

ECED-0031 | 3 credits | D, P

Corequisite: COMP-0414 Documentation

This course provides an overview of the field of early childhood education. Students are introduced to a variety of early childhood settings directly through five days of practical experience and indirectly through course work. Comparisons are made of routines, schedules, activities and the role of staff within the settings. Influences on early childhood education outside of the setting are identified and described.

OXYACETYLENE PRINCIPLES-INMF

WELD-0051 | 3 credits

Corequisite: WRKP-0032 Orientation and Safety

Classroom lectures and shop demonstrations emphasize personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. This course includes a period of demonstration and instruction in practical gas welding as well as brazing of mild steel. It also includes theory and demonstrations of oxyacetylene cutting of mild steel.

OXYACETYLENE PRINCIPLES-WLDR

WELD-0053 | 2.25 credits

Corequisite: WRKP-0032 Orientation and Safety

Classroom lectures and shop demonstrations emphasize personal and shop safety, proper handling and use of equipment and theory and operation of equipment components. This course includes a period of demonstration and instruction in practical gas welding as well as brazing of mild steel. Students will learn different welding positions as well as different welding joints. It also includes theory and demonstration of oxyacetylene cutting of mild steel. This course is offered through Continuing Studies.

P

PATISSERIE 1

COOK-0074 | 6 credits

This course introduces students to basic principles and techniques of baking. The learner becomes familiar with the formulas, measuring and ingredients used in the baking process through the production of pies, yeast products, cakes, desserts, cookies and pastries.

PATISSERIE 2

COOK-0067 | 6 credits

Prerequisite: COOK-0074 Patisserie 1

This course examines the procedures for making breads and other yeast products, cakes, icings, pies, frozen desserts and related items. Students develop skills in the preparation of yeast products, quick breads, choux paste, cookies and puff pastry.

PATISSERIE 3

COOK-0090 | 6 credits

Prerequisite: COOK-0067 Patisserie 2

This course focuses on advanced fermented and yeast-raised products, advanced cake decorating and dessert plating techniques, chocolate creations and classical pastries and tortes including creams, custards, puddings, frozen desserts and sauces.

PAYROLL ADMINISTRATION

HRMG-0021 | 3 credits | D

This course addresses employment classifications, legislation related to payroll, maintenance of payroll records, payroll deductions, tax implications of benefits, allowances and expenses, government remittances, and termination records. The course focuses on solving analytical problems and completing exercises, review questions, marked assignments and payroll registers to build the necessary skills required in processing a payroll.

PERSONAL SELLING

MKTG-0033 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

This course involves students in creating and role-playing consultative sales presentations. Topics include the steps in a sales presentation as well as sales force management. Various role-play situations enable students to apply the selling principles and techniques.

PESTICIDE AGRICULTURE GROUND

PEST-0030 | 2 credits

Students learn the unique properties of pesticide products, proper use and handling of pesticides, safety and health precautions for the student and the environment, and emergency responses and procedures. They study the aspects of applying and dispensing agricultural pesticides and the major federal and provincial regulations affecting the application and sale of agricultural pesticides. Students also learn how to determine pesticide application rates and batch calculations, calibrate field and custom sprayers and respond to pesticide application complaints. Upon successful completion of this course and PEST-0101 Pesticide Core, students are eligible to apply to Manitoba Agriculture, Food & Rural Initiatives for provincial licensing.

PESTICIDE CORE

PEST-0101 | 1 credit

Students learn the unique properties of pesticide products, proper use and handling of pesticides, safety and health precautions for the student and the environment, and emergency responses and procedures. They study the aspects of applying and dispensing agricultural pesticides and the major federal and provincial regulations affecting the application and sale of agricultural pesticides. Students also learn how to determine pesticide application rates and batch calculations, calibrate field and custom sprayers and respond to pesticide application complaints.

PESTICIDE LIVESTOCK PRODUCTS

PEST-0013 | 2 credits

Students learn the special properties of agricultural pesticides that are used for the protection of agricultural animals and treatment for insect pests that affect farm animals. Students are also made aware of the difference between pesticides that have a Pest Control Products (PCP) Act number and those that have a Drug Identification Number (DIN). Students who successfully complete this course qualify for their pesticide certification as retailers who dispense pesticides for the control of livestock and poultry pests. Upon successful completion of this course and PEST-0101 Pesticide Core, students are eligible to apply to Manitoba Agriculture, Food & Rural Initiatives for provincial licensing.

PESTICIDES IN AGRICULTURE

PEST-XXXX | 6 credits

This course is being developed for 2018-19.

PHARMACOLOGY 1

HLTH-0184 | 3 credits

Prerequisite: PRAC-0219 Practicum 2 - NURSD

This course introduces the basic concepts and principles including pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and the practical nurse's role in drug therapy.

PHARMACOLOGY 2

HLTH-0185 | 3 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

This course covers the advanced concepts and principles including pharmacokinetics, pharmacodynamics, pharmacotherapeutics and the practical nurse's role in drug therapy.

PHILOSOPHY AND CURRICULUM

ECED-0052 | 3 credits

Prerequisite: ECED-0051 Curriculum Development

In this course, students evaluate the historical approaches to curriculum. Using this information, students develop their own personal philosophy and then compare this to program philosophies already looked at. The indicators of quality and methods of evaluation for quality in a program are explored and practiced.

PHYSICAL EDUCATION 40F

HLTH-0226 | 1 high school credit

This course is designed to promote healthy lifestyle. Students study topics related to fitness management, mental health, substance use and abuse, prevention and the social impact of sport. The focus is on health and planning.

PHYSICAL HEALTH ASSESSMENT

HLTH-0011 | 3 credits | D

Prerequisite: PRAC-0219 Practicum 2 - NURSD

Physical health assessment is an integral aspect of nursing practice. Learners develop a systematic approach in obtaining complete and accurate historical information from clients, performing a physical examination and making clinical assessments regarding clients' needs. Learners differentiate between normal and abnormal findings. Emphasis is placed on the physical, psychosocial and cultural needs of individuals across the lifespan.

PHYSICAL TRAINING

HLTH-0188 | 6 credits

Health, nutrition, fitness and lifestyle choices greatly impact a police officer's ability to perform duties. Students obtain a required fitness level through aerobic and weight training. Students explore the impact of stress and lifestyle choices on physical and mental health. They learn how to manage these factors in order to realize a commitment to healthy living and maintain a high level of job performance.

PHYSICS

SCIE-0072 | 3 credits

Prerequisite: MATH-0063 Technical Math

In this course, students learn standard measurements systems, motion of objects in one and multidimensional spaces, circular motion, wave physics and oscillation. The course also focuses on the physics of electricity and magnetism to understand the principles behind electromagnetic energy and other principles related to wireless communications.

PHYSICS 30S

SCIE-0011 | 1 high school credit

This course assists students in interpreting the environment around them. Throughout this course, students are involved in the investigation of motion, work and energy. Topics include: linear kinetics, vectors, Newton's laws, projectile and circular motion, momentum and impulse, work and energy, and heat concepts and home energy conservation.

PHYSICS 40S

SCIE-0003 | 1 high school credit

In this course students study waves and sound, electrical and magnetic fields, static and direct current electricity, electromagnetic induction and alternating current electricity. The course is a mixture of theory and problem solving. It is designed to provide basic concepts, processes and skills necessary for students who wish to pursue careers in the areas of engineering and electronics.

PLANT PHYSIOLOGY & TAXONOMY

SCIE-XXXX | 6 credits

This course is being developed for 2018-19.

PLAY

ECED-0020 | 3 credits | D, P

Prerequisites: PSSY-0020 Child Development 2,

ECED-0001 Guiding Children's Behaviour

This course introduces students to the value of play in children's learning and development. The focus is on how play changes as children reach each stage of development, what factors influence children's play and the early childhood educator's role in children's play.

PLUMBING SYSTEMS PRACTICAL

PIPE-0004 | 12 credits

Prerequisites: PIPE-0001 Tools and Materials Theory,

PIPE-0002 Tools and Materials Practical

Corequisite: PIPE-0003 Plumbing Systems Theory

This course gives students an opportunity to fabricate and assemble piping systems that are used in rural and urban settings. The emphasis is on application of code in the construction of systems for safe water supply and hygienic waste disposal.

PLUMBING SYSTEMS THEORY

PIPE-0003 | 9 credits

Prerequisites: PIPE-0001 Tools and Materials Theory,

PIPE-0002 Tools and Materials Practical

Corequisite: PIPE-0004 Plumbing Systems Practical

This course introduces students to the principles and practices of water supply and waste disposal systems in rural and urban settings. The emphasis is on the interpretation of codes to ensure safe and hygienic water supplies.

POLICE REPORT WRITING

LAWG-0089 | 3 credits

Prerequisite: COMM-0350 Communication Essentials

This course emphasizes the importance of police report writing skills for different situations that the police officer may have to report on. Students will develop skills in writing clear, concise and coherent industry standard reports. This course also focuses on the fundamental building blocks of writing: grammar, punctuation, spelling, and correct word usage.

POST-HARVEST HANDLING OF CROPS

AGRC-0072 | 3 credits | D

The principles of post-harvest handling, storage, and transportation of fruits, vegetables and herbs are covered in this course. Handling and storage practices to maintain quality of fruits, vegetables and herbs is addressed. Factors that influence quality such as timing of harvest, specific storage environments, causes of quality loss and transportation are discussed. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany prior to registering for this course.

