

FALL 2020


CONTINUING STUDIES

AT ASSINIBOINE



NEW ONLINE
LEARNING
OPPORTUNITIES

assiniboine.net/cs

 [ACCcontinuingstudies](#)

 **ASSINIBOINE**
COMMUNITY COLLEGE

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NEW PROGRAMS KEEP STRIDE WITH EVOLVING WORKPLACES

Continuing Studies at Assiniboine works closely with community members and organizations in a variety of industries to provide training that is current and relevant to adult learners.

Some of our programs are designed to build upon your professional experience and expedite your career path, while others provide the ability to start from scratch and transition into a new career altogether.

Programs vary in length and can be as short as a three-course series or as long as a certificate program.

Our portfolio of learning opportunities grows on an ongoing basis to ensure you'll always be ahead of the curve.



HOW TO REGISTER:

For courses and programs **without** an application requirement:



Completed registration forms can be emailed to **registration@assiniboine.net**.



204-725-8701 or 800.862.6307 ext. 4032



Select courses are available for instant enrollment through MYACC and our academic partners. Visit **assiniboine.net/register** for more information.



Registrar's Office | Assiniboine Community College
1430 Victoria Ave E. | Brandon | R7A 2A9

For courses and programs **with** an application requirement:

1. **Prepare documents:** Visit **assiniboine.net/register** to find a list of all documents to submit as a part of your application.
2. **Application status:** Complete and acceptable applications take 3-5 business days to process. If accepted, students receive an acceptance letter and more information regarding course registration.

COURSES OR PROGRAM CANCELLATIONS

Continuing Studies at Assiniboine reserves the right to cancel courses or programs with low enrollment. If a course or program is cancelled, you will receive a notification by phone or email, and a full refund will be issued.

REFUNDS

Refunds, less a \$25 administrative fee, are available if requested at least five business days before the first class. See **assiniboine.net/students/academic-policies** for more information.

SPONSORING AGENCY FORMS

Forms to be completed by an employer or other sponsor are available within the Continuing Studies registration form at **assiniboine.net/register**.

ENGLISH IS THE LANGUAGE OF INSTRUCTION

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.



40-HR COURSES FOR CHILD CARE ASSISTANTS AVAILABLE THROUGH ASSINIBOINE

Assiniboine Community College offers three distance courses* for Child Care Assistants and Family Child Care Providers to fulfill the 40-hour training requirement.

For upcoming start dates, visit assiniboine.net/ccs

Curriculum Planning 1 (ECED-0053)

In this course, students become familiar with activity planning strategies and planning form used throughout the diploma program curriculum.

Cost: \$325 + textbook & material costs
Delivery method: Print manual

Overview of Early Childhood (ECED-0054)

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.

Cost: \$325 + textbook & material costs
Delivery method: Print manual

Health Nutrition & Safety 1 (ECED-0055)

This course introduces students to the basic principles and practices of good health promotion, occupational health and illness prevention, and management.

Cost: \$325 + textbook costs
Delivery method: Online

FOR MORE INFORMATION:

204.725.8700 ext. 6699
1.800.862.6307 (toll free) ext. 6699
hhs@assiniboine.net

TO REGISTER:

204.725.8701
1.800.862.6307 (toll free) ext. 4032
registration@assiniboine.net

**Courses with a final grade of 66 (C+) or higher are eligible for a transfer of credit into Assiniboine's Early Childhood Education program.*

assiniboine.net/ccs

ADMINISTRATIVE ASSISTANT

CERTIFICATE

This competency-based program allows you to work and learn at your own pace while receiving practical and applied training in word processing, accounting, spreadsheets, database and internet searches, office procedures, communications, and business calculations.

Students typically complete the programs in eight months, but they can take more or less time depending on their life and work schedule. An instructor is available, by chat and email, for the duration of their program.

CAREER OPPORTUNITIES

Graduates may find work as virtual assistants, or office managers, data entry clerks, general office clerks, or administrative assistants, among many other career opportunities.

ADMISSIONS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S 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.

COMPLETION REQUIREMENT

To receive an Administrative Assistant Certificate, students must successfully complete 63 credits.

PROGRAM FEES

Tuition and fees total \$550/month, until the program is completed (plus textbooks).

All fees are estimated and are subject to change without notice.

COURSES

	Hours
ACCT-0048 Admin Assistant Accounting 1	6
ACCT-0049 Admin Assistant Accounting 2	6
COMM-0383 Business Communications	6
COMM-0382 Business English	6
COMP-0596 Data Processing & Presentations	6
COMP-0594 Introduction to Excel	6
COMP-0593 Keyboarding and Documents	6
COMP-0595 Keyboarding Applications	6
OFAD-0025 Office Procedures 1	6
OFAD-0026 Office Procedures 2	6
PRAC-0272 Practicum-ADMST	3

LOCATIONS

Online

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup

FOR MORE INFORMATION

Visit assiniboine.net/adminassistant

NEXT INTAKE: NOVEMBER 2020

AMERICAN SIGN LANGUAGE

DOCUMENT OR CERTIFICATE OF ACHIEVEMENT

Have you watched someone use sign language and wished you could understand? American Sign Language (ASL) is a complete language using signs, hand shapes and facial expressions.

The deaf community is a group of deaf people who find cohesiveness in this shared language as well as other cultural values. The ASL program is designed for people interested in learning sign language, professionals in contact with the deaf community in their jobs, workers, friends or neighbors of deaf people, and parents or family members of a deaf person.

The Vista Signing Naturally program prepares you to converse in ASL. This standardized curriculum not only teaches signs but also grammar and deaf culture. This program consists of two levels; each level is made up of three 40-hour courses. Each level is progressively more demanding and requires increasing degrees of skill.

Students learn a comprehensive understanding of ASL from the alphabet to basic words and concepts, recognizing facial expressions all the way to describing objects and full conversations, through activities, games and discussions.

CAREER OPPORTUNITIES

Career opportunities may include any situation where conversing with the deaf community is needed (i.e. jobs, teaching assistants, concerts, live events, etc.).

COMPLETION REQUIREMENTS

To receive an American Sign Language document of achievement, students must successfully complete 120 academic hours in 100 level courses.

To receive an American Sign Language certificate of achievement, students must successfully complete 240 academic hours in 100 and 200 level courses.

PROGRAM FEES

Tuition and fees total approximately \$1,300 for a document of achievement and \$2,600 for a certificate of achievement.

Estimated cost for books and supplies is approximately \$200.

All fees are estimated and are subject to change without notice.

COURSES

	Hours
COMM-0047 American Sign Language 101	40
COMM-0048 American Sign Language 102	40
COMM-0049 American Sign Language 103	40
COMM-0050 American Sign Language 201	40
COMM-0051 American Sign Language 202	40
COMM-0052 American Sign Language 203	40

LOCATION

- Victoria Avenue East campus

NEXT STEP

Register now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/asl

BARTENDING

DOCUMENT OF ACHIEVEMENT

Discover the perfect blend of theory and hands-on experience to achieve a competitive edge in your bartending career. Gain applied skills in mixology and garnishing, and learn the principles and practices of bar management and customer relations.

Whether you're looking for a new career, gaining new skills or supplementing your income, bartending could be right for you. Confidently work in an exciting and dynamic industry with the skills learned in this program.

Students learn proper mixology techniques with a variety of different spirits, beers and wine and pair this knowledge with a focus on customer service in order to offer the best customer experience as possible.

CAREER OPPORTUNITIES

Earn a credential that gives you a competitive edge when job hunting. You'll have the required skills and knowledge to confidently enter the world of bartending and also receive the Smart Choices certificate (a mandatory certification for serving alcohol in licensed establishments in Manitoba).

COMPLETION REQUIREMENTS

To receive a Bartending document of achievement, students must successfully complete 30 academic hours.

PROGRAM FEES

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

COURSES

	Hours
CRAF-0333 Mixology	12
PEDV-0339 Relationship Building	6
ACCT-0027 Monetary Transactions	6
HOSP-0052 Smart Choices	6

LOCATION

- North Hill campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/bartending



NEW

WORKING WITH PEOPLE

MASTER OF MEETINGS

DOCUMENT OF ACHIEVEMENT

Most unproductive meetings can be attributed to a lack of planning, execution or follow-up. In the Master of Meetings Program, students plan and prepare for meetings and learn what to do during and after the meeting to ensure it serves its intended purpose.

The epidemic of bad, inefficient, overcrowded meetings are plaguing the world's businesses — and making workers miserable. Save yourself and others from bad meetings by learning the skills to properly manage and facilitate.

Utilizing practical skill-building exercises, learn how to successfully run a meeting by improving decision-making, handling conflicts, building a collaborative environment, recording minutes and post-meeting follow-up with action plans.

CAREER OPPORTUNITIES

Take your career to the next level by showcasing your ability to successfully plan, facilitate and follow up with meetings.

COMPLETION REQUIREMENTS

To receive a Master of Meetings document of achievement, students must successfully complete 40 academic hours.

PROGRAM FEES

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

COURSES

	Hours
BUSN-0181 Move the Meeting	15
BUSN-0182 Meeting Facilitation	15
COMM-0389 Interpersonal Communication	5
COMM-0390 Presentation Skills	5

LOCATION

- Victoria Avenue East campus

NEXT STEP

To register now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/masterofmeetings

REGISTERED PERSONAL TRAINER

DOCUMENT OF ACHIEVEMENT

Provide motivation and education to an individual by administering a safe program of basic exercise in order to promote physical activity.

If you are interested in teaching fitness courses, then this program is designed for you. Learn how to teach and lead in the fitness industry, and benefit from learning techniques to improve the fitness of your family and yourself. This three-course certificate will provide you with a compact but comprehensive overview of fitness theory, resistance training and so much more!

CONNECTIONS

Partnership with the Manitoba Fitness Council
Contact: 204.235.1245 or info@manitobafitnesscouncil.ca

COMPLETION REQUIREMENTS

To receive a Registered Personal Trainer document of achievement, students must successfully complete 60 academic hours, followed by a practical assessment completed by the Manitoba Fitness Council.

PROGRAM FEES

Course fees vary depending on course hours and material costs. Visit assiniboine.net/findcourses for more details.

COURSES

		Hours
SPRT-0118	Exercise Theory	20
SPRT-0120	Resistance Training	20
SPRT-0119	Individual Fitness Leader	20

LOCATION

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/personaltrainer

★
NEW

WORKING WITH PEOPLE

RETAIL MANAGEMENT

DOCUMENT OF ACHIEVEMENT

Operating a successful retail business is becoming a greater challenge than ever before. This program prepares students to take the next step with their career in the retail industry.

Retail managers must deal with a number of issues quickly and effectively. Everything from new trends to changing demographics to working with employees and suppliers, a managers tool kit needs to be extensive and efficient.

The Retail Management program prepares students to excel in all aspects of a managerial position within retail. A manager must be able to successfully operate a store, manage employees and keep up with emerging trends.

Students learn how to manage their supply chain and operations, including store layout, visual merchandising and strategic planning. In addition, students learn interpersonal development that includes teamwork skills, leadership, group behaviour, and human resources management.

CAREER OPPORTUNITIES

Already working in or looking to get into a position in the retail industry? This program will set you up for success and give you the tools needed for a management role.

COMPLETION REQUIREMENTS

To receive a Retail Management document of achievement, students must successfully complete 300 academic hours.

PROGRAM FEES

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

COURSES

	Hours
BUSN-0183 Inventory Management	40
BUSN-0185 Retail Management	40
BUSN-0184 Management Principles	20
MKTG-0067 Merchandising	20

LOCATION

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/retailmanagement

TESOL TEACHER TRAINING

ACE TESOL CANADA CERTIFICATE

Specifically designed for those wishing to teach English language programs, the TESOL Teacher Training program provides you with the tools, strategies, skills, and knowledge needed to be a successful teacher in Canada or abroad.

This program provides you with practical, hands-on experience blended with online learning. Apply and develop the teaching techniques taught in the classwork through in-class teaching demonstrations, extensive feedback and an on-site practicum.

Highly experienced, professional and energetic trainers facilitate and motivate participants' learning.

The program accepts applicants without a university degree; however, these applicants will not receive TESOL Canada certification until completing a university degree.

PROGRAM REQUIREMENTS

- English is the language of instruction at Assiniboine. Applicants should have a university degree from an English-speaking university.
- All applicants educated outside of Canada will be required to have a minimum score of 7 in each IELTS skill category in order to receive the ACE TESOL Canada Certificate.

COMPLETION REQUIREMENTS

To receive an ACE TESOL Canada certificate, students must successfully complete 75 training hours and 20 practicum hours.

PROGRAM FEES

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

CAREER OPPORTUNITIES

The number of TESOL opportunities continues to increase as the use of English as the primary language in business, science and technology spreads globally. There are opportunities worldwide in private language schools, elementary, secondary schools, and post-secondary education.

COURSES

	Hours
COMM-0385 TESOL Teacher Training	75
PRAC-0217 TESOL Practicum	20

LOCATION

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/tesol

Tuition-free ESL classes!

Are you A NEWCOMER TO CANADA, A PERMANENT RESIDENT OR A REFUGEE?

**Register today for Assiniboine's
Tuition-Free ESL Courses!**

Assiniboine Community College is offering tuition-free English classes for Canadian Language Benchmarks 5-8.

There are several options available:

- » **Day classes** | 9 to 11:30 am or 1:30 to 3:30 p.m.
- » **Evening classes** | 6 to 9 p.m.
- » **Saturday morning classes** | 9 a.m. to 12 p.m.
- » **Saturday afternoon classes** | 1 to 4 p.m.

Assiniboine has three semesters per year:

- » **Semester 1** | September 8 to December 17, 2020
- » **Semester 2** | January 11 to March 19, 2021
- » **Semester 3** | April 8 to June 18, 2021

To register, Assiniboine requires students:

- » To have completed CLB level 4 or higher in listening, speaking, reading and writing
- » A permanent resident status

To register for classes, phone 204-725-8744 or email esl@assiniboine.net before June 5, 2020.

Classes may be partially or fully online, depending on COVID-19 conditions.

Funded by:



Immigration, Refugees
and Citizenship Canada

Financé: Par

Immigration, Réfugiés
et Citoyenneté Canada



assiniboine.net/esl

COURSES

American Sign Language ASL101

COMM-0047

**\$429****9 weeks/40 hours | Sept 14, 2020****Mondays/Wednesdays 6-9 p.m.****Location: Victoria Avenue East campus**

This course is an introduction to the American deaf culture. Students gain knowledge and understanding of the unique culture of deaf people. This course is beneficial to those who are interested in working with the deaf.

American Sign Language ASL102

COMM-0048

**\$429****9 weeks/40 hours | Nov 23, 2020****Mondays/Wednesdays 6-9 p.m.****Location: Victoria Avenue East campus**

This course is designed for those who are interested in increasing their comprehension, practicing literacy analysis and gaining cultural appreciation. Students use the same textbook as American Sign Language ASL101.

Applied Marketing Research

MKTG-0035-03BSA

Prerequisite: MKTG-0044 Marketing Principles, MATH-0107 Math for Business

\$359.46**17 weeks/80 hours | Jan 07, 2021****Tuesdays/Thursdays 6:30 - 8:25 p.m.****Location: Victoria Avenue East campus**

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.

Building Teams That Work

ED2GO.BTW

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Teams are becoming a staple in today's workplace. Learn components of a successful team and the stages of its development. Master the skills needed to effectively manage projects, make decisions, and solve problems in a team setting.

Business Writing

UGOTCLASS.BW

**\$265 (plus GST)****4 weeks | Sept 08, 2020****Location: Online**

Take away the key practices needed to develop and hone your business writing communication effectively and successfully. Learn best practices for crafting effective, professional business documents, and avoiding grammatical pitfalls.

Collaborative Management

UGOTCLASS.CM

**\$329 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

Collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed.

Conflict Management

UGOTCLASS.CONM

**\$329 (plus GST)****4 weeks | Sept 08, 2020****Location: Online**

Discover a workable conflict management model, discuss case studies in conflict management, and take away successful conflict management strategies to apply in your workplace.

Why are Ed2go courses display in USD?

Our academic partner, Ed2go, is based out of the United States and partners with many Canadian academic institutions.

Once enrollment payments are processed, the conversion to Canadian currency will be displayed on your credit card statement.

WORKING WITH PEOPLE

Conversational Spanish 1

COMM-0067

**\$329****11 weeks/30 hours | Oct 05, 2020****Mondays 6 - 9 p.m.****Location: Victoria Avenue East campus**

Students learn how to read, write, listen, comprehend and speak Spanish. Each course is enriched with conversational activities, games, role playing and other fun projects to immerse students into the Spanish language and culture. This course includes basic grammar skills and the necessary tools for students to hold a conversation in a real-life setting by creating their own sentences. Students also learn about the Spanish culture and experience the cuisine from Latin America.

- Textbook required.

Customer Service Fundamentals

ED2GO.CUF

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Learn how to correctly anticipate and meet customer needs. Discover effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.

Dealing with Difficult People

UGOTCLASS.DDPW

**\$329 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

Dealing with difficult personalities and broaching challenging subjects is a workplace necessity and takes skill, tact, and confidence. Gain skills to be an effective team leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease.