POWER TRAINS 1

MECH-0122 | 15 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET

A large variety of power-train designs are used on modern equipment to carry power from the engine to where it is converted to useful work. In this course students learn the fundamentals of operation of various types of clutches, single and multiple-countershaft manual transmissions, drivelines, transfer cases, PTOs, differentials, drive axles, final drives and clutch steering systems. Practical training focuses on the service, diagnosis and repair of these components and systems.

POWER TRAINS 2

MECH-0130 | 6 credits

Prerequisite: MECH-0122 Power Trains 1

Power-shift and automatic transmissions are used extensively in much of today's agricultural, truck and off-road heavy equipment. In this course, students learn the fundamentals of operation of power-shift and automatic transmissions. Practical training focuses on the service, diagnosis and repair of torque converters, retarders, power-shift and automatic transmissions.

POWER TRAINS AUTOMOTIVE

MECH-0056 | 15 credits

Prerequisite: WRKP-0009 Orientation and Shop Skills

Students learn the theory, operation and repair of various drive train components such as transaxles, clutches, differentials and axles. They also learn the theory, operation and repair of standard transmissions, and theory, operation and testing of automatic transmissions.

PRACTICAL TRAINING

LAWG-0079 | 6 credits

Prerequisites: LAWG-0074 Criminal Code, LAWG-0076 Investigational Techniques, LAWG-0080 Provincial Statutes, COMP-0403 Communications Systems, COMM-0203 Business Communications

Corequisite: LAWG-0077 Major Crimes

This course is the critical step in moving from the theory of policing into the world of being a police officer. It integrates the knowledge and skills necessary to manage real police situations in a manner consistent with the directions and priorities of a police service. Students utilize their knowledge of the criminal code, the criminal justice system and investigational techniques to conduct investigations. This course also prepares students for their role as a police officer in making arrests, documenting their actions and presenting evidence in court.

PRACTICUM - AUTO

PRAC-0164 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater.

Students spend approximately three weeks on the job to gain experience in a work environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - CARP

PRAC-0031 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately three weeks on the job to gain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - CMPST

PRAC-0075 | 8 credits

Prerequisites: COMP-0506 Networks 9, COMP-0268 Network Routing 4 plus cumulative weighted grade point average (CWGPA) of 2.5 or greater

During a period of eight weeks, students are assigned to unpaid positions in computer-related fields or to instructor-assigned duties, to observe, practice and work in employment situations. In all cases, placements are designed to complement the training and experience level achieved by the student, and to enhance student employability.

PRACTICUM - ECMGT

PRAC-0018 | 2 credits | D

Prerequisite: Two years experience in an early childhood setting

Corequisite: ECED-0025 Integration Seminar

This practicum gives students the opportunity to become familiar with the day-to-day experiences of a manager. The student "shadows" the manager and completes tasks as assigned. Self-evaluation is an important part of the learning process during this practicum.

PRACTICUM - EDAST

PRAC-0165 | 2 credits | D

Cumulative weighted grade point average (CWGPA) of 2.0 or greater

The practicum correlates with the theory and skills taught in other courses in the program. It enables students to integrate theory into practice. This practicum is under the close supervision of college instructors. Pre and post-conferences are provided to relate theory to practices. Students have practicum experiences in educational settings.

PRACTICUM - HRTPR

PRAC-0264 | 3 credits

This course requires a minimum of 120 hours of horticulture related experience. The work practicum is subject to approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus a presentation based on the student's work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - INMF

PRAC-0056 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately one month on the job to obtain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - INTR

PRAC-0227 | 8 credits

Prerequisites: A cumulative weighted grade point average (CWGPA) of 2.0 or greater, BUSN-0146 Industry Encounter, BUSN-0145 Interactive Business Practices and COMP-0484 Capstone Project (Designer) OR COMP-0485 Capstone Project (Developer)

Eligible Interactive Specialization students are assigned to an eight-week unpaid position at web design firms, graphic design firms, institutional web design units and communications offices, interactive media production facilities, advertising agencies, educational courseware developers, distance education publishing centres, or to instructor-assigned duties, to observe, practice and work in employment situations for eight weeks. In all cases, placements are designed to complement the training and experience level achieved by the student, and to enhance student employability.

PRACTICUM - MDIA

PRAC-0228 | 8 credits

Prerequisite: A cumulative weighted grade point average (CWGPA) of 2.0 or greater, COMP-0066 Capstone Project (MMP) OR COMP-0067 Capstone Project (WPR)

Eligible Media Specialization students are assigned to eight-week unpaid positions at audio and video production facilities, broadcast outlets, cable companies, corporate or independent production houses, or to instructor assigned duties, to observe, practice and work, both independently and as team members in employment situations. In all cases, placements are designed to complement the training and experience level achieved by the student, and to enhance student employability.

PRACTICUM - OFAD

PRAC-0266 | 6 credits

A work practicum placement consists of an approximately eight-week (240 hours) placement in business and industry. During this experience, the student is expected to perform tasks under direct or indirect supervision by the employer. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work practicum for approval by the designated faculty member.

PRACTICUM - PIPE

PRAC-0037 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately three weeks on the job to gain experience in a work environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - POWER

PRAC-0193 | 6 credits

Students spend approximately eight weeks on the job to gain experience in a work environment. Program faculty locate the practicum provider. The student must submit evidence that the work has been successfully completed.

PRACTICUM - STFDS

PRAC-0263 | 3 credits

This course requires a minimum of 120 hours of food systems related experience. The work practicum is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus a presentation based on the student's work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - WELD

PRAC-0242 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately one month on the job to obtain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed. This course is offered through Continuing Studies.

PRACTICUM 1 - CHCA

PRAC-0074 | 3 credits

Prerequisites: HLTH-0175 Daily Living Theory, HLTH-0176 Daily Living Laboratory, HLTH-0003 Growth and Development, WRKP-0002 Health, Environment & Safety, COMM-0037 Human Relations/ Communications, HLTH-0002 Nutrition, Immunizations, proof of current certification in cardiopulmonary resuscitation (CPR) - Health Care provider Level C, current Criminal Record Check, current Child Abuse Registry Check and initial Nonviolent Crisis Intervention Training (Unit 1 through 10).

This 120-hour clinical practicum correlates with the theory and personal care skills taught in term one, and is designed to introduce students to the real world of health care. Learners focus on the application of basic skills of the health care aide in order to meet the needs of the client in personal care homes, long-term care facilities and acute care settings. It enables students to integrate theory to practice in the clinical area. This practice is under the close supervision of the college facilitator.

PRACTICUM 1 - ELEC

PRAC-0076 | 2 credits

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater and ELEC-0020 AC Theory Devices & Circuits, ELEC-0019 Electrical Code 1, ELEC-0018 Residential & Premise Wiring. Students spend approximately two weeks on the job to gain experience in a work environment. Credit is subject to the approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM 1 - NURSD

PRAC-0218 | 1 credit

Prerequisites: SCIE-0005 Anatomy & Physiology 1, HLTH-0183 Canadian Nursing Principles, COMM-0038 Interpersonal Communications, PSSY-0026 Psychology, PSSY-0079 Sociology. This one-week practicum offers the learner an opportunity to observe the determinants of health in relationship to the local environment. Learners explore agencies providing health promotion and illness prevention services and observe individuals of all ages functioning within the community setting.

PRACTICUM 2 - ELEC

PRAC-0077 | 3 credits

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater and PRAC-0076 Practicum 1 - ELEC, ELEC-0015 Electrical Code 2, ELEC-0016 Solid State Theory & Diodes, ELEC-0014 Commercial Wiring. Students spend approximately three weeks on the job to gain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM 2 - NURSD

PRAC-0219 | 1 credit

Prerequisites: SCIE-0006 Anatomy & Physiology 2, HLTH-0012 Gerontological Nursing, HLTH-0007 Human Growth and Development, HLTH-0010 Nursing Arts and Assessment 1, HLTH-0236 Nutrition, PRAC-0218 Practicum 1 - NURSD. This one-week practicum provides the learner with the opportunity to integrate theory learned in term two into practice. The learner cares for the gerontological client, accurately measuring vital signs and assisting with activities of daily living.

PRACTICUM 3 - NURSD

PRAC-0220 | 3 credits

Prerequisites: SCIE-0073 Medical Microbiology, HLTH-0015 Nursing Arts and Assessment 2, HLTH-0184 Pharmacology 1, HLTH-0011 Physical Health Assessment. This three-week practicum provides the learner with a supervised experience in the long-term care setting. Learners are expected to integrate theory and practice while caring for the elderly in a structured environment. The learner studies the practical nurses' role and responsibilities for safe administration of medication by a variety of selected routes.

PRACTICUM 4 - NURSD

PRAC-0221 | 8 credits

Prerequisites: HLTH-0133 Health Restoration & Reorg 1, HLTH-0134 Health Restoration & Reorg 2, HLTH-0185 Pharmacology 2, HLTH-0186 Nursing Arts and Assessment 3. This eight-week practicum provides the learner with an opportunity to integrate theory with clinical practice under the supervision of a nursing faculty member. Learners provide care to clients of all ages who are in the acute stage of their illness/disease. Practicum settings include: surgery, medicine, maternity, paediatrics, and community.

PRE-CALCULUS MATH 30S

MATH-0023 | 1 high school credit

This course is designed primarily as a high-level study of mathematics with an emphasis on problem solving and mental mathematics. Topics include quadratic functions, trigonometry, algebra, analytic geometry, consumer math and logic. A TI-83 (Texas Instruments) graphing calculator is required for this course.