Bundle for a Discount

UGotClass courses can be bundled into short programs and available at a discount. Upon successful completion of a short program, students receive a certificate through UGotClass.

DID YOU KNOW SOFT SKILLS ARE IN HIGH DEMAND?

Local employers have expressed the importance of job candidates demonstrating strong soft skills—communication, critical thinking, leadership, positive attitude, teamwork and work ethic.

Continuing Studies at Assiniboine offers several short online soft skill courses through our academic partner, Ed2go.

Build your skillset and become an indispensable member of the team!

Visit assiniboine.net/ed2go to view the full course catalogue.



Effective Copywriting

UGOTCLASS.EC

**\$265 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid common writing mistakes.

**Emergency First Aid**

HLTH-0030

**\$129****8 hours | Sep 29, 2020****Tuesday/Wednesday 6 - 10 p.m.****Location: Russell campus****8 hours | Nov 24, 2020****Tuesday/Wednesday 6 - 10 p.m.****Location: Russell campus**

Basic First Aid and CPR techniques taught in an interactive environment for individuals and employees who want an overview of First Aid and CPR in 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. This course meets the minimum regulations for Workplace Health and Safety for Basic First Aid. Participants who meet the required standard receive a nationally recognized certification that is valid for three years.

Fundamentals of Supervision and Management

ED2GO.SUP

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

Fundamentals of Supervision and Management II

ED2GO.SU2

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Master the basics of communication to become a more effective manager or supervisor. This course helps develop your interpersonal skills by understanding and dealing with various personality traits and how they impact your ability to get the job done.

Human Resource Management

HRMG-0036-06BAD

\$359.46**17 weeks/80 hours | Jan 06, 2021****Mondays/Wednesdays 6:30 - 8:25 p.m.****Location: Victoria Avenue East campus**

This participative course provides an overview of the field of human resource management from the perspective of both the employer and the employee. Students 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.

Management Boot Camp

UGOTCLASS.MBC

**\$395 (plus GST)****4 weeks | Sept 08, 2020****Location: Online**

Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included).

Managing Generations in the Workplace

UGOTCLASS.MGW



\$239 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

Get an understanding of managing employees in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Marketing Communications

COMM-0387-03BSA

Prerequisite: MKTG-0044 Marketing Principles; COMM-0006 Communications

\$359.46

17 weeks/80 hours | Jan 07, 2021

Tuesdays/Thursdays 4:30 - 6:25 p.m.

Location: Victoria Avenue East campus

This course provides students with the various forms of advertising and sales promotion, including social media marketing, relating them to promotional campaigns and to an overall marketing plan.

Marketing Strategy & Analysis

MKTG-0066-03BSA

\$359.36

17 weeks/80 hours | Jan 06, 2021

Mondays/Wednesdays 4:30 - 6:25 p.m.

Location: Victoria Avenue East campus

This course provides skills to design, develop and implement marketing strategies that create value for the business in the competitive environment. It will explore the primary issue of creating and sustaining competitive advantages



in the marketplace. Students will gain knowledge from identifying opportunities and threats through the analysis of complex and unfamiliar market environment.

Move the Meeting

BUSN-0181



\$239

5 weeks/15 hours | Sep 30, 2020

Wednesdays 6 - 9 p.m.

Location: Victoria Avenue East campus

Well-organized meetings with pre-defined roles and responsibilities save time and resources, and aid in achieving desired business results. Students cover essential topics such as meeting formats, decision-making processes, roles, handling difficult participants, conflict at meetings, recording minutes, accountability, communication and setting priorities appropriate for the organization's stage of development.

Organizations and Management

BUSN-0168-06BAD

\$359.46

17 weeks/80 hours | Jan 07, 2021

Tuesdays/Thursdays 4:30 - 6:25 p.m.

Location: Victoria Avenue East campus

This course develops students' knowledge of behaviour science theory and concepts useful in organizations related to personal behaviour, group behaviour, teamwork, leadership, organizational culture and organizational change. The four managerial functions of planning, organizing, leading and controlling will also be examined. Practical exercises will illustrate concepts.

Presentation Skills

COMM-0390



\$95

2 weeks/6 hours | Nov 18, 2020

Wednesdays 6 - 9 p.m.

Location: Victoria Avenue East campus

Learn the basic components of writing a good presentation. Students discuss and practice elements of effective delivery of a presentation which includes gesturing, eye contact, movement, and how to keep your audience interested.

Stress Management in the Workplace

UGOTCLASS.SMW



\$195 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and uses up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts.

Writing News and Press Releases

UGOTCLASS.WNPR



\$265 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

CUSTOMIZED TRAINING

In-Person or Online

Are you a business owner that needs specialized training for your employees? We have a solution for you!

Providing professional development and training opportunities is key to attracting and retaining engaged employees.

Continuing Studies at Assiniboine will work with you to put together the education programs you require—tailored to your business and industry needs—on your schedule.



Part of a
Credential



New



Distance/Online



Enroll Instantly
Online

NURSING FOOT CARE

DOCUMENT OF ACHIEVEMENT

Explore the nursing assessment of the lower extremities, common foot afflictions, tools and the interventions necessary for safe and effective basic foot nursing. Make a difference in your client's lives, today.

This program introduces the principles and practices of foot care as defined and established by the College of Licensed Practical Nurses of Manitoba (CLPNM), Nursing Foot Care Standards. Upon completion of program, students may apply to their governing body (CLPNM, CRNM, or CRPNM) for license to practice foot care in Manitoba.

You will be introduced to anatomy, structure and function of the lower extremities. Nursing assessment of the lower extremities, common foot afflictions, tools, and the interventions necessary for safe and effective basic nursing foot care will be explored.

CAREER OPPORTUNITIES

With a specialization in foot care, work as a foot care nurse in various health care settings, such as hospitals, personal care homes, private care facilities, home care and independent foot care practices.

ADMISSION REQUIREMENTS

With your application form, you must also submit:

- Non-refundable \$95 application fee
- Proof of your current and active registration with CLPNM, CRNM or CRPNM

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.

UNIQUE LEARNING EXPERIENCES

- Classroom training integrated with hands-on lab and field practical experience
- Distance Education classes integrated with hands-on labs and in-field practical experience

PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$2,672. Estimated cost for books and supplies are \$700.

All fees are estimated and are subject to change without notice.

COURSES

		Credits
HLTH-0218	Nursing Foot Care Introduction	1.5
HLTH-0219	Foot Assessment and Intervention	3
HLTH-0228	High Risk Feet - Theory	1.5
HLTH-0229	High Risk Feet - Clinical	1.5
HLTH-0230	Diabetic Feet - Theory	1.5
HLTH-0231	Diabetic Feet - Clinical	1.5
HLTH-0232	Foot Care - Small Business	1.5

Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Clinical and lab requirements must be completed in Manitoba.

LOCATION

- Online

NEXT STEP

Apply now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/footcare

COURSES

Anatomy & Physiology 1

SCIE-0005

**\$799****18 weeks/80 hours | Nov 01, 2020****Location: Distance**

*Visit assiniboine.net/findcourses for additional dates.

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



Prerequisite: SCIE-0005 Anatomy & Physiology 1

\$799**18 weeks/80 hours | Nov 01, 2020****Location: Distance**

*Visit assiniboine.net/findcourses for additional dates.

This is a continuation of Anatomy and Physiology 1, where various systems are discussed concurrently with the study of structure.

Math for Nurses

MATH-0014

**\$199 (plus GST)****14 weeks/15 hours | Sep 16, 2020****Location: Distance****14 weeks/15 hours | Oct 01, 2020****Location: Distance****14 weeks/15 hours | Oct 14, 2020****Location: Distance****14 weeks/15 hours | Nov 01, 2020****Location: Distance****14 weeks/15 hours | Nov 18, 2020****Location: Distance****14 weeks/15 hours | Dec 01, 2020****Location: Distance****14 weeks/15 hours | Dec 16, 2020****Location: Distance**

This 15-hour course prepares individuals with the basic mathematical skills that are 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. Dates posted will include course dates as well as scheduled test re-write dates. Course pack included in the cost of tuition.

- Course pack included in the cost of tuition.

Nutrition

HLTH-0236

**\$429****18 weeks/40 hours | Sept 1, 2020****Location: Online**

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, proteins, 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.

Sociology

PSSY-0079

**\$429****18 weeks/40 hours | Sept 1, 2020****Location: Online**

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.



Part of a Credential



New



Distance/Online



Enroll Instantly Online

YOUR MBA HAS NEVER BEEN CLOSER.

On campus | In Brandon | On Weekends

Cape Breton University and Assiniboine College partner to deliver the Master of Business Administration (Community Economic Development) in Brandon. Experience modern, relevant curriculum that includes business subjects found in traditional MBA programs, with an emphasis on economic development, leadership, governance, and change management.

Join us for a free, online information session to learn more about the MBA program and if it's the right fit for you. To register, and for upcoming dates and times, visit assiniboine.net/infoession.

For more information, visit assiniboine.net/mba or connect with us via email at business@assiniboine.net.

NEXT INTAKE: JANUARY 2021

BOOKKEEPING

CERTIFICATE

In a world where numbers matter, make sure you are getting the best training in the industry. From manual to computerized accounting, payroll administration and financial accounting, our Bookkeeping courses will put you at the top of your field.

We train you to be confident and competent within a computerized accounting environment. Learn with our industry professionals—CPAs, bookkeepers, and HR professionals will all be teaching our courses. See the world of opportunity in small and large companies, or see the possibility of how to branch out into your own bookkeeping company.

CAREER OPPORTUNITIES

Focusing on bookkeeping and computerized business environment, graduates will be well positioned to take on employment as bookkeepers, accounts receivable/payable supervisors, administrative assistants, payroll administrators, office managers, budget coordinators and assistant controllers.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Math 40S or equivalent. Where Consumer/Essential Math 40S is listed as the minimum, Applied and Pre-calculus Math 40S are also accepted.

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.

UNIQUE LEARNING EXPERIENCES

- Classroom theory emphasizes skills in demand by employers
- Well-equipped, modern facilities
- Concentrated, advanced courses get you career-ready
- Work while you study with our part-time schedule of classes

COMPLETION REQUIREMENTS

To receive a Bookkeeping certificate, students must successfully complete 39 credits.

CONNECTIONS

Apply coursework towards memberships and certifications through Canadian bookkeeping associations.

PROGRAM FEES

Tuition, fees and Students' Association fees total approximately \$4,325. Estimated cost for books and supplies is approximately \$1,000.

All fees are estimated and are subject to change without notice.

COURSES

		Credits
HRMG-0117	Payroll Administration	3
ACCT-0053	Financial Accounting 1	6
ACCT-0054	Financial Accounting 2	6
COMP-0602	Accounting Software	6
ACCT-0055	Introductory Mgmt Accounting	6
BUSN-0179	Taxation 1	6
COMP-0603	Software Applications	6

LOCATIONS

- Victoria Avenue East campus
- Parkland campus

NEXT STEP

Sign-up and stay informed! Applications for this program are not offered for this term. Visit assiniboine.net/cs-signup

NEXT INTAKE: SEPTEMBER 2021

COURSES

Accounting and Finance for Non Financial Managers

UGOTCLASS.AFNFM



\$265 (plus GST)

4 weeks | Sept 08, 2020

Location: Online

Every successful person in the workplace utilizes financial information to aid effective decision making. This course explains financial concepts and accounting processes, used in most businesses, and provides practical techniques that increase your effectiveness and career. Understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Advanced Data Analysis

UGOTCLASS.ADA



\$265 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

This course allows you to perform inquiries that will be useful to your business or organization and have the skills necessary to communicate these results through graphs and text that your colleagues will understand. Take the guesswork out of important company decisions and make decisions based on the statistically significant information.



Cash is King

UGOTCLASS.CK



\$265 (plus GST)

4 weeks | Oct 05, 2020

Location: Online

Cash is arguably the most important factor in business success. It is the non-financial manager who makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success.

Financial Accounting 2

ACCT-0004-06BAD

Prerequisite: ACCT-0003 Financial Accounting 1

\$421.46

17 weeks/80 hours | Jan 08, 2021

Fridays 4:30 - 8:25 p.m.

Location: Victoria Avenue East campus

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to current and long-term liabilities, as well as accounting principles relating to partnerships and corporations.

Financial Analysis and Planning for Non Financial Managers

UGOTCLASS.FAPNFM



\$265 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course takes the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, is assessed and analyzed to understand it. An understanding of this information helps you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Financial Math

MATH-0014



\$399

16 weeks | Oct 01, 2020

Location: Online

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 the programmed financial calculators.

Intermediate Data Analysis

UGOTCLASS.IDA



\$265 (plus GST)

4 weeks | Oct 05, 2020

Location: Online

Many business decisions involve comparing groups for differences. This course introduces you to the statistics behind these group

differences and relationships. Learn how to work with ratings, graphs and user-friendly reports of statistical results.

Introduction to Project Management

UGOTCLASS.IPM



\$265 (plus GST)

4 weeks | Sept 08, 2020

Location: Online

Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholder for quick resolution, including project cancelation. Have the skills, tools and templates to confidently develop and maintain a project.

HAVE A GREAT IDEA FOR A COURSE?

We want to hear from you!

Contact Continuing Studies at Assiniboine, and let us know about the course you would like to see in your community.

Reach us at continuingstudies@assiniboine.net or 204.725.8725.



Part of a
Credential



New



Distance/Online



Enroll Instantly
Online



Intro to Quickbooks Online

COMP-0614



\$59 (plus GST)

3 hours | Nov 17, 2020

Tuesday 6 - 9 p.m.

Location: Victoria Avenue East campus

Learn how to navigate QuickBooks Online and manage your business finances with this cloud-based software program. Get a look at the program's features and how it is built, set it up to start using the program, enter various transactions and more.

Project Management Knowledge Areas

UGOTCLASS.PMKA



\$265 (plus GST)

4 weeks | Nov 02, 2020

Location: Online

This course introduces students to the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

Project Management Processes

UGOTCLASS.PMP



\$265 (plus GST)

4 weeks | Oct 05, 2020

Location: Online

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information assists in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work.

Starting a Small Business

BUSN-0180



\$429 (plus GST)

7 weeks/40 hours | Sep 29, 2020

Tuesdays/Thursdays 6 - 9 p.m.

Location: Victoria Avenue East campus

If you are interested in starting or expanding a small business in Manitoba, this course is for you. Learn everything from registering your business, elements of a business plan, and resources available to you including financing and marketing strategies for your small business to bring the customers to you. With an overview of managing finances including, bookkeeping, financial statements, taxation, GST and PST and accounting, students work through the creation of a business plan and present it to the rest of the class.





DESIGN PUBLISHING FOR BUSINESS

DOCUMENT OF ACHIEVEMENT

Small businesses and organizations are increasingly using digital marketing and developing, and executing their own online marketing campaigns. Many administrative officers and individuals in similar roles are finding themselves designing campaigns off the corner of their desks.

Ensure the pieces you create are professional and eye-catching by gaining a theoretical understanding of the process of visual design and how balance, flow, symmetry, and typography can enhance the pieces you create. Then, put your knowledge and creativity to work by designing items in Adobe InDesign.

PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$800.

All fees are estimated and are subject to change without notice.

COURSES

		Hours
ARTS-0019	Design Composition	15
ARTS-0020	Introduction to Typography	15
COMP-0608	Introduction to Adobe InDesign	15
COMP-0607	Design Publishing Project	15

COMPLETION REQUIREMENTS

To receive a Design Publishing for Business document of achievement, students must successfully complete 60 academic hours.

LOCATIONS

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/designpublishing

PHOTOGRAPHY

DOCUMENT OF ACHIEVEMENT

Whether you want to start a career as a professional photographer or want to take up photography as an art form or hobby, this program will provide you with the training you need to succeed.

Gain a variety of techniques that stimulate your curiosity and imagination. Learn the technical aspects of photography, as well as more advanced techniques using computer imaging. Study design principles to take your photography to the next level.

This program is for students who would like to learn more about photography as a hobby or as a possible career choice. You may find employment with photography studios or as a freelance photographer.

RECOMMENDATIONS

It is recommended you own a camera that can be set to manual mode.

COMPLETION REQUIREMENTS

To receive a Photography document of achievement, students must successfully complete 110 academic hours.

PROGRAM FEES

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

COURSES

		Hours
CRAF-0013	Photography 1*	18
CRAF-0060	Photography 2*	18
CRAF-0152	Photoshop 1*	18
CRAF-0181	Photoshop 2*	18
CRAF-0194	Photoshop 3	18
CRAF-0252	Flower Photography	8
CRAF-0230	Landscape Photography	8
CRAF-0256	Natural Light Photography	6
CRAF-0255	Photography & Design	6
CRAF-0280	Photography & Design 2	6
CRAF-0278	Baby & Newborn Photography	4
CRAF-0301	Street/Candid Photography	3
CRAF-0279	Studio Lighting	12
CRAF-0274	Wedding Photography	7.5

*Required Course

LOCATION

- Victoria Avenue East campus

NEXT STEP

Register now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/photography

COURSES

Adobe Illustrator Essentials

UGOTCLASS.AIE

**\$305 (plus GST)****4 weeks | Sept 8, 2020****Location: Online**

Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required.