PRE-CALCULUS MATH 40S

MATH-0024 | 1 high school credit

Prerequisite: MATH-0023 Pre-Calculus Mathematics 30S. This course prepares students who intend to study mathematics at the post-secondary level. Topics include transformations, circular functions, exponential and logarithmic functions, permutations and combinations, probability and statistics, and conic sections. A TI-83 (Texas Instruments) graphing calculator required for this course.

PRECISION AGRICULTURE

COMP-XXXX | 6 credits

This course is being developed for 2018-19.

PRE-PRODUCTION 1

MEDP-0070 | 3 credits

Corequisite: COMM-0305 Journalism 2

Research, news judgement, copy- and content-editing, along with time-management and teamwork are the crux of this course. Students are introduced to the demands of preparation for a live broadcast and the requirements that must be met in order to deliver meaningful and informative programming to viewers. Managing the Burli news system, monitoring other local media and sourcing and selecting balanced show content will be focused on in this first show preparatory segment.

PRE-PRODUCTION 2

MEDP-0071 | 3 credits

Prerequisite: MEDP-0070 Pre-Production 1

Building on previous courses, students continue to prepare the show, developing their research skills, striving for more in-depth news judgment, and becoming selective with specific copy- and content-editing decisions, and working with their classmates to craft, shape and further hone the details of the broadcast. Time management becomes even more crucial as the on-air deadline looms closer and the length of stories must be accurately represented. The final rundown must also be determined, while the inclusion of breaking news must be considered

PRE-PRODUCTION 3

MEDP-0072 | 6 credits

Prerequisite: MEDP-0071 Pre-Production 2

Corequisite: COMM-0305 Journalism 2

Students continue to prepare the show, furthering their research skills, making more rapid and defensible content-inclusion decisions, and becoming ever more professional in the standards of preparation and performance they deliver and demand. Students continue to create more concise stories and packages, with an emphasis on refining storytelling skills. More cohesive presentation, including the editing and bridging of on-air copy, is stressed, along with the ability to improvise and eloquently deliver end-of-show chats.

PRESENTATION SKILL/ GRAPHIC 32C

COMM-D308 | 0.5 high school credit

Prerequisite: COMP-D501 Word Processing 32C

This course is a dual credit with COMM-0110 Presentation Skills and Graphics. This course provides students with the skills needed to produce and present professional presentations using PowerPoint.

PRESENTATION SKILLS & GRAPHICS

COMM-0110 | 3 credits

This course provides students with the skills needed to produce and present professional presentations.

PRESENTATIONS AND PROMOTIONS

COMP-0563 | 6 credits

This course focuses on tools and techniques for designing and delivering effective presentations as well as creating promotional material. Students will demonstrate proficiency using presentation and desktop publishing software. Students will use presentation software to create effective slide presentations and desktop publishing software to design and produce professional, quality documents including brochures and newsletters.

PRIVATE LAW

LAWG-0091 | 6 credits

This course is being developed for 2018-19.

PRODUCTION LABORATORY

MEDP-0058 | 3 credits

Corequisite: MEDP-0056 Digital Audio

This laboratory is a daily opportunity to complete assigned production tasks and to pursue those Digital Audio, Video or Design concepts and Writing, Networking and Visualization skills most in need of improvement with the instructors on hand. Students are responsible for assessing their own challenges in these areas, prioritizing the parts they do not understand and seeking guidance on the most difficult first. Regular, rotating schedules will be implemented to allow students access to production facilities for assigned project work.

PRODUCTION TECHNIQUES 1 (MMP)

MEDP-0073 | 3 credits

Prerequisites: MEDP-0068 Directing and Producing,

MEDP-0069 Non-Linear Post Production

Corequisites: MEDP-0063 Audio Production 2,

MEDP-0065 Audio Production Laboratory 2,

MEDP-0079 Video Production 2, MEDP-0080 Video Production Laboratory 2

This course provides students with the foundations of directing and producing multi-camera newscasts and presents opportunities for the practical skill development in the technical disciplines of TV studio production. The daily live news program, Westman Newsline, is the focus of the course that serves as a production model for a variety of different multi-camera productions on which students may be employed upon graduating. Students learn camera blocking, script marking, directorial techniques for live and live-to-tape production, and develop and exercise a range of skills in the context of the live television production.

PRODUCTION TECHNIQUES 1 (WPR)

MEDP-0075 | 3 credits

Prerequisite: COMM-0296 Journalism 1

Corequisite: COMM-0305 Journalism 2

This course provides students with the opportunity to showcase their production and on-air skills with a live news-cast carried on cable Channel 12. Students produce and anchor (news, weather and sports) the live presentation. These journalists-in-training rehearse and deliver the news program, and then participate in an instructor and peer critique of the journalistic, performance and technical elements of the show.

PRODUCTION TECHNIQUES 2 (MMP)

MEDP-0074 | 6 credits

Prerequisite: MEDP-0073 Production Techniques 1 (MMP)

This course provides students with opportunities to advance their skills in the area of live and live-to-tape TV studio production, as well as electronic news gathering and field production activities. The central project, Westman Newsline, becomes more involved and complex as elements such as digital video effects and live remote segments are introduced. Students direct, switch, create graphics, and operate audio equipment, among other typical control room and studio duties. In the field, students are involved in generating news stories and show elements for on-air presentation. Second year students serve as team leaders to guide and direct new crew members and on-air presenters as first year students take over more crew positions and on-air roles. The goal is enhanced skill development and confidence for students so they can feel adequately prepared for employment opportunities in television and video production.

PRODUCTION TECHNIQUES 2 (WPR)

MEDP-0076 | 6 credits

Prerequisite: MEDP-0075 Production Techniques 1 (WPR)

Corequisite: COMM-0307 Journalism 3

As more advanced technical elements such as double-enders are added to the show, students are required to re-align their content and presentation accordingly. As the course progresses, students are increasingly responsible for all aspects of the live show, as well as the post-production assessment.

PROFESSIONAL COMMUNICATIONS

COMM-0338 | 6 credits | P

Prerequisite: COMM-0337 College Writing

In this course students will further develop their ability to communicate effectively with varied audiences. Whether it be fellow professionals or individuals in need of care and assistance, social service workers must acquire and utilize effective communication skills.

PROFESSIONAL DEVELOPMENT

PEDV-0179 | 3 credits | D, P

This course reviews basic professional development including an introduction to ethics, basic writing skills, basic principles of communication and identification of personal goals.

PROFESSIONAL DEVELOPMENT

PEDV-XXXX | 6 credits

This course is being developed for 2018-19.

PROFESSIONAL LEADERSHIP

PEDV-0011 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

This course prepares learners for their role in the nursing profession. It includes the opportunity for learners to examine personal, professional and leadership qualities that enhance their performance as a member of the health care team.

PROFESSIONAL PRACTICE

PEDV-0279 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course students learn the skills necessary for practicing competent, ethical leadership. Through assigned class work and activities, students are provided opportunities for the practice of leadership skills.

PROFESSIONAL PRACTICES 1

BUSN-0143 | 1.5 credits

Students gain skills and knowledge in the complexities of media collaboration. Emphasis is placed on awareness of and response to the needs of all members of the production team.

PROFESSIONAL PRACTICES 2

BUSN-0144 | 1.5 credits

Prerequisite: MEDP-0073 Production Techniques 1 (MMP)

This course helps students continue to learn and practice effective interaction. Students gain skills and knowledge in the complexities of media collaboration. Emphasis is placed on awareness of and response to the needs of all members of the production team.

PROFESSIONALISM

PEDV-0009 | 3 credits | D, P

This course provides early childhood educators with the knowledge essential to providing quality early childhood care and education, demonstrating professional and ethical behaviour and growing as advocates for the rights of children and families.

PROFESSIONALISM

PEDV-0132 | 3 credits | D, P

This course provides educational assistants, functioning as team members, with the knowledge essential to provide quality education, demonstrating professional and ethical behaviour in the educational setting.

PROFESSIONALISM 42C

PEDV-D132 | 0.5 high school credit | P

This course provides educational assistants, functioning as team members, with the knowledge essential to provide quality education, demonstrating professional and ethical behaviour in the educational setting.

PROGRAMMING FOR GIS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

PROJECT MANAGEMENT

BUSN-0128 | 3 credits | P

In today's fast-paced world, and as competition rapidly becomes time and cost-based, organizations that practice sound project management methods gain a competitive advantage over others. In this course, the fundamentals of project management are taught. Students learn how to scope, plan and execute projects. Systematic methods and tools to help break down projects into a manageable structure that allows for efficient scheduling, control and evaluation processes are also taught. Students learn project control using earned value analysis, and how to manage, or be part of, a project team. New and state-of-the-art project structures and methods are studied including Six Sigma and LEAN principles.

PROJECT MANAGEMENT 1

COMP-0468 | 3 credits

Prerequisite: COMM-0136 Writing Skills

Most projects have deadlines, and it seems they are getting shorter and shorter. This course examines the upfront planning done to make sure that tasks are understood and all are in agreement with them. In addition, students gain an understanding of objectives, deliverables, scope, risk, cost and approach. Microsoft Project is introduced and students create and strategize task schedules, timelines and client presentations on a project of value to them.

PROJECT PLANNING & EVALUATION

BUSN-0156 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course students learn how to plan short-term and long-term projects. Students will develop a community-based project with built-in measurement tools in order to assess social impact. The course provides the link between project planning and evaluative measurement.