Adobe InDesign Essentials

UGOTCLASS.AIDE

**\$305 (plus GST)****4 weeks | Nov 02, 2020****Location: Online**

Adobe InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. Learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required.

Adobe Photoshop Essentials

UGOTCLASS.APE

**\$305 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. Learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Access to Adobe Photoshop software required.

Advanced Microsoft Excel 2016

ED2GO.AX6

**\$129 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Develop essential skills in Microsoft Excel 2016 to better consolidate, analyze, and report on data. This course provides expert instruction and hands-on exercises that help you easily master analysis tools, PivotTables, conditional formatting, and other advanced features.

Advanced Web Design

UGOTCLASS.AWD

**\$329 (plus GST)****4 weeks | Nov 02, 2020****Location: Online**

Responsive Web design enables Web designers and developers to build and maintain a single website to serve all kinds of device sizes: smartphones, tablets, laptops and more.

Computer Skills for the Workplace

ED2GO.CSW

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

This course is designed to provide the fundamental computer competencies needed to survive and prosper in today's fast-changing workplace. Learn how to implement the powers of modern office software to work faster and more efficiently. This course focuses on practical application for software most common to the workplace.

CSS Fundamentals

UGOTCLASS.CSSF

**\$329 (plus GST)****4 weeks | Nov 02, 2020****Location: Online**

In this introductory course, learn how to style web pages using Cascading Style Sheets (CSS) coding language. Topics include using inline, internal, and external CSS, web typography, formatting text, working with web colors, using Google fonts, working with id and class selectors, working with elements, creating page layouts using elements, and CSS box model.

Effective Selling

ED2GO.EFF

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Discover how you can easily convert a potential customer into a long-term asset. This course helps you lay the groundwork for repeat business and your future success with knowledge, planning skills, communication techniques, and the understanding of human nature.

Excel Basics Workshop

COMP-0124

Must have: Basic computer skills**\$99 (plus GST)****2 weeks/6 hours | Oct 27, 2020****Tuesdays 6 - 9 p.m.****Location: Victoria Avenue East campus**

Learn the basic functions of Excel including, but not limited to, navigation in the worksheet, entering, editing and formatting data, using Autofill and rearranging the workbook. This workshop is for anyone who has never used Excel or has just started to use the program.

HTML Fundamentals

UGOTCLASS.HTML

**\$329 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

This course covers all the basics of HTML coding language. Learn building simple web pages by hand coding, using HTML tags to create paragraphs, heading, lists, links, insert images and tables and more.

Intermediate Microsoft Excel 2016

ED2GO.NX6

**\$129 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. Find out how easy it is to create macros that let you manipulate data with the push of a

button. Discover how to use Goal Seek and Solver and apply them to real-world problems. Learn how to add VLOOKUP, INDEX & MATCH, and other time-saving functions to your repertoire.

Intermediate Microsoft Word 2016

ED2GO.NW6

**\$129 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Learn how to create and organize text in tables, mix graphics and text together to turn Word into a simple desktop publishing program, and merge spreadsheet and database data to create mailing labels and form letters.

Intermediate Web Design

UGOTCLASS.IWD

**\$329 (plus GST)****4 weeks | Oct 05, 2020****Location: Online**

Take your website design skills to the next level. Learn the fundamentals of the most popular Web 2.0 technologies. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.



WORKING WITH TECHNOLOGY

Interpersonal Communication

ED2GO.IPC

**\$99 USD (plus GST)****6 weeks | Oct 05, 2020****Location: Online**

Communication is more than just speaking, hearing, or having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in conversational styles, and conflict.

Intro to Microsoft Teams

COMP-0616

**\$59 (plus GST)****3 hours | Sept. 21, 2020****Monday 6 - 9 p.m.****Location: Victoria Avenue East campus**

Microsoft Teams is a collaboration platform that is designed for teamwork and flexibility. Learn how to organize teams, manage conversations, maintain files and navigate basic features for work or school.

Intro to Zoom

COMP-0615

**\$59 (plus GST)****3 hours | Sep 28, 2020****Monday 6 - 9 p.m.****Location: Victoria Avenue East campus**

Learn how to join, create and schedule virtual meetings using your computer or smartphone. Understand settings and features such as screen sharing, breakout rooms, chats, and more. Students must setup a Zoom account prior to the workshop.

SINGLE COURSES, NO STRINGS ATTACHED.

Continuing Studies offers several short courses and workshops meant to be taken independently. From Microsoft training to arts and food, we have plenty of options for you.

COURSES IN PROGRAMS: STILL NO STRINGS ATTACHED

Although a number of our courses are listed under specific programs, they are designed to stand alone in providing specific skills. That means you may take courses without having to commit to pursuing a credential, provided you have the appropriate prerequisites. Programs with admission requirements may not be possible to take until you meet the requirements.

Part of a
Credential

New



Distance/Online

Enroll Instantly
Online

Introduction to Coding

UGOTCLASS.IC



\$265 (plus GST)

4 weeks | Sept 08, 2020

Location: Online

Learn the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each.

Introduction to Microsoft Excel 2016

ED2GO.IX6



\$129 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Learn shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. Get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. Learn Excel 2016 features, including Quick Analysis, Flash Fill, and new charting capabilities.



Introduction to Microsoft PowerPoint 2016

ED2GO.IP6



\$129 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Learn how to plan a presentation for your audience, format it with themes and color, and use the slide master and layout master to make global changes. Embellish slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations and more.

Introduction to Microsoft Word

ED2GO.IW6



\$129 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Master all the basics of this powerful word-processing program, including how to type and edit text, and how to format, spell check, and print documents. Learn dozens of different ways to modify the appearance and content of your documents and how to catch errors with Word's spell and grammar checker.

Introduction to Web Design

UGOTCLASS.ITWD



\$329 (plus GST)

4 weeks | Sept 08, 2020

Location: Online

Discover the basics of web design using HTML and CSS. Get the info needed to plan and design effective web pages. Learn how to implement web pages by writing HTML and CSS code. And discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images.

Keys to Effective Communication

ED2GO.KEC



\$115 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

Landscape Photography

CRAF-0230

**\$99****8 hours | Oct 03 & 17, 2020****Saturdays 9 a.m. - 1 p.m.****Location: North Hill campus**

Learn how to take beautiful outdoor photos. Understand how to set your camera, use different lenses, and incorporate natural light to enhance photos.

- Bring your camera, lenses and any other photography equipment you may have.

Leadership

ED2GO.LDR

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Gain the respect and admiration of others by developing your leadership skills. Even if you're not working in a leadership role, this course will teach you how to use the principles of great leaders to achieve success in your professional and personal life.

Marketing Your Business on the internet

ED2GO.MBI

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Discover proven methods for establishing an Internet presence and building a brand identity. Learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

Mastering Digital Photography: Photographing People

ED2GO.PPS

**\$99 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Become a skilled photographer when it comes to taking beautiful pictures of adults, children, or babies. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch photos.

Natural Light Photography

CRAF-0256

**\$99****6 hours | Sep 26, 2020****Saturday 12:30 p.m. - 7:30 p.m.****Location: North Hill campus**

Transform your outdoor photos into a work of art. Enhance your skills in this hands-on, outdoor course that focuses on using natural light to your benefit in portrait, landscape and general nature photography. We will explore ways to find the best light. Students will be on location to shoot as daylight allows.

Time for review of student images will be included.

- Bring your camera, lenses and any other photography equipment you may have.

Photoshop 1

CRAF-0152

*Must have: Basic computer skills***\$259****6 weeks/18 hours | Nov 05, 2020****Thursdays 5:30 - 8:30 p.m.****Location: Victoria Avenue East campus**

Learn basics techniques to manipulate and print photos using Adobe Photoshop. Learn about resolution, file formats, adjusting levels, re-sizing images, incorporating text, and many other creative image-enhancing methods.

- Bring a USB drive with picture files for editing.

Professional Sales Skills

ED2GO.PSS

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and much more.

Using Social Media in Business

ED2GO.SMB

**\$115 USD (plus GST)****6 weeks****Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9****Location: Online**

Learn how to use the five most popular social media platforms- Facebook, Twitter, LinkedIn, Pinterest, and Instagram-to grow and promote your business. This course harnesses the power of social media to connect with new customers, advertise products, and promote your brand.



Tuition-free ESL classes!

Are you A NEWCOMER TO CANADA, A PERMANENT RESIDENT OR A REFUGEE?

**Register today for Assiniboine's
Tuition-Free ESL Courses!**

Assiniboine Community College is offering tuition-free English classes for Canadian Language Benchmarks 5-8.

There are several options available:

- » **Day classes** | 9 to 11:30 am or 1:30 to 3:30 p.m.
- » **Evening classes** | 6 to 9 p.m.
- » **Saturday morning classes** | 9 a.m. to 12 p.m.
- » **Saturday afternoon classes** | 1 to 4 p.m.

Assiniboine has three semesters per year:

- » **Semester 1** | September 8 to December 17, 2020
- » **Semester 2** | January 11 to March 19, 2021
- » **Semester 3** | April 8 to June 18, 2021

To register, Assiniboine requires students:

- » To have completed CLB level 4 or higher in listening, speaking, reading and writing
- » A permanent resident status

To register for classes, phone 204-725-8744 or email esl@assiniboine.net before June 5, 2020.

Classes may be partially or fully online, depending on COVID-19 conditions.

Funded by:



Immigration, Refugees
and Citizenship Canada

Financé: Par

Immigration, Réfugiés
et Citoyenneté Canada



assiniboine.net/esl



WORKING WITH YOUR HANDS

HEAVY EQUIPMENT OPERATOR

CERTIFICATE OF ACHIEVEMENT

The eight-week Heavy Equipment Operator program provides students with a combination of training in fundamental heavy equipment and related training in surveying, safety and equipment servicing.

Students use high-end computer simulation equipment to gain experience and confidence, before moving to hands-on heavy equipment operating.

ADMISSION REQUIREMENTS

- Grade 10 or equivalent
- Valid Class 5 Driver's License

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

Tuition, fees and Student Association fees total approximately \$9,995.

All fees are estimated and are subject to change without notice.

COURSES

	Hours
WRKP-0051 Service Principles	40
WRKP-0050 Safety Principles	40
WRKP-0052 Basic Survey Principles	40
OTTR-0045 Heavy Equipment Operations	120
PRAC-XXXX Work Practicum	120

COMPLETION REQUIREMENTS

To receive a Heavy Equipment Operator certificate, students must successfully complete 280 academic hours and 120 practicum hours.

WHAT YOU NEED TO KNOW

The majority of the work in this trade is outdoors. It is important that people entering the trade have strong mechanical aptitude, communication skills, mathematical ability, excellent visual and depth perception, and a high degree of hand-foot-eye coordination.

Practicum is paid or unpaid at employer's discretion. Students are covered by Worker's Compensation while on practicum.

The following Personal Protection Equipment is required:

- High visibility vest
- Safety Glasses (CSA Approved)
- Hard Hat (CSA Approved)
- Coveralls
- Leather work gloves
- Steel Toed Boots (Min. 8 inches high & CSA Approved)
- Hearing Protection (Muff style & CSA Approved)

LOCATION

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/heo

NEXT INTAKE: MARCH 2021

★
NEW

WORKING WITH YOUR HANDS

NETWORK CABLE INSTALLATION

DOCUMENT OF ACHIEVEMENT

With the growing demand of high-speed cabling and network upgrades, companies are looking for skilled workers and contractors to meet customer needs. The Network Cable Installation Program offers students the opportunity to get hands-on experience in a classroom setting that will prepare them for employment in this high demand field.

Hands-on training with tools and materials used in the industry set students off on a path to employment. Take what you learn in class and directly apply it to on-the-job work.

Students learn proper safety practices with tools and on the job equipment. Moving into a buildable space, students learn cable installation methods for both new and existing structures and equipment set up. Finally, students learn customer service and small business basics to set themselves apart from the competition.

CAREER OPPORTUNITIES

Give yourself a competitive advantage when it comes to moving your career forward. This program prepares students for employment in network cable installation or to branch out and start their own business and contract their services to larger installation companies.

COMPLETION REQUIREMENTS

To receive a Network Cable Installation documents of achievement, students must successfully complete 100 academic hours.

PROGRAM FEES

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

COURSES

	Hours
WRKP-0064 Job Safety	20
WRKP-0062 Cable Installation	40
WRKP-0063 Customer Service	20
WRKP-0065 Small Business Basics	20

LOCATION

- Victoria Avenue East campus

NEXT STEP

Sign-up and stay informed! Courses for this program are not offered for this term. Visit assiniboine.net/cs-signup.

FOR MORE INFORMATION

Visit assiniboine.net/networkcable

WOODWORKING

DOCUMENT OF ACHIEVEMENT

The Woodworking program provides students with the opportunity to learn woodworking skills from basic to advanced. Step into one of our shops and gain the intricate skills of woodworking from machinery use to design layout. Students can advance through each level building their skill set and confidence in becoming a hobbyist woodworker.

The Woodworking program is designed to give the hobbyist woodworker the tools and knowledge to become a confident and capable craftsman. Students work through multiple levels in order to increase their skillset.

Go straight to working in the shop with tools and materials. Learn the basics of hand and power tools, design layout, jigs, all the way up to larger machinery leading to building your own project.

If you've always wanted to get into the hobby world of woodworking but weren't sure where to start, this program is for you. The classes are designed to benefit the beginner as well as those with previous experience. With each course, you will build on the knowledge you gained from the previous, culminating in designing and building your own project.

CAREER OPPORTUNITIES

Take your hobby to the next level by having the skills to create pieces of work for family, friends or even your own online business.

COMPLETION REQUIREMENTS

To receive a Woodworking document of achievement, students must successfully complete 90 academic hours.

PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$1,645.

All fees are estimated and are subject to change without notice.

COURSES

	Hours
CPWW-0016 Woodworking 1 *	18
CPWW-0017 Woodworking 2 *	18
CPWW-0018 Woodworking 3 *	18
CPWW-0019 Woodworking 4 *	18
CPWW-0020 Woodworking 5 *	18
CPWW-0022 Woodworking 6	18

**Required Course*

LOCATION

- North Hill campus

NEXT STEP

Register now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/woodworking

COURSES

FoodSafe 1

COOK-0014

Must have: Webcam for examination**\$59****4 weeks | Sep 21, 2020****Location: Online****4 weeks | Oct 12, 2020****Location: Online****4 weeks | Nov 16, 2020****Location: Online****4 weeks | Dec 14, 2020****Location: Online**

This course is for owners, managers, supervisors, chefs, cooks and other personnel responsible for purchasing, handling, preparing and serving food.

Wastewater Collection 1 & 2

ENGR-0045

**\$1,069****30 hours | Nov 30, 2020****Monday/Tuesday/Wednesday/Thursday****8:30 a.m. - 4:30 p.m.****Location: Victoria Avenue East campus**

This course is intended as preparation for the Manitoba Wastewater Collection Class I or Class II Certification Exams. Topics include: manholes/lift stations; backflow/cross connections; piping standards; trenching/bedding standards; odor/corrosion control; lift station calculations; detention time/flow rate calculations; chlorination and testing/sampling.

Wastewater Treatment 1

ENGR-0014

**\$1,069****30 hours | Dec 07, 2020****Monday/Tuesday/Wednesday/Thursday****8:30 a.m. - 4:30 p.m.****Location: Victoria Avenue East campus**

This course is intended as preparation for the Manitoba Wastewater Treatment Class 1 Certification exam. Topics include: lagoons; chlorination/odor control; testing/sampling; wastewater treatment dosage calculations; and detention time/flow rate calculations.

Welding Project

WELD-0038

**\$399 (plus GST)****9 weeks/25 hours | Oct 01, 2020****Thursdays 6 p.m. - 9 p.m.****Location: North Hill campus**

In this course, you learn the practical skills you need for the non-professional use of welding. You gain the skills involved in welding for pleasure, for repair of home items and for personal expression. This course is ideal for anyone who wants to weld small projects at home or on the farm, repair tools, fences or gates and create metal art.

- Insulated leather gloves, safety goggles and 100% cotton or fire resistant full body coveralls are required.

Woodworking 1

CPWW-0016

**\$329****6 weeks/18 hours | Sep 24, 2020****Thursdays 6 - 9 p.m.****Location: North Hill campus**

This course is an introduction to working with wood using hand tools. Methods of layout are presented and practiced along with basic methods in joinery. Practice is gained through individual project work. Safety glasses, hearing protection, steel toe work boots, pencil and tape measure are required.

Woodworking 2

CPWW-0017

Prerequisite: CPWW-0016 Woodworking 1**\$329****6 weeks/18 hours | Nov 03, 2020****Tuesdays 6 - 9 p.m.****Location: North Hill campus**

This course is an introduction to woodworking using power tools. The course focuses on hands-on work with individual projects. Safe procedures are emphasized. Safety glasses, hearing protection, steel toe work boots, pencil and tape measure are required.