PROPAGATION

AGRC-0023 | 6 credits | D

This course provides theoretical and practical information for plant propagation. It includes information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

PROPOSAL WRITING AND RESEARCH

COMM-0204 | 3 credits | P

In this course students learn to develop proposals to meet community needs or implement new projects. The course provides an overview of basic research issues of data collection, sampling and questionnaire design and evaluation. Students are required to address these research issues in their proposal. They learn format, components, structure and organization of a formal proposal.

PROVINCIAL STATUTES

LAWG-0080 | 3 credits

In order to enforce the law, a police officer must know the law. In addition to the Criminal Code of Canada, the law includes provincial statutes. In this course students examine the statutes of Manitoba and explore the duties, responsibilities, penalties, court procedures and authorities regarding statutes.

PSYCHOLOGY

PSSY-0026 | 3 credits

In this course learners begin to examine basic concepts and principles of individual behaviour. Nursing requires effective interpersonal skills and an ability to relate to people in a broad range of circumstances.

PSYCHOLOGY 40S

PSSY-0078 | 1 high school credit

This course exposes students to the major topics found in the field of psychology. It also emphasizes the issues that are of particular direct interest and relevance to students completing high school. Students explore the scientific methods upon which psychology is based. They can then apply what they learned to their daily lives.

R

RADIO PRODUCTION 1

MEDP-0059 | 1.5 credits

Corequisite: Radio Production Laboratory 1

This course introduces students to key radio concepts including station formats and demographics; as well as radio regulations and guidelines mandated by the Canadian Radio-Television and Telecommunications Council, Canadian Association of Broadcasters and Canadian Broadcast Standards Council. An emphasis is placed on proper show preparation and performance techniques.

RADIO PRODUCTION 2

MEDP-0077 | 3 credits

Prerequisite: MEDP-0059 Radio Production 1

This course provides students with the training to prepare and execute pre-produced production elements for their radio shows. Emphasis is placed on news writing for radio, comedic production elements, show preparation and show review.

RADIO PRODUCTION LABORATORY 1

MEDP-0060 | 3 credits

Corequisite: MEDP-0059 Radio Production 1

This course focuses on the performance element of radio broadcasting. Students host live radio shows on CJJJ-FM with attention to show preparation, performance techniques and adherence to station format. Additionally, students assemble and broadcast live news reports with a focus on delivery and story relevance. Emphasis is placed on air-checks and self-critique.

RADIO PRODUCTION LABORATORY 2

MEDP-0078 | 6 credits

Prerequisite: MEDP-0060 Radio Production Laboratory 1

Corequisite: MEDP-0077 Radio Production 2

This course introduces students to the CJJJ-FM control room and focuses on elements of live radio broadcasting. Through seminars and hands-on learning, students become acquainted with the intricacies of radio broadcasting. Topics covered include live-assist radio operations, automation systems, news gathering and live performance.

READING IS THINKING 20S

COMM-0365 | 1 high school credit

"Reading is thinking" courses are Manitoba Education credits created to provide literacy support and resources in high schools and have been created to help students develop the necessary attitudes, knowledge, skills, and strategies to be successful in their learning within and across curriculum. Students need to build stamina, persistence and strategies to make meaning of a range of potentially challenging texts. Reading development is a life-long journey and is the key to learning within and across disciplines.

REAL ESTATE & TRUST ACCOUNTING

LAWG-0069 | 6 credits

Prerequisite: COMP-0129 Word Processing 1

Corequisite: LAWG-0057 Wills, Estates and Trust Law

Students are introduced to the land registry system in Manitoba and the law dealing with the purchase and sale of real property, including the handling of the proceeds of sale in accordance with the Law Society Trust Accounting Rules. Students prepare the basic conveyance documents (Transfer, Mortgage and Discharge) and other correspondence relating to residential, farm land and condominium transactions, from written or oral instructions or dictated tapes.

RECLAMATION AND REMEDIATION

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

REFRIGERATION (PE)

ENGR-0019 | 6 credits

Students can expect to learn about the different types of commercial and industrial refrigeration systems including the use of different types of refrigerants, equipment, applications, safety controls and the maintenance and operation procedures of each plant. Refrigeration theory along with heat gains and losses will also be discussed.

RELATED WELDING

WELD-0040 | 1.5 credits

This course provides an introduction to the use of oxyacetylene brazing, welding and cutting in a safe and acceptable manner.

REMOTE SENSING/ IMAGE ANALYSIS

GEOS-XXXX | 6 credits

This course is being developed for 2018-19.

REPORT WRITING

COMM-0270 | 3 credits

Prerequisite: COMM-0178 Technical Writing

Corequisite: ELTE-0084 Technical Project

In this course, students build on their written and oral communication skills principles learned in the Technical Writing course. Students develop formal report writing and professional presentation skills. These acquired skills are used by students as they write the reports for their capstone technical projects. These projects and reports are presented and defended to a group of peers, instructors and an industry panel.

REPORT WRITING (CIVIL)

COMM-0139 | 3 credits

Prerequisite: COMM-0138 Communications (Civil)

This course helps students to polish the communications skills learned in Communications (Civil). Emphasis is on producing written reports and giving oral briefings common to a scientific, engineering or industrial environment. Instruction also includes job placement and interview skills.

RESEARCH AND REPORT WRITING

COMM-0232 | 3 credits | D

Prerequisite: COMM-0006 Communications

In this course, students develop the skills to research and collect data from various information sources and to write business reports and proposals that communicate clearly and effectively.

RESIDENTIAL & PREMISE WIRING

ELEC-0018 | 12 credits

This hands-on course covers all aspects of wood frame residential wiring. Students rough wire a simulated dwelling unit using non-metallic sheathed cable and finish with standard receptacles, switches, lights and electric heaters. The project includes service equipment and grounding. All work is done in accordance with the Canadian Electrical Code. Installation and termination of coaxial cable (RG6), installation termination and testing of category three (telephone), category five (computer network) and multi-made fiber-optic cable are also performed.

RETAIL MANAGEMENT

MKTG-0052 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

This course addresses the various types of retailers and retailing strategies, such as retail logistics, store location strategies, vendor relations, store layout, visual merchandising, product development and strategic planning. The course assists students in developing a retail marketing plan.

RICH MEDIA

COMP-0469 | 6 credits

Prerequisite: COMM-0295 Interactive Media Writing

Corequisite: COMP-0470 Rich Media Laboratory

This course introduces students to the basic workings of motion graphics and digital animation. Students explore the tools and features of motion graphics and digital animation in depth through practical lessons and projects. Topics include creating motion graphics and digital animation content, animation techniques, and interactivity, incorporating multimedia, Action Scripting and web/executable publishing.

RICH MEDIA LABORATORY

COMP-0470 | 3 credits

Corequisite: COMP-0469 Rich Media

This lab enables students to use basic techniques of motion graphics and digital animation. Students explore the tools and features of rich media applications in depth through firsthand experience. This lab links tightly with Rich Media and offers ample time to develop skills, knowledge and judgments in creating motion graphics and digital animation content by incorporating multimedia, Action Scripting and web/executable publishing.

ROOF FRAMING

CPWW-0007 | 6 credits

In this course students learn how to calculate, lay out, cut and install rafters for equal slope gable and hip roofs.

S

SAFE WORK/PESTICIDES

AGRC-0020 | 3 credits | D

This course discusses aspects of attitudes to safety in the use of pesticides in the horticulture industry. Topics include basic chemistry, legislation and regulations, labelling, toxicity, handling practices, environmental protection, pest management, application equipment, emergency response and public relations.

SAFETY AND ENVIRONMENT

WRKP-0016 | 6 credits

This course provides an introduction to safety problems and safe practises in the workplace, and an appreciation of the potential environmental impact of air, water, waste and noise. Some discussion on the handling of waste and perception of risk, environmental responsibility and sustainable development is included.

SCHOOL AGE CARE

ECED-0050 | 6 credits

Prerequisite: PSSY-0029 Child Development 1

This course involves the study of development of the school age child and adolescent. Through the study of theory, research and observation, students explore the physical, cognitive, language, social and emotional development milestones of children ages six to twelve, as well as the stages of development that mark the transitions through adolescence. Students research a variety of critical issues that accompany these ages.

SCIENCE

ECED-0010 | 3 credits | D, P

Prerequisites: ECED-0004 Curriculum Planning 1, PSSY-0020 Child Development 2

(Curriculum course) This course is about discovering what science is. It's about the tools of science (the scientific process) rather than the content or concepts. It's about learning to see (identifying) the ways children engage in making sense of their world (scientific investigation and experimentation), and the ways early childhood educators can help children in their discovery of the meaning (scientific laws) of the world of which they are a part.

SCIENCE

SCIE-0008 | 3 credits

This course includes the study of physical properties of liquids and gases as applied to pressures and friction loss in the piping trades.

SEAFOOD COOKERY

COOK-0091 | 6 credits

Students work with a large variety of fish and seafood products to learn proper handling, preparation and cooking. This course includes filleting and determining quality and freshness of both fresh and frozen products.

SELF GOVERNMENT

LAWG-0084 | 3 credits | P

In this course students learn the history and current development of self-government initiatives and implications of the dismantling of Indian Affairs Canada.

SELF UNDERSTANDING 1

PSSY-0050 | 3 credits | D, P

Focusing on the self, the course assists in examining the multidimensional facets of one's identity, personal development and definitions of quality of life.

SENIOR PRACTICUM ACUTE CARE

PRAC-0222 | 6 credits

Prerequisites: HLTH-0019 Community Nursing, HLTH-0182 Mental Health, PEDV-0011

Professional Leadership

This six-week practicum provides the learner with the opportunity to synthesize acquired knowledge and skills and gain competence in the role and responsibilities of the graduate Practical Nurse in the acute care setting. The preceptor process is used to empower the learner to function independently.