CANNABIS INDUSTRY SPECIALIZATION

DOCUMENT OF ACHIEVEMENT

Canada's cannabis industry is rapidly expanding—and with that expansion comes an exciting range of new business and employment opportunities. Become knowledgeable in the complex field of cannabis, including ethics, regulation and business operations.

CONNECTIONS

Assiniboine is proud to partner with Durham College on this innovative and immersive online training program. Durham College's Cannabis Industry Specialization program has been designed in partnership with industry leaders to provide participants with crucial insights into the complexity of this rapidly evolving sector.

ADMISSIONS

An application is not required for this program. However, participants must be 19 years of age by the start of the first course.

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.

COMPLETION REQUIREMENTS

To receive a Cannabis Industry Specialization document of achievement, students must successfully complete four courses and five micro-courses, equaling 71 hours.

Upon the successful completion of each micro-course, students will receive a digital badge from Durham College, in addition to the document of achievement from Assiniboine upon completion of all program requirements.

PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$2,300.

All fees are estimated and are subject to change without notice.

COURSES

Hours

Medical Cannabis Fundamentals for Business Professionals	14
Cannabis Law and Ethics	14
Cannabis in the Adult Use Market	14
Importing and Exporting Cannabis	14

CANNABIS BUSINESS OPERATIONS

(this course consists of the five micro-courses listed below)

Cannabis Business Operations: Structure of the Industry	3
Cannabis Business Operations: Production Facility	3
Cannabis Business Operations: Processing and Testing	3
Cannabis Business Operations: Finance and Resource	3
Cannabis Business Operations: Cannabis Tracking Systems	3

Note: Upon completing all five micro-courses, you must notify Durham College via email at cannabis@durhamcollege.ca. Once verified, Durham will issue you the Business Operations course digital badge.

LOCATION

- Online

NEXT STEPS

Register now! Visit assiniboine.net/register.

MASTER GARDENER

DOCUMENT OF ACHIEVEMENT

The Master Gardener program is open to anyone with an interest in gardening. It is an opportunity to learn, share gardening experience and to develop friendships through community volunteerism. Master Gardeners take pride in achieving their certification and continue to share their knowledge with others in their community. Assiniboine Community College (ACC) is pleased to deliver the full Master Gardener program in Winnipeg.

An authentic certification designed to provide up-to-date information on all gardening basics and combines home study, classroom instruction and an exam. An internship of 40 hours is required to be completed before the written exam. The internship hours should include a variety of activities. All of your hours should benefit the community through a combination of hours in gardening related volunteer work, hours in meetings, and hours in horticulture related events.

Sow the seeds of your gardening hobby by turning it into a career and find employment with a horticulture-based organization by becoming a Manitoba Master Gardener Association recognized green thumb.

CAREER OPPORTUNITIES

Take your love of gardening to the next level by passing on your knowledge and gardening services to communities and other horticulture-based establishments such as farmer's markets, gardening events and workshops.

ADMISSION

English is the language of instruction at ACC. 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. Visit assiniboine.net/elp for more information.

COMPLETION REQUIREMENTS

To receive a Master Gardener document of achievement, students must successfully complete 39 academic hours, 40 volunteer hours and the Master Gardener theory exam.

Students can start accumulating volunteer hours after being accepted into the program. Hours must be completed within one year.

PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$1,250.

All fees are estimated and are subject to change without notice.

COURSES

	Hours
AGRC-0165 Botanical Latin	3
AGRC-0229 Garden Fundamentals	12
AGRC-0230 Common Plant Diseases	6
COMM-0202 Communications – Master Gardener	6
AGRC-0163 Identifying Insects	3
AGRC-0231 Safe Pesticides & Alternatives	3
AGRC-0160 Tree & Shrub Identification	6

LOCATION

- Winnipeg campus

NEXT STEP

Apply now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/mastergardener



WORKING WITH
PLANTS & ANIMALS

PRAIRIE HORTICULTURE

CERTIFICATE

Learn about horticulture with Canadian prairie conditions in mind. There are four specializations; Fruit and Vegetable Production, Greenhouse Crop Production, Landscaping and Arboriculture, and Nursery Crop Production.

Three western Canadian educational institutions, Assiniboine Community College, the University of Saskatchewan and Olds College, have partnered to develop and deliver this program. Join other students from across the three provinces in this exciting learning opportunity.

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. Careers in the field of horticulture focus on nursery crop production, landscaping, arboriculture, greenhouse crop production, fruit production and vegetable production.

ADMISSIONS

- A complete Manitoba Grade 12 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.

COMPLETION REQUIREMENTS

This program provides skills and training for owners, managers or employees of horticulture businesses, as well as anyone with an interest in horticulture.

PROGRAM FEES

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

COURSES

AGRC-0017	Applied Botany	6
AGRC-0029	Arboriculture	3
AGRC-0297	Cannabis Crop Production	6
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 Management	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

Credits

LOCATION

- Distance

NEXT STEPS

Apply now! Visit assiniboine.net/register.

FOR MORE INFORMATION

Visit assiniboine.net/prairiehort

COURSES

Botanical Latin

AGRC-0165


\$99
3 hours | Oct 17, 2020
Saturday 9 a.m. - 12 p.m.
Location: Winnipeg campus

Botanical Latin is the language developed for the naming and description of plants. This workshop is designed for those who have no knowledge of classical Latin. Understanding botanical Latin will assist you with selecting plants for your landscape.

Cannabis - Adult Use Market

BUSN-0187



Prerequisite: BUSN-0186 Medical Cannabis Fundamentals

\$451.94
14 hours | Oct 03, 2020
Saturday/Sunday 8:30 a.m. - 3:30 p.m.
Location: Online
14 hours | Nov 14, 2020
Saturday/Sunday 8:30 a.m. - 3:30 p.m.
Location: Online

In an emerging multibillion dollar market, the legalization of cannabis for recreational use is inviting not only an increased big business presence, but also creating many new opportunities for micro-sized entrepreneurial ventures. Students in this course will examine the complexities and challenges of this rapidly evolving marketplace. This course will look at core customer groups, as well as products and services within the adult-use market, and differentiate this market from

the medical stream. It will explore various branding and distribution approaches, and how quality and price will play key roles in a legitimate recreational market that must compete effectively against illegal providers. In addition, students will consider the critical role of responsible adult use and consumer education in de-stigmatizing cannabis.

Cannabis Law and Ethics

LAWG-0094



Prerequisite: BUSN-0186 Medical Cannabis Fundamentals

\$451.94
14 hours | Sep 26, 2020
Saturday/Sunday 8:30 a.m. - 3:30 p.m.
Location: Online
14 hours | Nov 21, 2020
Saturday/Sunday 8:30 a.m. - 3:30 p.m.
Location: Online

The legislative landscape for cannabis production and use in Canada is continuing to evolve. Upon completing this course, students will be able to locate and interpret current legislation relating to the medical and adult-use markets. Students will apply this knowledge to concepts of production, promotion, packaging, and the sale of cannabis within the framework of maintaining full compliance, as well as to personal use and potential implications. In addition to regulatory concerns, students will also discuss and debate important ethical considerations relating to the legalization of cannabis, including use by minors, medicinal claims, pardoning past criminal records and more.

Common Plant Diseases

AGRC-0230


\$99
3 hours | Jan 16
Saturday 9 a.m. to 12 p.m.
Location: Winnipeg campus

Learn how to identify common diseases found in the landscape. Disease life cycles, prevention and control will be discussed.

Garden Fundamentals

AGRC-0229


\$219
2 week/16 hours | Oct 31, 2020
Saturdays 9 a.m. - 4 p.m.
Location: Winnipeg campus

Learn the science of gardening! Understanding basic horticulture will help answer many common gardening problems and will help you to become a better gardener. Learn the basics of soils, climate, plant nutrition, botany, mulches and watering. The Garden Fundamentals course include lectures, discussions, slide shows, as well as hands-on activities to aid student understanding and give practical skills to use outside of the classroom.

Identifying Insects

AGRC-0163


6 hours | Nov 14, 2020
Saturday 9 a.m. - 4 p.m.
Location: Winnipeg campus

Learn how to differentiate one insect from another and to determine which insects are beneficial and which are potentially harmful.





Importing and Exporting Cannabis

BUSN-0188



Prerequisite: BUSN-0186 Medical Cannabis Fundamentals

\$451.94

14 hours | Oct 17, 2020

Saturday/Sunday 8:30 a.m. - 3:30 p.m.

Location: Online

14 hours | Dec 05, 2020

Saturday/Sunday 8:30 a.m. - 3:30 p.m.