SENIOR PRACTICUM CHCA

PRAC-0040 | 3 credits | D

Prerequisites: PRAC-0074 Practicum 1 - CHCA, HLTH-0004 Gerontology, HLTH-0005 Health Issues/Community Health, HLTH-0006 Mental Health

This 120-hour clinical practicum includes clinical experience designed to introduce students to the role of the health care aide in both the institution and community environments. It correlates with the community health theory taught in terms one and two. Students are able to integrate theory to practice in the clinical area, under the supervision of a preceptor and the college facilitator. This clinical provides students with experience in community care, acute care, psychogeriatrics/mental health and personal care home settings.

SENIOR PRACTICUM LONG TERM

PRAC-0049 | 3 credits

Prerequisites: PEDV-0011 Professional Leadership, HLTH-0019 Community Nursing, HLTH-0182 Mental Health

This three-week practicum provides the learner with the opportunity to synthesize acquired knowledge and skills and gain competence in the role and responsibilities of the graduate Practical Nurse in the long term care setting. The preceptor process is used to empower the learner to function independently.

SHIELDED METAL ARC WELDING

WELD-0031 | 9 credits

Prerequisite: WELD-0053 Oxyacetylene Principles

This course focuses on basic shielded metal arc welding (SMAW-Arc) and consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. It includes demonstrations and instruction of flat, horizontal, vertical and overhead positions, as well as an explanation and demonstration of test procedures. This course is offered through Continuing Studies.

SHIELDED METAL ARC WELDING

WELD-0050 | 10.5 credits

Pre-requisite: WELD-0051 Oxyacetylene Principles

This course focuses on basic shielded metal arc welding (SMAW-Arc) and consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. It includes demonstrations and instruction of flat, horizontal and vertical positions as well as an explanation and demonstration of test procedures.

SHOP LAYOUT

CPWW-0003 | 3 credits

Corequisite: CPWW-0031 Hand Tools

This course enables students to develop the skills needed to prepare shop drawings using drafting conventions and commonly available shop tools.

SMART CHOICES

HOSP-0052 | 0 credit

Smart Choices is a new responsible service training program, focussing on current laws, safety requirements, and responsible strategies when serving and selling liquor. This training helps people who sell and serve liquor and those who offer gambling in their establishments, understand the legal requirements and put in place responsible strategies to reduce risks and harm. This certification is a legal requirement in Manitoba for anyone serving in, supervising, managing or owning a licensed establishment to increase public safety. Certification through Manitoba Tourism and Education (MTEC) will be awarded after successfully completing the exam.

SOCIAL MEDIA MARKETING

MKTG-0061 | 3 credits

The goal of social media is to turn customers into a volunteer marketing army. Today's businesses live and die by marketing. Social media is the new affordable, effective, and engaging way to market. This course prepares marketing students to create a social media marketing plan. Topics covered in this course are: using social media, setting goals, social media rules, types of social media, the impact of social media and social media marketing, and social media marketing planning.

SOCIAL SERVICE FOUNDATIONS

PSSY-0091 | 3 credits | P

In order for a social service worker to function within a community they must have an understanding of the factors that influence the quality of life for those living in that community. This course will provide students with the basic understanding of both external and internal factors that influence day to day life.

SOCIAL WELFARE IN CANADA

PSSY-0092 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Students examine the underlying causes of social welfare in the Canadian context and programs, initiatives, and community services that are in place to address these causes.

SOCIAL WELFARE POLICY

PSSY-0088 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Students examine provincial legislation, regulations, and social services policy which directs how services are to be provided at the community level

SOCIOLOGY

PSSY-0071 | 3 credits | D, P

The purpose of this course is to introduce students to theoretical approaches of sociology. It investigates the structure of groups, organizations and societies, and how people interact within these environments.

SOCIOLOGY

PSSY-0079 | 3 credits | D

This course explores the process of socialization, and discusses how culture affects the totality of our lives. Learners examine social deviance and social control and look at the social dynamics of racial, ethnic, and minority groups in our society. The processes and effects of social stratification are discussed.

SOFTWARE APPLICATIONS 1

COMP-0564 | 6 credits

In this course students will gain strong knowledge of two software applications - electronic spreadsheets and database management. Students will acquire skills which will enable them to create, edit, format and print worksheets as well as use formulas, functions and charts to enhance usability and readability of numeric data. In addition, students will learn how to operate database application software to design and create databases, add and modify data and extract information using queries and reports.

SOFTWARE APPLICATIONS 2

COMP-0566 | 6 credits

This course is being developed for 2018-19.

SOFTWARE CAPSTONE

COMP-0567 | 6 credits

This course is being developed for 2018-19.

SOIL & SOIL FERTILITY

AGRC-XXXX | 6 credits

This course is being developed for 2018-19.

SOILS AND WATER

ENVR-XXXX | 6 credits

This course is being developed for 2018-19.

SOILS FOR HORTICULTURE

AGRC-0018 | 6 credits | D

This course provides an introduction to the fundamental principles of soil science with specific reference to the study of horticulture. The components of soil, their physical and chemical properties, and soil-water relationships are the theoretical basis on which soil management and fertility are considered. Synthetic and natural fertilizers and amendments, which improve soil physical properties, are investigated. Potting media for greenhouse production are examined; however, the course emphasis is on natural soils.

SOLID STATE THEORY AND DIODES

ELEC-0016 | 3 credits

Prerequisite: ELEC-0022 Three-phase Theory

In this course students learn theory of operation of semi-conductor devices, diodes, rectification zener diodes and SRCs. They perform calculations involving rectification and instantaneous voltages. Labs are performed to verify calculated results.

SPECIAL CULINARY PROJECTS

COOK-0112 | 9 credits

Students select, plan, design and create their own special project. Possibilities include culinary competition showpieces, food sculptures, wedding cakes and hot food competition entry.

SPIRITS 1

HOSP-0030 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course provides learners with the theoretical knowledge of spirit production along with sensory analysis of various spirits. The course focuses on spirit classifications from world regions including the history of the spirit industry, pairing spirits with various foods and bartending exercises. Learners increase their knowledge through bartending labs where they prepare recipes ranging from classic to trendy. Skills including stirring, shaking, building and layering are emphasized in addition to bartending etiquette, and operation. Students study spirit recipes and are tasked with developing and presenting their own recipes as part of the final exam. This course reviews the rules and practices of responsible alcohol service.

SPREADSHEETS 1

COMP-0007 | 3 credits | D, P

This course is an introduction to electronic spreadsheet software. Students obtain practical knowledge of the basic functions and operations of spreadsheet software. Activities include creating, editing, formatting and printing spreadsheets using formulas, simple functions and graphing.

SPREADSHEETS 2

COMP-0008 | 3 credits | D, P

Prerequisite: COMP-0007 Spreadsheets 1

This course reinforces students' knowledge of microcomputers and spreadsheet software. It examines practical, business-oriented applications for spreadsheet software. Topics include: visually displaying data, database management, advanced functions, and macros.

STAFFING

HRMG-0040 | 6 credits

Prerequisite: PEDV-0145 Job Skills Development, HRMG-0007 Managing the HR Function or HRMG-0036 Human Resource Management

The ability to anticipate workforce needs and recruit and retain qualified employees can be a key factor in the success of any business. This course gives students the tools necessary to develop skills in the areas of human resource planning, recruitment and selection and performance management. The development and application of the skills taught in this course form the basis for ensure that staffing decisions are made in alignment with the organizations overall strategy and in compliance with relevant legislation.

STAIR BUILDING

CPWW-0011 | 6 credits

Prerequisites: MATH-0013 Construction Trades Geometry, CPWW-0006 Woodworking Machines 2

This course includes stair calculations, governing codes, layout procedures, standard and special materials and basic construction of stairs and stringers.

STARTING & CHARGING SYSTEMS

MECH-0131 | 9 credits

Prerequisite: ELEC-0035 Electrical Systems & Batteries
Starting and charging systems are vital to the operation of modern heavy equipment. In this course students develop the skills and knowledge to service, diagnose and repair starting and charging systems and their related components, including wiring harnesses, switches, relays, solenoids, motors, generators and starting aids. Practical activities focus on accurate and efficient troubleshooting and failure analysis to isolate faulty components and avoid repeated failures.

STATISTICS 1

MATH-0002 | 6 credits | D

This course acquaints students with the concepts of statistical methods and theory as applied to economic and business data. It examines frequency distribution, probability, probability distribution, sampling, estimation and hypothesis testing.

STATISTICS 2

MATH-0003 | 6 credits | D

Prerequisite: MATH-0002 Statistics 1

This course is a continuation of the concepts introduced in Statistics 1 and includes advanced topics such as hypothesis testing, regression, correlation, time series, statistical decision theory and linear programming.

STATISTICS FOR LIFE SCIENCES

MATH-0072 | 6 credits | D

This course provides students with an overview of graphing and sampling distributions, probability and inference, regression and correlation. It also provides an introduction to the principles of experimental design and the techniques of analysis of variance in a manner that emphasizes and illustrates the real-world aspects of statistical analysis. Students gain an understanding of estimation and hypothesis testing, design of experiments, analysis of categorical data, analysis of covariance and data management.

STEWARDSHIP/RESTORATION

ENVR-0015 | 3 credits

This course examines the science, applied techniques, and environmental design principles needed to restore ecological processes and biological communities on disturbed, degraded, or altered landscapes. Students develop leadership skills and awareness relating to care of land, water and air resources. Students are also introduced to the environmental impact assessment (EIA) and auditing processes in Canada, issues associated to volunteerism and community involvement and management of natural areas.

STOCKS, SOUPS AND SAUCES 1

COOK-0174 | 6 credits

This course covers basic areas of stocks, thickening agents, soups and sauces.

STOCKS, SOUPS AND SAUCES 2

COOK-0092 | 3 credits

Prerequisites: COOK-0174 Stocks, Soups and Sauces 1

This course covers advanced areas of stocks, thickening agents, soups and sauces.

STRATEGIES AND ACCOUNTABILITY

ABOR-0013 | 3 credits | D

This course focuses on the individual's role as a financial manager and the ability to make sound and informed decisions as leaders of an Aboriginal organization seeks to attain high performance.

STRENGTH OF MATERIALS 1

ENGR-0003 | 3 credits

Prerequisite: MECH-0068 Mechanics (Civil)

This is a basic course in strength of materials, which includes stress and deformation in deformable bodies. Moment of inertia calculations for simple and complex shapes are included along with shear and moment calculations, and diagrams for structural beams. Demonstrations of materials testing illustrate the physical behaviour of engineering materials.

SURVEYING 1

ENGR-0001 | 6 credits

Students become familiar with survey equipment and its use, including horizontal measurement, levelling, calculation and measuring angles and topographic surveys.

SURVEYING 2

ENGR-0009 | 6 credits

Prerequisite: ENGR-0001 Surveying 1

This course consists of traverses and calculations pertaining to systems of township layout and monumentation, the determination of areas and volumes.

SUSTAINABLE GREENHOUSE MNGMT

AGRC-0287 | 6 credits

This course examines the sustainable production, handling and marketing of greenhouse-grown vegetables and herbs in seasonal and year-round greenhouse operations. Topics include environment control systems, planning and planting schedule, media control and plant management, water systems, composting, water nutrient capture, cleaning and sanitation. Sustainable approaches to greenhouse management will be explored through in-class activities and other assignments. Students will be responsible for completing an independent project that demonstrates problem-solving ability and innovation in greenhouse management.

T

TAX PREPARATION - PERSONAL

BUSN-0109 | 3 credits | D

Prerequisite: ACCT-0004 Financial Accounting 2

This course introduces the history, objectives, and legislative processes surrounding income tax, the Income Tax Act (ITA), employment income and shareholder benefits, and business income.

TAX THEORY - CORPORATE

BUSN-0108 | 3 credits | D

Prerequisite: BUSN-0110 Tax Theory - Personal

This course addresses corporate taxable income and tax payable, tax planning, and international taxation.

TAX THEORY - PERSONAL

BUSN-0110 | 6 credits | D

Prerequisite: BUSN-0109 Tax Preparation - Personal

This course addresses business income, capital cost allowances and eligible capital property, income from property and income from other sources, capital gains and losses, and taxable income and tax payable for individuals. In addition, income tax returns and associated schedules are introduced.

TEACHING STRATEGIES

ECED-0013 | 6 credits | D, P

Prerequisites: ECED-0001 Guiding Children's Behaviour, PSSY-0020 Child Development 2

This course focuses on methods of playroom management and teaching strategies that are appropriate to meeting the needs of children. It also examines guidance techniques and discipline methods based on theoretical principles of child behaviour.

TECHNICAL MATH

MATH-0063 | 3 credits | P

This course provides students with a review of set theory and numbering systems. It also provides students with a review of the properties, graphing and manipulation of linear, quadratic, logarithmic, exponential, polynomial and rational functions. Students are able to solve and graph equations and inequalities that involve a variety of function groups. Trigonometric functions and identities as well as rectangular and polar conversions are introduced in this course. Students are introduced to complex variables and functions of complex variables.

TECHNICAL PROJECT

ELTE-0084 | 9 credits

Prerequisites: ELTE-0061 Antennas & Transmission Lines, ELTE-0063 Communications Theory, ELTE-0062 Broadband Systems, ELTE-0080 Communication Systems, ELTE-0078 Embedded Systems

Corequisite: ELTE-0085 Wireless Data Systems

In this course students research, design and develop a wireless telecommunications related project. These projects are sponsored by industry partners and are the capstone projects for students in this program. Students prepare a formal report documenting the design and testing process. This course is supported by the Project Management and Report Writing courses and showcases the technical knowledge and abilities students have acquired over the length of the program.

TECHNICAL WRITING

COMM-0178 | 3 credits | P

This course emphasizes clear, correct, concise technical writing in the electronics field. Students learn how to organize technical information, illustrate documents, define and describe technical objects and processes, write routine letters, memos and instructions, laboratory reports and an operating manual. Students also write a resume and an application letter for the co-op work placement, and give short, informative presentations to small groups.

TECHNOLOGY ESSENTIALS 1

COMP-0391 | 6 credits

This course teaches the fundamental skills in electronics, digital, and shop practices required to work in the computer job market. Through a theoretical and practical approach, students learn basic skills such as soldering, DC electronics basics, logic gates, meters and safety in the workplace.

TECHNOLOGY ESSENTIALS 2

COMP-0522 | 6 credits | P

Prerequisites: COMP-0391 Technology Essentials 1, COMP-0372 Networks 2

This course builds a basic foundation of how programming and scripting is performed. Students learn basic HTML design and learn basic troubleshooting skills. Fundamental understanding of how webpages are built, advanced scripting using PowerShell gives students real-world challenges in a domain network environment; students explore scripting scenarios for finding solutions in hardware inventory, custom scripts for Active Directory management and environment manipulation.

TECHNOLOGY ESSENTIALS 3

COMP-XXXX | 6 credits

Prerequisites: COMP-0372 Networks 3, COMP-0522 Technology Essentials 2

In this course students learn to install and manage a cloud based service to manage corporate and privately owned mobile devices. Topics include configuration and synchronization of Active Directory to Microsoft Azure and Intune, setting policies on mobile devices, setting and ensuring device compliance and mitigation of devices that fall out of scope. Students build and administer a cloud based management platform for all mobile devices including laptops, tablets and phones in the laboratory.

TECHNOLOGY IN THE WORKPLACE

COMP-XXXX | 6 credits

This course is being developed for 2018-19.

TERRESTRIAL ECOSYSTEMS

AGRC-XXXX | 6 credits

This course is being developed for 2018-19.

THE FOOD INDUSTRY

AGRC-0288 | 6 credits

In this course students will be visiting a variety of food related industries, exploring and learning different concepts and skills set related to the industry. Students will gain experience by working closely with a diverse range of industry operations and procedures while acquiring knowledge and advanced industry-specific skills. Various aspects of food production and processing facilities operations, regulations, and practical application and implementation of quality programs are also reviewed in this course. The knowledge and skills acquired in this course will prepare students for specialized careers in the food industry and for advanced studies at the university level.

THERMAL AND HVAC STUDIES 1

ENGR-XXXX | 1.5 credits

This course provides students with the skills to solve problems related to thermodynamics. This course covers temperature scales, heat transfer, steam generation, and laws for perfect gases. Density and pressure, temperature and heat, force, pressure, calorimetry, expansion and contraction, and the laws of thermodynamics are also discussed.

THERMAL AND HVAC STUDIES 2

ENGR-XXXX | 1.5 credits

Prerequisite: ENGR-XXXX Thermal and HVAC Studies 1
In addition to Thermal and HVAC Studies 1, this course will teach the student about the different properties of air, airflow through distribution systems, and the different types of duct systems used in air handling systems. The student will also learn about air conditioning systems and the equipment, applications, operation and maintenance of these systems. Heat recovery, effective energy use, and alternative energy will also be discussed.

THREE-PHASE THEORY

ELEC-0022 | 3 credits

Prerequisite: ELEC-0020 AC Theory Devices & Circuits
In this course students learn theory covering three phase systems (generation and utilization), devices and circuits.

TOOLS AND MATERIALS PRACTICAL

PIPE-0002 | 15 credits

Corequisite: PIPE-0001 Tools and Materials Theory

This course introduces the use of tools, materials and the manipulative skills involved in the piping trades. Students work on shop projects using these skills and tools.

TOOLS AND MATERIALS THEORY

PIPE-0001 | 12 credits

Corequisite: PIPE-0002 Tools and Materials Practical

In this course, students study tools and materials used in the piping trades and the design of piping systems using elevation views. They also study the basic tools, materials and practices used in the various piping trades including plumbing, steam fitting, gas fitting and sprinkler fitting.

TOURISM

HOSP-0003 | 3 credits

This introductory course familiarizes students with the various components of the Canadian tourism industry and some of the critical issues facing the industry today. Specifically, the course focuses on the organization of the sectors, travel motivators, components of the industry, measuring and forecasting demand, planning and development, the impact of deregulation of the airline industry, consumerism and the future of the hospitality industry.

TRAINING AND DEVELOPMENT

HRMG-0034 | 6 credits | D

Prerequisite: HRMG-0007 Managing the HR Function or HRMG-0036 Human Resource Management

This course develops students' ability to design and implement a training program. There is a strong emphasis on identifying training needs, developing objectives, designing training programs and measuring results.

TRANSPORT TRUCK SYSTEMS

MECH-0132 | 6 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET
On-road transport trucks haul the majority of freight within North America. This course includes a comprehensive study of transport-truck steering geometry and the many design variations used to accomplish stable control of these often heavily loaded vehicles. Practical activities focus on the service, diagnosis and repair of transport-truck steering systems, steering axles, manual and power steering gears, hydraulic steering systems (off-road), suspension systems and truck frames. Emphasis is on ensuring all safety standards are adhered to.