Location: Online

With the medical use of cannabis well established and as the first G7 country to federally legalize recreational use, Canada is poised to become a leader in the global cannabis market. This course introduces students to the continually changing international cannabis landscape and its implications to Canadian companies for legally importing and exporting the product. This course will consider the potential scope of opportunity in international cannabis trade. In addition, the implications of multinational treaties on importing and exporting cannabis will be examined. Students will be also introduced to Canadian import/export procedures and requirements, not only for cannabis but also for hemp.

Medical Cannabis Fundamentals

BUSN-0186



\$451.94

14 hours | Sep 19, 2020

Saturday/Sunday 8:30 a.m. - 3:30 p.m.

Location: Online

14 hours | Oct 24, 2020

Saturday/Sunday 8:30 a.m. - 3:30 p.m.

Location: Online

14 hours | Nov 28, 2020

Saturday/Sunday 8:30 a.m. - 3:30 p.m.

Location: Online

This introductory-level course examines various aspects of the cannabis industry including history and emerging trends in Canada, regulatory and legal considerations (primarily with an Ontario focus), ethical issues, basic clinical concepts, cultivation and quality control fundamentals, customers/patients, insurance and marketing/communication principles. Through their studies, students will develop contextual knowledge that will expand their familiarity with this rapidly expanding industry.

Safe Pesticides & Alternatives

AGRC-0231



\$99

3 hours | Sep 12, 2020

Saturday 9 a.m. - 12 p.m.

Location: Winnipeg campus

3 hours | Sep 26, 2020

Saturday 9 a.m. - 12 p.m.

Location: Winnipeg campus

Safe and intelligent pesticide practices minimize harm to you and the environment. This course covers pesticide formulations, toxicity, persistence, labelling and safety practices. Prevention is always the best defence so alternatives to pesticide use are also discussed.

Tree and Shrub Identification

AGRC-0160



Prerequisite: AGRC-0165 Botanical Latin and AGRC-0229 Garden Fundamentals

\$139

6 hours | Sep 19, 2020

Saturday 9 a.m. - 4 p.m.

Location: Winnipeg campus

6 hours | Oct 03, 2020

Saturday 9 a.m. - 4 p.m.

Location: Winnipeg campus

This course focuses on trees and shrubs commonly used in landscape design. Students will be taught how to use a dichotomous key and observe specialized plant features that help distinguish each species.

COURSES



A Taste of South America

COOK-0137



\$79 (plus GST)

2 hours | Oct 27, 2020

Tuesday 7 - 9 p.m.

Location: North Hill campus

The world has become interested in the cuisines of South America, and new combinations have emerged. But the time-honored culinary traditions of Latin America remain intact. If you have not explored them already, new or old, don't miss out. You will fall in love with South American food.

Feather String Pull Painting

CRAF-0334



\$59 (plus GST)

2 hours | Oct 29, 2020

Thursday 7 - 9 p.m.

Location: Victoria Avenue East campus

Learn the technique of creating feather artwork with string. You are guided step-by-step through preparing your canvas surface, mixing and pouring paint, using a string technique, finishing and setting the artwork. Participants are required to bring a canvas size of choice and wear "painting clothes". All other supplies are provided.

Individual Excellence

ED2GO.PIE



\$115 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Personal development is key to success in and out of the workplace. Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. Learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. Develop a fulfilling career plan and hold the skills to improve your interpersonal relationships.

Mastering Public Speaking

ED2GO.MPS



\$115 USD (plus GST)

6 weeks

Start Dates: Sep 16 | Oct 14 | Nov 11 | Dec 9

Location: Online

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course helps equip you with the skills needed to communicate with ease and authority on the job or in any social setting.

MATURE STUDENT

HIGH SCHOOL DIPLOMA

Need to finish high school or improve your grades? Missing a prerequisite for post-secondary studies? Been out of school for a long time? Our program is for you!

ADMISSIONS

- You must be 19 years of age at the time of enrollment or reach the age of 19 before the completion of the course in which you are enrolled.
- You must be out of high school six months or more.

Each student's academic level is assessed to ensure they get the courses that are right for them. Those who have already graduated from high school may take up to four additional high school courses tuition free.

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 requirements. See assiniboine.net/elp for more information.

PROGRAM FEES

At the Adult Collegiate in Brandon, fees charged per one credit course are \$20.50 materials fee plus \$25.70 for Students Association fees (\$46.20 total). In Parkland, the charges per one credit course are \$20.50 materials fee and \$23.90 for Student Association fees (\$44.40 total)

DAY CLASSES

Term 1 Sept 8, 2020 - Dec 18, 2020 (D)
Sept 9, 2020 - Dec 18, 2020 (B)
Term 2 Jan 6, 2021 - Apr 30, 2021 (B/D)

EVENING CLASSES

Term 1 Sept 14, 2020 - Jan 15, 2021 (D)
Sept 8, 2020 - Jan 21, 2021 (B)
Term 2 Jan 25, 2021 - May 28, 2021 (D)
Jan 26, 2021 - May 27, 2021 (B)

B = Brandon (Rosser Avenue) | D = Dauphin (Parkland Campus)

COURSES

Required 8 credits to graduate. Must include four 40 Level (or Grade 12) courses (English 40S and Math 40S being 2 of the 4) and four other high school credits.

		Credits
ABOR-D019	Aboriginal Studies 42C	1 D
MATH-0060	Applied Mathematics 40S	1 B,D
SCIE-0004	Biology 40S	1 B,D
SCIE-0024	Chemistry 30S	1 B
SCIE-0025	Chemistry 40S	1 B
PSSY-D066	Child Development	.5 B
COMP-D353	Computer Skills 32C	.5 B
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 D
MATH-0077	Essential Math 20S	1 D
MATH-0080	Essential Math 30S	1 B,D
MATH-0082	Essential Math 40S	1 B,D
PSSY-0019	Family Dynamics 42C	1 B
ENVR-0035	Global Issues 40S	1 D
COMM-D037	Human Relations/Comm 42C	.5 B
COMM-D035	Interpersonal Communication 42C	.5 B
LAWG-0040	Law 40S	1 B,D
PEDV-0288	Life/Work Transitions 40S	1 D
HLTH-0226	Physical Education 40F	1 B
SCIE-0011	Physics 30S	1 D
SCIE-0003	Physics 40S	1 B,D
MATH-0023	Pre-Calculus Math 30S	1 D
MATH-0024	Pre-Calculus Math 40S	1 B,D
COMM-D308	Presentation Skill/Graphic 32C	.5 B
PSSY-0078	Psychology 40S	1 B,D
PEDV-0006	Skills Education Success 41G	.5 B

B = Brandon (Rosser Avenue) | D = Dauphin (Parkland Campus)

FOR MORE INFORMATION

Visit assiniboine.net/mshs

OUR CAMPUSES

Victoria Avenue East Campus

1430 Victoria Avenue East
Brandon, MB R7A 2A9
Call 204.725.8725 or
toll-free 800.862.6307 ext. 6002
continuingstudies@assiniboine.net

North Hill Campus

1035 1st Street North
Brandon, MB R7A 2Y1
Call 204.725.8725 or
toll-free 800.862.6307 ext. 6002
continuingstudies@assiniboine.net

Parkland Campus

520 Whitmore Avenue East
204.622.2222 or
toll-free 800.862.6307, ext. 6591
parklandstudies@assiniboine.net

Russell Training Centre

404 Russell Street East
204.773.5180 or
toll-free 800.862.6307, ext. 6155
russellconstudies@assiniboine.net

Winnipeg Campus

1313 Border Street
204.694.7111 or
toll-free 800.862.6307, ext. 6002
winnipegconstudies@assiniboine.net

Adult Collegiate

725 Rosser Avenue
Brandon, Manitoba R7A 0K8
204.725.8735
adultcollegiate@assiniboine.net

Assiniboine
Community
College



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RAISE YOUR ENGLISH LANGUAGE PROFICIENCY *at Assiniboine*

Do you want to improve your English and work towards attending college? Learn from qualified and engaging English instructors at Assiniboine Community College!

Our English for Academic Purposes (EAP) pathway program helps you gain the language skills you need to enter into a college program.

- » Three IELTS levels available (5.0, 5.5 and 6.0)
- » 14-week terms of advanced English language training, including career-specific English lessons
- » Small classes with experienced, certified instructors
- » Academic skill building to help you succeed in college

2020-2021 offerings in Brandon:

- » September 9 to December 11, 2020
- » January 6 to April 9, 2021
- » May 3 to August 6, 2021

Classes may be partially or fully online, depending on COVID-19 conditions.

**Apply for EAP and an Assiniboine College certificate/
diploma at the same time to receive conditional acceptance
into the program of your choice!**

assiniboine.net/eap