TURFGRASS MANAGEMENT

AGRC-0032 | 6 credits | D

This course outlines the production and maintenance of turfgrasses to enable the student to function within the landscaping and turf production industries. Topics include an overview of the turfgrass industry, turf grass physiology, plant morphology and species identification, native turf grass, soils, turfgrass establishment, culture, management practices and problems, turfgrass pest control and integrated pest management.

U

UNDERSTANDING ADDICTIONS

PSSY-0093 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1
In this course students learn what an addiction is, the needs of people with addictive behaviours, and the types of addictions. Rehabilitative processes are also studied.

UNDERSTANDING CHILD ABUSE

PSSY-0021 | 3 credits | D, P

This course introduces the early childhood educator's role and responsibilities in recognizing, reporting, handling and assisting in the prevention of child abuse and neglect.

V

VEGETABLE AND FRUIT PRODUCTION

AGRC-0289 | 6 credits

This course covers classification of the different types of fruits and vegetables, cultural requirements and crop management, as well as produce handling and marketing. Students examine and apply the concepts of sustainability, production programming, soil and fertility management, equipment selection, irrigation, integrated pest management, harvesting and post-harvest management, cooling and storage of fresh fruits and vegetables.

VEGETABLE PRODUCTION

AGRC-0021 | 3 credits | D

This course covers vegetable production on the Canadian prairies in terms of soil, climate, equipment, cultural practices, management and marketing. A wide range of crops is reviewed from cole crops to vines. The course provides students with information necessary to establish a vegetable operation, advise others on vegetable production, or enhance their background for employment in the vegetable industry. Note: It is recommended that students complete AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

VEGETABLES/FRUITS/ STARCHES 1

COOK-0087 | 6 credits

This course gives students a basic understanding of how to prepare and cook vegetables, fruits and starches. Students learn how to handle, as well as the proper techniques to preserve quality and how to retain texture and nutritional value.

VEGETABLES/FRUITS/ STARCHES 2

COOK-0093 | 3 credits

Prerequisite: COOK-0087 Vegetables/Fruits/Starches 1
This course provides students with advanced knowledge of preparing and cooking vegetables, fruits, starches and farinaceous products.

VIDEO PRODUCTION 1

MEDP-0061 | 4.5 credits

Corequisite: MEDP-0062 Video Production Laboratory 1
This course advances students' knowledge and skill in multi-camera studio and remote production and in film-style, single-camera production. Video switching, monitoring equipment and digital video effects units are examined. Editing is explored in more detail as students advance from cuts-only to A/B roll editing. The theory and practice of lighting for both studio and field environments are broadened to introduce a number of lighting accessories.

VIDEO PRODUCTION 2

MEDP-0079 | 6 credits

Prerequisite: MEDP-0061 Video Production 1
Corequisite: MEDP-0080 Video Production Laboratory 2
This course provides students with theory and instruction in the operation of advanced video production and post-production systems and hardware. Students are oriented to disc-based high-definition cameras, a professional grade production switcher and associated control room equipment. Students are involved in both studio and advanced EFP projects that allow them to develop advanced technical skills.

VIDEO PRODUCTION LABORATORY 1

MEDP-0062 | 3 credits

Corequisite: MEDP-0061 Video Production 1

Through equipment orientations and practical, hands-on assignments, students further develop their skills on basic video production equipment and learn how to operate a variety of newly introduced tools, including video editing software, waveform monitors, vector scopes, advanced camera feature sets, and lighting accessories. Students also learn the basics of television producing. Techniques for news, weather and sports hosting are reviewed and practiced. Journalism skills such as interviewing, lead-writing, script creation and editing are honed in the creation of television news stories as well as other types of video production.

VIDEO PRODUCTION LABORATORY 2

MEDP-0080 | 4.5 credits

Prerequisite: MEDP-0062 Video Production Laboratory 1
Corequisite: MEDP-0079 Video Production 2

This course gives the beginning producer/director a chance to apply techniques learned in the corequisite course to a number of practical projects, including commercials, interview programs, news programs and a dramatic or documentary short.

VIOLENCE & RECONCILIATION

PSSY-0089 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1
In this course, students will examine the various forms of violence and abuse that are prevalent in society today and the strategies that can be implemented to reconcile these issues. Topics include the cycle of violence, power and control, the role of media, forms of violence and abuse (partner, sexual, child and elder abuse), criminal and gang violence and prevention, and treatment strategies to address all of these violence issues.

VISIONS AND VENTURES 30S

PEDV-0230 | 1 high school credit

In this course students learn how to create and start their own business. They create a business plan, and then start and operate a business in the school. This includes learning the steps for the future (seeing an opportunity; creating an idea to meet that opportunity; researching the idea; developing a plan, and evaluating the outcome).

VISUAL COMMUNICATION

ARTS-0014 | 6 credits

This course prepares students for the challenges of imagining, visualizing, designing, and composing for interactive media. The focus is on useful, time-tested visual communication techniques. Students represent ideas as design elements for creative planning and successful execution. They create storyboards that clearly communicate subject's distance, direction, speed and other qualities of motion. Students use visual metaphor, parallels and common associations to communicate persuasive, informative and entertaining messages. They use good composition, appropriate colour schemes and balanced typography to get and hold attention. Students exhibit recognition of key creators, styles and quality concepts from the history of art, design and film. They demonstrate awareness of current trends in art, design and film.

VISUAL DESIGN 1

ARTS-0015 | 6 credits

Prerequisite: ARTS-0014 Visual Communication

This course introduces students to elements and principles of design. The course is delivered in a studio and deals with the fundamentals of creativity and interpretation in the graphic arts.

VISUAL DESIGN 2

ARTS-0016 | 6 credits

Prerequisites: ARTS-0015 Visual Design 1, COMP-0472 Web Design 2

Corequisites: COMP-0488 Internet Scripting, COMP-0489 Web Application Development 1

This course is delivered in a studio where a variety of materials are used. Students do applied work in line, colour, value, texture, form and space. Advanced quality digital image capture is taught. Completed projects are evaluated according to established principles of design.

VISUAL DESIGN 3

ARTS-0017 | 3 credits

Prerequisites: ARTS-0016 Visual Design 2, COMP-0488 Internet Scripting, COMP-0489 Web Application Development 1

Corequisites: COMP-0486 Content Management, COMP-0490 Web Application Development 2

This course expands on design knowledge and skills gained to develop more student-initiated and client-initiated projects. Students use professional design practices to execute creative and original work from well-developed plans. Students use various media and methods to develop time-based design projects.

VOICE COMMUNICATIONS

ELTE-0089 | 3 credits

Prerequisite: ELTE-0087 Communication Circuits, COMP-0441 Network Routing

This course provides students with the fundamentals used in voice communication systems. Students learn voice and audio sampling theory, audio codecs, transmission fundamentals and protocols. Through lab activities students build and test a small VoIP system.

VOLUNTEERS AND FUNDRAISING

HRMG-0114 | 3 credits | D, P

Volunteers and fundraising are vital to the success of many not-for-profit organizations. This course examines how to manage a volunteer program and carry out fundraising efforts. Topics include the necessary competencies to recruit, select, motivate, train and manage volunteers. Also included are fundraising principles, organization and alternative approaches. Students learn to develop and evaluate marketing and public relations for successful fundraising results.

W

WATER RESOURCE MANAGEMENT 42C

AGRC-D132 | 1 high school credit

In this course students are introduced to water resource terminology and concepts. The course examines the interconnection of land and water and the interdependence of the activities upon these resources. Topics include watersheds, physical landforms, wetlands, riparian areas, water use and availability, water quality, water controls and integrated planning.

WEB APPLICATION DEVELOPMENT 1

COMP-0489 | 3 credits

This course shows students how to build data driven websites that can be updated by an administrator, using a Web Editor to store content and configure in a database, manipulate it with server-side script and present it with HTML (HyperText Markup Language). Topics include handling user input, programming calculations, web forms and writing to store data.

WEB APPLICATION DEVELOPMENT 2

COMP-0490 | 6 credits

Prerequisite: COMP-0489 Web Application Development 1
This course expands on the knowledge and skills acquired in the prerequisite course. Students create projects that send and receive data to and from a server. This course focuses on developing applications using server-side scripting and database access. Topics include dynamic data, login/registration application and electronic commerce.

WEB APPLICATION DEVELOPMENT 3

COMP-0491 | 6 credits

Prerequisite: COMP-0490 Web Application Development 2

This is a continuing study of the material covered in web authoring and web application development courses, dedicated to helping students develop their capstone project.

WEB AUTHORING 1

COMP-0492 | 3 credits

Prerequisites: COMP-0488 Internet Scripting, COMP-0469 Rich Media

This course expands on the knowledge and skills acquired in rich media and digital imaging courses. Project work becomes more advanced with emphasis on rich media application development and streaming technology. Topics include programmatic animation, streaming media and rich interactive applications.

WEB AUTHORING 2

COMP-0493 | 6 credits

Prerequisite: COMP-0492 Web Authoring 1

This course expands on the knowledge and skills acquired in prerequisite courses. Project work becomes more advanced with emphasis on dynamic interactive media application development and data integration. Topics include XML (Extensible Markup Language) in rich media, components, advanced effects, small game development, small mobile apps and server side communication.

WEB DESIGN 1

COMP-0471 | 6 credits

Prerequisite: COMP-0467 Network

This course expands upon the knowledge and skills gained in the Network course. Cascading Style Sheets, basic JavaScript, optimizing web sites for different browsers, resolutions, and operating systems are among the topics covered. WYSIWYG editors and HTML editors are explored along with their advantages and disadvantages.

WEB DESIGN 2

COMP-0472 | 6 credits

Prerequisite: COMP-0471 Web Design 1

This course is a continuation of the topics and theories introduced in Web Design 1. It focuses on advanced web coding techniques, strategies and languages (such as XML) as defined by the current recommendation of the World Wide Web Consortium (W3C).

WELDING 1

WELD-0001 | 3 credits

Students learn the basics of oxyacetylene, arc, and mig welding as applied to the mechanical trade.

WELDING 2

WELD-0016 | 3 credits

Prerequisite: WELD-0001 Welding 1

Heavy duty mobile equipment repairs requiring welding are usually performed by qualified welders. However, service technicians must be familiar with the options available to them, as well as the limitations of their abilities. This course focuses on repair and maintenance techniques such as heating, cutting, frame reinforcing, fish plating, gusseting, critical welds, hard surfacing, arc air cutting and gouging, repairs to structural members, straightening and aligning of components as applied to maintenance and repair welding.

WHMIS 1

HLTH-0047 | 0 credit

If you work in the proximity of hazardous materials, this awareness course is for you. As an introduction to Workplace Hazardous Materials Information System (WHMIS), this course covers safe work habits with hazardous materials, Material Safety Data Sheets (MSDS), and labelling of hazardous materials. This course is presented in a straightforward, non-technical manner.

WINE 1

HOSP-0031 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course provides learners with theoretical knowledge of viticulture and viniculture practices in wine making along with sensory analysis related to wine classifications and pairing with food. The course focuses on wine styles and regions throughout the world, along with the history of wine making, geography regulations and legislation. Learners are able to properly examine and discuss various styles of wine from world-wide regions through structured tastings. Learners apply their knowledge of wine and food in a practical setting at the annual Manitoba Institute of Culinary Arts Wine and Food Festival. Learners are tested in a practical exam with a blind tasting final exam. This course reviews the rules and practices of responsible alcohol service.

WINE PRODUCTION

HOSP-0024 | 3 credits

Experience wine tasting, experiment with wine/food pairing and gain insight into the practice of vinification (wine-making). Discover the tools of the wine-maker and the processes of wine-making, and study how various factors can influence the nature and quality of the wine. This learning opportunity is enhanced by a field school component, included with the cost of tuition, held in major vineyards and wineries of one of Canada's premier grape-growing regions.

WIRE FEED PROCESSES

WELD-0041 | 9 credits

Prerequisite: WELD-0031 Shielded Metal Arc Welding

This course focuses on basic gas metal arc welding (GMAW-MIG), flux core arc welding (FCAW) and metal core arc welding (MCAW). This course also consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. In addition, it introduces knowledge of the procedures used to deposit a weld bead using wire feed process equipment in various positions. This course is offered through Continuing Studies.

WIRE FEED PROCESSES

WELD-0052 | 7.5 credits

Prerequisite: WELD-0050 Shielded Metal Arc Welding

This course focuses on basic gas metal arc welding (GMAW-MIG), flux core arc welding (FCAW) and metal core arc welding (MCAW). This course also consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. In addition, it introduces knowledge of the procedures used to deposit a weld bead using wire feed process equipment in various positions.

WIRELESS DATA SYSTEMS

ELTE-0085 | 3 credits

Prerequisite: ELTE-0063 Communications Theory

This course provides students with the fundamentals of wireless data systems, transmission fundamentals, wireless communication networks, protocols, and principles of wireless networking. It also covers the basic of satellite communications, cellular networks, local loops, and mobile IP and wireless access protocols. The course looks into the specific architectures, protocols and components of fixed and mobile data networks.

WIRELESS NETWORKING

COMP-0377 | 6 credits

Prerequisite: COMP-0266 Network Routing 2

This hands-on course explores the design, implementation and troubleshooting of wireless local area networks (WLAN). Topics include the IEEE 802.11 standard, spectrum allocation, modulation, antennas and propagation theory, wireless security, site survey and documentation, encryption and authentication, and troubleshooting performance issues.

WIRELESS SYSTEMS

ELTE-0086 | 6 credits

Prerequisites: ELTE-0063 Communications Theory,

ELTE-0080 Communication Systems, ELTE-0061

Antennas & Transmission Lines

This course provides students with the background knowledge required to understand the propagation of radio and microwave frequencies both indoor and outdoor. These skills are then put to use in calculating and predicting signal levels and losses in various systems due to Free Space Loss (FSL), as well as other attenuating factors. Student will use industry standard software to design and analyze the performance of a point-to-point microwave link. Lab work for this course includes the configuration and commission of a microwave radio link using Industry Canada standards.

WOOD FRAME CONSTRUCTION

CPWW-0005 | 6 credits

Students learn terminology, techniques and applicable codes relating to wood frame house construction. Practical elements include joist and plate layout and construction of floor, wall and ceiling components.

WOODWORKING MACHINES 1

CPWW-0002 | 3 credits

This course introduces students to basic stationary and portable power equipment through introductory machine woodworking exercises.

WOODWORKING MACHINES 2

CPWW-0006 | 9 credits

Prerequisites: CPWW-0002 Woodworking Machines 1, CPWW-0031 Hand Tools

In this course, students study woodworking machines in detail through demonstration and programmed exercises. The course also includes a breakdown of advanced woodworking procedures.

WOODY LANDSCAPE PLANTS

AGRC-0027 | 3 credits | D

This course covers the identification, classification, landscape characteristics, adaptations, cultural requirements, value and use of woody ornamental plants. Plants common in the prairie environment are addressed and include deciduous and evergreen trees, shrubs, vines and ground covers.

WORD PROCESSING

COMP-0058 | 3 credits | D, P

In this course students learn to create, save, edit and print business documents including memoranda, letters, envelopes, labels, tables, forms and long reports in proper format. It covers word processing features including page set-up, formatting and document checking.

WORD PROCESSING 1

COMP-0129 | 6 credits | D, P

In this course students learn keyboarding by touch technique, basic word processing concepts using Microsoft Word and formats of business documents such as memoranda, letters, reports and tables. This course gives students practice in proofreading and communication skills, and develops efficient production skills through repetitive and concentrated practice.

WORD PROCESSING 2

COMP-0046 | 6 credits | D

Prerequisite: COMP-0129 Word Processing 1

In this course students improve keyboarding speed and accuracy, learn advanced word processing concepts, format business documents such as memoranda, letters, reports, tables, itineraries, minutes and agendas, and practice proofreading and communication skills. This course gives students the opportunity to develop superior production skills through repetitive and concentrated practice.

WORD PROCESSING SKILLS

COMP-0020 | 3 credits | P

In this course, students work in a collaborative environment to learn the computer skills necessary to communicate with others, manage their work, and create a variety of files commonly found in the culinary industry. By utilizing web-based research skills, students learn about various applications and complete practical projects to develop skills in those applications.

WORKPLACE HEALTH AND SAFETY

WRKP-0020 | 3 credits | D

Rights and responsibilities regarding health and safety at the workplace are expanding. This course examines legislative requirements for workplace health and safety, current policies and practices used within industry, and models for developing health and safety guidelines at work.

WRITING SKILLS

COMM-0136 | 3 credits | P

The ability of writers to gather and interpret information, then create and present text and/or content in a clear, concise and coherent manner, is essential to the credibility, accessibility and professional presentation of any print, broadcast or multimedia venture. This course focuses on the fundamental building blocks of writing: grammar, punctuation, spelling and word usage.



ASSINIBOINE COMMUNITY COLLEGE

CAMPUSES AND TRAINING CENTRES

VICTORIA AVENUE EAST CAMPUS

1430 Victoria Avenue East
Brandon MB R7A 2A9
Tel: 204.725.8700 | 800.862.6307
Fax: 204.725.8740

NORTH HILL CAMPUS

1035 1st Street North
Brandon MB R7A 2Y1
Fax: 204.725.8740

Manitoba Institute of Culinary Arts

Tel: 204.725.8741
800.862.6307 ext 6145

Len Evans Centre for Trades and Technology

Tel: 204.725.8715
800.862.6307 ext 6736

PARKLAND CAMPUS

520 Whitmore Avenue East
P.O. Box 4000
Dauphin MB R7N 2V5
Tel: 204.622.2222
Fax: 800.482.2933

ADULT COLLEGIATE

725 Rosser Avenue
Brandon MB R7A 0K8
Tel: 204.725.8735 | 866.726.1117
Fax: 204.725.8740

WINNIPEG TRAINING CENTRE

Unit 87 - 1313 Border Street
Winnipeg MB R3H 0X4
Tel: 204.694.7111
Fax: 800.482.2933

RUSSELL TRAINING CENTRE

Major Pratt School
404 Russell Street East
P.O. Box 218 R0J 1W0
Tel: 204.773.5180
Fax: 800.773.2134

FREQUENTLY CALLED NUMBERS

General Inquiry	204.725.8700
Fax	204.725.8740
Admissions & Registration	204.725.8701
Alumni Association	204.725.8700 ext 7124
Continuing Studies.....	204.725.8725
Distance Education.....	204.725.8732
Academic Program Contacts	
Agriculture & Environment.....	204.725.8712
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Personal & Academic Advising	
Peer Tutoring	
Accessibility/Disability Services	
Indigenous Services	
Housing & Daycare	
Students' Association	204.725.8710
Test Centre.....	204.725.8700 ext 6700
Toll Free.....	800.862.6307

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